

ENIGMA ITN Meeting n°2

13/10/2017, Liège

Administrative Aspects



This project has received funding from European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie Grant Agreement N°722028.

I. Management structure

II. Work Packages

III. Reporting Process

IV. Deliverables of the project

V. Allowances & records

VI. Acknowledgement of EU funding



I. Management structure



I Management structure: the Supervisory Board

□ Composition:

- Chairman: Philippe Davy, CNRS (coordinator)
- Members :One representative of each beneficiary
- The ESRs, shall send two representatives, elected yearly, to the Supervisory Board. The elected representative will attend the meetings without voting rights.
- The Partner Organisations (PO), being involved in the Project's training programme (i.e offering secondment opportunities for the ESRs), may take part in the Supervisory Board, on a voluntary basis and without voting rights:

1. CNRS Rennes	Philippe Davy
2. CSIC Barcelona	Jesus Carrera
3. Forschungszentrum Jülich, Agrosphere Institute IBG-3	Sander Huisman
4. Helmholtz Centre for Environmental Research	Jan Fleckenstein
5. University of Liège	Frédéric Nguyen
6. University of Tübingen	Olaf A.Cirpka
7. University of Copenhagen	Majken Looms Zibar
8. University of Lausanne	Niklas Linde
9. Neuchâtel University	Philipp Brunner
10. µQuans	Bruno Desruelle
11. Itasca Consultants S.A.S.	Caroline Darcel
SILIXA	Athena Chalari
Stanford University	Jef Caers
Oregon University	John Selker
University of Montpellier	Cédric Champollion
BRGM	J-Christophe Maréchal
SKB	Jan-Olof Selroos
AQUA	Guillaume De Schepper
University of Mons	Pascal Goderniaux
ACQUA	Mireia Iglesias Carrera

❑ **Composition:**

❑ **Main role:** Coordinated the recruitment process

Philippe Davy

Olivier Bour

Damien Jougnot

Jesus Carrera

J.A (Sander) Huisman

Jan Fleckenstein

Frederic Nguyen

Carsten Leven-Pfister

Majken C. Looms

Niklas Linde

Philip Brunner

Cédric Champollion

Bruno Desruelle

Caroline Darcel

Athena Chalari

I Management structure: The Training and Tutoring Committee

❑ **Main role:** Coordinate the training activities

- ✓ Supervision of Personal Career Development Plan
- ✓ Organization of the secondments
- ✓ Resolution of conflicts

❑ **Composition:**

Frédéric Nguyen (ULG)

Jan Fleckenstein (UFZ)

Majken Looms (UCPH)

Caroline Darcel (ITASCA)

Olaf Cirpka (UT)

Philip Brunner (UNINE)

Maria Pool (CSIC)

Damien Jougnot (CNRS)

Sander Huisman (FZJ)

❏ Composition:

- **Main role:** to manage efficiently the link between the ESR projects and the long term experimental sites where the new technologies and methods will be tested.
- ✓ The committee will gather every six months to discuss the planning of the field tests and identify opportunities for experimental synergies between ESR projects, and with on-going activities on the experimental sites.
- ✓ The EIC will ensure that the produced data are stored in the network database and made available to the scientific community in reasonable delays.

Laurent Longuevergne (Ploemeur)

Jan van der Kruk(Krauthausen)

Alain Dassargues (Hermalle)

Carsten Leven (Lauswiesen)

JC Maréchal (Hyderabad)

Jan-Olof (SKB) & Mats Ohlsson (SKB)

Nico Trauth (University of Leipzig)

Karsten Jensen (Hobe)

Philippe Brunner (Emme)

Maria Pool (Argentona)

Cédric Champollion (Larzac)

Kostantinos Chalikakis (LSBB)

& 3 experts from the advisory board

Kamini Singha

Bridget Scanlon

Ty Ferré

☐ Composition:

- ✓ External experienced researchers in the field of hydrogeology, geophysics, and environmental sensor development

