



Netherlands Enterprise Agency

Accelerating CCS Technologies

Monitoring guidelines Revised

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>> Sustainable. Agricultural. Innovative.
International.

Accelerating CCS Technologies

Monitoring guidelines

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Technologies

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What ACT is about

Since the industrial era the level of carbon dioxide (CO₂) released into the atmosphere has increased significantly, and it is well documented that burning fossil fuels emits CO₂ with serious and negative impact on the climate. Carbon Capture and Storage (CCS) is part of a portfolio of technologies to combat climate change. CCS can help mitigate CO₂ emissions from electricity production and is a prerequisite for reducing CO₂ emissions from heavy industry such as steel, cement, chemicals and petrochemical refining.

ACT will be **A**ccelerating **C**CS **T**echnologies by making available funds for transnational research and innovation activities. CCS will have an important role to play in order to make the European transition to a low-carbon economy happen.

The CCS technology involves **capturing** CO₂ from large CO₂ emission point sources, such as fossil fuelled power plants and large, energy intensive industrial plants, compressing it for **transportation** and then injecting it deep into a rock formation at a carefully selected and safe site, where it is permanently **stored**. In addition CCUS projects where innovative and cost reducing **utilisation** of CO₂ is also in scope for ACT.



Figure 1: Geological storage of CO₂

ACT is a collaboration of research and innovation funding organisations from nine European countries. Their collaboration takes the shape of an ERA NET Cofund under the Horizon 2020 program of the European Commission (EC).

The main activity of ACT will be to establish joint transnational calls for CCS research and development projects.

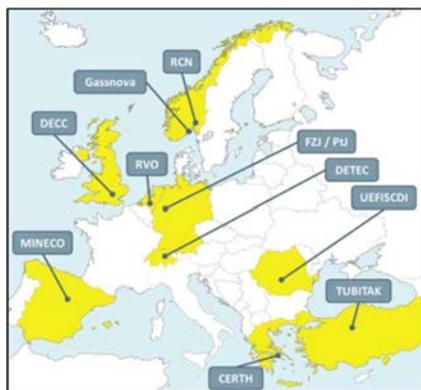


Figure 2: Partners of ACT

Ten partners from nine countries (Norway, Germany, Switzerland, Romania, The Netherlands, Turkey, Spain, Greece and the United Kingdom, have agreed to work together to develop the first call for projects in 2016. ACT is led by Norway who is managing the budget of close to 41 million Euros.

The ACT calls ask for RD&D projects that can lead to deployment of CCS in Europe. Project proposals with high industrial relevance and industrial involvement will be prioritised.

Besides the organisation of joint calls, ACT cooperates closely with other CCS initiatives, primarily in Europe, but also in other parts of the world.

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Executive summary

These monitoring guidelines are intended for partners in ACT-granted projects, in particular the Project Coordinator and the Country Coordinators in the respective participating countries. The guidelines and procedures in this report have been agreed amongst the partners to the first joint Call of ACT.

Since the ACT joint call is based on a mixed mode, with national contracts with national partners, the guiding principle of the monitoring is that national procedures for monitoring and payment will be in full force for all partners in ACT projects. On top of this, there will be a lean but frequent progress monitoring on the ACT-granted project level. Also on this level, there will be an mid-term review for large projects (> 3 M€ in funding). To complete the picture, the ACT-granted projects will be obliged to participate in the annual knowledge-sharing workshops, and evidently, there will be final reporting obligations.

The Annexes in this deliverable are the templates for monitoring on ACT-granted project level, and Guidelines for partners in ACT-granted projects.

1. General principles for monitoring in ACT

The ACT joint call will be a “mixed mode” of funding. National money will be combined with Cofund money from the European Commission (EC). The EC co-funding is shared among the partners of ACT, partly on a pro-rata basis, and partly for the highest ranked projects. National money does not cross borders.

Contracts from ACT projects will be issued at two levels. At the ACT level, there will be a grant agreement between the ACT-coordinator (The Research Council of Norway, RCN) and the Coordinator of the consortium of an ACT-granted project. At the national level, there will be a national grant agreement, with the national partners, through a Country Coordinator at granted project level. The partners in the ACT-granted project must define their collaboration in a consortium agreement (DESCA or similar). The flow of contracts, agreements and money is shown in Figure 1.

