

Accelerating the Heating and Cooling Transition



Monitoring guidelines

Joint Call 2021

Monitoring guidelines

Joint Call 2021

Publisher:

Joint Call 2021 Secretariat

Orkustofnun, Grensásvegi 9, 108 Reykjavík

Swedish Energy Agency

Email: info@geothermica.eu

Website: <http://www.geothermica.eu/> and https://www.eranet-smartenergysystems.eu/Calls/Regsys_Calls/Joint_Call_2021

Executive summary

These monitoring guidelines are intended for partners in GEOTHERMICA and JPP Smart Energy Systems Joint Call-granted projects, mainly the Project Coordinator and the Country Coordinators in the respective participating countries. The guidelines and procedures in this report have been agreed upon amongst the partners to the Joint Call 2021 of GEOTHERMICA and JPP Smart Energy Systems network.

Since the Joint Call 2021 is based on national contracts with national partners, the guiding principle is that national monitoring and payment procedures will be in full force for all partners in Joint Call projects. On top of this, there will be lean but frequent progress monitoring on the Joint Call 2021-granted project level. Also, on this level, there will be a mid-term review. All projects will be invited to the Mid-Term review. The Joint Call 2021-granted projects will be obliged to participate in the knowledge-sharing workshops organised by Joint Call 2021 Consortium, and there will be final reporting obligations.

The Appendixes in this report are the templates for monitoring Joint Call 2021-granted project level and Guidelines for partners in Joint Call 2021-granted projects.

Table of Contents

Executive summary	2
1 Introduction	5
2 General principles for monitoring and agreements in GEOTHERMICA and JPP SES	6
3 Responsibilities of the partners in Joint Call-granted projects	8
4 Kick-off meetings	8
4.1 <i>Granted projects kick-off webinar</i>	8
5 Reporting procedure	9
6 Procedure in case of deviations from project plan	9
7 Mid-term evaluation	9
8 End of term	10
9 Communication	10
Appendix I: Template for the Half-yearly traffic light report	11
Appendix II: List of National Contacts Points	13
Appendix III: Template for change request	14
Appendix IV: Template for mid-term review report	14
Appendix V: Template for evaluators of the mid-term project review	14
Appendix VI: Template for final reporting	14

1 Introduction

The Joint Call 2021 initiative is under the umbrella of GEOTHERMICA and JPP Smart Energy Systems transnational network consisting of seventeen energy research and innovation national funding agencies from fifteen countries.

The ambition of Joint Call 2021 is to accelerate the heating and cooling transition by bringing together national programmes aimed at energy system integration and technological progress in the various heating and cooling technologies, with a strong presence but not limited to geothermal energy technologies.

The following alphabetically listed countries and regions committing their know-how to the joint innovation initiative of Joint Call 2021: Austria, Belgium- Wallonia, Denmark, Germany, Hungary, Iceland, Ireland, Israel, Netherlands, Norway, Scotland, Sweden, Turkey, USA, Switzerland,

Further information can be found on the GEOTHERMICA and JPP SES websites:

[Accelerating heating and cooling transition | Joint Call 2021 |](#)

2 General principles for monitoring and agreements in GEOTHERMICA and JPP SES

A GEOTHERMICA and JPP SES-funded projects will need to sign the commitment at three different levels:

- **At the Joint Call granted project level.** The partners in the Joint Call-granted project must define their transnational collaboration in a consortium agreement (DESCA or similar).
- **At the transnational Joint Call level.** The Main Coordinator of the Consortium of a Joint Call -granted project (also referred to as the main applicant in the proposal stage) will need to sign an Implementation Commitment. The Implementation Commitment will state all obligations, requirements, and procedures the Joint Call-granted project partners must follow at the transnational level.
- **At the national level of each participating country.** In each participating country of any Joint Call-granted project, there will be a National Grant Agreement between the National Funding Agency of that country and the participants from that same country in the Joint Call-granted project. These agreements may vary between countries; it is up to each Country's Coordinator to ensure the timely and accurate delivery of monitoring reports in full conformity with existing national procedures. The above applies similarly to regions and regional funding agencies.

The flow of agreements and money is shown in Figure 1.

