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Project Handbook for the ReCreate Project

The ReCreate project has received funding from European Union's Horizon 2020 research and innovation programme under Grant Agreement No 958200.

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Abstract

This document is the Project Handbook for the ReCreate project. The purpose of the handbook is to support the ReCreate partners in implementing the project activities. It should be understood as an internal guidebook and a reference for the project execution. The handbook contains pieces of key information from the Grant and Consortium Agreements in an easily understandable and accessible format. It is a dynamic document that will be updated as needed throughout the lifetime of the project.

List of abbreviations

CA	Consortium Agreement
CC	Country Cluster
D	Deliverable
EU	European Union
GA	Grant Agreement
IP(R)	Intellectual Property (Rights)
PC	Project Coordinator
RP	Reporting period
SC	Steering Committee
WP	Work Package

Version history

Version	Date	Updated by	Changes
1.0	July 2 2021	Soili Pakarinen, Satu Huuhka	First version

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1 Basic information about the project

ReCreate is a four-year project (2021–2025) that has received funding under the European Union's Horizon 2020 call. The project has an overall budget of €13.4 million, of which 12.5 million is EU funding. The project involves universities and regional company clusters in four countries: Finland, Sweden, the Netherlands, and Germany. The communications partner is the Croatia Green Building Council. All the country clusters will carry out their own pilot projects where they deconstruct precast concrete elements intact and reuse them in a new building. Table 1 lists the general project information.

Table 1. General project information.

Title	Reusing precast concrete for a circular economy
Acronym	ReCreate
Grant Agreement No.	958200
Funding Programme	H2020, CE-SC5-07-2020 Raw materials innovation for the circular economy: sustainable processing, reuse, recycling and recovery schemes Subtopic C: Recycling of raw materials from buildings and infrastructures
Instrument	Innovation Action (IA)
Number of partners (beneficiaries)	15
Project start date	April 1 2021
Duration of the project	48 months
Project end date	March 31 2025

1.1 Purpose and scope

ReCreate aims to discover how used concrete elements can be deconstructed without damaging them and reused in new buildings – and if the process can be turned into a profitable business.

Concrete has been the world's most commonly used building material for at least half a century. It accounts for the majority of both construction materials and demolition waste. In Europe, concrete buildings are commonly constructed using precast concrete elements. If existing elements could be deconstructed and reused, it would bring major benefits for the environment.

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1.2 Consortium

The ReCreate consortium covers the essential stakeholders in the demolition and construction industries, throughout the whole value chain necessary for component deconstruction and reuse. Table 2 lists the members of the consortium. Tampere University coordinates the project. In addition to these 15 beneficiaries, Skanska Talonrakennus Oy has a linked third party, Skanska Oy (all reporting and payments go through Skanska Talonrakennus Oy).

Table 2. Members of the consortium. Note: Participant No. 7 used to be Consolis Oy Ab, which will be exchanged to new participants (not yet in this Table) through an Amendment.

No.	Participant organisation name	Short name	Country
1	TAMPEREEN KORKEAKOULUSAATIO SR (Tampere University)	TAU	FI
2	KUNGLIGA TEKNISKA HOEGSKOLAN (KTH Royal Institute of Technology)	KTH	SE
3	TECHNISCHE UNIVERSITEIT EINDHOVEN (Eindhoven University of Technology)	TU/e	NL
4	BRANDENBURGISCHE TECHNISCHE UNIVERSITAT COTTBUS-SENFTENBERG (Brandenburg Technical University Cottbus-Senftenberg)	BTU	DE
5	LIIKE Oy Arkkitehtistudio	Liike	FI
6	HELSINGBORGSHEM AB	HBH	SE
8	IMd Raadgevende Ingenieurs	IMd	NL
9	ECOSOIL Ost GmbH	Ecosoil	DE
10	Jochen Dreetz	Dreetz	DE
11	TAMPEREEN KAUPUNKI (City of Tampere)	Tampere	FI
12	HRVATSKI SAVJET ZA ZELENU GRADNJU (Croatia Green Building Council)	CGBC	HR
13	RAMBOLL FINLAND OY	Ramboll	FI
14	Umacon Oy	Umacon	FI
15	P. Jähne Ingenieurbüro GmbH	Jähne	DE
16	Skanska Talonrakennus Oy	Skanska	FI

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1.3 Objectives

The main objective for project ReCreate is to close the loop for concrete at the highest level of utilization by facilitating the deconstruction and reuse of precast structural components (Figure 1). This is in accordance with the EU Waste Hierarchy (Figure 2) and the EU C&DW Management Protocol, which prioritize dismantling of reusable items over their recycling.

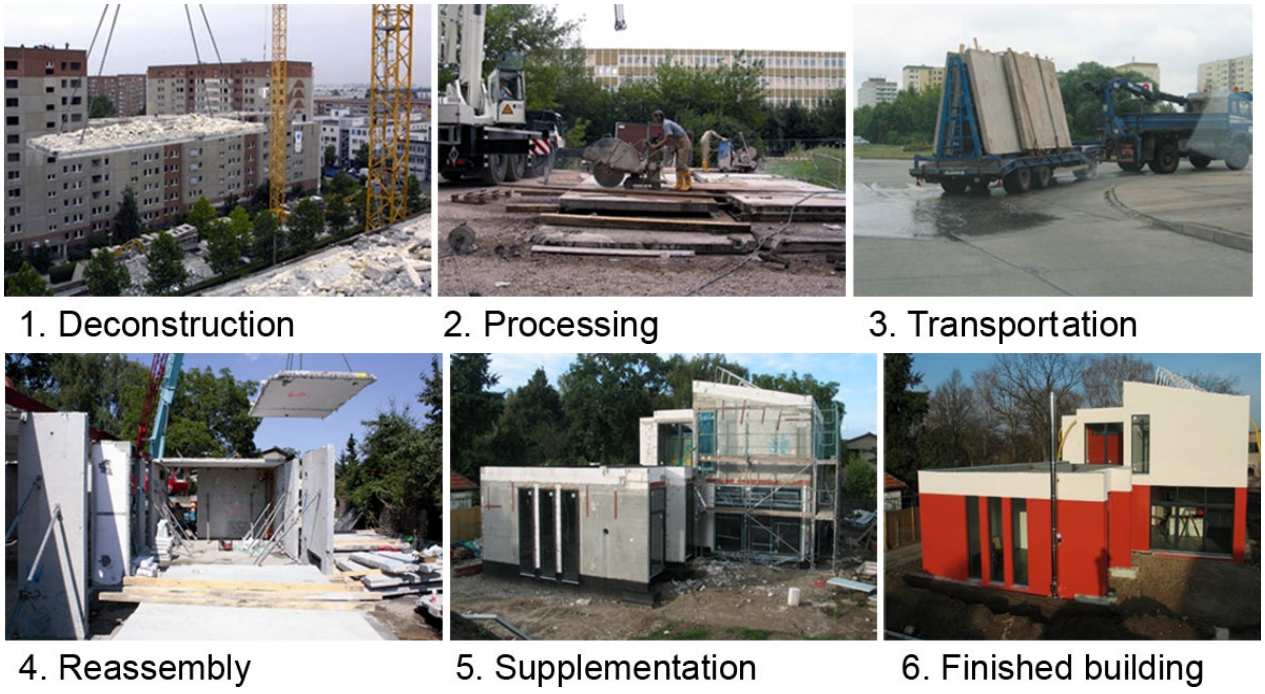

Figure 1. Process phases of reuse from deconstruction to use in new building. Photos courtesy of Mr. Claus Asam.

The aim of this project is to improve the technical and economic viability of deconstruction of precast concrete structures that have **not** been designed for deconstruction. From the economic perspective, the reuse of components demands a whole new value chain and marketplace to be generated. Reuse disrupts companies' business models more than material recycling, challenging the current business practices. Increasing reuse requires systemic changes, i.e. the whole ecosystems of demolition and construction to adopt new practices. In addition to technology development, more understanding is needed on what kind of adjustments reusing concrete structures would require from the business ecosystems, incl. existing firms but also potential novel entrants, e.g. technology start-ups offering solutions needed to fulfil the gaps in the existing system.

Figure 2. The EU Waste Hierarchy and the position and impact of ReCreate.

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1.4 Work structure

The work in the ReCreate project is structured into ten work packages (Figure 3 and Table 3). WP 10 is reserved for all the internal and external management of the project. The internal management encompasses the management of the consortium, the work, the data, and the ethics in the project, whereas external management means communications towards the European Commission, such as financial and content reporting. Mandatory ethics deliverables, as required by the EU, form their own additional work package, WP 11. The main activities of the project are divided into one work package that collects detailed information on precast systems (WP 1) and so feeds the work in the four technical work packages (WPs 2–5), where the deconstruction and reuse is developed in practice through the pilots that entail at least one pre-pilot / lab-environment prototype and one real-life demonstration per piloting country cluster (DE, FI, SE, NL). In addition, three cross-cutting work packages (WPs 6–8) ensure that the environmental, business-related, and legal and social impacts and acceptability are considered and evaluated in every step of the way. All WPs 1–8 feed the dissemination and communication in WP 9.

