



Better Contrails Mitigation - BeCoM

European Union's Horizon Europe Research and innovation program Under grand agreement
No 101056885

D7.1

Project Handbook

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1. Introduction

1.1 Purpose of this document

This Project Handbook and quality manual has mainly two functions.

Firstly, it is a reference source for all consortium members covering many day-to-day activities. Secondly, it intends to standardise various elements of the project e.g. project reports, deliverables, etc. through the use of agreed procedures and templates where relevant.

It will be a dynamic document and will be updated as required throughout the project.

1.2 Precedence

The general principles for the project execution are defined in the EU Grant Agreement (GA), the Description of the action (DoA) and the Consortium Agreement (CA). The Project Handbook does not replace any of these established agreements, nor does it replace any of the EU guidelines for project implementation and documentation.

Where there are any inconsistencies between these documents, the following order of precedence should be applied:

1. EU Grant Agreement including Description of the action, also referred to as the Grant Agreement (EU GA) Annex 1;
2. Consortium Agreement (CA);
3. Project Handbook (present document).

2. General Project Information

Title	Better Contrails Mitigation
Acronym	BeCoM
Grant Agreement No.	101056885
Funding Programme	Horizon Europe - HORIZON-CL5-2021-D5-01-05
Type of Action	RIA (Research Innovation Action)
Project Start Date	01-06-2022
Project duration	48 months

Scientific Coordinator (TU Delft)	Admin. Project Coordinator (TU Delft)
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No	Partner name	Acronym	Country
1	Delft University of Technology	TUD	Netherlands
2	Deutscher Wetterdienst	DWD	Germany
3	Deutsches Zentrum für Luft und Raumfahrt EV	DLR	Germany
4	Thales	Thales	France
5	Centre National de la Recherche Scientifique	CNRS	France
6	ENVISA	ENV	France
7	ECATS International Association AISBL	ECATS	Belgium

3. Legal Aspects

3.1 Grant Agreement

The Grant Agreement forms the legal basis for the implementation of the project. It consists of:

- Terms and Conditions (this is the core contract);
- Annex 1 Description of the action (DoA);
- Annex 2 Estimated budget for the action;
- Annex 2a Additional information on unit costs and contributions (if applicable)
- Annex 3 Accession Forms (if applicable);
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)
- Annex 4 Model for the financial statements;
- Annex 5 Specific rules (if applicable).
- Annex 6 Model for the certificate on the methodology.

Although the core contract is signed between the EU and the Coordinator of the project, all partners have become individual contract partners with the commission by signing the Accession Forms.

The Grant Agreement must be kept by all partners and should be provided to the auditor in case of an audit. It is downloadable in the participant portal; in document library of the BeCoM project.

3.2 Consortium Agreement

Whereas the Grant Agreement is signed between the EU and the partners, the Consortium Agreement is signed between the partners themselves. It arranges in more detail the provisions of the Grant Agreement, such as but not limited to: financial issues, payments, management, decision making, conflict resolution, intellectual property rights and liability.

The Consortium Agreement must also be kept by the partners and must be shown in case of audits.

3.3 Amendments

During the project, circumstances may arise to call for a request to the EU for an amendment of the Grant Agreement. Reasons may vary, but could be:

- Change of partner(s);
- Change of legal entity;
- Changes in the Budget (*EU GA: Annex 2*);
- Changes in the DoA (*EU GA: Annex 1*).

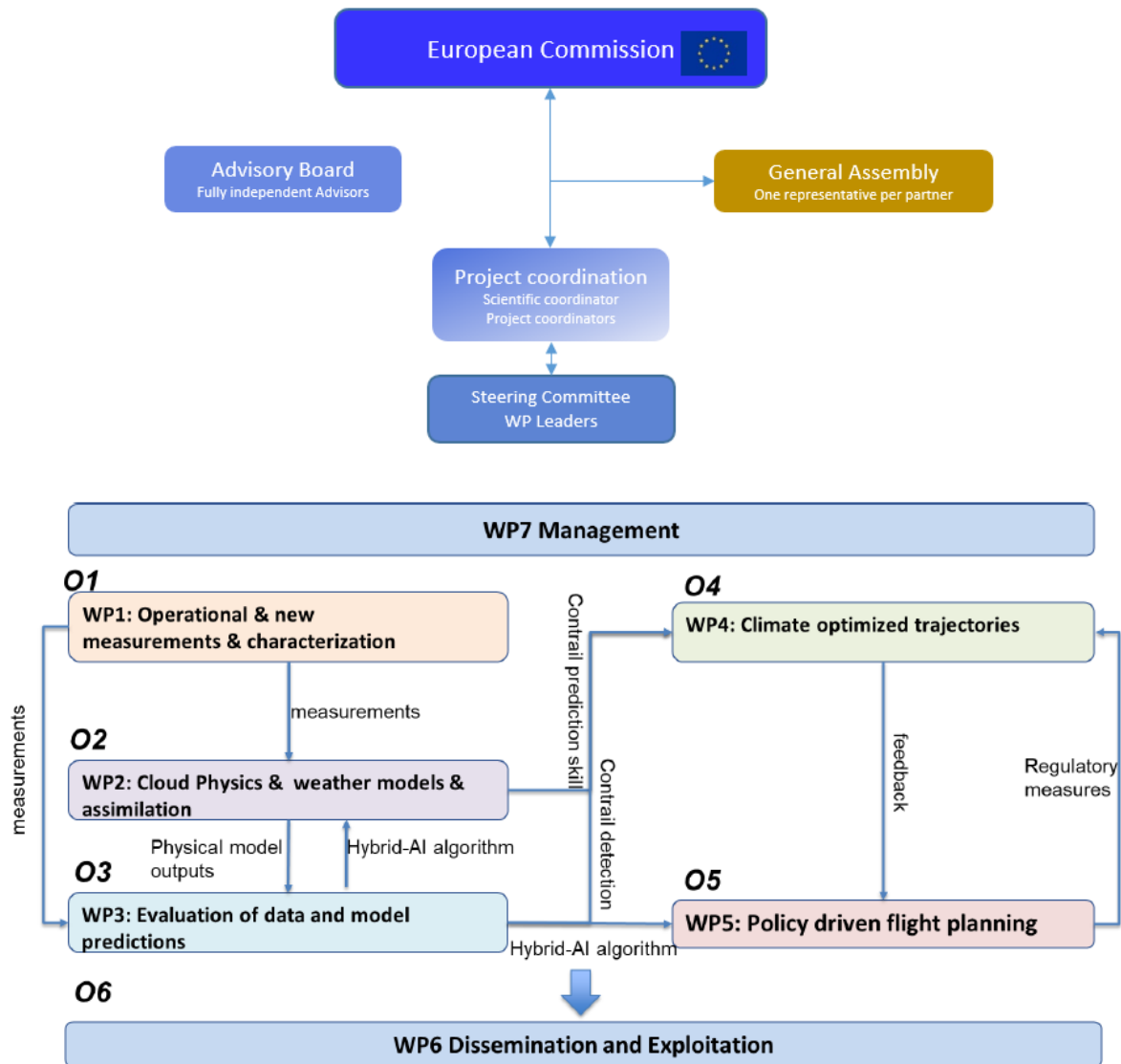
In case an amendment is needed, the coordinator shall submit such a request after an autonomous decision by all partners in the General Assembly. After approval, the Coordinator shall distribute the revised Grant Agreement to the partners, replacing former versions.