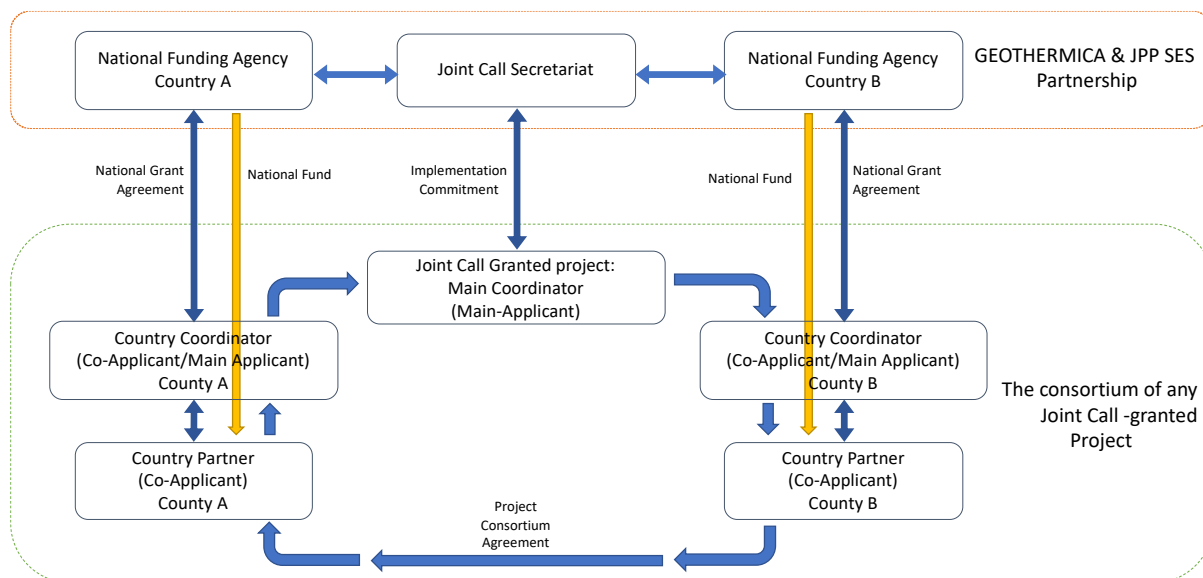


Figure 1 Contracts, agreements (blue), and money flow (yellow) in Joint Call 2021.

The National Grant Agreements will form the basis for funding payments to the participants in any given Joint Call granted project. The money will flow from the National Funding Agency to the Country Coordinators of the awarded projects and their Country Partners in full conformity with existing national procedures. The national monitoring that will be part of the national grant agreements will guide the National Funding Agencies in their payment decisions to the Country Coordinators and partners of the granted projects. The Joint Call Secretariat will not directly make payments to the Joint Call-granted projects.

Joint Call-granted projects are obligated to report on the project progress to the Joint Call Secretariat using simple templates annexed to these guidelines. Notably, the reporting should detect and remedy any delays quickly. The following progress reports are required to be submitted by the Main Coordinator to the Joint Call Secretariat, as stated in the Implementation Commitment:

- **Traffic light reports:** Bi-annual "traffic light" report (TLR) covering the period from March 1 to August 31 and September 1 to February 28/29. The TLR must be completed and delivered within six weeks after the end of each reporting period throughout the project's duration. The template for the traffic light report is given in Appendix 1.
- **Mid-term review:** Joint Call granted projects must prepare a mid-term review report, which will be followed by a mid-term review meeting. It is a formal review meeting, which gives Joint Call Secretariat the chance to evaluate the project's progress and identify "tops and tips" for the remaining period. The template for the mid-term report will be made available by the end of the second traffic light reporting period.
- **Final report:** Projects will be obliged to submit a final report. The template for the final report will be made available by the end of the second traffic light reporting period.

On top of this, Joint Call-granted projects are expected to participate in relevant knowledge-sharing workshops organised by Joint Call Secretariat. The Main Coordinator of the Joint Call-granted projects and the corresponding work package leaders will be suggested attendance. More participation is encouraged. Also, Joint Call will contact the Main Coordinators of all Joint Call-granted projects before any Joint Call meetings for an informal update. This will be arranged between the Main Coordinator of the Granted Project and the Joint Call National Contact Point in their country. The list of national contacts can be found in Appendix 2.

Figure 2 shows the reporting flows. The black lines indicate reporting at a national level; the red lines indicate reporting at the Joint Call-granted project level. The Joint Call reporting procedure does not replace the national reporting requirements.