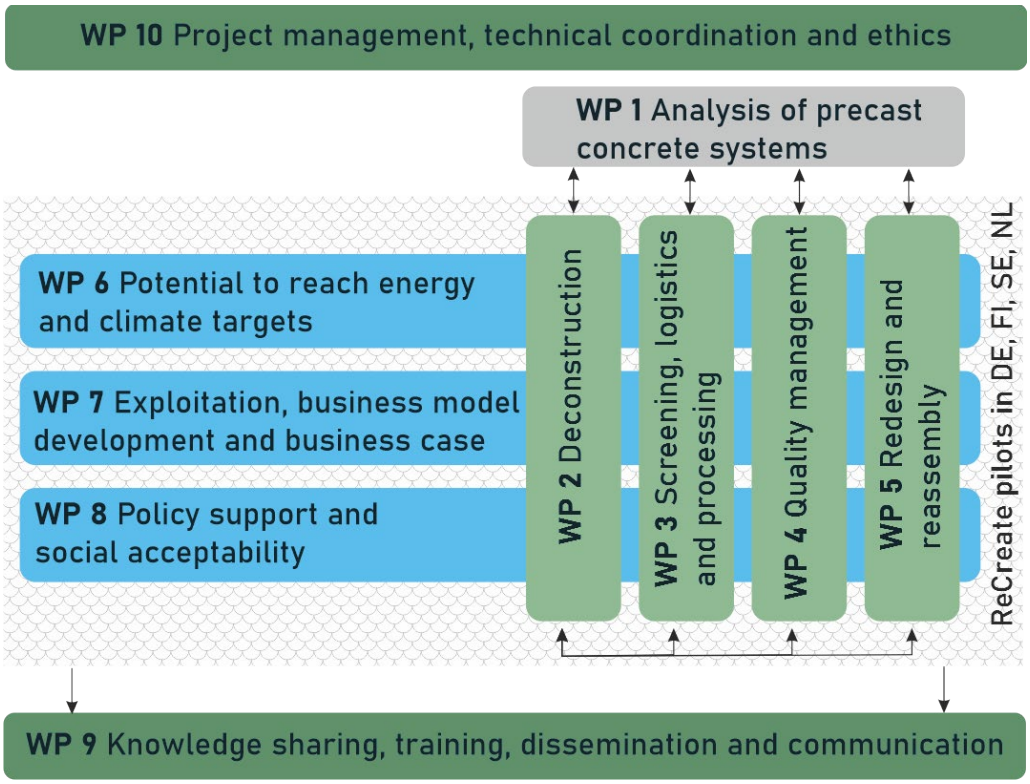

Figure 3. ReCreate Work Packages and their relations.

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Table 3. Work package list and beneficiaries leading each WP.

WP No.	WP title	Lead Beneficiary	WP leader
1	Analysis of concrete panel systems	KTH	Erik Stenberg
2	Deconstruction	TU/e	Rijk Blok
3	Screening, logistics and processing	KTH	Kjartan Gudmudsson
4	Quality Management	TAU	Jukka Lahdensivu
5	Redesign and reassembly	TU/e	Patric Teuffel
6	Potential to reach energy and climate targets	BTU	Angelika Mettke and Viktoria Arnold
7	Business model development and business case	TAU	Leena Aarikka-Stenroos
8	Policy support and social acceptability	TAU	Paul Jonker-Hoffrén and Mikko Knuutinen
9	Knowledge sharing, training and dissemination	CGBC	Josipa Arapović
10	Project Management, technical coordination & ethics	TAU	Satu Huuhka and Soili Pakarinen

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2 Management

2.1 Management structure

The organizational structure of ReCreate is shown in Figure 4, and defined in the Consortium Agreement (CA), Article 6. The Steering Committee (SC) acts as the project's ultimate decision-making body. It is chaired by the Project Coordinator and comprises one representative from each organization participating the project. The SC ensures that each partner has a voice in the project management.

The decision-making procedure aims to minimize the risk of problems arising during the implementation of the project and provide mechanisms for the amicable resolution of any emerging conflicts.

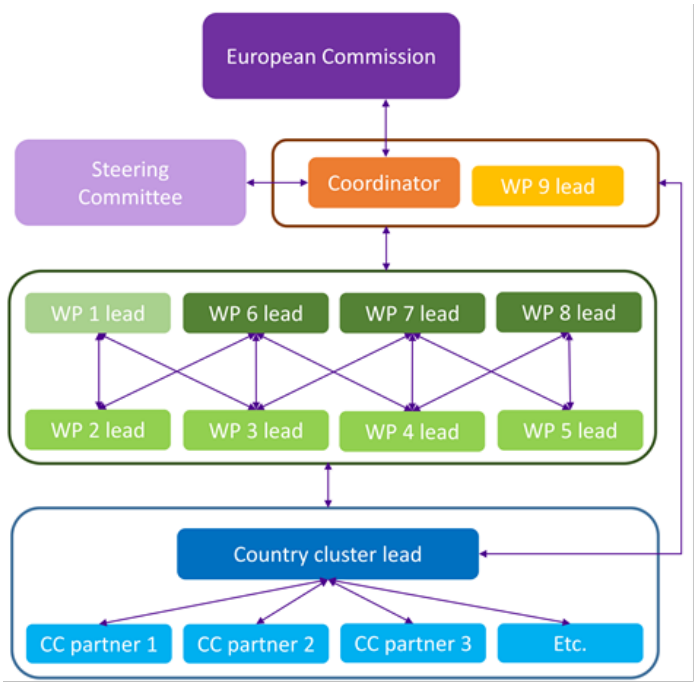

Figure 4. Organisational structure of ReCreate

2.2 Roles and responsibilities

The ReCreate project is coordinated by Tampere University, TAU (the Coordinator or Project Coordinator, PC). TAU oversees the administrative, financial, technical/scientific, and organisational management of the project as a whole and is the contact point between the European Commission and the consortium. The roles and responsibilities of the Coordinator and each partner are defined in the Grant Agreement (GA) and the Consortium Agreement (CA).

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The project is organized into ten work packages (WPs) and each WP has been further divided into several specific tasks. The role of **Work Package Leaders** (WP Leaders) is to ensure the realization of the objectives described in each respective WP. Links with other work packages are strengthened through effective communication between WP Leaders. The WP Leaders report to the Coordinator.

In addition, the project is also organized into **four Country Clusters** (CCs) in the piloting countries (Finland, Sweden, the Netherlands, and Germany). The role of the **Country Cluster Leaders** (CC Leaders) is to coordinate the implementation of the practical pilots with the industry partners in the country cluster across the technical WPs 2–5. The CC Leaders report to the WP Leaders and the Coordinator.

The Coordinator, WP Leaders and CC Leaders form a **Core Group** that will ensure the practical coordination of activities between the WPs and Country Clusters. All the roles and rules of operation are defined in the CA. In ReCreate, CC Leaders are also WP Leaders. Nevertheless, these are two distinctive roles, with differing duties. The responsibilities of the different parties are discussed in more detail in the Quality Assurance Plan (available in July 2021).

ReCreate university partners have extensive experience on R&D funding instruments and the management of R&D projects. They take the responsibility for the administrative and reporting tasks in the WPs, and so enable the industry partners to focus on the implementation of the pilots, and facilitate their work as well as the cooperation between different industry partners in the consortium. However, it should be noted that every partner is responsible for its own financial reporting.

The Steering Committee is the ultimate decision-making body of the consortium, and it will consist of one representative of each Party. If an appointed member is unable to attend a Steering Committee meeting, s/he should name a substitute. The name of the substitute should be informed to the Coordinator prior to the meeting. As defined in the Consortium Agreement, the Steering Committee meetings are chaired by the Coordinator. Steering Committee meetings are open for attending by more than one representative per organization but in case of voting, only one vote per organization can be cast by the nominated member or their substitute.

The SC will function according to the following principles:

a) each member shall have one vote;
b) responsibilities of the SC are set out in the Consortium Agreement (CA), including decisions relating to changes in the technical implementation of the project, the evolution of the Consortium, and processes relating to the coordination of IP management;
c) the SC shall not deliberate and decide validly unless two thirds of the members is present or represented.

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2.3 Risk management

ReCreate is a technically and organizationally demanding project, so risk management and mitigation are essential parts of it. Potential technical and management risks together with mitigation measures will be identified and recorded in the project's Risk Management Plan (available in October 2021).

2.4 Data management

Appropriate data management is essential for the success of the project. The ReCreate consortium is fully committed to oblige to the regulation, supported by institutional policies and national guidance on GDPR compliance. Each organization undertaking such research in the project that requires data protection provide regulatory guidance and instructions for the project personnel and monitor compliance with the GDPR.

Some of the collected data is also sensitive (e.g. interview data containing information about labor union membership) and thus requires specific protection because of risk to the fundamental rights of the individual. In the project's data management, actions intended to minimize the risks of revealing sensitive information are taken care of during the entire data lifecycle. Whenever possible, data is collected anonymously or anonymized afterwards. When this is not feasible (e.g. for the sake of participant's right to withdraw at any time), personal data is pseudonymized.

ReCreate Data Management Plan will be available in October 2021 (deliverable 10.4). The ethical and personal data protection aspects of the data to be collected will be taken into account in the ethics deliverables (D11.1 and D11.2), also available in October 2021.