Budget changes that do not affect the content of DoA can be taken care by the consortium itself; decision through the General Assembly and inform the Project Officer. Amendments may be requested by any of the project partners.

4. Management Structure and Procedures

4.1 Project Organizational Structure

The project organizational structure is represented in the following diagram:



The project organizational structure has multiple layers of decision-making:

Advisory Board (AB)

The Advisory Board gives general advice to the project to facilitate a quick market uptake.

A group of external experts forms the BeCoM advisory board to support the project consortium and advising on the road ahead and the quality assurance of outputs produced. Since the BeCoM project aims at developing the next radical step in green aviation, it is important to have inputs and feedback from representatives of different stakeholders impacted by the project results. Thus to guide the BeCoM project at different stages and to give relevant inputs during the process, a group of external

experts has been formed consisting of an airline (Lufthansa), a European regulatory authority (EURO-CONTROL), and a national regulatory authority (German Environmental Agency). Further members may join the Advisory Board once the project has started. The members of this group will receive regular high-level project information and be invited to attend the regular project meetings, in particular meetings related to implementation.

General Assembly (GA)

The General Assembly deals with partner enrollment and exit, budget changes, (IPR) issues and conflicts.

Project Coordination

The Project Coordination is responsible for efficient management of the project and individual activities with respect of time, budget and quality. It also functions as the intermediary for all communication between co-beneficiaries and the European Commission.

Steering Committee (SC)

The Steering Committee is the supervisor for the execution of the project. Moreover, it is responsible for proper execution and implementation of the decisions of the General Assembly.

Work Package Leaders (WPL)

Work Package Leaders are responsible for workflow, coordination and progress within their WPs and other WPs. They ensure that the coordinator is informed about WP developments. Adjustment to work must be agreed by coordinator

4.2 Roles

4.2.1 General Assembly (GA)

The GA is ultimately responsible for the management of the project and consists of one representative from each partner in the consortium. It is chaired by the WP 8 leader(s).

The GA shall be free to act on its own initiative to formulate proposals and take decisions. In addition, all proposals made by the Executive Board shall also be considered and decided upon by the GA.

Table 1. General Assembly Members

Partner Nr	Organisation	Name	E-mail
1	TUD	Feijia Yin	f.yin@tudelft.nl
2	DWD	Roland Potthast	Roland.potthast@dwd.de
3	DLR	Klaus Gierens	Klaus.gierens@dlr.de
4	Thales	Pierre Yves Lagrave	Pierre-yves.lagrave@thalesgroup.com
5	CNRS	Philippe Keckhut	keckhut@latmosipsl.fr
6	Envisa	Ayce Celikel	ayce@env-isa.com
7	ECATS	Sigrun Matthes	Sigrun.matthes@dlr.de

The GA shall take the following decisions:

- Content, finance and intellectual property rights;
- Evolution of the consortium (e.g.: Entry of a new partner, withdrawal of a partner).

All decisions of the GA are taken with 2/3 majority votes, though the objective is unanimity.

The quorum of the GA meetings is 2/3 of its members. On a regular basis, the GA members will communicate via email.

4.2.2 Project Coordination

The BeCoM project is coordinated by TU Delft and acts as the intermediary between the partners and the European Commission (Funding Authority).

The coordination of the project is performed at two levels:

Scientific coordination

Dr. Feijia Yin (TUD) is the scientific coordinator. She takes care of the scientific development of the project. The main responsibility is to ensure that the main goals of the project are pursued and to verify the quality of all deliverables resulting from the project.

Project coordination

Oana Trifan and Helma van den Bos (TUD) are respectively the project coordinator and assistant project coordinator. They assist the scientific coordinator and the consortium on financial, legal, administrative as well as on organizational matters.

The scientific coordinator and project coordinators work closely together to guarantee a smooth project communication internally (within the project) and externally (with the EU and the public at large).

4.2.3 Steering Committee (SC)

The SC is the supervisory body responsible for the proper execution and implementation of the decisions of the GA. The SC is responsible for: 1) Assessing the compliance of the project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the GA; 2) Support the coordinator in preparing meetings with the Funding Authority and in preparing related data and deliverables; 3) Prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority.

BeCoM has established as of the start of the project a Steering Committee (SC) consisting of one representative from each work package and one representative from those partners who do not provide a work package leader. Refer to section 4.2.4 WP leaders and Task leaders for more details.

The leader(s) of WP7 (Project Management) shall chair all meetings of the SC, unless decided otherwise by a majority of two-thirds.