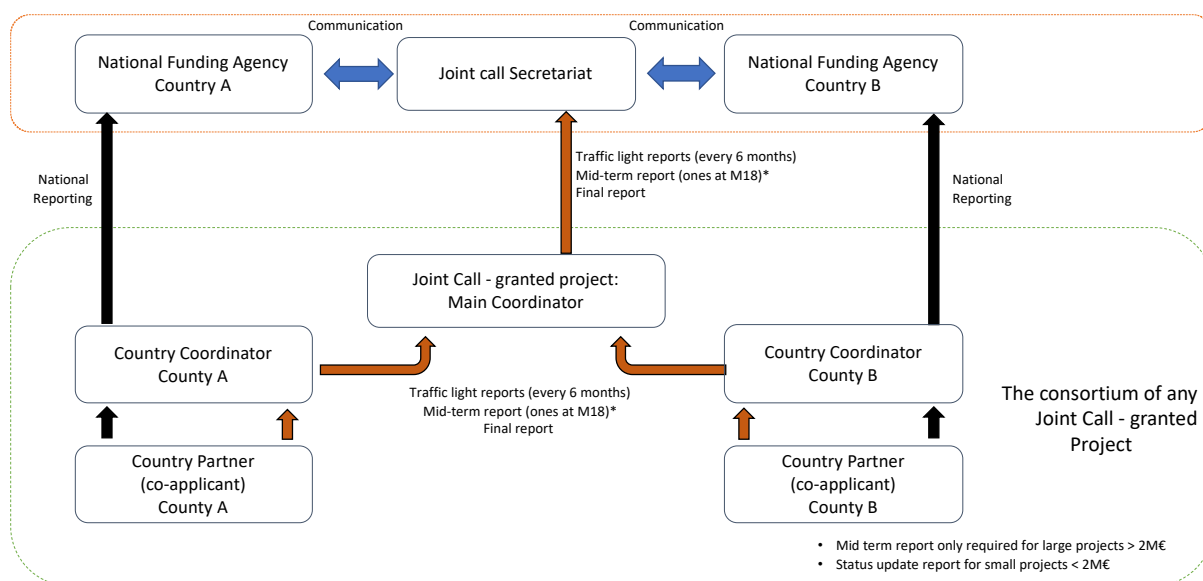


Figure 2 Formal reporting flows within Joint Call, national level (black) and Joint Call -granted project level (red).

3 Responsibilities of the partners in Joint Call-granted projects

All partners in Joint Call-granted projects will be responsible for delivering the assigned tasks and for knowledge sharing, where relevant, through participation in Joint Call Network Workshops.

The Main Coordinators of Joint Call-Granted Projects are responsible for ensuring that the projects deliver what is stated in the grant agreements and the project proposals. They must ensure the timely delivery of any deliverables, including progress reporting. In case of deviations and delays, these should be reported immediately, and it is up to the Main Coordinator to propose remediating actions. The first contact point for the Main Coordinator of any granted project will be the Joint Call National Contact Point in their country.

The Country Coordinator of a Joint Call-granted project will be responsible for national reporting following national rules. Each partner should be active in bringing together the information required. The country coordinator's reporting activity will focus on financial reporting. Both financial and progress reports will be according to national rules, as stated in the national grant agreement. The contact point for the Country Coordinator will be the Joint Call National Contact Point in their country. In some countries, each partner must report individually to the National Contact Point. In such cases, there will be no Country Coordinator in such a country.

All amendments to the project need to be requested and administrated by the Joint Call Secretariat and the relevant Funding agencies/Agencies. If project changes are needed, the Main Coordinator and the relevant national partner in the Joint Call-granted project should submit a formal change request. A template for such a change request can be found in Appendix 3.

The decision on the request is based on consultation between the relevant Funding Agency/Agencies and the Joint Call Secretariat. When the decision has been made, communication will occur both at the transnational Joint Call level and the National level following National procedures. This might include additional formal change requests on the national level by the national rules of the affected countries via the national contact points.

4 Kick-off meetings

All projects should organise a kick-off meeting, where the Joint Call Partner at the Funding Agency level from the Main Coordinators' country should be present, and all Joint Call Partners at the Funding Agency level from other participating countries should be invited. From the Joint Call-granted project side, at least the Coordinator, Country Coordinators and Work Package leaders should be present.

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

4.1 Granted projects kick-off webinar

All Joint Call-granted projects will be invited to an online webinar (2hr), which focuses on short introductions (2 min per project) of participating projects, exchange of information and introduction to the monitoring guidelines. Joint Call 2021 Coordinators and Secretariat should be present, and Joint Call Partners at the Funding Agency level from other participating countries should be invited. From the Joint Call-granted project side, the Coordinator should be present at least.

The meeting will be planned four weeks in advance by the Joint Call 2021 Secretariat and no later than four months from 1 September 2022.