2.5 Quality management

The quality management procedures of ReCreate are given in the Quality Assurance Plan (available in July 2021). The Quality Assurance Plan covers in particular the processes for completing any milestones, deliverables and other publications arising from the project. Every partner participating in the ReCreate project is responsible for ensuring a high-quality for the project's outcomes. This concerns not only the outputs, such as publications, but also the process that leads to the outputs.

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3 Meeting procedures

Regular meetings will support project management, internal communication and knowledge transfer within the consortium. In order to reduce travel costs and the environmental burden of travelling, virtual meetings (using Teams, Zoom, etc.) will be preferred when possible. For physical meetings, cost-effective locations will be chosen, considering the geographical distribution of partners. However, all decisions on meeting arrangements will be made without compromising the integrity of the work. In addition to the project kick-off meeting (April 2021) and a final seminar (by March 2025), there will be three kinds of regularly scheduled meetings (Table 4). What is more, all project participants will meet ca. once a year in a general meeting, which is arranged in conjunction with the annual Steering Committee. The WPs / tasks can hold technical meetings as needed.

Table 4. Meeting schedules.

Group	Meeting schedule
Steering Committee	Once annually and when needed e.g. due to changes in consortium or project plan
Core Group	Once every two months
Country Clusters	Once a month
General meeting	Once a year, in conjunction with the Steering Committee

To call a meeting, the chairperson of the Consortium Body (e.g. Steering Committee, Core Group, Country Cluster) shall give notice in writing of a meeting, as well as send a written agenda to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting (Table 5). Draft minutes shall be made available (e.g. on the project's Teams channel) within 10 calendar days of the meeting. The minutes shall be considered as accepted if, within 15 calendar days from being made available, no Member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

A Consortium Body can deliberate and decide validly only when two-thirds (2/3) of its Members are present or represented (quorum). Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast (CA section 6).

Any decision may also be taken without a meeting if the chair circulates to all Members of the Consortium Body a written document, which is then agreed by the defined majority.

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Table 5. Meeting procedures and minimum number of days for each activity.

Consortium body	Notice of a meeting	Sending agenda	Sending minutes
Steering Committee	30 calendar days, 15 calendar days for an extraordinary meeting	21 calendar days, 10 calendar days for an extraordinary meeting	10 calendar days
Core Group	14 calendar days, 7 calendar days for an extraordinary meeting	7 calendar days	10 calendar days
Country Clusters	14 calendar days, 7 calendar days for an extraordinary meeting	7 calendar days	10 calendar days

In the event that consortium partners have been unable to amicably resolve any dispute arising out of the work on the project (disagreements, strategic divergence and conflicts of interest, etc.), the matter shall be settled at a conflict resolution meeting organized by the Coordinator. Attempts at arbitration will be performed in increasing order of authority: within the CC, the WP task, the WP team, by the Coordinator, and finally, in the SC. Nevertheless, the existence of collaborative ties among the partners and the cohesiveness of the Consortium do not pose threats of major conflicts. The rules of making decisions and conflict resolution processes are further defined in the Consortium Agreement.

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4 Agreements

The main documents to govern the project work are the Grant Agreement, the Consortium Agreement, and the Project Handbook (this document). In the case of inconsistency between these documents, the following order of precedence is applied: the GA, the CA, the Project Handbook (this document). In addition, the Quality Assurance Plan, the Risk Management Plan and the Data Management Plan provide assistance in the implementation of the project. All documents are available on the project's Teams channel.

4.1 Grant Agreement

The Grant Agreement (GA) is the agreement between the EU Commission and the project partners. It forms the legal basis for the implementation of the project. It sets out the rights and obligations and the terms and conditions applicable to the grant awarded to the partners (beneficiaries) for implementing the action.

Annex 1 of the GA consists of the Description of the Action for ReCreate project. It contains a detailed description of the planned project activities (the project plan). Annex 2 contains the project's estimated budget.

The Annotated Model Grant Agreement (AMGA) provides explanations and examples of all provisions of the GA (p.15-374):
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

During the project, it may be necessary to request an amendment to GA. The Coordinator is responsible for requesting the Amendment from the Commission on behalf of the consortium, once the Steering Committee has made a decision on the matter. An amendment is needed if there will be any major changes to the GA, e.g. adding a new partner, changing the action duration, or significant changes to the description of action or estimated budget. Please note: **no additional funding can be applied for from the EU.**

4.2 Consortium Agreement

The Consortium Agreement (CA) is an internal agreement between the project partners. The purpose of the CA is to specify the relationship among the parties, in particular concerning the organization of the work between the parties, the management of the project and the rights and obligations of the Parties concerning among other things liability, Access Rights and dispute resolution. The project's CA is based on the DESCA model, developed for this type of projects.

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5 Communication and dissemination

5.1 Internal communication

Internal communications refer to communications within the consortium. ReCreate uses a Teams platform and mailing lists for this purpose. WPs and CCs can use also other platforms to store needed documentation if they so prefer. The project-wide internal communications are governed by the Coordinator and the Country Cluster-specific internal communications by the Country Cluster Leaders.

5.1.1 Teams platform

ReCreate has a Teams platform (Figure 5) for file storage and communication. The files in Teams can be opened through SharePoint, too, but the chat/conversation feature of Teams (see Figure 5) is not available through SharePoint. There is a general channel and channels for different working groups, e.g. for WPs. Some channels are open for the whole consortium while others can be accessible only to certain consortium members (e.g. Core Group, WP or CC members). Access and additional channels can be requested from the Coordinator as needed.

The Teams platform is established and maintained by the Coordinator. To access Tampere University Teams platform, a multi-factor authentication needs to be used (SMS / mobile app). Detailed instructions how to use the multi-factor authentication are available from the Coordinator by request.

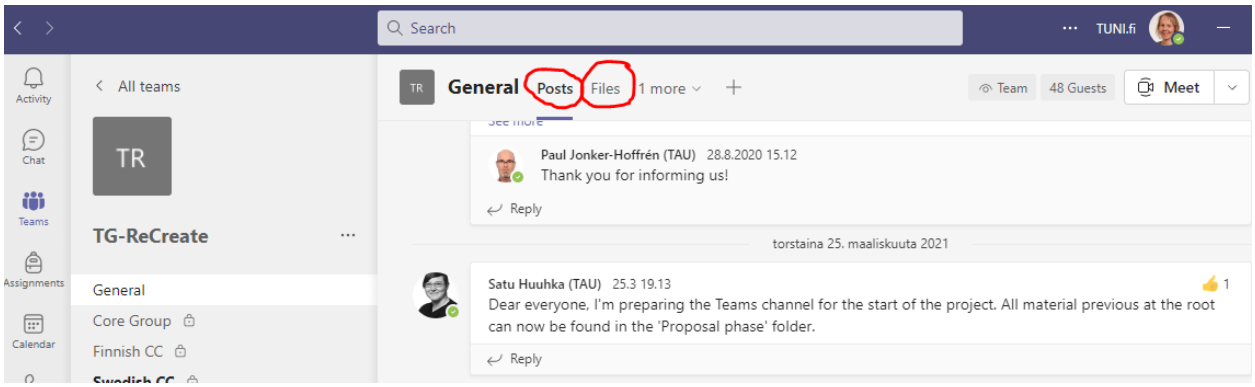

Figure 5. ReCreate Teams platform. The channels (Core Group, Finnish CC, etc.) are listed on the left under the General channel. On each channel, the 'Posts' tab can be used for conversation, while the files can be found under the 'Files' tab (or opened in Sharepoint).

5.1.2 Contact and mailing lists

In ReCreate Teams, on the General channel, there is an Excel spreadsheet featuring contact details for each partner.

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The Coordinator will create mailing lists for relevant groups (e.g. WPs, CCs), so that the people forming the group at any given time can be reached from a single email address. The addresses of the lists will be added under this section when they are available for use (estimated time: autumn 2021).

5.2 External communication

External communications refer to communications with external stakeholders, outside of the ReCreate consortium. The external communications are lead by Croatia Green Building Council as the head of the communication and dissemination work package, WP 9. The target groups and channels of external communication and dissemination are defined in the project's Dissemination and Communication Strategy (D9.1, available in July 2021), along with practical instructions for communication in e.g. social media.

Project-wide external communications issues are discussed in the Core Group, which also forms the Communications Task Force for the project. Matters pertaining to the local external communications in the piloting countries are handled in the Country Clusters, which can decide to set up local communications task forces, if they so wish. Before engaging in external communications that can be expected to have a major media impact, the project's Project Advisor from the EU's side should be notified through the Coordinator.

5.2.1 Project web page

The ReCreate webpage will be launched after the summer 2021.

5.2.2 Project logo and visual identity

The ReCreate logo and a visual identity for the project will be available after the summer 2021.

5.2.3 Document templates

Document templates will be available for download on the ReCreate Teams platform (Templates) after the summer 2021. They must be used in all project deliverables and project related presentations to both internal and external audiences.