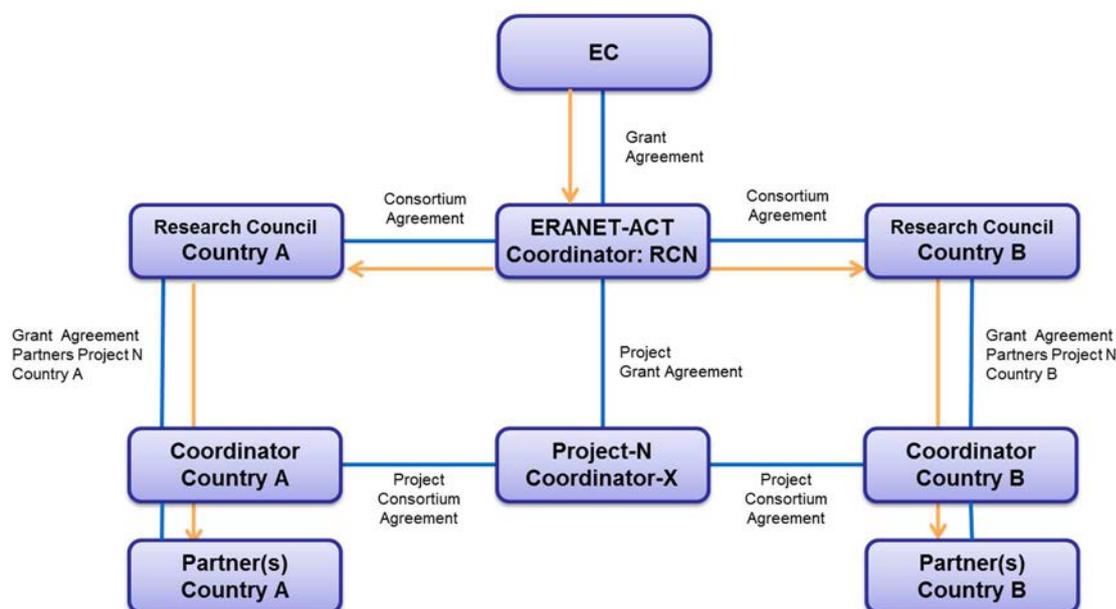


Figure 1: Contracts, agreements (blue) and money flows (orange) in ACT

Money flows from the national ‘Research Councils’ (and other programme managers) to the Country Coordinators of the granted projects. The national monitoring that will be part of the national grant agreements will guide the Research Councils in their payment decisions to the Country Coordinators of the granted projects. Ultimately, the justification of payment to national partners is a responsibility at country/ACT partner level. The Coordinator of ACT and/or the Call secretariat will not make any payments directly to the ACT-funded projects.

On top of this, there is monitoring at the ACT-granted project level. Importantly, the monitoring should detect and remedy any delays quickly, because all granted projects need to be finalized within the ACT period. To this end, ACT requires the granted project coordinator to submit a very brief “traffic light report” every 3 months. The template for the traffic light report is given in Annex 1.

Granted projects are expected to participate in the annual knowledge sharing workshops. Suggested attendance will be the coordinator of the granted projects and the work package leaders, but depending on topic, more participation is encouraged. Also, ACT will contact the coordinators of all granted projects in advance of any ACT meetings for an informal update. This will be between the

Coordinator of the granted project and the ACT partner in his/her country. The list of national contacts can be found Annex 2.

There will be a mid-term review for large projects (> 3 M€ in funding). This is a formal review moment, which gives ACT the chance to stake stock of project progress and identify “tops and tips” for the remaining period. The Scientific Advisory Committee of ACT may be involved in these meetings, together with the ACT partners. The EC project officer of ACT will also be invited to these meetings. The template for the mid-term review report is given in Annex 3 and Annex 4 gives a template to facilitate feedback of the reviewers to the granted projects. The mid-term review will be planned well in advance, to guarantee an efficient process.

Finally, projects will be obliged to submit a final report. The template for the final report is given in Annex 5.

