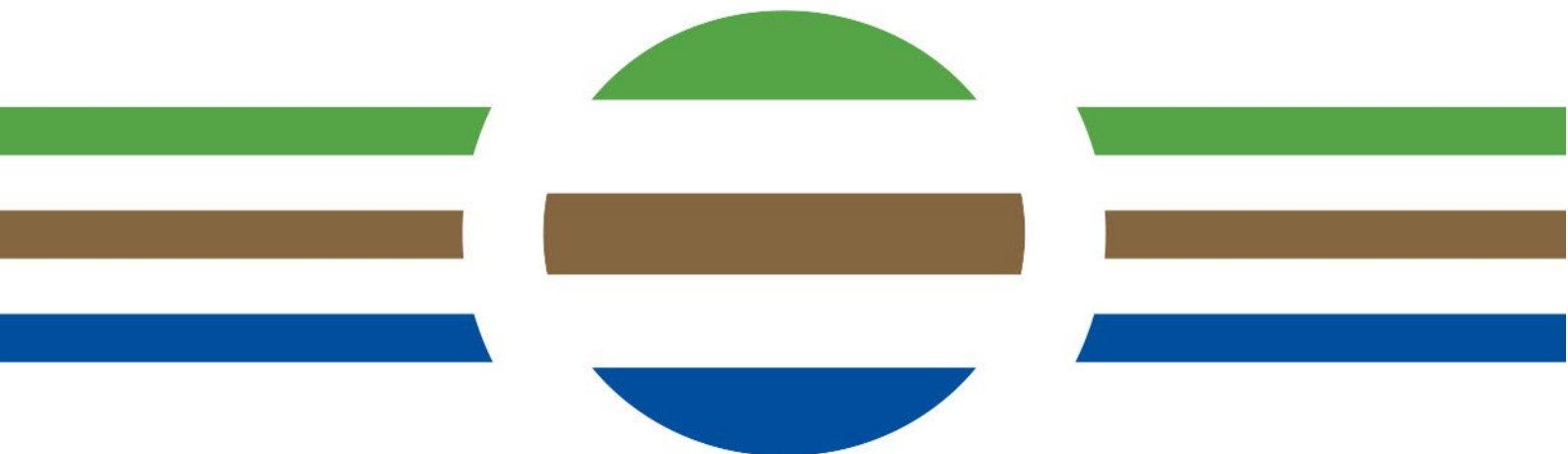# WET H﹦RIZONS

Project Number: GA101056848
Project Acronym: WET HORIZONS
Project title: Upgrading knowledge and solutions to fast-track
wetland restoration across Europe

Quality-Agility-Resilience Plan (QARP)

30.11.2022

WET H⊖RIZONS

Technical References

Project Acronym	WET HORIZONS
Deliverable Title	**Quality-Agility-Resilience Plan (QARP)**
Deliverable No.	D8.5
Dissemination level [1]	Public
Type	Report
Work Package	WP8
Lead beneficiary	AU
Authors	Emilia Alegria (AU) Shubiao Wu (AU)
Due date of deliverable	M3
Actual submission date	M3

[1]   PU = Public
       PP = Restricted to other programme participants (including the Commission Services)
       RE = Restricted to a group specified by the consortium (including the Commission Services)
       CO = Confidential, only for members of the consortium (including the Commission Services)

Document history

Version	Date	Status
V0.1	SEP 2022	Draft 1
V0.2	NOV 2022	Draft 2

Acronyms and abbreviations

Abbreviation	Description
EB	Executive Board
EC	European Commission
SP	SharePoint

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Table of Contents

WET HORIZONS

Summary

This document represents the Quality-Agility-Resilience Plan (QARP) for the WET HORIZONS Project. This document will serve as a guide for the project coordinator, to ensure that quality reviews will occur at appropriate points in the project, and as reference for all project partners, to understand their responsibilities and roles, regarding the project deliverables and outcomes. This document will also serve as a guide to the WET HORIZONS consortium to establish effective cooperation within the consortium and ensure the highest level of quality of project documentation. The document describes the quality review techniques, defines timelines for quality control and the responsibilities of the WET HORIZONS partners.