- Presentation template: link to file will be added when available
- Poster template: link to file will be added when available
- Roll up template: link to file will be added when available
- Template for deliverables: link to file will be added when available
- Template for Word documents (letterhead)

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5.2.4 Funding information

All communication and dissemination of project results (in any form) must:

- Display the EU emblem (available at: https://europa.eu/european-union/about-eu/symbols/flag_en):
- Include the following text: *This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 958200*.

When displayed together with another logo, the EU emblem must have appropriate prominence.

5.2.5 Open Access

Each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results. Other types of scientific publications, such as non-peer-reviewed articles as well as books, conference proceedings and 'grey literature' (i.e. informally published material not having gone through a standard publishing process, e.g. reports), are not covered by the open access obligation.

5.2.6 Publishing process

Please refer to the Quality Assurance Plan (D10.2) for detailed instructions about submitting different types of publications (deliverables, scientific publications, other publications).

Please note that a beneficiary that intends to disseminate its scientific results must give advance notice to the other beneficiaries of at least 30 days, together with sufficient information on the results it will disseminate.

5.2.7 Conference participation

The project funding can be used for participating the most important conferences pertaining to the project's topics. The Core Group and Country Clusters should coordinate which conferences are participated and by whom. Once available, the ReCreate poster template or presentation slides must be used when presenting the project of any of its results. This ensures, among other things, that the funding information is displayed appropriately. Before the template are available, anyone presenting the project must pay special attention to including the EU emblem and the funding information on their presentation materials.

It may be possible to participate a conference without a presentation if such participation is justified for other reasons, e.g. networking with relevant researchers and/or stakeholders. In such occasions, please contact the Coordinator in advance. The Coordinator may seek advice on the travel expenses eligibility from the EU's Project Advisor, assigned to oversee ReCreate.

6 Reporting

There are two types of reporting in the ReCreate project: (1) official reporting, which is submitted to the EU and acts as a basis of funding payments, and (2) internal reporting, which helps to ensure the project is on track and to prepare the partners for the official reporting.

6.1 Project timeline and reporting schedule

The project timeline is shown in Figure 6.

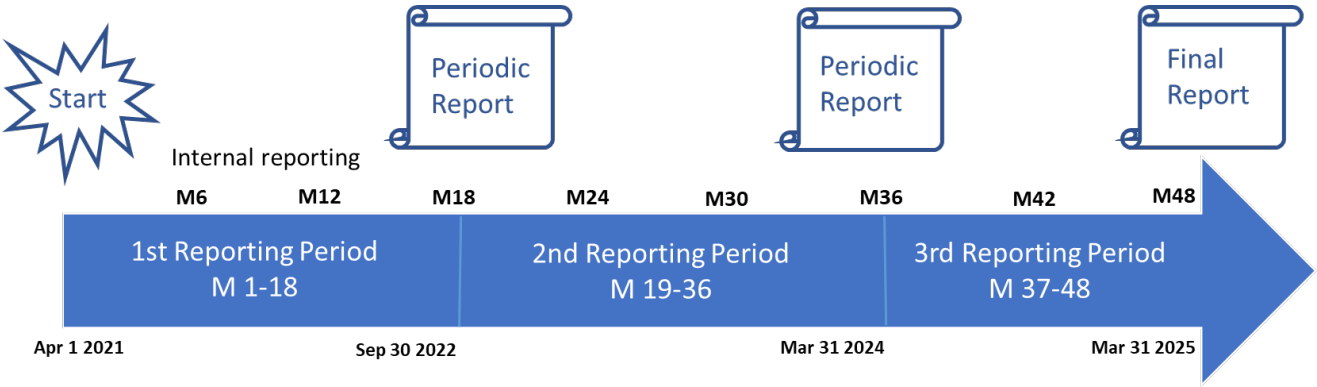

Figure 6. Project timeline.

The project duration is split into three reporting periods (RPs):

- 1st RP Apr 1 2021 – Sep 30 2022 (duration 18 months)
- 2nd RP Oct 1 2022 – Mar 31 2024 (duration 18 months)
- 3rd RP Apr 1 2024 – Mar 31 2025 (duration 12 months)

Official Periodic Reports are submitted to the EU after the end of each reporting period. They will consist of a technical report about project achievements (one for the whole consortium) and each partner's individual Financial Statements. The process is as follows:

- Each partner inserts their own financial figures to the portal within 30 days after the end of each RP
- The Coordinator submits the entire Periodic Report as one package (within 60 days after the end of the RP)
- The EU will pay the interim/final payments to the Coordinator within 90 days receiving all needed reports. The Coordinator will distribute the payments to the beneficiaries without undue delay, as stated in CA item 7.3.2.

6.2 Internal financial reporting

The Coordinator will collect internal financial reporting from all partners every 6 months. The purpose of the internal reporting is to ensure the project is on track and to prepare the partners

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for the official reporting by collecting the data in more continuous manner. A template (Excel sheet) will be provided which each partner must fill in as follows:

- Every partners summarizes costs (€) and person months (PMs) per WP
- Partners must be sure that only eligible costs are recorded for the project

Table 6 shows the internal reporting periods.

Table 6. Internal reporting periods and deadlines.

Reporting period	Deadline[1]
Apr 1 2021 – Sep 30 2021	Oct 15 2021
Oct 1 2021 – Mar 31 2022	Apr 15 2022
Apr 1 2022 – Sep 30 2022	Oct 15 2022
Oct 1 2022 – Mar 31 2023	Apr 15 2023
Apr 1 2023 – Sep 30 2023	Oct 15 2023
Oct 1 2023 – Mar 31 2024	Apr 15 2024
Apr 1 2024 – Sep 30 2024	Oct 15 2024
Oct 1 2024 – Mar 31 2025	Apr 15 2025

6.3 Official financial reporting

After each reporting period, each partner inserts their own financial figures into the EU portal (see Appendix 1 of this document for instructions). Each partner must keep adequate records and retain other supporting documentation to prove the costs declared:

- For example: contracts, subcontracts, invoices and accounting records
- Records must be kept for **5 years** after the payment of the balance

Only declared eligible costs are accepted. Eligible costs include:

- costs actually incurred by the beneficiary in connection with the action as described in GA Annex 1
- indicated in the estimated budget set out in GA Annex 2
- incurred by the beneficiary during the project lifetime
- identifiable, verifiable, reasonable and justified
- in accordance with the applicable national law on taxes and compliant with the principle of sound financial management

For personnel costs, the beneficiaries must keep **time records** for the number of hours declared. The time records must be in writing and approved and signed by the person working

[1] When the date of the deadline occurs on a weekend or a bank holiday, the deadline is the next normal working day.

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on the action and their supervisor, at least on a monthly basis. Templates for time recording are available on the ReCreate Teams platform. Two alternatives are provided: one that meet's the EU's minimum requirements (time recording on a monthly level) and another one, the use of which is recommended, where the work is recorded on a daily level: Link to templates.

In the financial reporting, **person months** will be reported per WP. Each partner must calculate the average productive hours per month per person (i.e. excluding sickness, courses, vacations etc.) according to their normal practice. The number of hours that makes a person month can vary between different organizations. If the employment contract does not specify the working time conditions or the annual workable hours cannot be determined, 1720 h/year should be used.

Other direct costs are costs that are directly linked to the action's implementation and can be attributed to it directly, e.g. travel cost, consumables and services. If they exceed 15 % of a partner's direct personnel costs, the part exceeding the 15 % needs to be explained in the reporting (Figure 7).

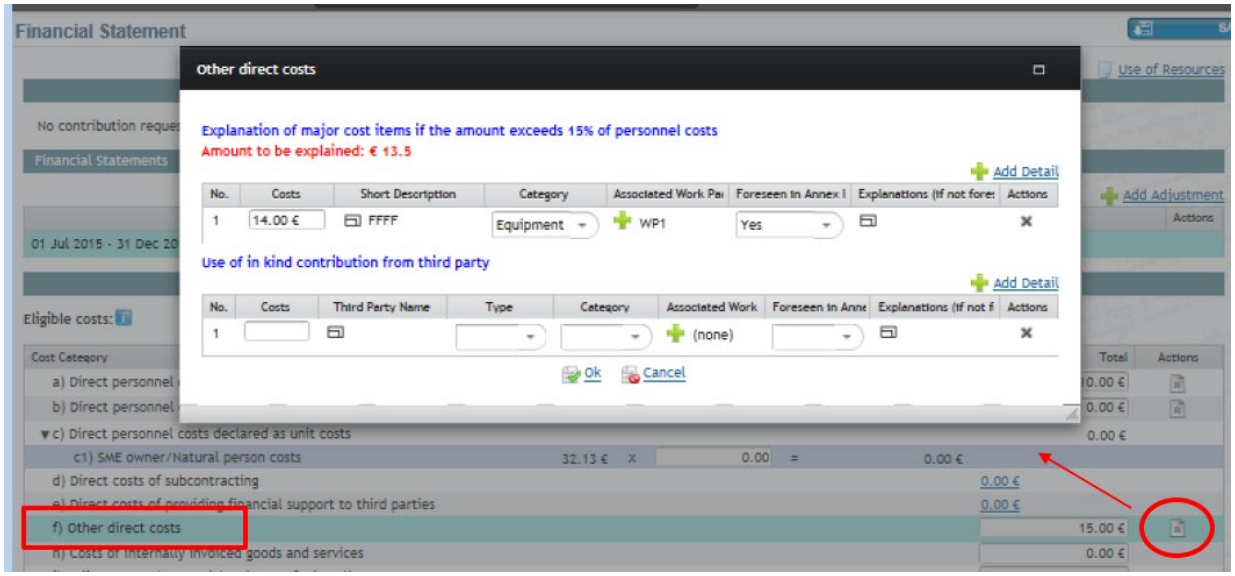

Figure 7. Explaining other direct costs in the EU portal (only the part that exceeds 15 % of direct personnel costs). The explained costs can be chosen by the beneficiary. It is meaningful to focus on one or two biggest sources of the costs.