5 Reporting procedure

The reporting will be done on the knowledge-sharing platform [Expera](#)¹ managed by the JPP SES partners. Open Expera with one of the following internet browsers: Microsoft edge (recommended), Microsoft Internet Explorer 8+ (recommended), Google Chrome, or Mozilla Firefox.

All project lead partners are requested to create an “expert” account in Expera (for more details, see also [Expera user manual](#), pages 3-15). If other project members are involved in the reporting, they need to inform the [JPP SES partners](#) to receive reporting rights. Project members can already register to get some first insights on how the platform is organised. The Joint Call Secretariat will give further technical guidelines before the reporting starts.

Within the lifespan of a project, all projects will need to submit the following reports:

1. A half-year Traffic Light Report (TLR) will be uploaded to Expera, created and administered by the JPP SES partner. For this, a folder will be created to which only relevant persons will have access.
2. A mid-term report will need to be submitted in Expera, followed by a comprehensive mid-term evaluation. The template for the mid-term report will be ready 6 months before the mid-term reporting starts.
3. Building upon the results of the mid-term report, a final report shall summarize all findings and also be uploaded to Expera.

6 Procedure in case of deviations from project plan

As soon as any problem or deviation from the project plan occurs, the Main Coordinator must contact the Joint Call Secretariat and National Contact Point to discuss potential corrective actions.

Depending on the nature of the deviations, the respective Country Coordinators, respective Joint Call National Contact Points and relevant Partners in the Joint Call -granted project must be a partner in the discussion.

If necessary, amendments to the national grant agreements shall be made. Significant changes jeopardise not only the funding of the project itself but also the funding of the Joint Call project, so early action and a solid commitment to finding a solution are significant.

Appendix 3 provides a template for a formal change request for projects. This change request must be submitted to the Joint Call Secretariat by the Main Coordinator of the Joint Call-granted project. If a change has only a material impact on a national level, the relevant National Funding Agency will handle the change request. If a change has a material impact at the Joint Call transnational level, all funding agencies will be involved in deciding on the change request. A record of approved changes will be appended to the project description.

7 Mid-term evaluation

The Joint Call-granted projects will be subject to mid-term evaluation. This will require a mid-term report to be submitted to the Expera platform and be followed by a meeting, bringing together the

¹ This platform also allows you to share your knowledge with members of the ERA-Net SES Knowledge Community. This community includes representatives of industry, policy, research and other institutions as well as diverse smart energy systems initiatives, thereby installing a direct link between RDD initiatives, smart energy systems experts and decision-makers.

Main Coordinator of the Joint Call-granted project, the work package leaders, the Joint Call Secretariat and the Joint Call members on a project-by-project basis. The Joint Call members may invite individual independent expert(s) to the meeting.

The mid-term evaluation report covering Months 1-18 of the project is due six weeks later. The Joint Call Secretariat will plan the mid-term evaluation meeting 12 Months ahead, aiming for a series of meetings in Month 21 of the granted projects (Mid 2024). The mid-term evaluation report will be distributed to all attendees of the evaluation meeting. If invited, the 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 Joint Call members and invited expert(s) will come to a consensus evaluation of the project. The Joint 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 will be published months before the mid-term reporting deadline to facilitate reviewer feedback on the granted projects.

8 End of term

The end of the term of the Joint Call granted projects will generally be Month 36 (31 August 2025). This month, or in June 2025, there will probably be a knowledge-sharing workshop, where there will be an extensive presentation of the results by the Main Coordinator of the project and partners of the granted project. This workshop will be planned well in advance.

A final report is due 60 days after the conclusion of the project. It will be a public document. All confidential information will have to be delivered in separate documents to the Joint Call 2021 Secretariat.

9 Communication

All e-mails concerning project monitoring, deliverables and any mail concerning project changes should be sent to the Joint Call Secretariat (info@geothermica.eu) on behalf of the Joint Call management, with a copy to the relevant Joint Call National Contact Point(s).

Communication and dissemination materials that are delivered by the funded projects should mention and acknowledge the source of funding, including Joint Call and the respective Joint Call -partners at the Funding Agency level: *This project has been subsidised through the GEOTHERMICA and JPP Smart Energy Systems Joint Call by [Funding Agency A], [Funding Agency B] (including all national funding agencies contributing to the project).*

Appendix I: Template for the Half-yearly traffic light report

The traffic light report covers the following periods

1. 1 September 2022 to 28 February 2023
2. 1 March to 31 August 2023
3. 1 September 2023 to 28 February 2024
4. 1 March to 31 August 2024
5. 1 September 2024 to 28 February 2025
6. 1 March to 31 August 2025

All half-yearly reports must be completed and delivered within six weeks of the appropriate period's end throughout the project's duration. You will receive a reminder e-mail at the end of each reporting period.