- **Beth Parker (University of Guelph, Canada),**
- **Bridget Scanlon (University of Texas at Austin, USA),**
- **Kamini Singha (Colorado School of Mines, USA),**
- **Andrew Binley (Lancaster University, UK)**
- **Ty Ferré (University of Arizona, USA).**

☐ Main role:

- ✓ Consulting the SB on strategic planning of the research and training schedule
- ✓ Consulting the SB on dissemination and exploitation activities.
- ✓ Advising on gender aspects at the recruitment process and during key project meetings

☐ **Composition:**

- WP1: CNRS
- WP2: FZJ
- WP3: UCPH
- WP4: UNIL
- WP5: EKUT
- WP6 : ULG
- WP7 : CNRS

☐ **Main Role:** technical follow-up of the project

- ✓ Control the progress of the work,
- ✓ Manage dedicated meetings,
- ✓ Consolidate inputs from partners for technical reporting,
- ✓ Coordination of the WP reporting (management report, validation of deliverables...),
- ✓ Timely submission of deliverables,
- ✓ Interactions with other WPs,



II. Workpackages

Work Packages

WP No	Work Package Title	Start month	End Month	Lead beneficiary	Deputy partner	Activity Type
2	Explore coupled dynamic processes in highly instrumented sites	6	48	FZJ	SILIXA	Research
3	Quantify temporal changes in subsurface water content and fluxes distributions	6	48	UCPH	μQUANS	Research
4	Create new methods for tracking the transport and reactivity of chemical species in subsurface	6	48	UNIL	SKB	Research
5	Design inverse modelling strategies for dynamic processes in complex subsurface structures	6	48	UT	ITASCA	Research
6	Training	1	48	ULG	UFZ	Training
7	Network management & Dissemination outreach	1	48	CNRS	CSIC	Management



III. Reporting process

☐ Reporting periods:

- ✓ Period 1: from **M1 to M24**
- ✓ Period 2: from **M25 to M48**

☐ Reporting requirements:

- During the course of the project, the Consortium should submit a
 - periodic report within 60 days after the end of each reporting period

A periodic report content :

✓ Submitted by the coordinator : a periodic technical report

- Publishable summary
- Project objectives for the period
- Work progress and achievement during the period
- Deliverables and milestones tables
- Project Management

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✓ A periodic financial report

- Explanation of the use of the resources
- Individual Financial statement (Form C) **from all beneficiaries** (submission online via the Participant Portal) : details of the eligible costs for each budget category
p18-20 of Grant Agreement
- A summary financial report consolidating the claimed Community contribution of all Beneficiaries (done by the Coordinator)

- ✓ **A final technical report** *by the Coordinator*
 - Overview of the results and their exploitation and dissemination
 - Conclusions on the actions
 - Socio-economic impact of the action
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- ✓ **A final financial report**
 - Final summary financial statement created automatically by the electronic exchange system, consolidating financial statements for all reporting periods

Submission of PR on line via the Participant Portal

Note: But the EC can audit any partner during the project and up to 5 years after the end of the project.

☐ **Researcher Declaration**

To be submitted by each Beneficiary to the Coordinator for all recruited researchers for ITN within 20 days after recruitment

Contains:

- personal data (name, date of birth, nationality, gender, family charges...)
- Data related to the project allowances: start date and end date of recruitment, hosting institution, etc.

A Personal Career Development Plan (PCDP) has to be attached to ESR contracts and updated once a year, on basis of ESRs annual progress reports and outcomes of the ESR/Supervisory Board meeting. PCDP aimed at monitoring progress and specifying short and medium term objectives



