

HORIZON-CL4-2024- DIGITAL EMERGING 01-55

Photonics Innovation Factory for Europe
(Photonics Partnership) (IA)

PHACTORY Kick-Off Meeting

Brussels, 19th February 2025

**HaDEA's role in supporting EU-funded R&I,
Rules and procedures in Horizon Europe**

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European Health and Digital Executive Agency (HaDEA)
B2.2 – Unit Digital

Contents

- 1. General Overview of EC / HaDEA**
- 2. Grant Agreement: Rules and procedures**
- 3. Our expectations from PHACTORY**

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HaDEA since 1st April 2021 (<https://hadea.ec.europa.eu>)

European Health and Digital Executive Agency (HaDEA)

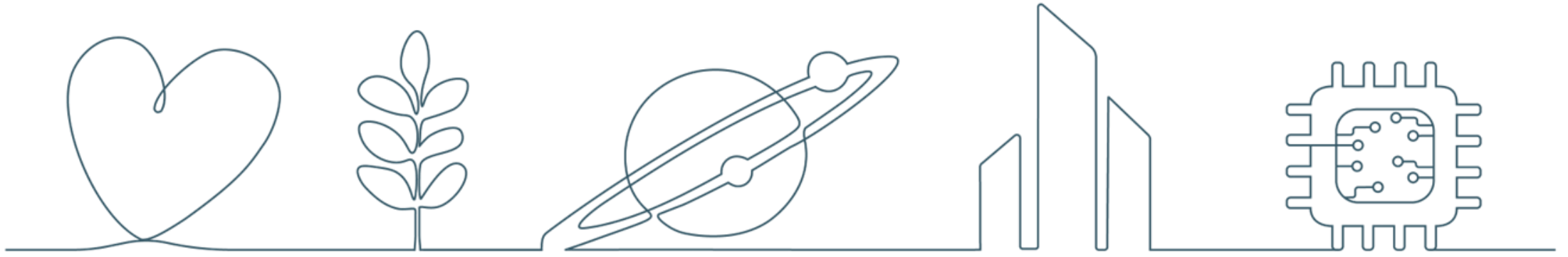
[Home](#)[About HaDEA](#)[Calls for proposals](#)[Calls for tenders](#)[Events](#)[News](#)[Programmes ▾](#)

[European Commission](#) > [HADEA](#) > [European Health and Digital Executive Agency](#)

European Health and Digital Executive Agency

HaDEA's ambition is to help rebuild a post-COVID-19 Europe at its heart which will be greener, more digital and more resilient for future challenges