Indirect costs are calculated automatically and are 25 % of the direct costs. They are intended to cover general costs, such as work spaces, laptops, office supplies, and management (salaries, accounting).

In accordance with its own usual accounting and management principles and practices, each partner is solely responsible for justifying its costs with respect to the project towards the EU. Neither the Coordinator nor any of the other partners shall be in any way liable or responsible for such justification of costs towards the EU.

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A partner that spends less than its allocated share of the budget (as set out in the Grant Agreement Annex 2) or – in case of reimbursement via unit costs – implements less units than foreseen will be funded in accordance with its actual incurred costs.

A partner that spends more than its allocated share of the budget will only be funded up to its share.

A mandatory audit is required when the EU contribution for direct costs is 325 000 € or more (based on the actual, reported costs). The Certificate of Financial Statement (CFS) from the audit needs to be provided to the EU at the end of the project. The audit costs are eligible costs even if they incur after the end of the project. If the EU contribution for direct costs is less than 325 000 €, the possible audit costs will not be eligible, because an audit is not required.

6.3.1 Procurement

Any procurements made for the project must follow the EU regulation, the national regulation, and the beneficiary's usual procurement processes. For instance, public parties must follow national requirements for public tendering. To ensure reasonable use of the EU funding, the Grant Agreement requires from all beneficiaries, **public and private**, that all purchases fulfil the 'best value for money' criterion, i.e. have the best price-quality ratio, if not the lowest price. It is up to the beneficiary making the procurement to show how that this criterion has been achieved. This is the easiest to show through a competitive process (large procurements) or a documented price comparison from publicly available sources, such as price lists on web pages (small procurements). An existing framework contract with a supplier, if made via a competitive process, is also acceptable.

6.3.2 Purchased services vs. subcontracting

Services can be purchased for the project either as purchased services, which count as direct costs, or as subcontracts. This distinction has a financial implication in that purchased services (as direct costs) automatically add the 25 % overhead for indirect costs. Subcontracting costs, then again, do not accumulate the indirect costs. What is more, subcontracting must be identified in the Grant Agreement. It is possible to move budget from subcontracting to purchased services but **not** the other way around, at least not without an Amendment to the GA.

It is not always easy to make the distinction between purchased services and subcontracting. As a general rule, if a Work Package's whole task is assigned to a third party against a fee, this is subcontracting. Whereas if only a part of a task is performed by an external party, this is a purchased service. When in doubt, please contact the Coordinator for advice.

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6.3.3 Payments

In the ReCreate project, the EU will make four payments in total: a pre-financing payment, two interim payments and a final payment. All payments are channeled through the Coordinator, who will distribute the payments to the partners. For this purpose, the Coordinator has collected financial identifications forms from each beneficiary.

- Pre-financing (53.3 % of the total grant amount in ReCreate) will be distributed according to the budget plan. Commission will retain 5 % of the maximum grant amount as a guarantee fund within pre-financing payment.
- Two interim payments will take place after the first and second reporting periods. Payments will be according to implementation of action, but together cannot exceed 90% of the maximum grant amount.
- Final payment, i.e. payment of balance (including the guarantee fund) is paid after the third and last periodic report, i.e. final report.
- The EU has 90 days to pay the required payments after receiving the reports. The coordinator will distribute the payments to project participants without delay.

6.4 Continuous reporting

Continuous reporting via the EU portal is open throughout the reporting periods. It includes e.g. submitting deliverables and milestones, adding information about publications, communication and dissemination activities, critical risks, open data, possible patents and innovations, as well as gender balance. For SME participants, SME impact figures should be filled.

- WP leaders are responsible for ensuring the milestones and deliverables from their work package can be submitted on time. Details about the process are given in the Quality Assurance Plan.
- Dissemination leader (Croatia Green Building Council) is responsible for collecting the dissemination and communication figures, as well as information about scientific publications. The information will be collected through the Communications Tracker, which will be available on the ReCreate Teams platform after summer 2021.
- WP leaders must deliver the necessary information to the Coordinator on time, as outlined in the Quality Assurance Plan.
- The Coordinator is responsible for submitting the required information in the EU portal.

6.4.1 Deliverables

Project deliverables are a part of the continuous reporting. The due dates, which have been set in the project plan (GA Annex 1), must be followed. In case delays can be foreseen, the

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Coordinator must be informed, so that more time can be requested from the EU. The deliverables are delivered to the Coordinator, who will submit them through the EU portal.

There is a review process by the Coordinator or another consortium member, to be nominated by the Coordinator, involved before a deliverable can be submitted. Please refer the Quality Assurance Plan for instructions about the review and submission procedure.

6.4.2 Milestones

ReCreate has nine milestones throughout the project. They are e.g. points where a certain task is completed or achieved. Please refer to the Quality Assurance Plan for instructions about the preparation and review of milestones.

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Appendixes

Appendix 1: Instructions for beneficiaries how to insert financial figures into the EU portal (source: EU Commission H2020 reporting info)

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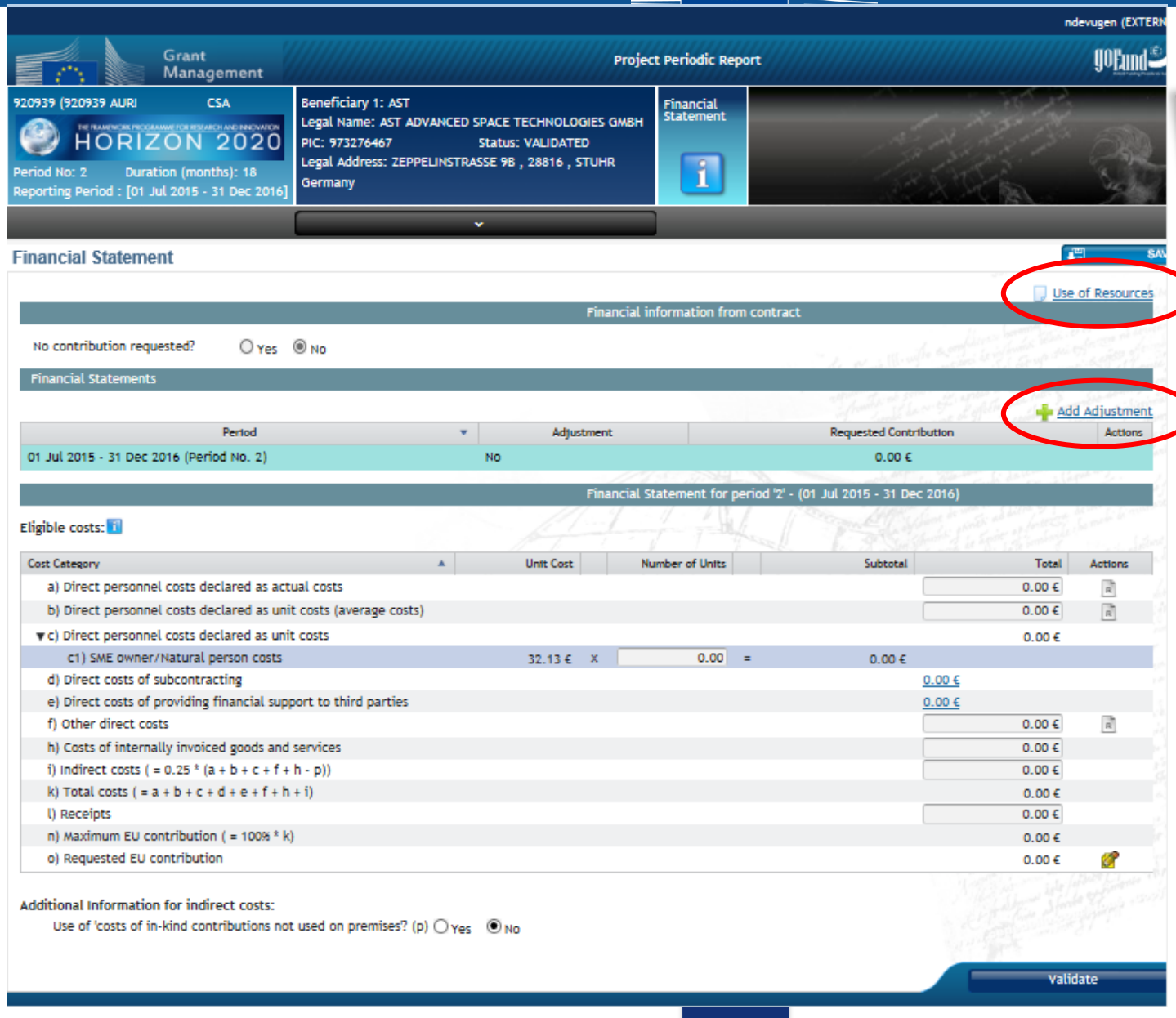
Periodic Reporting – Financial report

Task to be performed by each beneficiary

Periodic Reporting – beneficiaries are asked to complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report.