1. General

1.1. Purpose of the Quality-Agility-Resilience Plan (QARP)

The aim of the Quality-Agility-Resilience Plan (QARP) is to give a quick and short overview of the most relevant project information, procedures, and conditions for the participants in the WET HORIZONS project. The QARP describes the overall approach for planning, execution and ensuring the quality of the project. Furthermore, the purpose is to elaborate on issues given in the contract and consortium agreement that need further explanation to become operative. In case of discrepancy between documents, the EU Grant Agreement including Annexes and the Consortium Agreement will overrule this QARP.

1.2 Basis

1.2.1 GA

The Grant agreement of the project is GA No101056848 – WET HORIZONS including annex 1, Description of work and annex 2 General conditions, which are available in WET HORIZONS server under folders "Consortium/ GA, CA, other legal documents"

Link in SharePoint (SP) site: 01. GA, CA and other legal documents

Annex I: Description of work

Annex II: General conditions

Annex IV: Form A – Accession to the contract (Form signed by all partners

              as identified in Article 1.1 of the contract)

Annex V: Form B – Request for accession of new contractor to the

              Contract (Not relevant yet)

Annex VI: Form C - Model for financial Statement per Activity for an

              Integrated Project – (Annual reporting procedures.)

Annex VII: Form D - Terms of reference for the certificate on the financial

              statements and Form E - Terms of reference for the certificate

1.2.2 CA

The Consortium Agreement is managing the relationship between the participants of the project, e.g., setting the frame for the organisation and beneficiaries rights and obligations amongst themselves. (It does NOT involve the European Commission/Agency.) The Consortium Agreement are available under the folder "Consortium/GA, CA, other legal documents"" on WET HORIZONS SP site. <u>01. GA, CA and other legal documents</u>

1.2.3 Bilateral agreement.

Bilateral Agreement between partners or between the consortium with other projects will supplement the CA when needed to manage details of the project between them. The coordinator will prepare and file the agreements.

2. Organization

2.1 Project organization

The organizational structure of the consortium shall comprise the following Consortium Bodies:

- The General Assembly as the ultimate decision-making body of the consortium
- The Executive Board as the supervisory body for the execution of the Project, which shall report to and be accountable to the General Assembly
- The coordinator as the legal entity acting as the intermediary between the Parties and the Granting Authority. The coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement.

2.2. Project participants

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LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	AU	AARHUS UNIVERSITET	DK	999997736
2	BEN	RU	STICHTING RADBOUD UNIVERSITEIT	NL	999992110
3	BEN	PBL	MINISTERIE VAN INFRASTRUCTUUR EN WATERSTAAT	NL	967944377
4	BEN	PIK	POTSDAM-INSTITUT FUR KLIMAFOLGENFORSCHUNG EV	DE	999464042
5	BEN	UG	UNIVERSITAET GREIFSWALD	DE	999858056
6	BEN	GFZ	HELMHOLTZ ZENTRUM POTSDAM DEUTSCHESGEOFORSCHUNGSZENTRUM GFZ	DE	999994341

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
7	BEN	ESCI	EUROPEAN SCIENCE COMMUNICATION INSTITUTE (ESCI) GGMBH	DE	916295951
8	BEN	SGGW	SZKOLA GLOWNA GOSPODARSTWA WIEJSKIEGO	PL	999865137
9	BEN	FMI	ILMATIETEEN LAITOS	FI	999591306
10	BEN	WI	STICHTING WETLANDS INTERNATIONAL	NL	999759213
10.1	AE	WI EA	WETLANDS INTERNATIONAL - EUROPEAN ASSOCIATION	NL	928620965
11	BEN	UVSQ	UNIVERSITE DE VERSAILLES SAINT-QUENTIN-EN-YVELINES.	FR	999837104
11.1	AE	UPSACLAY	UNIVERSITE PARIS-SACLAY	FR	897067059
12	AP	JHI	THE JAMES HUTTON INSTITUTE	UK	966626341
13	AP	SRUC	SRUC	UK	999899669

3. Project management

3.1. Project Coordinator

The coordinator will be the only contact point between the European Union and the consortium for matters related to the project. The coordinator will receive and distribute payments of the EU and will be responsible for formal requests. The coordinator will chair the General Assembly (GA) and the Steering Board (SB), and moderate discussions. They will be responsible for overall performance, and for financial, and ethical matters

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3.2 General Assembly

The General Assembly consists of one representative for each contractual partner with due authorisation to discuss, negotiate and decide on actions proposed by the Executive Board. The General Assembly is the ultimate decision-making body of the Consortium and is responsible for comprehensive decisions such as the preparation and final approval of the annual Implementation Plan prior to the submission to the Commission and eventual amendments to the contract, like new partners. The Project Coordinator is the chairperson.