This report will need to be uploaded via Expera online platform.

1. Identification of the project and report of 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			

2. Brief explanation of deviations and suggested corrective actions

Explain the problem and suggest corrective actions for each item in yellow or red.

Item	Explanation and corrective action
[specify..]	

4. List of deliverables and milestones with status

Number	Description	Date Due	Delivered

5. Results and Impact

WPxx	

6. Next major project meeting (face-to-face or virtual)

	Date..
--	--------

7. List of dissemination activities

Accessible format – consider scientific and business-related publications and dissemination to the broader public through workshops, newspapers, webinars, videos, radio and TV.

Appendix II: List of National Contacts Points

	Country	Organisation	Name	E-mail	Phone
1	Austria	Austrian Research Promotion Agency, FFG	Urban Peyker	urban.peyker@ffg.at	+43 577555049
2	Denmark	Energy Technology Development and Demonstration Program EUDP	Anita Lang Nielsen Mette Jessen Schultz	ale@ens.dk mjsc@ens.dk	+45 33926799
3	Denmark	Innovation Fund, InnoFund	Jens Peter Vittrup	jens.peter.vittrup@innofond.dk	+45 61905023
4	Germany	German Federal Ministry for Economic Affairs and Energy BMWi	Stephan Schreiber	k.k.schreiber@fz-juelich.de	+49 2461614743
5	Iceland	Icelandic Research Institute, RANNIS	Sigurður Björnsson	sigurdur.bjornsson@rannis.is	+354 515 5800
6	Ireland	Geological Survey Ireland, GSI	Aoife Braiden	aoife.braiden@gsi.ie	+353 1 6782650
7	Ireland	Sustainable Energy Authority of Ireland, SEAI	Lucy Corcoran	Lucy.Corcoran@seai.ie	+353 1 808 2084
8	Israel	Ministry of Energy Chief Scientist Office, MoE-IL	Olga Zlatkin	olgaz@energy.gov.il	+972-74-7681910
9	Netherlands	Netherland Enterprise Agency, RVO	Paul Ramsak Gerdi Breembroek	paul.ramsak@rvo.nl gerdi.breembroek@rvo.nl	+31 8 8602 2275 +31 6 5256 4480
10	Norway	The Research Council of Norway, RCN	Per Arne Karlsen Mari L. Authen	pak@rcn.no mlau@rcn.no	+47 917 27 669 +47 454 66 328
11	Scotland	Scottish Enterprise, SE	Karen Fraser	karen.fraser@scotent.co.uk	+44(0)1414685658
12	Sweden	Swedish Energy Agency, SWEA	Sofia Andersson Emina Pasic Fredrik Lundström	Sofia.andersson@energimyndigheten.se Emina.pasic@energimyndigheten.se Fredrik.lundstrom@energimyndigheten.se	+46 165442445 +46 165442189 +46 165442112
13	Switzerland	Swiss Federal Office of Energy, DETEC - SFOE	Valentin Gischig Stefano Benato	valentin.gischig@bfe.admin.ch stefano.benato@bfe.admin.ch	
14	Turkey	The Scientific and Technological Research Council of Turkey, TÜBİTAK	Cagri Yildirim	cagri.yildirim@tubitak.gov.tr	
15	USA	Department of Energy, DOE	Lauren Boyd Alexis McKittrick	lauren.boyd@ee.doe.gov Alexis.McKittrick@ee.doe.gov	+1-202-297-8798

Appendix III: Template for change request

This template must be used to request approval of changes to the project. You are obliged to inform Joint Call Secretariat about essential changes. You should upload this to the Expera online platform and e-mail this form to the Joint Call Secretariat, the National Contact Point in the country of the Country Coordinator, and other Joint Call National Contacts Points where relevant. National procedures for change requests remain in full force and need to be adhered to under any circumstances.

A detailed template and submission procedure will be updated by the end of the first traffic light reporting period.

Appendix IV: Template for mid-term review report

The mid-term review report includes the first 18 months of the project and will be in a period from 1 March to 31 August 2024.

A detailed template and submission procedure will be updated by the end of the second traffic light reporting period.

Appendix V: Template for evaluators of the mid-term project review

The mid-term evaluator's review template will be published the latest six weeks before the midterm submission deadline.

Appendix VI: Template for final reporting

The final report covers the project's lifespan. The template and submission procedures will be provided by the end of the second traffic light reporting period.

Accelerating the Heating and Cooling Transition