4.2.4 Advisory Board (AB)

A group of external experts is invited to form an advisory board to support the project consortium and advising on the road ahead and the quality assurance of outputs produced. Since the BeCoM project aims at developing the next radical step in green aviation, it is important to have inputs and feedback from representatives of different stakeholders impacted by the project results. Thus to guide the BeCoM project at different stages and to give relevant inputs during the process, a group of external experts has been formed consisting of an airline (Lufthansa), a European regulatory authority (EUROCONTROL), and a national regulatory authority (German Environmental Agency). Further members may join the Advisory Board once the project has started. The members of this group will receive regular high-level project information and be invited to attend the regular project meetings, in particular meetings related to implementation.

Table 2. Advisory Board Members

Name	Organisation	Country	E-mail
Ilona Sitova	EUROCONTROL	BE	ilona.sitova@eurocontrol.int
Rudiger Ehrmantraut	EUROCONTROL	BE	rudiger.ehrmantraut@eurocontrol.int
Kay Kohler	UBA	DE	Kay.Koehler@uba.de
Reinhard Herbener	UBA	DE	reinhard.herbener@uba.de
Jan Pechstein	Lufthansa Group	DE	Jan.pechstein@dlh.de
Annette Mann	Lufthansa Group	DE	Annette.mann@dlh.de

This project body will be established right after the start of the project.

4.2.4 Work Package Leaders and Task Leaders

The WP Leaders (WPLs) and the Task Leaders (TLs) will be responsible for the detailed implementation of the work packages and tasks and preparation of the corresponding deliverables and milestones. The WPLs perform operative management at the level of their work package and are responsible for the following activities:

- Reporting progress at project meetings and in management reports;
- Immediately reporting major decisions related to any deviation to the work plan;
- Coordinating the activities of the task leaders;
- Highlighting any partners whose contributions are of insufficient or of unacceptable quality.

The WPLs report to the SC and to the GA (if the latter requires more detailed information on some issue). The TLs assist the WPLs in planning, managing and performing their respective tasks in the WP context.

Table 3. Work Package Leaders

Work Package	WP	Partner	Name(s)	E-mails
Operational & new measurements & characterization	1	CNRS	Philippe Keckhut	philippe.keckhut@latmos.ipsl.fr
Cloud physics & weather models & assimilation	2	DWD	Alexander Cress	Alexander.Cress@dwd.de
Evaluation of data and model predictions	3	Thales	Teodora Pretisor	teodora.pretisor@thalesgroup.com
Climate optimized trajectory	4	TUD	Feijia Yin	f.yin@tudelft.nl
Policy driven flight planning	5	DLR	Klaus Gierens	Klaus.gierens@dlr.de
Dissemination and Exploitation	6	Envisa	Thomas Roetger	thomas.roetger@env-isa.com
Project management and Scientific Coordination	7	TUD	Feijia Yin Oana Trifan Helma van den Bos	f.yin@tudelft.nl o.trifan@tudelft.nl helma.vandenbos@tudelft.nl

4.2.5 Meetings

Project meetings are plenary meetings and parallel sessions combining technical progress and conclude with a General Assembly meeting (and twice a year including an Executive Board meeting). The minutes of the meetings will be submitted to the PO (if required).

The consortium has decided to organise online project meetings for the duration of the project every year.

Technical meetings may be called for by the Work Package leaders within a work package or between technical work packages in order to coordinate progress on WP level. A shortlist of progress made and follow-up actions should be sent to the coordinator.

Meetings will be held with regular intervals, in order to assess the degree of completion of work, including technical results and deliverable preparation. This continuous quality watch is performed by the technical coordinator and will be reported in the periodic progress reports

Meetings of each project partner may also be held by teleconference or other telecommunication means.

Costs for travel and accommodation to participate in these meetings have to be covered by each partners own budget.

For every meeting taken place, **minutes** should be sent to the coordinator.

5. Communication

5.1. Internal communication

Internal communication is considered the communication within the consortium.

5.1.1 Email

Many people may be working on a number of different projects and are likely to receive numerous emails every day, therefore, a standard subject title is proposed. This helps to quickly recognise the project related emails.

Project related emails should include in the subject title: 'BeCoM' followed by a more specific description of the subject, deadline for feedback or reply, see below an example:

[Subject: BeCoM: Kick off meeting minutes, comment till October 25th 2022]

It is required to copy the coordinators o.trifan@tudelft.nl and helma.vandenbos@tudelft.nl in most important e-mail communications.

There will be different mailing lists, which can be found on SurfDrive together with the contact list. Required changes can be send to o.trifan@tudelft.nl and helma.vandenbos@tudelft.nl.

- Consortium: BeCoM-all@tudelft.nl

5.1.2 Internal Communication Platform

A project internal communication platform: SurfDrive was set up to act as repository for all working documents, minutes and reports. To access the SurfDrive, the following link should be used:

<https://surfdrive.surf.nl/files/index.php/s/0P2DMainZ27EOYz>

Password: *The password shall be provided upon request.*

Every member of the consortium has access to the SurfDrive platform. In case of problems, please contact: helma.vandenbos@tudelft.nl and o.trifan@tudelft.nl.

Permission levels

All members have rights to read/download/edit/upload documents.

This internal website will be serve as the main communication channel within BeCoM consortium in exchanging files and storing documents for regular usage.

Please refer to 'D7.2 – Internal Website' for more details.

5.2 External communication

External communication is considered towards parties outside the consortium, target groups of the project, stakeholders and the EU Project Officer.

The external communication is part of WP6 Dissemination and Exploitation for which one ENVISA is responsible.

Communication of project results is an important part of the funding programme. Horizon Europe. More information is available in deliverable 'D6.2 Dissemination and Exploitation (PEDR)', Lead beneficiary ENVISA, due at 30-11-2022 (M6).

5.2.1 Project website

The project website is set up for external communication purposes.