The General Assembly shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein. In addition, all proposals made by the Steering Board shall also be considered and decided upon by the General Assembly. More about General Assembly decisions see Section 6: Governance structure point 6.3.12

3.3. Executive Board

The executive Board consist of the coordinator and the representatives of the Parties appointed to it by the General Assembly, as interim it is the Work package Leaders (WPL) together with the coordinator.

The coordinator shall chair all meetings Boards, unless decided otherwise by a majority of two-thirds. The Steering Board shall be responsible for the proper execution and implementation of the decisions of the General Assembly. The Steering Board shall monitor the effective and efficient implementation of the project.

In addition, the Steering Board shall collect information at least every 6 months on the progress of the Project, examine that information to assess the compliance of the Project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the General Assembly.

The Steering Board shall support the coordinator in preparing meetings with the Funding Authority and in preparing related data and deliverables   prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority in respect of the procedures of the Grant Agreement Article 29.

3.4 Work Package leaders (WPL)

The WP leaders will coordinate activities and moderate consensus within their WP. WP leaders should be regular contact via SB meeting and else with the Coordinating team to inform about the on-going and planned WP activities and recent and future results and achievements. Risks and problems that cannot be solved within the WP are discussed in the SB

Work packages		
Grant Preparation (Work Packages screen) — Enter the info.		
Work Package No	**Work Package name**	**Lead Beneficiary**
WP1	Enhanced spatial and temporal mapping	5 - UG
WP2	GHG emission factors	6 - GFZ
WP3	Model integration and projections	11 - UVSQ
WP4	Biodiversity and trade-offs	2 - RU
WP5	Socio-economic assessment	4 - PIK
WP6	Wetland policy and governance for a just transition to net zero	13 - SRUC
WP7	Communication, Dissemination and Exploitation	7 - ESCI
WP8	Project Management	1 - AU

Table 1: List of work Packages and WP leaders / beneficiary.

3.5 Associate partners

The following entities which cooperate with a beneficiary will participate in the action as 'associated partners':

- The James Hutton Institute (JHI), PIC 966626341
- SRUC, PIC 999899669

Associated partners must implement the action tasks attributed to them in Annex 1 in accordance with Article 11. They may not charge costs or contributions to the action and the costs for their tasks are not eligible.

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4. Collaborations with Stakeholders

CONTACT PERSON	ORGANISATION
Conor Galvin - Flood Risk Management - Climate Adaptation and Strategic Assessments	OPW (Irish Government flood risk management agency).
Bettina Helle Jensen – Head of Department	Ministry of the Environment of Denmark - Environmental Protection Agency
Bendt Egede Andersen – Chief Forester Danish Nature Agency, Himmerland	Ministry of Environment of Denmark Nature Agency
Naomi Oakely, Principle Advisor, Uplands, Strategy & Government Advice; Deborah Land, Senior Advisor, Peatlands and Restoration	Natural England
Lucy Filby, Specialist, Campaigns & Initiatives	Scottish Environmental Protection Agency
John Uttley, Outcome Manager - Sustainable Growth, NatureScot	NatureScot
Prof. Dr Ab Grootjans, Treasurer ERA Foundation	ERA (Ecological Restoration Advice)
Jussi Päivinen, Strategy Manager, PhD,	Metsähallitus, Parks & Wildlife Finland
Dr. Peter S. Jones, Lead Specialist Advisor – Peatlands	Cynghorydd Arbenigol Arweiniol - Mawndiroedd
Michael Cairns, Economic Adviser	Rural and Environmental Science and Analytical Services (RESAS)
Chloe Smale, Scientific Officer, Soils & Peatland Evidence Team | Natural Environment, Trees & Landscape Directorate	Department for Environment, Food and Rural Affairs (Defra)
Dr. G. van Dijk, Project Coordinator	Research Centre B-WARE
Jans de Vries	State Forestry and Nature Conservation (NL)
Paul Vertegaal, Water and Nature expert	Natuurmonumenten nature conservation agency, NL
Ross Johnston, Head of Natural Capital Policy and Valuation	Scottish Government
Dr Katharine Birdsall, National Biodiversity Peat & Nature Strategy	Environment Agency (England)
Vera Geelen, Staatsbosbeheer	National Forrestry Agency (NL)