Figure 2 shows the reporting flows. The orange lines indicate reporting at a national level; the green lines indicate reporting at the ACT-granted project level.

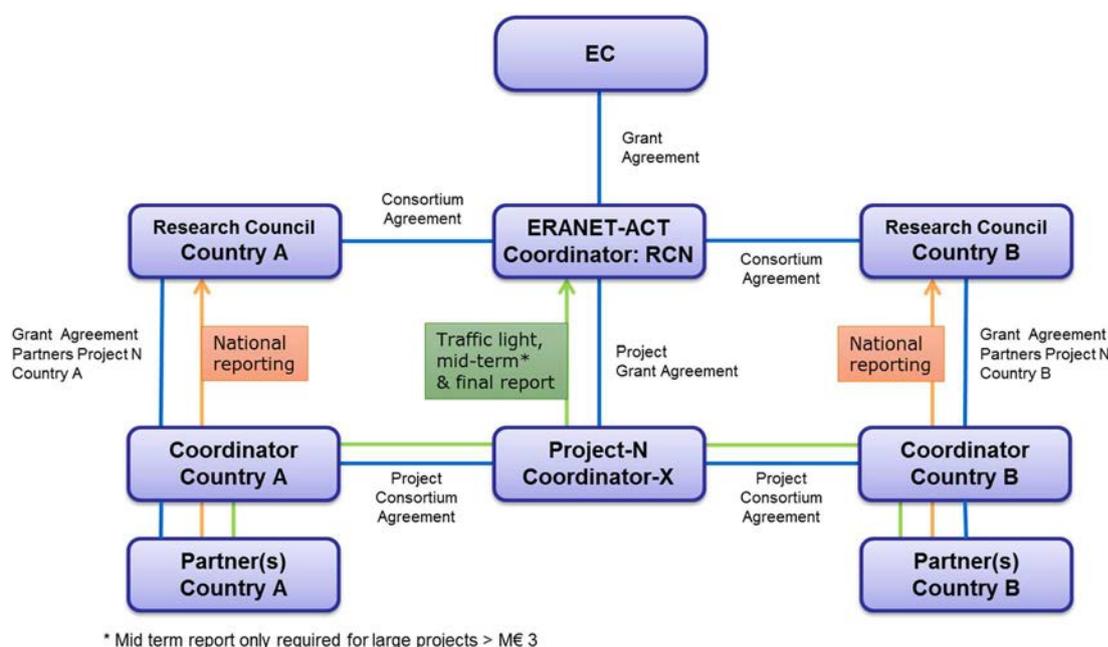


Figure 2 Formal reporting flows within ACT, national level (orange) and ACT-granted project level (green).

2. Responsibilities of the partners in ACT-granted projects

All partners in ACT-granted projects will be responsible for delivering the tasks assigned to them, and for knowledge sharing, in particular through participation in the annual ACT knowledge sharing workshops.

The Coordinator of an ACT-granted project has the final responsibility to make sure that the project delivers what is stated in the project grant agreement and the project proposal. He or she has to ensure timely delivery of any deliverables, including reporting. In case of deviations and delays, it is up to the Coordinator to propose remediating actions. The first contact point for the Coordinator of any granted project will be the ACT partner (at “Research Council level”) in his/her country.

The Country Coordinator of an ACT-granted project will be responsible for national reporting following national rules. Each coordinator should be active in bringing together the information required. The focus of his/her reporting activity will be on financial reporting. Both financial report and progress reporting will be according to national rules, stated in the national grant agreement. Depending on national rules, general progress reporting could be by including the most recent traffic light report at full project level. The contact point for the Country Coordinator will be the ACT partner (at “Research Council level”) in his/her country.

3. Kick-off

All projects should organise a kick-off meeting, where the ACT Partner at Research Council level from the Coordinators’ country should be present, and all ACT Partners at Research Council level from other participating countries should be invited. From the ACT-granted project side, at least the Coordinator, Country Coordinators and Work Package leaders should be present.

The kick-off should be organised within 4 months after granting of the contract.

4. Procedure in case of deviations from project plan

As soon as any problem or deviation from the project plan occurs, the Coordinator contacts his/her ACT partner to discuss potential corrective actions. Depending on the nature of the deviations, the respective Country Coordinators, respective ACT partners and relevant Partners in the ACT-granted project must be a partner in the discussion.