Periodic Reporting – Financial report

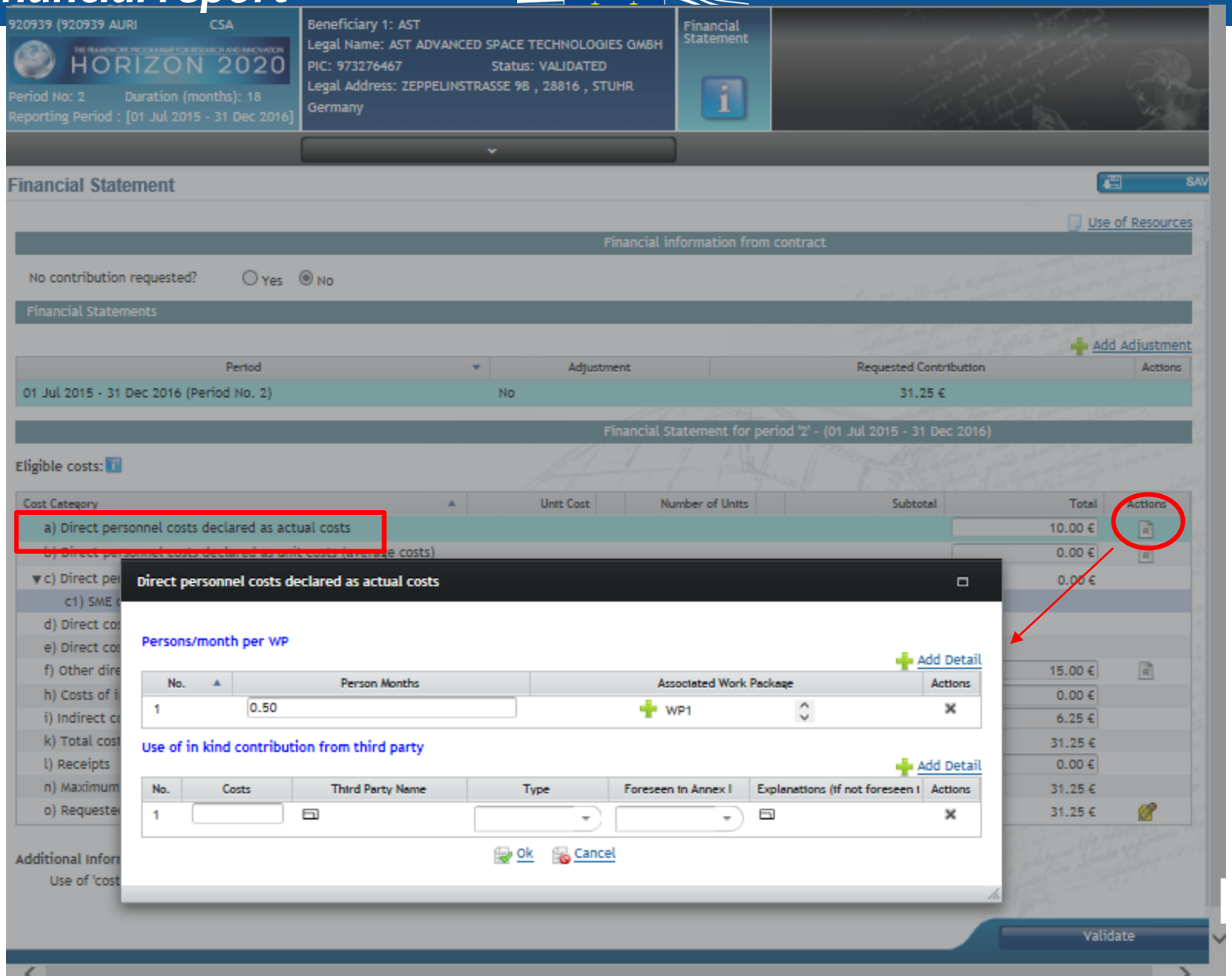
Financial Statement



Some costs have an editable field 0.00 € *others have a link* 0.00 € *to click.*
Some have a Use of Resources to complete
Link to 'How to complete your financial statement' in the PP.

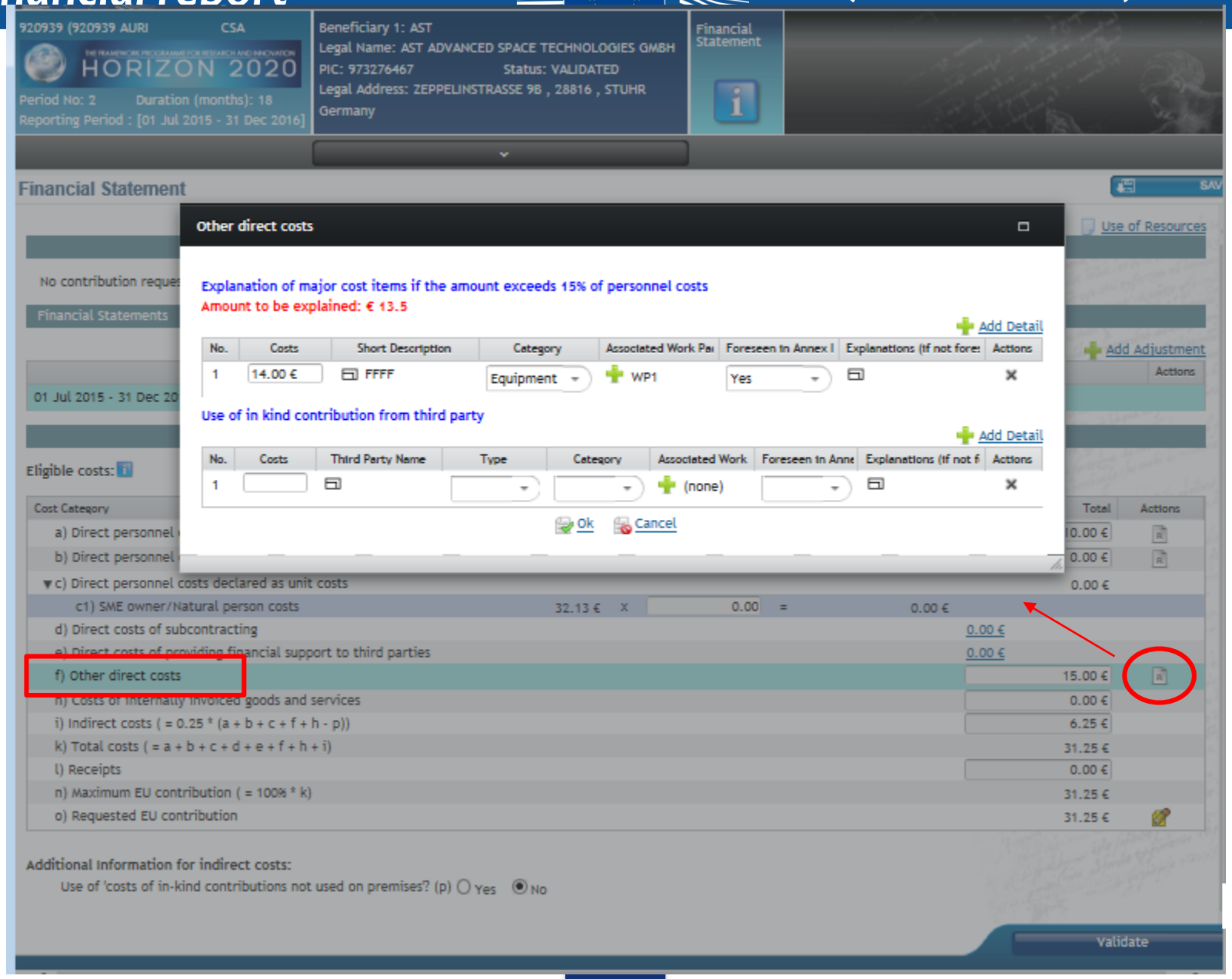
Periodic Reporting – Financial report

Financial Statement (actual costs)