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5. Project structure

The project structure consists of a General Assembly, the Coordinator, the Executive board (EB), Individual partners/Beneficiaries, the Management team and 8 WP leaders

- Project Coordinator
- Executive Board (EB)
- Work package leaders (WPL)
- Individual partners / Beneficiaries
- External Advisory Board
- Management Office (MGO): The coordinator will run the Management Office, assisted by AU-Research Support Office (RSO). Under the management of the Coordinator, the MGO will handle the day–to-day operational and administrative work.

The overall management structure will endorse links between WET HORIZONS beneficiaries, build, and strengthen new interactions, especially by enabling and fostering the transfer of complementary expertise between the involved research, industry, end-users and other relevant stakeholder's players and countries.

5.1 Project duration

The effective start of the project is 01 September 2022 (M1) and the project ends 4 years later on 31 August 2026.

5.2 Budget

The budget of Wet Horizons project is available in the SharePoint.

WET HORIZONS budget overview: Budget.pdf

5.3 Overall time schedule month 1-48

The schedule is presented in the Grant agreement – annex 1. The document is available on the Funders & Tenders opportunities portal or in WET Horizons SharePoint server (under Consortium/legal documents /Grant agreement)

5.4 Meetings

General Assembly Meetings in WET HORIZONS Project		
Meeting	**Date**	**Location**
Local Kick off meeting	September 2022	Aarhus
1st. General Assembly		
2nd.General Assembly 1st. Annual Meeting		
3rd. General Assembly 2. Annual Meeting		
4th. General Assembly 3rd. Annual Meeting		

Table 3: General Assembly meetings

Executive Board (EB) meetings: The Project Coordinator organize the EB meetings. It is expected that the meetings take place every month basis.

6. Project Communication

6.1. Internal communication : SharePoint (SP)site

WET HORIZONS project SharePoint site was established in September 2022.

The SP site is developed by WET HORIZONS Coordinator and dedicated to managing the project internal documents, project logo, templates for project presentations, factsheets, the project internal and external reports and posters, pictures, diverse documents, files related to the project activities and results. The AU University central IT department maintains the system, and this service includes backup of all data and information.

AU has entered into a data processing agreement with Microsoft so that all, who has access to the SharePoint site can safely use the tools in Office 365. However, we must be particularly attentive to classifying the data we are working with correctly, as special rules apply for processing, storing, and sharing ordinary and sensitive personal data (GDPR) as well as confidential data.

All partners can download and upload files and documents in SP site, create the folders they need to work, use the common calendars to invite the Project participants to meetings. There is also the possibility to organize TEAMS meetings and other use other MS365 facilities.

6.1.1 Access to the Project site

The link to WET HORIZONS SP site :

https://aarhusuniversitet.sharepoint.com/sites/WETHorizons

WET HORIZONS SharePoint structure:

6.1.2 Access and Permission levels:

To access the SP site, the beneficiary must be invited. Each person will be invited individually. The project data, documents and information are saved in the AU server, which is in compliance with the GDPR rules.

6.1   Public website

WET HORIZONS website is under construction.

The WET HORIZONS website will be developed as one of the key elements for dissemination. On this platform all outputs are and will be made available, as well as key information about the project and promotion of activities and events, etc. The WET HORIZONS website is an essential channel because it serves as a platform to connect different stakeholders and provide access to project outputs.

The domain of the official project website is https://www.wethorizons.eu/. A project webpage will be available for partners to view and approve before public launch. All partners will be able to easily upload news articles and update information about events on the project website. The

website will be regularly updated with relevant information about the project activities, as well as with relevant content related to the project results.

6.2 Funder & tenders' opportunities

The EU's electronic exchange system (F&T portal) – also called the Funder & Tenders Portal - is used for managing especially financial documents during periodic reporting on the project as well as other documents.

6.2.1 Access to the Funder & Tenders portal:

Each partner has been registered for the F&T portal during the project proposal phase and each partner has thus assigned individual project participants who have access to the F&T portal. Each individual participant has registered with a "username" and a "password".