If necessary, amendments to the Grant Agreement and the underlying national grant agreements shall be made. Major changes jeopardise not only the funding of the project itself, but also the funding of the ACT project from the EU, so early action and strong commitment to find a solution is very important.

5. Mid-term evaluation

The large ACT-granted projects (> 3M€ funding) will be subject to mid-term evaluation. This will be subject of a physical meeting bringing together the Coordinator of the ACT-granted project, the Work package leaders, the Coordinator of ACT and the ACT Consortium members, and the EU project officer of ACT, on a project-by-project basis. The ACT consortium may also invite the Scientific Advisory Committee or individual independent expert(s) to the meeting.

The mid term evaluation report covering Month 1-18 of the project, is due 6 weeks after that period. The ACT Consortium will plan the mid-term evaluation meeting 12 Months ahead, aiming for a series of meetings in Month 21 of the granted projects (Provisionally March 2019). The mid-term evaluation report will be distributed to all attendees of the evaluation meeting. If invited, the Scientific Advisory Committee/independent expert(s) will bring to the meeting their individual opinions on the progress of the project. Based on the mid-term evaluation report, meeting presentations, and discussions, the ACT Consortium and invited expert(s)/Scientific Advisory Committee members will come to a consensus evaluation of the project. The Call Secretariat will share this evaluation with the project within one month after the mid-term evaluation meeting.

The template for the mid-term review report is given in Annex 3 and Annex 4 gives a template to facilitate feedback of the reviewers to the granted projects.

6. End of term

The end of term of the ACT granted projects will be Month 36 (June 2020). In this month, there will be a knowledge sharing workshop, where there will be an extensive presentation of the results by the coordinator of the project and/or partners of the granted project. This workshop will be planned well in advance.

At this knowledge sharing workshop, one of the items on the agenda is proposed to be that the Scientific Advisory Committee will evaluate the results of the project in a broad perspective – i.e. the projects as a group, rather than individual projects. To allow the Scientific Advisory Committee to prepare for this work, a concept final report is due Month 33 (March 2020) of the project at the latest.

The final report is due Month 36.

7. Communication

Communication and dissemination materials should clearly mention and acknowledge the source of funding, including ACT, the EU, and the respective ACT-partners at Research Council level.

This project has been subsidized through the ERANET Cofund ACT (Project no. 691712), from the European Commission, [Research Council A], [Research Council B] (including all national funding agencies).

Annex 1: Template for the Tri-monthly traffic light report

The traffic light report covers the following periods

- 1 January to 31 March
- 1 April to 30 June
- 1 July to 30 September
- 1 October to 31 December

All quarterly reports must be completed and delivered within 6 weeks of the end of the appropriate period throughout the duration of the project. You will receive a reminder E-mail at the end of each reporting period.

1. Identification of the project and report

Project title	
Project ID	
Coordinator	
Reporting date	

2. Traffic light indicators

Fill out the table with the names of all work packages and any other activities you want to report on, and tick the relevant box in the red, yellow, or green column on the progress: Red=problematic; yellow=minor problems; green=as planned. Reporting is as compared to the planned timeline.

Progress in:			
WP1 [WP title]			
WP2 [WP title]			
[add rows as necessary to cover all workpackages]			
Critical path			
Financial progress			
HSE issues			

3. Brief explanation of deviations and suggested corrective actions

For each item in yellow or red, explain the problem and suggest corrective actions.

Item	Explanation and corrective action
[specify..]	