IV. Deliverables of the project



Deliverables of the project – 1/4

WP N°	Scientific Deliverables				
	Title	WP	Lead	Due date	Form
3.2	Field test of novel techniques for quantification of water content spatial distributions and temporal fluctuations	2	UNINE	24	Report
3.3	Report: critical assessment of emerging techniques for in situ monitoring of water content, flow distributions and groundwater-surface water fluxes	2	UCPH	24	Report
5.1	Validated algorithms for fully coupled 3D inversion for tomographic datasets	4	UT	24	Report
5.2	Report on joint inversion procedures for multiple and disparate datasets with realistic subsurface structure reconstruction methods	4	ULG	24	Report
3.1	Validated prototype of portable absolute gravimeter	2	μQuans	36	Report
4.1	Laboratory facility: geophysical millifluidic lab for validating emerging geophysical techniques for monitoring transport and reaction processes	3	CNRS	36	Report
4.3	Report on process-based geophysical methodologies to monitor subsurface transport, mixing and reaction	3	UNIL	36	Report
2.1	In-situ datasets on space and time patterns of fluxes and reactivity in mixing interfaces	1	UFZ	48	Report
2.2	In-situ datasets on flow distributions and transport patterns in fractured media	1	ITASCA	48	Report
2.3	Report on the added value of in situ experimentation for understanding and quantifying coupled flow, transport and reaction processes	1	CSIC	48	Report
4.2	In situ datasets that couple tracer experiments and geophysical monitoring	3	FZJ	48	Report



Deliverables of the project – 2/4 : Workshops

Dates	Main Training Events & Conferences	Correspondance with the content of the previous workshops	Location	Month	Organization (principal)
2017 9-20 October	Advanced subsurface imaging « field oriented » with training on database with a Network meeting in between	1st workshop on advanced subsurface imaging techniques & 2nd Workshop on multi-scale investigation of fractured media	Liege/ Ploemeur	10	ULG, CNRS
2018 5-16 February	Advanced inverse modeling and stochastic representation of complex media, Predictive modelling and upscaling	3 rd Workshop: Predictive modelling and upscaling of flow and reactive transport in heterogeneous aquifers & 4 th Workshop on advanced inverse modelling and stochastic representations of heterogeneous porous and fractured media	UNIL	14	UT, CSIC, UNINE UNIL
2018 25 June- 6 July	Summer school Corsica (Sensing and modelling of flow and transport processes) by CNRS	Summer School: sensing and modelling of flow and transport process dynamics in heterogeneous subsurface environments	Corsica	18	CNRS & CSIC
2019	Barcelona lifetime skill and midterm review of the ESR	5 th Workshop on life time skills + <i>? Mid –term meeting with beneficiaries, the partner organisations and the Agency ?</i>		~24	CSIC & ULG
2019	July Groundwater Quality with special session	Network meeting			
2020	Final conference Copenhagen	Final conference: innovative methods for imaging heterogeneous aquifers: bridging the worlds of subsurface hydraulics, geophysics, geochemistry and microbiology	Copenhagen	~36	FZJ, UFZ, CNRS, UCPH



Deliverables of the project – 3/4

Management, training, recruitment and dissemination deliverables				
N°	Title	WP	Lead benef./In charge	Due date
6.1	Progress reports from trainees	5	ULG	12,18, 24,36,42
6.2	Training Needs Assessment Plan	5	UCPH	12, 24
6.3	1st workshop	5	ULG	7
6.4	2nd Workshop	5	CNRS	9
6.5	3rd Workshop	5	(ULG) UT,CSIC,UNINE,UNIL	14
6.6	ENIGMA Summer School	5	CNRS	18
6.7	4th Workshop	5	(UNIL) UT,CSIC,UNINE,UNIL	14 (22)
6.8	Mid-term training progress reports by supervision committee	5	ULG	24
6.9	5th Workshop	5	(UNINE) CSIC	(30) In 2019
6.10	ENIGMA final conference	5	(UZJ CNRS UFZ) UCPH	(38) In 2020
6.11	Career development plan	5	ULG	40
7.4	Publications in peer reviewed journals	6	UZJ	20-48
7.5	Public engagement	6	UZJ	20-48
7.6	Outreach to the policy community	6	UZJ	36-48
7.10	ENIGMA white paper	6	UT	48