Important: To be able to submit financial documents each participant must assign a Project Financial Authorised Signatory (PFSIGN) and a Project Legal Authorised Signatory (PLSIGN) to the project.

The PFSIGN and PLSIGN for each participant can only be selected from the assigned FSIGN and LSIGN assigned by the LEAR (Legal Entity Appointed Representative) of the participants organisation. Relevant guidelines and templates on how to use the European Commission (EC) system is available on the above link.

Funding and tenders' opportunities link to the portal:

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

6.2.2 Communication with the European Commission.

The Project Coordinator is the official interface to the European Commission. All formal exchanges of information with the European Commission should therefore be handled through the Coordinator.

7. Project reporting

Reporting Period no.	From month	To month	Duration	Start date	End date
1	1	18	18	01.09.2022	29.02.2024
2	19	38	18	01.03.2024	31.08.2025
3	39	48	12	01.09.2025	31.08.2026

There are 3-project periodic reports in WET HORIZONS Project. The reporting period is M18, M36, M48. A reporting periodic report including a description of work progress, an explanation of the use of resources and a financial statement must be submitted electronically to the European Commission in English via the participant portal. The project Coordinator team will guide the beneficiaries through the process. Material from beneficiaries must be in the hands of the Project Coordinator no later than 25 days before EC deadline.

Further information on periodic reporting is described in "Guidelines on Periodic Reporting", available on the F&Tportal: https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=1867970

7.1 Periodic reports

The periodic consists of the periodic technical and financial reports:

1. **Technical report** (in 2 parts)
   - Part A structured tables from the grant management system:
     - cover page
     - publishable summary
     - web-based tables covering issues related to the project implementation (e.g., work packages, deliverables, milestones, etc.)
     - answers to the questionnaire about the economic and social impact, especially as measured against the Horizon 2020 key performance indicators and monitoring requirements.

- Part B the free text, core part of the report that you must upload to the grant management tool as a single **PDF document** with:

  - explanations of the work carried out by all beneficiaries and linked third parties during the reporting period

  - an overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any.

  Financial report consists of structured forms from the grant management system, including:

- individual financial statements (Annex 4 to the GA) for each beneficiary (and third parties)

- explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties, from each beneficiary for the reporting period concerned (if applicable, for example it is not applicable to lump sum pilot projects)

- periodic summary financial statement including the request for interim payment.

7.2 Keeping records- supporting documentation

The beneficiaries must keep appropriate and sufficient evidence to prove the eligibility of all the costs declared, proper implementation of the action and compliance with all the other obligations under the GA. 'Sufficiency' relates to the quantity of evidence; 'appropriateness' relates to its quality. Evidence is considered sufficient and appropriate if it is persuasive enough for the auditors, who assess it according to generally accepted audit standards. The evidence must be verifiable, auditable, and available. The rules in the GA do not affect national laws on keeping documents (which may require additional measures)

7.3 Currency rates

Beneficiaries must always use euros, to report costs in their financial statements. The rules on conversion (of costs incurred in other currencies into euros) are as follows:

➢ For beneficiaries with accounting records in euros: conversion of costs according to their usual accounting practices

➢ For beneficiaries with accounting records in a currency other than the euro: conversion of costs recorded in their accounts by one of the following:

- o   Daily euro exchange rate is published in the C series of the Official Journal of the European Union for the currency in question: using the average of the daily exchange rates published over the corresponding reporting period.
- o   For cost adjustments to previous periods ('adjustment financial statements'), the exchange rate to be used is the one for the reporting period in which the costs adjusted were incurred.
- o   For eligible cost related to drafting and submitting the final reports incurred after the action duration, the exchange rate to be used is the one for the last reporting period.

> To calculate this rate, the beneficiary may use the editable charts on the ECB website
>
> https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_referen ce_exchange_rates/html/index.en.html

7.4 CFS

The CFS is a report produced by an independent auditor (or, for public bodies, public officer) using the template available on Portal Reference Documents. Its purpose is to give assurance to the Granting Authority about the regularity of the costs claimed.