It can be found at <https://www.becom-project.eu>. The project website is created with information about the project, its objectives, results, partners and events.

5.2.2 General Requirements

You are requested to indicate at all times that the project has received funding from the European Union (See article 17 of the GA). Using the following:

- (a) display the [EU emblem](#) (When displayed together with another logo, the EU emblem must have appropriate prominence.):



See also: download centre for visual elements [\[LINK\]](#)

- (b) include the following text (Disclaimer):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. The European Union cannot be held responsible for them.”

- (c) include the following project logo:

You can find the logo on SurfDrive. It is recommended to always place the project logo on the front page of the document and the EU logo at the left side of the footer of the first page in the document.

5.2.3 Specific Project Presentation

On SurfDrive you can find the standard BeCoM PowerPoint presentation that can be used in external communication.

5.3 Document standard/Templates

All public documentation needs to conform the document standards provided by the Project Coordinator. The document standard could be used for:

- Official EU reports (such as Periodic, Final);
- Public documents by the consortium;
- Project deliverables (in a report format);
- Any documents that are declared as public by the consortium.

All project templates (deliverables, presentations, document standard) are saved on SurfDrive.

The preview of a template for a document standard can be found in **Appendix 2**.

For internal project documents, it is also advised to apply this standard, such as WP meeting agenda and minutes.

5.3.1 Document Titles

	Deliverables	Meetings	Conferences
First letters	BeCoM	BeCoM	BeCoM
Underscore	–	–	–
Next letters	Deliverable number [Dx.y] [x=WP number, y=deliverable number]	Type of document (i.e. Agenda, Minutes, Presentation) In case of presentation, include WP number.	Event title
Underscore	–	–	–
Next letters	Short explanatory title for the document.	Date and location of the meeting	Date and location of the meeting
Underscore	–		
Next letters (for presentations only)		Short name of organisation and Initials of presenter	Short name of organisation and Initials of presenter
Underscore	–	–	–
Next letters	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version v2.0=updated final version]	"v" and number of revision of this specific report [v0.1 =draft version, v1.0=final version, v2.0=updated final version]	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version, v2.0=updated final version]

Deliverable documents: [BeCoM_Dx.y_Title_v0.1]

example: BeCoM_D7.1_ProjectHandbook_v0.1

Meeting documents: [BeCoM_Type of Doc_Location_YYYYMMDD_Organisation/Initials)_v0.1]

example: BeCoM_Agenda_Delft_20230126_v0.1

example: BeCoM_Minutes_Delft_20230126_v0.1

example: BeCoM_(WPx_)Presentation_Delft_Delft_20230126_MB/TUD_v0.3

Conference presentations: [BeCoM_Event_Location_YYYYMMDD_Initials/Organisation_v0.1]

example: BeCoM_KickOff2022_Delft_20220706_OT/TUD_v1.0

6. Reporting

Throughout the lifetime of the project there are:

- (Internal) progress report(s) (financial & technical progress);
- Periodic report(s) to the EU (financial & technical progress);
- Final Report to the EU (financial & technical).

6.1 Reporting Calendar

To ensure timely submission the partners should respect the following deadlines:

1. **Table 4. Reporting Calendar**

Kind of report	Period covered	Template ready and uploaded to Internal Communication Platform by project coordinator	Deadline to send to project coordinator	By whom?	Finalized & submitted to EC by project coordinator
Internal Progress Report 1	First six months	November 2022 (M6)	November 2022	All consortium partners	n/a
Periodic Report 1	Jun 2022 – Nov 2023 (M01-M18)	Nov 2023 (M18)	Dec 2023 (M19)	WPL	January 2024 (M20)
Internal Progress Report 2	First 12 months	May 2023 (M12)	June 2023 (M13)	All consortium partners	n/a
Periodic Report 2	Dec 2023 – May 2025 (M19 - M36)	May 2025 (M36)	Jun 2025 (M37)	WPL	Jul 2025 (M38)
Internal Progress Report 3	N/a in the context of M18 official reporting	n/a	n/a	n/a	n/a
Periodic Report 3 / Final Report	Jun 2025 – May 2026 (M37 – M48)	May 2026 (M48)	June 2026	WPL	July 2026

6.2 Internal Progress Reports

A progress report is an internal project document, meaning that it is not sent to the EU, thus, for internal purpose only. The objective of this internal report is to monitor project expenditures and technical progress. It should be a brief summary of the technical work completed as well as a brief explanation for any deviations (budget and content!) from the DoA (*EU GA: Annex 1*).

An internal progress report includes:

1. A description of the **technical progress**, per work package;

Work package leaders are responsible to gather all information about the technical progress in their WP from their task leaders and compile a WP report before sending it to the coordinator.

2. A **financial overview** from each partner.

The coordinator provides an excel template, a preview can be found on SurfDrive, to be filled out by all the partners. This excel sheet provides the coordinator with valuable information needed for monitoring purposes and management reporting.

The coordinator consolidates the provided information and sends the complete report to the consortium for review. Internal reports will not be sent to the Commission.

6.3 Periodic Report

The [periodic report](#) (*EU GA: Article 21*) must be submitted by the coordinator **within 60 days** following the end of each reporting period. This report must include explanations for any deviations (budget and content) from the DoA (*EU GA: Annex 1*). Just like the internal progress report, the periodic technical report consists of a technical report and a financial report.

The **'periodic technical report'** consists of two parts; Part A and Part B:

- A) Part A** contains the structured tables with project information (retrieved from the Grant Management System) It is based on the information entered by the participants through the periodic report and continuous reporting modules of the electronic exchange system in the Participant Portal. The participants can update the information:
- the cover page,
 - a summary which can be used for publications by the EC, and
 - the answers to the questionnaire (covering issues related to the project implementation and the economic and social impact).
- B) Part B** (the narrative part): mirrors the application form and requires the participants to report on differences (*delays, work not implemented, new subcontracts, budget overruns etc.*). It must be uploaded as a PDF document. It includes explanations of the work carried out by the beneficiaries during the reporting period and the use of resources spent within that respective period.