Deliverables of the project – 4/4 : Milestones

Number	Name	Lead Beneficiary	Delivery Date (Annex I)
1	Website completion	CNRS	01 Feb 2017
2	Recruitment completion	CNRS	01 Jan 2018
3	Development Plans	ULG	01 Jan 2018
4	State of the art review	CNRS	01 Apr 2018
5	Workshops 1,2,3 held	ULG	01 Apr 2018
6	Experimental plans	CNRS	01 Jul 2018
7	Summer school held	CNRS	01 Jul 2018
8	Year 1 report	ULG	01 Sep 2018
9	1st round of experimental campaigns completed	CNRS	01 Sep 2018

For the supervisors, scientists in charge :

- ***Participant Portal:***

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>



V. Allowances & records

Costs categories

A. Costs for Recruited Researchers:

- A.1 Living allowance
- A.2 Mobility allowance
- A.3 Family allowance

B. Institutional Costs:

- B.1 Research, training and networking costs
- B.2 Management and indirect costs



Allowances for ESR

Allowances	A1. Living Allowance	A2. Mobility Allowance	(Family Allowance)
From Europe (before any taxes for both employer and trainee):	3 110/month (multiplied by the country correction coefficient)	600/month	(500)
Justification	Evidences (salary slips and contracts) + eligibility	Evidences(salary slips and contracts)	Evidences



Eligible and Ineligible Costs

Article 6

Eligible costs => Eligible units:

- Unit costs (defined by the cost categories)
- Units incurred during the action duration
- Necessary for implementing the action
- Number of units must be identifiable and verifiable and supported with evidence
- Burden of proof of units' eligibility on the beneficiary

1 unit
=
1 month of
eligible ESR

Ineligible costs:

- Costs which do not comply with the conditions in the GA
- Costs reimbursed under another EU or Euratom grant

For the beneficiary/employer/institution		
Allowances type	B.1 Research Training Network	B2. Management & Overheads
	1800€/month <i>(minus the contribution for coordination)</i>	1200€/month <i>(minus the contribution for coordination)</i>
Justification	Records / Evidences !! (invoices, workshops or conferences tickets & programmes, ...) Be aware that this allowance will be refunded if there is no acceptable evidence supplied	No required evidence for the EU BUT depend on the eligible and proved costs units !
Informations from CE	<p>"To contribute to expenses related to, for example:</p> <ul style="list-style-type: none"> -Research costs -Training courses -Participation of researchers in training events and conferences -Secondments (travel and accommodation) -Co-ordination between participants -Visa costs of fellow -Tuition fees (if any)" ppt REA, 2016 <p>Meetings/workshop supervisors costs</p>	indirect costs & management (supervisors travels, external experts costs...)
AGA de la REA	<p>The use of institutional costs is decided by the beneficiary</p> <p>The full amount must be reported by the beneficiary recruiting the fellow.</p>	

B.2 Management and indirect costs

What is it used for?

- Costs associated with the preparation of the reports and other documents required by the REA:
 - Researcher declarations, deliverables, progress report, periodic reports and final report.
- Personnel costs of the Project Manager.
- Maintenance of the consortium agreement.
- The overall legal, ethical, financial and administrative management for each of the beneficiaries.
- Indirect costs of the action.

Records*

What records do we need to prove the number of units declared?

- Evidence of open, transparent recruitment.
- Evidence of the eligibility of the fellow in terms of researcher experience, mobility and family status (e.g. CVs, copies of diplomas, ...)
- Employment contract/agreement with the fellow.
- Proof of payment of the researcher's allowances and of the deductions for social security etc.
- Evidence that the fellow was recruited and worked **full time** (unless the REA has approved otherwise) and exclusively on the action at the beneficiary's premises (or on secondment): this can include lab books, conference abstracts, library records, etc.
- Records and other supporting documentation on scientific and technical implementation of the action.

Is the fellow obliged to keep timesheets?

- No → Timesheets are not an obligation for MSC Fellows but can be used if in line with local practices.

***Records must be kept for 5 years after payment of the balance**



V. Acknowledgement of EU funding



Acknowledgement of EU funding *(Articles 38.1.2 and 29.4)*

✓Use EU emblem



High-resolution emblems are available here

<http://europa.eu/about-eu/basic-information/symbols/flag/>

✓Use text as indicated in GA

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Thank you for your attention !