The thresholds depend on the EU programme and type of action *(see call conditions on the Topic page)*. For the MFF 2021-2027, there is usually a single threshold of EUR 325 000 requested EU contribution. The CFS must be uploaded as a scanned copy (PDF) together with the Financial Statement. The originals must be kept in the your files

7.5 Overview of reports to be submitted to EC

Reports requested by the EC	Period	Latest delivery to the EC	EC approval (days after recived the submission reports	Comments
1. Project Periodic Report 1:	M1 – M18	Within 60 days Abril 2024	Within 90 days	Overview of technical progress reporting and financial reporting including explanation of the use of resources Prepared by WET HORIZONS with input from all beneficiaries

				minimum 30 days before EC deadline.
2. Project Periodic report 2:	M19 - M36	Within 60 days October 2025	Within 90 days	Overview of technical progress reporting and financial reporting including explanation of the use of resources Prepared by WET HORIZONS with input from all beneficiaries minimum 30 days before EC deadline.
3. Project Periodic report 3:	M37– M48	Within 60 days October 2026	Within 90 days	Overview of technical progress reporting and financial reporting including explanation of the use of resources Prepared by WET HORIZONS with input from all beneficiaries minimum 30 days before EC deadline.
Final report	M1 – M48	Within 60 days October 2026	Within 90 days	Description of objectives and results, potential impact, dissemination activities and exploitation of gained knowledge Prepared by WET HORIZONS with input from all partners minimum 60 days before EU deadline
Deliverables	Continuously	According to annex 1	Within 90 days.	Submitted continuously according to date in Annex 1. Each partner will send to WET HORIZONS Coordinator, when it is finalised.
Certificate Financial Statement (CFS)	At the end of the period .	Within 60 days		Within 60 days of the end of the last reporting period.

7.6 Submitting Deliverables:

The deliverables are the documents of the project results and are indicators of project progress. WET HORIZONS has a list of deliverables that we are contractually bound to produce. These deliverables (and milestones) are listed in the DoA and a copy of this list has also been uploaded to the internal Common server. See below figure.

You can find the list of deliverables in the below link:

https://aarhusuniversitet.sharepoint.com/:x:/r/sites/WETHorizons/_layouts/15/Doc.aspx?sourcedoc=%7B4B8D696E-186D-4CCF-8668-ECA87506ACDD%7D&file=Deliverables%20overview%20per%20year.xlsx&action=default&mobileredirect=true&DefaultItemOpen=1

WET HORIZONS DELIVERABLES OVERVIEW PER YEAR

2022

Work Package No	Deliverable Related No	Deliverable Name	Lead Beneficiary	Type	Dissemination Level	Due Date	New Due Date (if delay)	Delivery Date	Approval Date	Status
WP8	D8.1	Establishment of a collaborative workspace and open-access database	AU	DEC	SEN	30 Sep 2022				Pending
WP7	D7.5	Website	ESCI	DEC	PU	31 Dec 2022				Pending
WP8	D8.2	Data Management Plan Initial	AU	DMP	SEN	30 Nov 2022				Pending
WP8	D8.5	Quality-Agility-Resilience Plan (QARP)	AU	R	PU	30 Nov 2022				Pending
WP8	D8.6	WET HORIZONS ethical guidelines	AU	OTHER	SEN	30 Nov 2022				Pending

2023

Work Package No	Deliverable Related No	Deliverable Name	Lead Beneficiary	Type	Dissemination Level	Due Date	New Due Date (if delay)	Delivery Date	Approval Date	Status
WP1	D1.1	Data requirements ('Terms of References') for the geo-spatial product delivered to end-users	WI	R	PU	28 Feb 2023				Pending
WP7	D7.1	M6- Dissemination, Exploitation and Communication Master Plan	AU	R	PU	28 Feb 2023				Pending
WP7	D7.6	Introductory Video	ESCI	DEC	PU	28 Feb 2023				Pending
WP3	D3.1	Targeted improvements, calibration and benchmarking of land-surface models for peatlands and wetlands	FMI	R	PU	30 Apr 2023				Pending
WP4	D4.1	Open-access database for trade-offs associated with wetland restoration. Understanding trade-offs, framework for analysis/mitigation, and protocols for trade-off assessments that are embraced by data end-users/stakeholders and research partners	AU	DATA	PU	31 Aug 2023				Pending
WP5	D5.1	List of existing data sets and data sets from WP1-4 that can be included in WP5 models and approaches, with detailed file format and meta data description (temporal, spatial, unit)	PIK	R	PU	31 Aug 2023				Pending
WP1	D1.2	Comprehensive peatland databases for catchments	UG	DATA	SEN	31 Aug 2023				Pending
WP7	D7.7	Citizen Engagement Guidelines	AU	R	PU	30 Sep 2023				Pending