The coordinator will collect the necessary information from all the consortium partners for the Part A, summary and the questionnaire modules.

Work package leaders compile a report on their WP together with their task leaders (Part B) and send it to the coordinator.

The coordinator consolidates the provided information and sends the complete periodic technical report to the consortium for review. The final approved version will be uploaded in to the Participant Portal by the coordinator.

The Periodic Report Template can be found on the EC website under Horizon Europe reference documents:

This project has received funding from the European Union's Horizon Europe Research and innovation program Under grand agreement No 101056885

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON>

The '**periodic financial report**' consists of:

1. **Individual financial statement** (*EU GA: Annex 4*) for each partner, for the reporting period concerned. This financial statement must detail the eligible costs for each budget category. Each partner and *affiliated entities* must declare all eligible costs, even if costs exceed the amounts indicated in the estimated budget.
2. An **explanation of the use of resources** and information on subcontracting and in-kind contributions provided by third parties from each partner for the reporting period concerned;
3. A '**periodic summary financial statement**' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners, including the request for interim payment.

The F-Sign of each partner will be able to complete online their own Financial Statement including the explanations on the use of resources, (also for their third parties). The coordinator will have a final check on the statements and submit electronically to the EC.

6.4 Final Report

In addition to the periodic report for the last reporting period, the coordinator must submit the final report **within 60 calendar days** following the end of the last reporting period.

The Final Report Template is available on the EC website under Horizon Europe reference documents: [periodic-report_horizon-euratom_en.pdf \(europa.eu\)](#)

The **final report** will most probably include the following:

1. A '**final technical report**' with a **summary** for publication containing:
 - an overview of the results and their exploitation and dissemination;
 - the conclusions on the action and
 - the socio-economic impact of the action.

The coordinator compiles this final technical report in consultation with the partners.

2. A '**final financial report**' containing:
 - '**final summary financial statement**' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners for all reporting periods;
 - '**certificate on the financial statements**' for each partner (*and for each affiliated party*), if it requests a total contribution of EUR 430 000 (or more).

6.5 Financial Reporting in Detail ¹

6.5.1 Budget

The budget contains the estimated eligible costs, broken down by Partner (and *affiliated entities*) and budget category (*EU GA: Articles 5.4, 6.2*).

The budget is based on estimated costs and person months. Frequent internal reporting assures that these budgets are monitored well and that under- and over spending is noticed at an early stage. Please note that in reporting, actual costs must be reported and not budgeted ones.

The budget categories are listed in the EU GA: Article 6.2, these are:

A. Personnel costs:

- A.1 Employees (or equivalent);
- A.2 Natural persons under direct contract;
- A.3 Seconded persons by a third party against payment;
- A.4 SME owners or natural person beneficiaries.

B. Subcontracting costs

If necessary to implement the action, the partner may award subcontracts covering the implementation of certain action tasks described in the GA. The partner must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, it must avoid any conflict of interests (*EU GA: Article 12*).

C. Purchase costs:

- C.1 Travel and subsistence ;
- C.2 Equipment costs;
- C.3 Other goods, works and services.

D. Other cost categories (if option applies)

- D2. Internally invoiced goods and services

E. Indirect costs. will be reimbursed at the flat-rate of 25% of the eligible direct costs (categories A-D, except volunteers costs, subcontracting costs, financial support to third parties and exempted specific cost categories, if any).

¹ All amounts must be specified in Euros. Beneficiaries and linked third parties with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro. Use the average of the daily exchange rates published in [the Official Journal of the European Union](#), calculated over the corresponding reporting period. If no daily euro exchange rate is published, the costs must be converted at the average of the monthly accounting rates published on the [Commission's website](#), calculated over the corresponding reporting period. Beneficiaries and linked third parties with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

6.5.2 Individual Financial Statement – Declaration of Eligible Costs

The individual financial statement needs to be submitted electronically by each partner to the EU through the Participant Portal (*EU GA: Annex 4*).

The procedure below needs to be updated once this process is available in the EU Participant Portal of the Project.

1. Login to the Participant Portal
 - a. To be able to login to the Participant Portal you need to have an ECAS (European Commission Authentication Service) password
 - b. Go to the sign-up page and create your ECAS account. Make sure you selected the right domain: External
2. Choose the tab ‘my Projects’. If BeCoM is not listed, contact the project coordinator of the TU Delft, add name project coordinator.
3. Click in the column ‘Actions’ on ‘PR’ (=Periodic Reporting).
4. Click under your organisation on the ‘Financial statement’. Fill in the requested information with explanations.
5. Once everything is filled in press “save”.
6. Then click on the button “inform F-sign”, the F-sign will be asked by e-mail to sign the financial statement electronically. If an organisation has not yet added a F-sign to the project (the PF-sign), the LEAR needs to be contacted. The LEAR needs to nominate a F-sign for the organisation and then the participant contact needs to add the F-sign to the project.
7. The PF-sign then needs to submit the financial statement to the coordinator.
8. The coordinator will make a final check and then submit the financial statements including all reports to the EU through the Participant Portal.

6.5.3 Audit – Certificate on the Financial Statements

A Certificate on the Financial Statements (CFS) is requested for each partner in case of total contribution of EUR 430 000 or more, as reimbursement of all costs (*Art. 24.2 of the GA*). This means including also the indirect costs (25%).

An obligatory CFS has to be issued **once** for the whole duration of the action. Alternatively, it is possible to prepare several CFS during the action duration (e.g. per reporting period). In both cases, however, the certificate(s) may be submitted only at the end of the project (together with the final report).

Please note that you have to keep the financial records of the expenses in this project, for a minimum of 5 years after the final payment has been received – digital or hardcopy.

The template is available in on the EC website under [Horizon Europe Reference Documents](#).