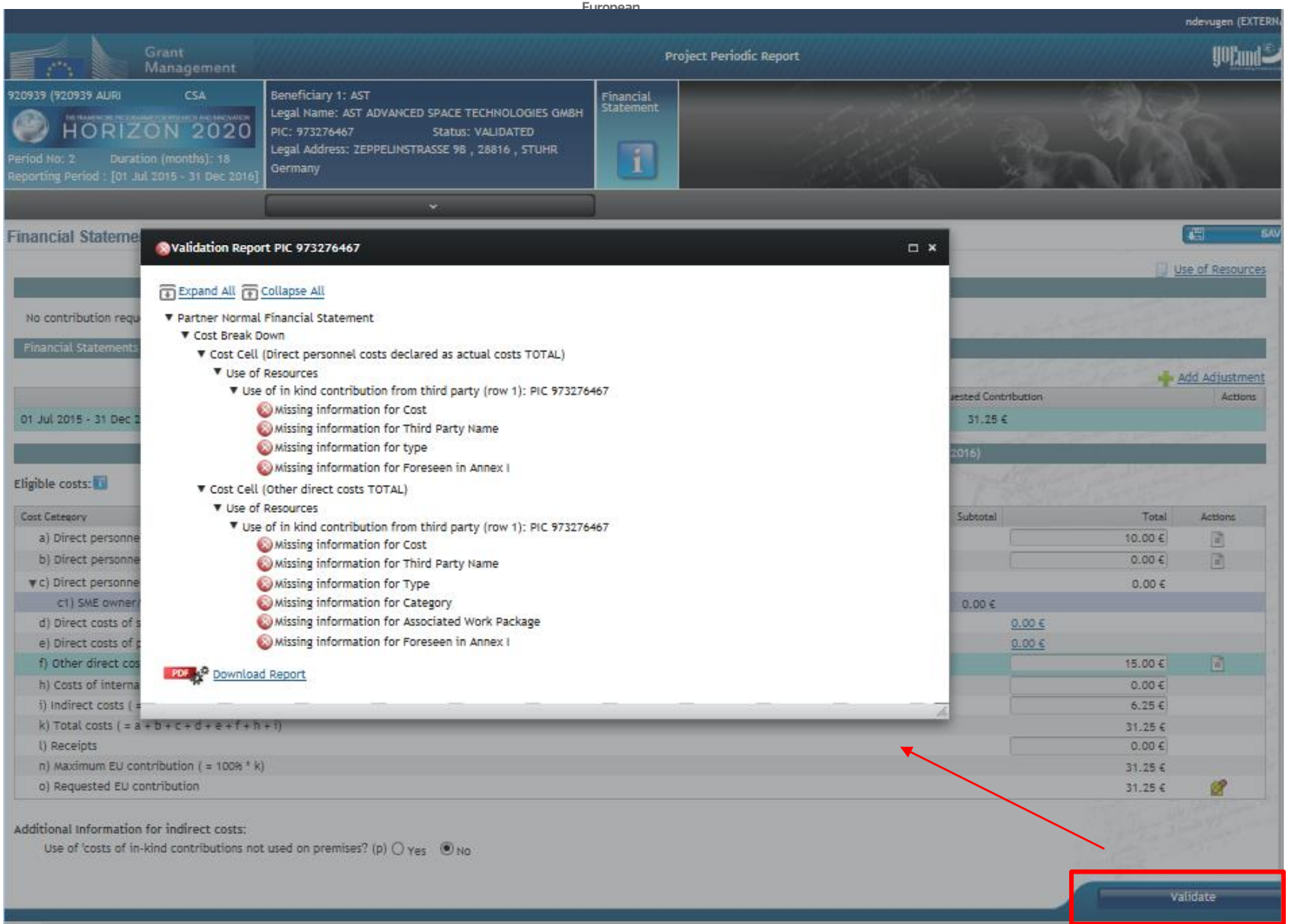
Periodic Reporting – Financial report

Financial Statement (other direct costs)



Periodic Reporting – Financial report

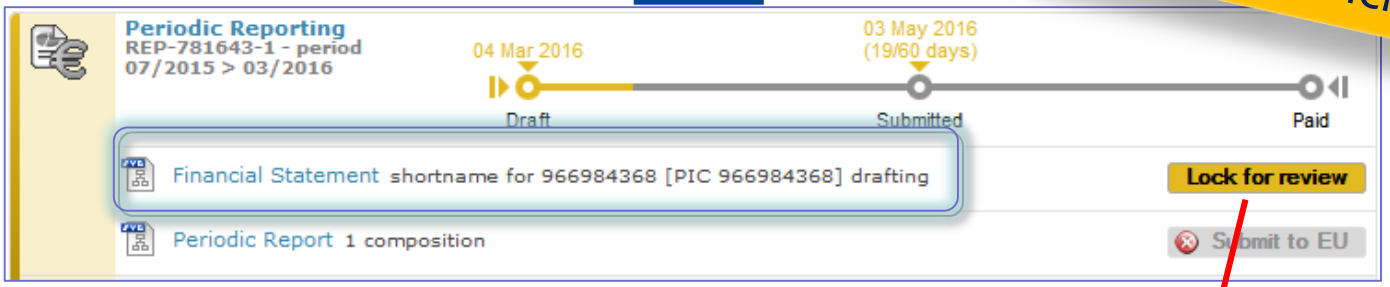
Financial Statement (validation report)

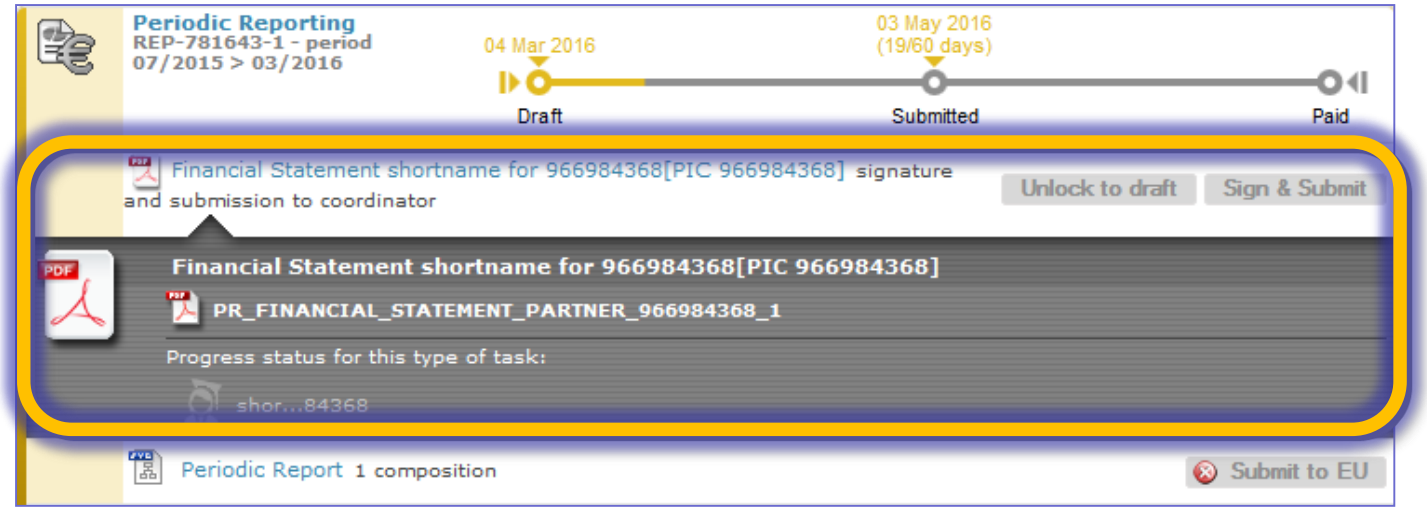


Periodic Reporting – Financial report

European Commission

Task to be performed by each Beneficiary





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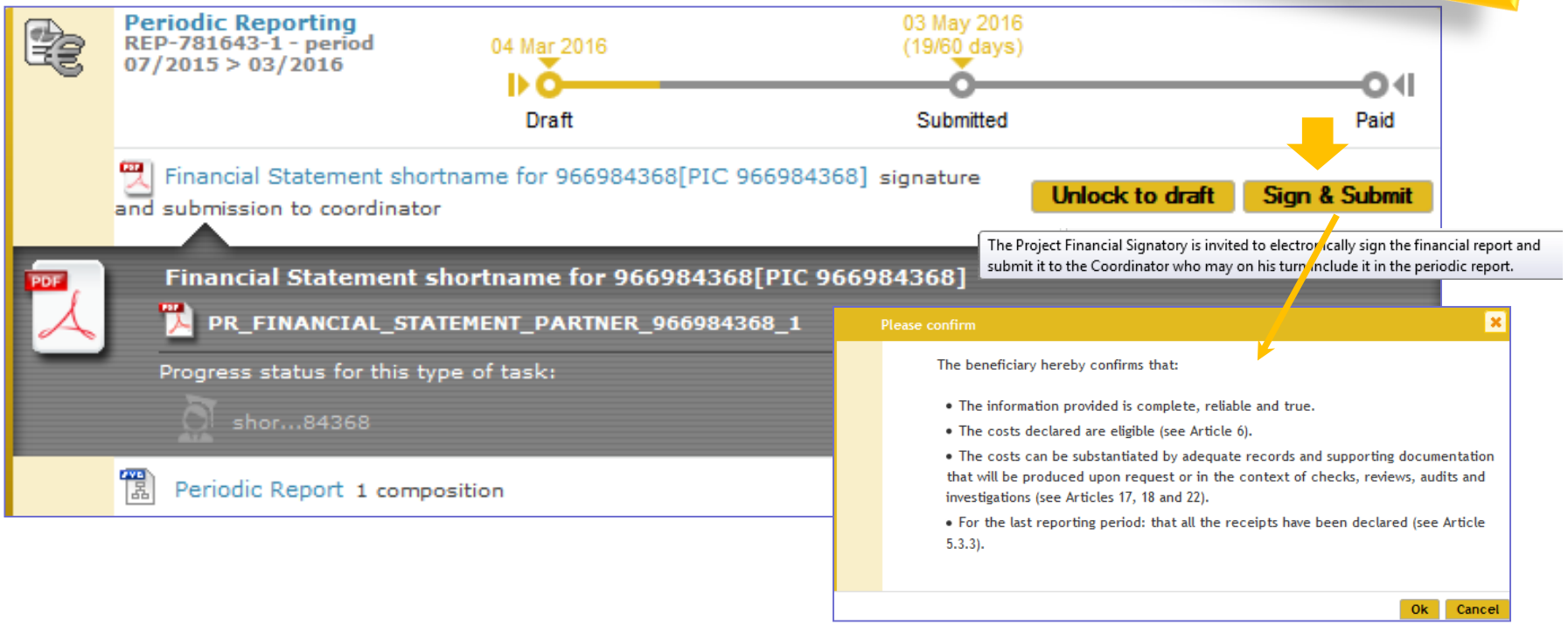
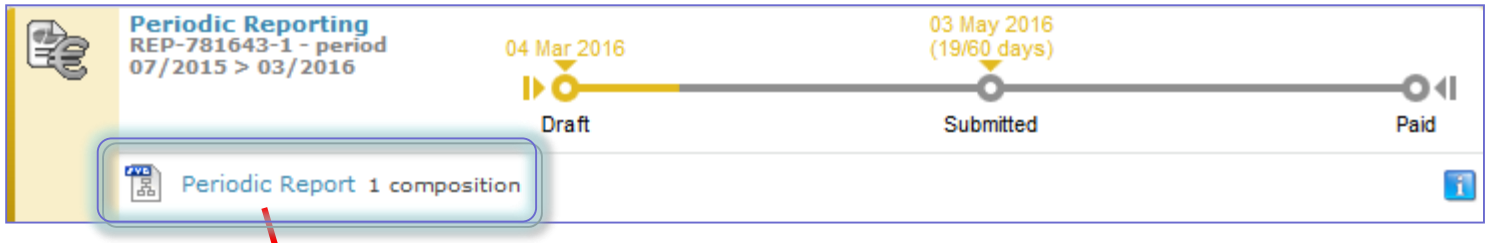
Periodic Reporting – Financial report