Annex 2: List of national contacts

Germany	PTJ	Wolfgang Körner Heiko Gerhauser Annette Weiß	w.koerner@fz-juelich.de h.gerhauser@fz-juelich.de a.weiss@fz-juelich.de	+49 2461 61 6507 +49 2461 61 96830 +49 2461 61 9025
Greece	CERTH	Nikolaos Koukouzas Alexandros Tasianas	koukouzas@certh.gr tasianas@certh.gr	+30 211 1069502 +30 211 1069526
The Netherlands	RVO	Gerdi Breembroek	gerdi.breembroek@rvo.nl	+31 88 602 23 15
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		Alberto Abánades	abanades@etsii.upm.es	
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Turkey	TUBITAK	Ufuk Atay	ufuk.atay@tubitak.gov.tr	+90 (312) 468 5300
		Salih Hacialioğlu	salih.hacialioglu@tubitak.gov.tr	+90 (312) 468 5300
United Kingdom	BEIS	Brian Allison	brian.allison@beis.gov.uk	+44 300 06 85358

Annex 3: Template for mid-term review report

1. Identification of the project and report

Project title	
Project ID	
Coordinator	
Project website	
Reporting period	

Participants

Organisation	Main contact(s)	E-mail(s)	Phone
[Coordinator]			
[All other participants]			

2. Short description of activities and intermediate results

Describe the activities and intermediate results on work package and overall level, limited to 3 pages per work package.

Present an overview of financial progress as well, per partner and per work package.

3. Problems/ challenges/ deviations from proposal/work plan

List and comment problems, challenges and deviations pertinent to progress in the project. Explain any deviations from proposal/ work plan and impact on other tasks, as well as on available resources

Describe corrective actions adopted or proposed for deviations from tasks

Please also use this section to summarize any changes you propose to your project, compared to the original proposal/ work plan)

4. Progress on project impact

Comment on the progress towards maximizing the impact of the project, discussing the items below, if relevant for the project. Include a discussion of relevant market and policy developments and their potential impact.

- *Contribution to the facilitation of the emergence of CCS*

- *Strengthen the competitiveness and growth of European companies*
- *Other environmental or socially important impacts, such as public acceptance*
- *Chances for commercializing the technology further*
- *Gender issues*

5. Collaboration and coordination within the Consortium

Describe the collaboration and coordination within the Consortium. Comment on the effectiveness of management structures and governance procedures. Add a special focus on the added value of European trans-national collaboration on CCUS.

6. Dissemination activities (including list of publications where applicable)

List published project progress/outcomes such as publications, patents, presentations etc. and describe how they are made available on the project website.

Annex 4: Template for evaluators of the mid-term project review

1. Identification of evaluator and project

Evaluator	
Project title	
Coordinator	

2. Progress and conformity with objectives and schedule

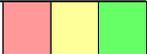
Progress and conformity with initial objectives and schedule:			
WP1 [WP title]			
WP2 [WP title]			
[add rows as necessary to cover all workpackages]			
Specific comments:			

3. Progress on impact and quality of collaboration

Progress on maximising impact			
Specific comments:			

Quality of the collaboration and coordination within the Consortium			
Specific comments:			

4. Dissemination

Quality of the dissemination of the results	
Specific comments:	

Annex 5: Template for the final report

1. Identification of the project and report

Project title	
Project ID	
Coordinator	
Project website	
Reporting period	

Participants

Organisation	Main contact(s)	E-mail(s)	Phone
[Coordinator]			
[All other participants]			

2. Short description of activities and final results

Describe the activities and final results on work package and overall level, limited to 3 pages per work package. Explain any deviations from proposal/ work plan. Include references to relevant publications, preferentially including hyperlinks.

Present an overview of financial results as well, per partner and per work package.

3. Project impact

Comment on the impact of the project, discussing the items below, if relevant for the project. Include a discussion of relevant market and policy developments and their potential impact.

- Contribution to the facilitation of the emergence of CCS
- Strengthen the competitiveness and growth of European companies
- Other environmental or socially important impacts, such as public acceptance
- Chances for commercializing the technology further
- Gender issues

4. Collaboration and coordination within the Consortium

Describe the collaboration and coordination within the Consortium. Comment on the effectiveness of management structures and governance procedures. Add a special focus on the added value of European trans-national collaboration on CCUS.

5. Dissemination activities (including list of publications where applicable)

List published project progress/outcomes such as publications, patents, presentations etc. and make sure that these will be available through the project website as well.



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NL Enterprise Agency is a department of the Dutch ministry of Economic Affairs that implements government policy for Agricultural, sustainability, innovation, and international business and cooperation. NL Enterprise Agency is the contact point for businesses, educational institutions and government bodies for information and advice, financing, networking and regulatory matters.

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