6.6 Keeping records- supporting documentation

Each partner must — for a period of five years after the payment of the balance keep records and other supporting documentation in order to prove the proper implementation of the action and the declared costs to be eligible. The documents need to be the original documents. Digital and digitalised documents are accepted if national law accepts these documents as originals.

The partners must keep the records and documentation according to their usual cost accounting practices and internal control procedures. There must be a track between the amounts declared, the amounts recorded in accounts and the amounts stated in the supporting documentation (audit trail).

For the different cost categories, consider the following documents (*GA: Art. 20*):

Direct personnel costs:

- monthly signed time declaration sheet (*6.6.1 Time recording*);
- calculation of hourly rate (*EU GA: Article 6.2*);
- proof of paid salary;
- labour contracts.

Purchase costs (travel costs and related subsistence allowances, equipment costs, costs of other goods and services):

- quotations (sub)contracts;
- all receipts of expenditure;
- meeting docs: signed presence lists, minutes, agenda;
- calculations of depreciation costs charged to the project.

Direct costs of subcontracting:

- quotations (sub)contracts;
- signed (sub)contracts.

6.6.1 Time recording

For personnel costs (declared as actual costs or on the basis of unit costs), the partners must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly (*GA article 20*).

The time recording can be done by using a timesheet on paper or in a computer-based system. A template for time declaration is available on the Participant Portal:

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/time-declaration_en.docx

This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed below.

Time records should include:

- the title and number of the project, as specified in the EU GA;
- the partners full name, as specified in the EU GA;
- the full name, date and signature of the person working for the project;
- the number of hours worked for the action in the period covered by the time record; for reasons of assurance and legal certainty it is highly recommended that the number of hours is detailed per day (hours worked for the action in each day);
- the supervisor's full name and signature;
- a reference to the work package described in the DoA (EU GA: *Annex 1*), to easily verify that the work carried out matches the work assigned and the person-months reported to the action.

Information included in timesheets must match records of annual and sick leave taken, and work-related travel.

6.7 Budget transfers

With the consent of the Project General Assembly a redistribution of person-months between partners may be considered. This redistribution is allowed without requesting an amendment (*EU GA: Article 5.5*) provided that it does not imply a substantial change to the action as described in the EU GA. All other reallocations of budget items need to be discussed in order to decide whether to apply for an amendment to the EU GA.

Note however, that the maximum grant amount (*EU GA: Article 5*) cannot be increased.

7. Payments

The following types of payments are foreseen:

1. Pre-financing at the start of the project:
Pre-financing funds remain EU property until they are 'cleared' against eligible costs accepted by the European Commission.
2. Interim payment following the approval of the first periodic report:
After approval of the formal periodic reports an interim payment will be issued.
 - First Periodic Report covering: 01-06-2022(M1) – 01-12-2023 (M18) → followed by 60 days official reporting to EC (February 2024) + 90 days for the EC to proceed with the interim payment as result of the approved periodic reporting (at the latest, May 2024).
3. Interim payment following the second periodic report:
After approval of the formal periodic reports a second interim payment will be issued.
 - Second Periodic Report: 01-12-2024(M19) – 31-05-2025 (M36) → followed by 60 days official reporting to EC (July 2025) + 90 days for the EC to proceed with the interim payment as result of the approved periodic reporting (at the latest, October 2025). Note that the EC will proceed with payments up to 90% ceiling of the total grant.
4. Final payment following the approval of the final report:
The final payment will be transferred after the approval of the final report and consists of the difference between the calculated EU contribution (on the basis of the eligible costs) minus the amounts already paid.
 - Third Periodic Report: 01-06-2025 (M37) – 31-05-2026 (M48) → followed by 60 days official reporting to EC (July 2026) + 90 days for the EC to proceed with the interim payment as result of the approved periodic reporting (at the latest, October 2026).

8. Deliverables

8.1 List of Deliverables & Milestones in chronological order

Nr	Title	WP	Lead	Delivery Date to EC	Appointed consortium expert
D1.1	Upgraded instrumentation and Lidar inversion software	WP1	CNRS	30 Nov 2023	DWD/Thales
D1.2	The humidity analyses and the degree of supersaturation	WP1	CNRS	31 May 2025	TUD/DLR
D1.3	Routine operations for collecting observations	WP1	CNRS	31 Mar 2026	DWD/DLR
D2.1	Tests of the assimilation of cloud measurements within the ICON global forecasting system based on the MFASIS operator of RTTOV	WP2	DWD	31 May 2024	DLR/Thales/CNRS
D2.2	Concept for the assimilation of additional humidity observations and airplane borne contrail and cloud images	WP2	DWD	30 Nov 2025	DLR/CNRS
D2.3	Concept of an ice cloud microphysics module of intermediate complexity for application in numerical weather prediction	WP2	DLR	30 Nov 2025	CNRS/DWD
D3.1	Description on training and testing datasets	WP3	THALES	30 Nov 2023	CNRS/DWD
D3.2	Algorithmic specification of contrails detection AI algorithms	WP3	THALES	31 May 2024	DWD/TUD
D3.3	AI algorithms have been trained, validated, and are ready for use	WP3	THALES	30 Sep 2025	TUD/DLR
D3.4	AI-based evaluation method for contrails prediction models	WP3	THALES	31 Mar 2026	TUD/DLR