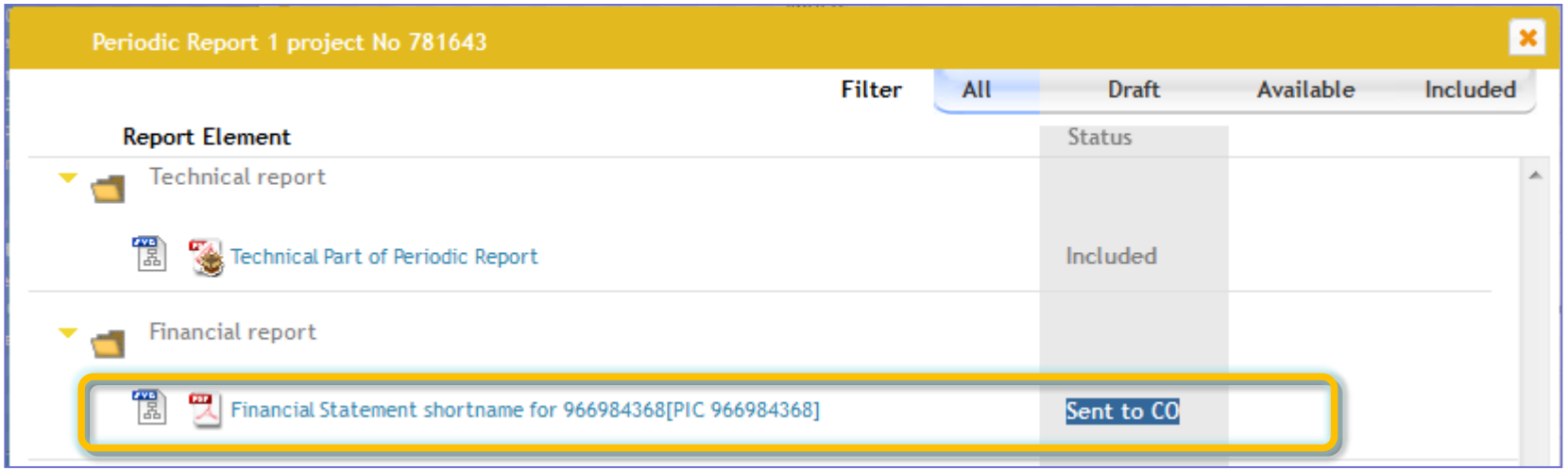
European Commission

Task to be performed by PFSIGN of each Beneficiary

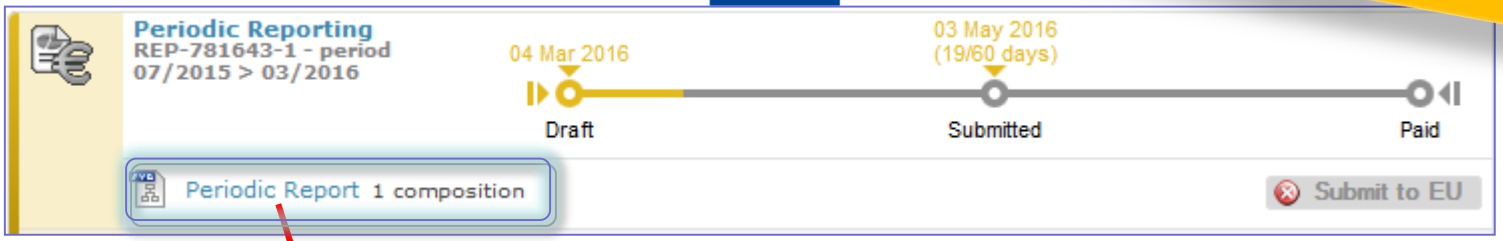
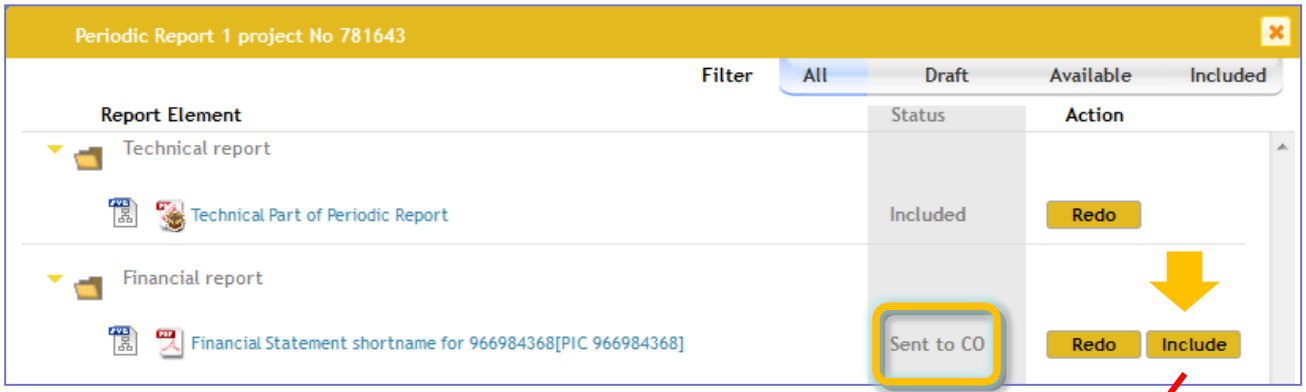
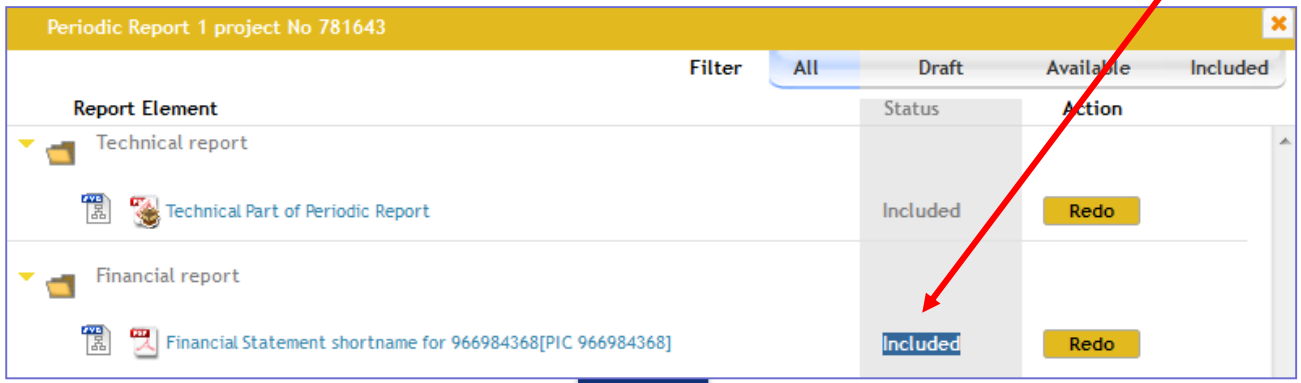


Periodic Reporting – Financial report





Periodic Reporting – Financial report

European Commission

Coordinator approves by including in the Periodic Report