2024

Work Package No	Deliverable Related No	Deliverable Name	Lead Beneficiary	Type	Dissemination Level	Due Date	New Due Date (if delay)	Delivery Date	Approval Date	Status
WP1	D1.4	Compiled observations on vegetation types and water table depths within exemplar catchments	JHI	DATA	PU	29 Feb 2024				Pending
WP1	D1.5	Interim and final modelled water table dynamics and	JHI	DATA	PU	29 Feb 2024				Pending

8. Project changes and potential problem areas

8.1 Project changes

The basic principle of the project is that budget, tasks, activities, and time schedule must follow the descriptions hereof in the Annex 1 (Work Programme) of the Contract, closely.

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In case that changing conditions and the beneficiary require a change in the GA and/or Consortium Agreement, the procedure follows the EC. The beneficiary must inform the coordinator, then the coordinator will contact the EC.

8.2 WET HORIZONS project procedures

Handling of significant project changes and deviations must be dealt with in writing. The participant, WP or Task Leader proposing the change should forward a written explanation explaining the reason behind the proposed amendment and the consequences in terms of budget, work programme, etc. As a rule, all participants should act as fast as possible when a need for a project change is observed. The Project Coordinator will forward the amendment request on behalf of the Consortium to the EU Commission. The yearly progress reporting and will deal with minor changes such as insignificant deviations from time schedule.

9. Document management

9.1 Language

Several documents will be produced during the WET HORIZONS project. Some guidelines are provided to facilitate the management of documents created for WET HORIZONS that will help to ensure consistent presentation and management. The coordinator is responsible for coordinating and producing the management reports and administrative documents for the EC.

The obligation requires all beneficiaries, managing authorities and implementing partners of EU funding to acknowledge the support from the European Union on all communication materials. An important element with this regard is the European Union emblem and the funding statement, which must be displayed prominently on all printed and digital products, websites, social media channels and other communication products:

WET HORIZONS documents, publications and websites will include the following disclaimer:

2. Add the funding statement (in local languages, where appropriate)

Funded by
the European Union

Co-funded by
the European Union

9.2 WET HORIZONS quality management system
9.3 Internal review and quality check

Quality-management is taking place in the reporting procedure at following points (★):

★ The coordinator will provide individual Microsoft-Word templates for the progress report, and Microsoft- Excel templates for the cost report. This will ensure that all individual reports conform to EU guidelines. The Management Office ensures that partners deliver in time.

★ The Executive Board (EB) will crosscheck the progress and cost reports to ensure that all information is coherent. The EB will discuss the quality of reports, each partner's performance, and the quality of results and deliverables. The coordinator will contact defaulting partners directly, to mediate a quick solution.

★ To make sure that all partners are familiar with the procedure and can provide the required information, we will make an informal test run 3-6 months before the end of the period. This has proved to speed up the real reporting and to improve the quality of the report.

9.3.1 Internal review and quality check

The below illustrate the deliverable quality insurance process as will be used to ensure the quality of the deliverable reports:

TIME	Action - description	Template /contact
12 weeks	The Coordination team sends an e-mail/reminder to WP leader responsible to prepare the Deliverable (DL). An online meeting shall be organized if needed, to discuss potential challenges and postpone options.	
4 weeks	WP leader prepares the deliverable together with the other WP participants - see link to template	https://aarhusuniversitet.sharepoint.com/:f:/r/sites/WETHorizons/Shared%20Documents/07.%20Project%20Templates/01.%20Deliverable%20MASTER%20Template?csf=1&web=1&e=SmUDvb
3 weeks	DL has be sent to Quality check level (EB Panel)	WET HORIZONS Coordination e-mail : TBC
2 week	WP Leader updates the DL according to the input and Comments received from the reviewers panel. The DL sendes back to the Coordinator in order to submission of the Deliverable(s)	
1 week	Check the reporting formalities and submission to SygMa - Funding & tenders portal	

Deadline