D4.1	The assessment of persistent contrail prediction skills based on trajectory calculations	WP4	TU Delft	31 Mar 2026	DLR/Thales
D4.2	The assessment of the mitigation potential of avoiding warming contrails	WP4	TU Delft	31 Mar 2026	DLR/Thales
D5.1	The development and calculation of robust algorithmic cost functions for climate change of H ₂ O, NO _x , and contrail cirrus	WP5	DLR	31 May 2024	Envisa/TUD
D5.2	The assessment of the new policy driven flight planning approach with regard to its effectiveness and feasibility	WP5	DLR	31 Mar 2026	Envisa/TUD
D6.1	Project website	WP6	TU Delft	31 Jul 2022	TUD
D6.2	Plan for dissemination and exploitation (PEDR)	WP6	ENVISA SAS	30 Nov 2022	THALES/all?
D6.3	Mid-term dissemination and exploitation assessment and report	WP6	ENVISA SAS	31 May 2024	TUD/ECATS
D6.4	Distillation of the outcomes of the science and innovation work packages in the form of policy briefs or working papers	WP6	ENVISA SAS	31 May 2026	DLR/ECATS
D6.5	Final dissemination and exploitation assessment and report	WP6	ENVISA SAS	31 May 2026	THALES/ECATS
D7.1	Project Handbook	WP7	TU Delft	31 Jul 2022	n/a
D7.2	Internal website	WP7	TU Delft	31 Jul 2022	n/a
D7.3	Initial data management plan	WP7	TU Delft	30 Nov 2022	All partners/SC
D7.4	Final data management plan	WP7	TU Delft	31 May 2025	All partners /SC

8.2 Approval process of deliverables

Quality Assurance

WP leaders are responsible for their WP deliverables. In agreement with the project partners there is an internal review procedure defined with appointed internal reviewers for each of the deliverable. The list of appointed consortium experts is in progress at the moment of writing this report.

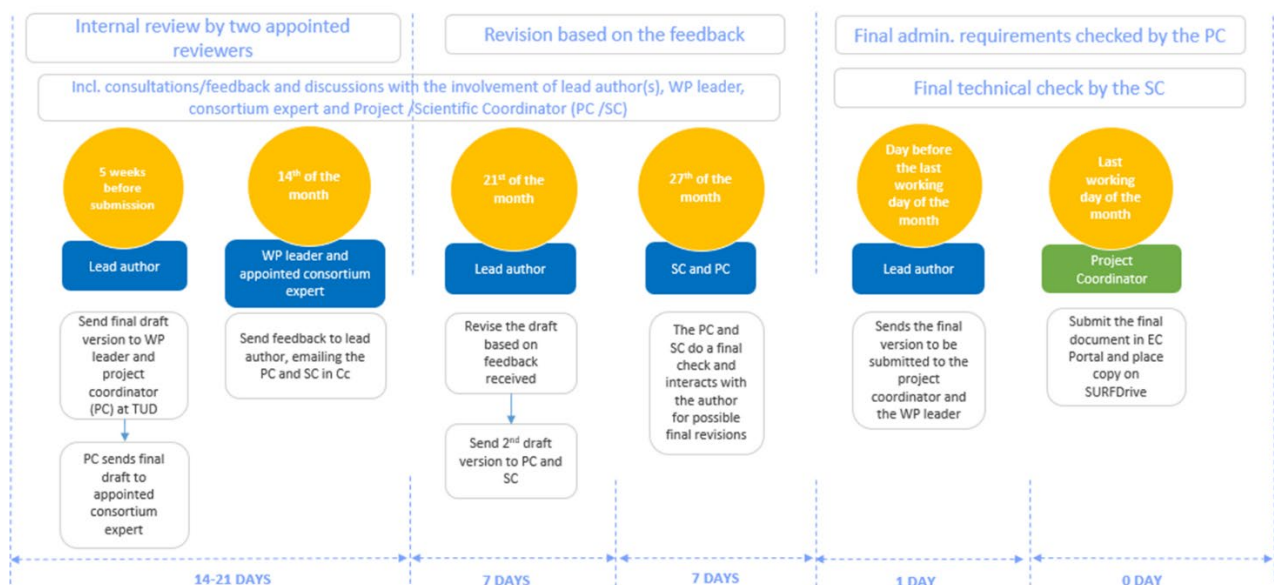
Before the month of the deliverable deadline, the WP leaders (WPL) and the author discuss which consortium expert will review the first final draft version. The review is then performed by the consortium expert and the WPL at the same time. The WPL approaches the consortium expert for confirmation.

Work Package leaders are responsible for their WP deliverables. On the first of the month of the deliverable deadline, the author of the deliverable sends the first draft to the WPL and the project coordinator (o.trifan@tudelft.nl and helma.vandenbos@tudelft.nl). They will forward it to the appointed consortium expert. Within the following two weeks, the appointed expert will review the deliverable and send their comments to the author so that the document can be adjusted if necessary. On the 14th of the month of the deliverable deadline, the author sends the second draft to the WPL and the Scientific Coordinator (Feijia Yin). Within the following week (21 of the month), the SC can review the document and send their comments to the author (CC'ing the WPL) for possible revisions. On the 29th of the month of the deliverable deadline, the final version will be sent to the project coordinators. They will do a final check, upload the document to the Participant Portal and upload a copy on SurfDrive.

Members of the SC can be consulted by the WPL during this whole process.

8.3 Timetable of quality review process

Submit date	Action
4 weeks before the deadline of the deliverable	Author sends the first final draft version of the deliverable to the WP leader and the project coordinator (o.trifan@tudelft.nl and helma.vandenbos@tudelft.nl). The project coordinator sends the file to an appointed consortium expert.
2 to 3 weeks: The WP leader (first reader) and the appointed consortium expert review the deliverable separately.	
14th of the month of deliverable deadline	The WP leader (first reader) and the appointed consortium expert send their comments to the author, 'CCing' the project coordinator.
1 week: Author adjusts the deliverable where necessary.	
21st of the month of deliverable deadline	Author sends the second final draft version of the deliverable to the project coordinator. The project coordinator sends the file to a scientific coordinator.
1 week: The coordinator does a final check and interacts with the author if adjustments are necessary.	
Day before the last working day of the month	The author sends the final document to the project coordinator and the WP leader.
Last working day of the month	Project coordinator uploads the final document to the Participant Portal and places a copy on the SURFdrive website (internal consortium website).



9. Dissemination of results and Open access

The partners must - as soon as possible (but not before a decision on their possible protection) - disseminate their results (i.e. make them public). Some of the classic forms of dissemination are:

- Website;
- Peer reviewed publication (open access);
- Presentation at a scientific conference.

The dissemination measures should however be consistent with the 'Dissemination and Exploitation' (D6.2) and proportionate to the impact expected from the action. This deliverable will be ready in 30-11-2022 (M6). This document will provide more guidelines.

When deciding on dissemination, the partners must also consider the other partners' legitimate interests.

9.1 Open access to scientific publications

Each partner must ensure open access (free of charge online access for any user) to all peer reviewed scientific publications relating to its results.

In particular, it must:

- as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;
Moreover, the partner must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.
- ensure open access to the deposited publication — via the repository — at the latest:
 - (i) on publication, if an electronic version is available for free via the publisher, or
 - (ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
- ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms "European Union (EU)" and "Horizon Europe";
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

9.2 Dissemination rules

The complete rules for dissemination are covered in Section 8.4 of the CA and Article 17 of the EU GA.

More concrete, the partner wishing to publish, present or disclose information about the project must follow the following procedure:

- Send an email at least **45 calendar days** before publication / disclosure of information to the whole consortium. Provide the foreseen title, list of contributing authors, abstract of the content and the purpose of the publication;
- Any objections to the planned publication can be made within **30 calendar days** after receipt of the notice; if no objection is made within the time limit stated above, the publication is permitted.
- An objection is justified if:
 - a. the objecting party's legitimate academic or commercial interests in relation to the results or background would be significantly harmed;
 - b. the projection of the objecting party's results or background is adversely affected.
- The objection has to include a precise request for necessary modifications.
- The objecting partner can request a publication delay of not more than 45 calendar days from the time it raises such an objection. After 45 calendar days the publication is permitted, provided that Confidential information has been removed from the publication as indicated by the objecting partner.

A partner shall not include in any dissemination activity another partner's results or background without obtaining written approval, unless they are already published.

The author informs the project coordinator when the planned publication has been accepted for publishing (for monitoring proposes).

9.2.1 General requirements

Unless the EC requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must:

- (a) display the [EU emblem](#) (When displayed together with another logo, the EU emblem must have appropriate prominence.):



- (b) include the following text (Disclaimer):

'This project (BeCoM) has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101058559'.

'The opinions expressed in this document reflect only the author's view and reflects in no way the European Commission's opinions. The European Union is not responsible for any use that may be made of the information it contains.'

10 Appendices

10.1 Appendix 1 – Abbreviations and acronyms

AB	Advisory Board
AGA	Annotated Model Grant Agreement
CA	Consortium Agreement
CFS	Certificate on the Finance Statement
DoA	Description of the action
EB	Executive Board
EC	European Commission
ECAS	European Commission Authentication Service
EU	The European Union
EU GA	EU Grant Agreement project specific
GA	General Assembly
PO	Project Officer from the European Commission
SC	Steering Committee
TL	Task Leader
WP	Work Package
WPL	Work Package Leader

10.2 Appendix 2 – Template for a document standard

[Internal document in this link to sharing platform link](#)

10.3 Appendix 3 – Excel Template for internal financial progress report

[Internal document in this link to sharing platform link](#)

10.4 Budget

Budget table

Estimated eligible costs (per budget category)											Estimated EU contribution				
Direct costs											Indirect costs		EU contribution to eligible costs		
A. Personnel costs				B. Subcontracting costs	C. Purchase costs			D. Other cost categories	E. Indirect costs						
Number	Beneficiary	A.1 Employees (or equivalent), A.2...	A.1 Employees (or equivalent), A.2...	A.4 SME owners and natural person...	Subcontracting	C.1 Travel and subsistence	C.2 Equipment	C.3 Other goods, works and services	D.2 Internally invoiced goods and se...	E. Indirect costs	Total costs	Maximum EU contribution	Requested EU contribution	Maximum grant amount	
1	TU Delft	588,097.00 €	0.00 €	0.00 €	0.00 €	51,200.00 €	0.00 €	25,200.00 €	0.00 €	166,124.25 €	830,621.25 €	830,621.25 €	830,621.00 €	830,621.00 €	
2	DWD	599,037.00 €	0.00 €	0.00 €	0.00 €	20,000.00 €	0.00 €	4,500.00 €	0.00 €	155,884.25 €	779,421.25 €	779,421.25 €	779,421.00 €	779,421.00 €	
3	DLR	593,584.00 €	0.00 €	0.00 €	0.00 €	22,700.00 €	0.00 €	24,000.00 €	0.00 €	160,071.00 €	800,355.00 €	800,355.00 €	800,355.00 €	800,355.00 €	
4	THALES	836,550.00 €	0.00 €	0.00 €	0.00 €	20,000.00 €	0.00 €	17,500.00 €	0.00 €	218,512.50 €	1,092,562.50 €	1,092,562.50 €	1,092,562.00 €	1,092,562.00 €	
5	CHRS	348,216.00 €	0.00 €	0.00 €	0.00 €	26,000.00 €	0.00 €	68,000.00 €	0.00 €	110,554.00 €	552,770.00 €	552,770.00 €	552,766.25 €	552,766.25 €	
5.1	/AE LUVSQ	39,787.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	9,946.75 €	49,733.75 €	49,733.75 €	49,733.75 €	49,733.75 €	
6	ENVISA SAS	218,500.00 €	0.00 €	0.00 €	0.00 €	9,600.00 €	0.00 €	16,400.00 €	0.00 €	61,125.00 €	305,625.00 €	305,625.00 €	305,625.00 €	305,625.00 €	
7	ECATS	0.00 €	0.00 €	0.00 €	0.00 €	27,000.00 €	0.00 €	10,000.00 €	0.00 €	9,250.00 €	46,250.00 €	46,250.00 €	46,250.00 €	46,250.00 €	
TOTAL		3,223,771.00 €	0.00 €	0.00 €	0.00 €	176,500.00 €	0.00 €	165,600.00 €	0.00 €	891,467.75 €	4,457,338.75 €	4,457,338.75 €	4,457,334.00 €	4,457,334.00 €	