Funding programmes on



health

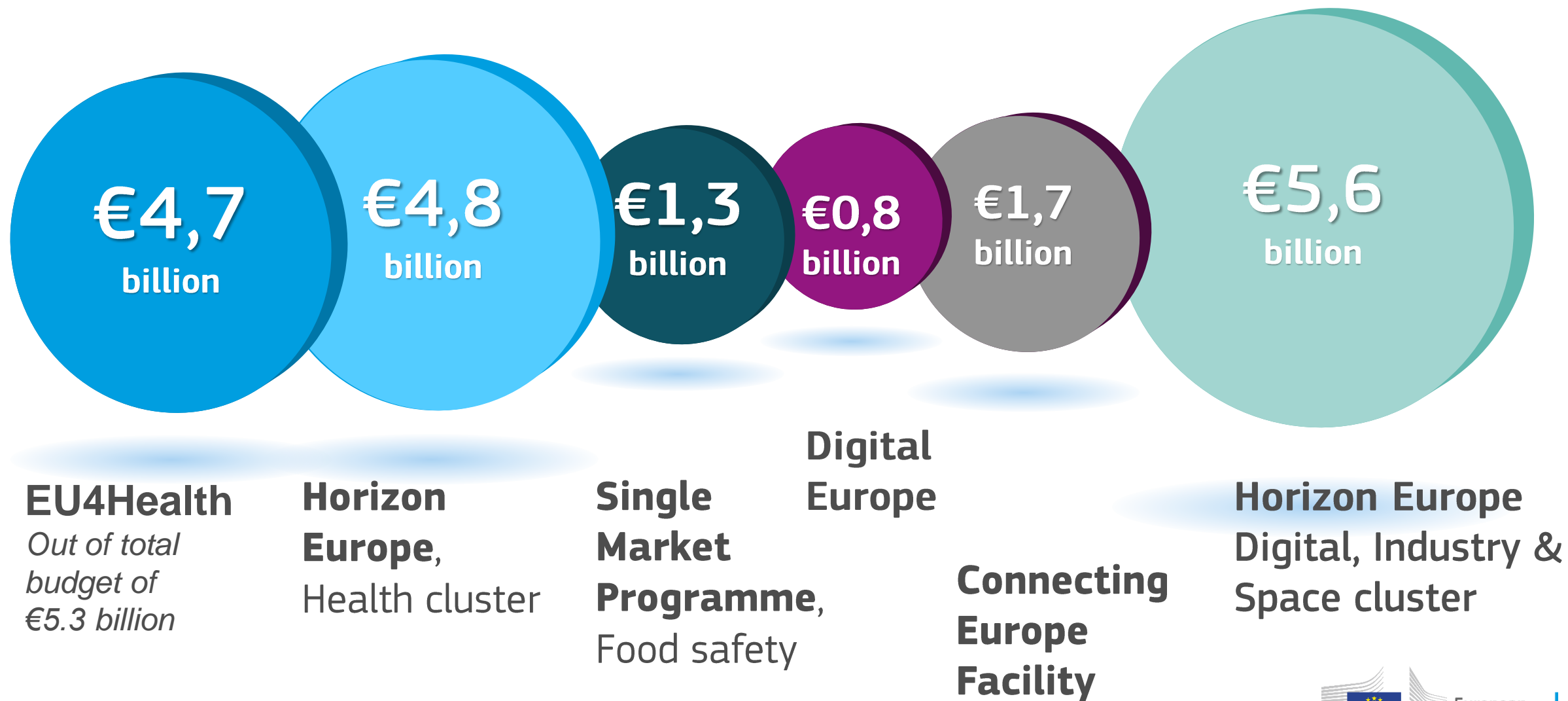
food
safety

space

industry

digital

Programme implementation & budgets



HORIZON EUROPE (FP9, 2021-2027, €95.5 billion)

EURATOM



* The European Institute of Innovation & Technology (EIT) is not part of the Specific Programme

HaDEA

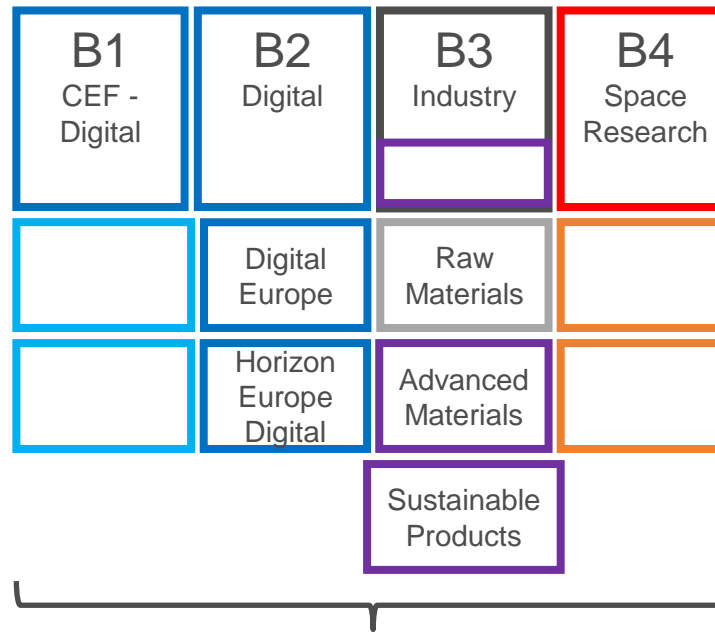
SANTE is lead DG
CHAFTEA (LUX) closed
HaDEA since 1.4.2021

Department A
Health and Food

Health and Digital Executive Agency
Director

Department B
Digital, Industry and Space

Department C
Finance and Resources



SANTE / CHAFTEA
CNECT / INEA
RTD
GROW / EASME
DEFIS / REA



Who does what...

European Commission

Defines the policy

- Defines strategy, objectives and priority areas/work programmes
- Selects actions for co-financing
- Makes programme decisions
- Evaluates the programme and the Agency's performance

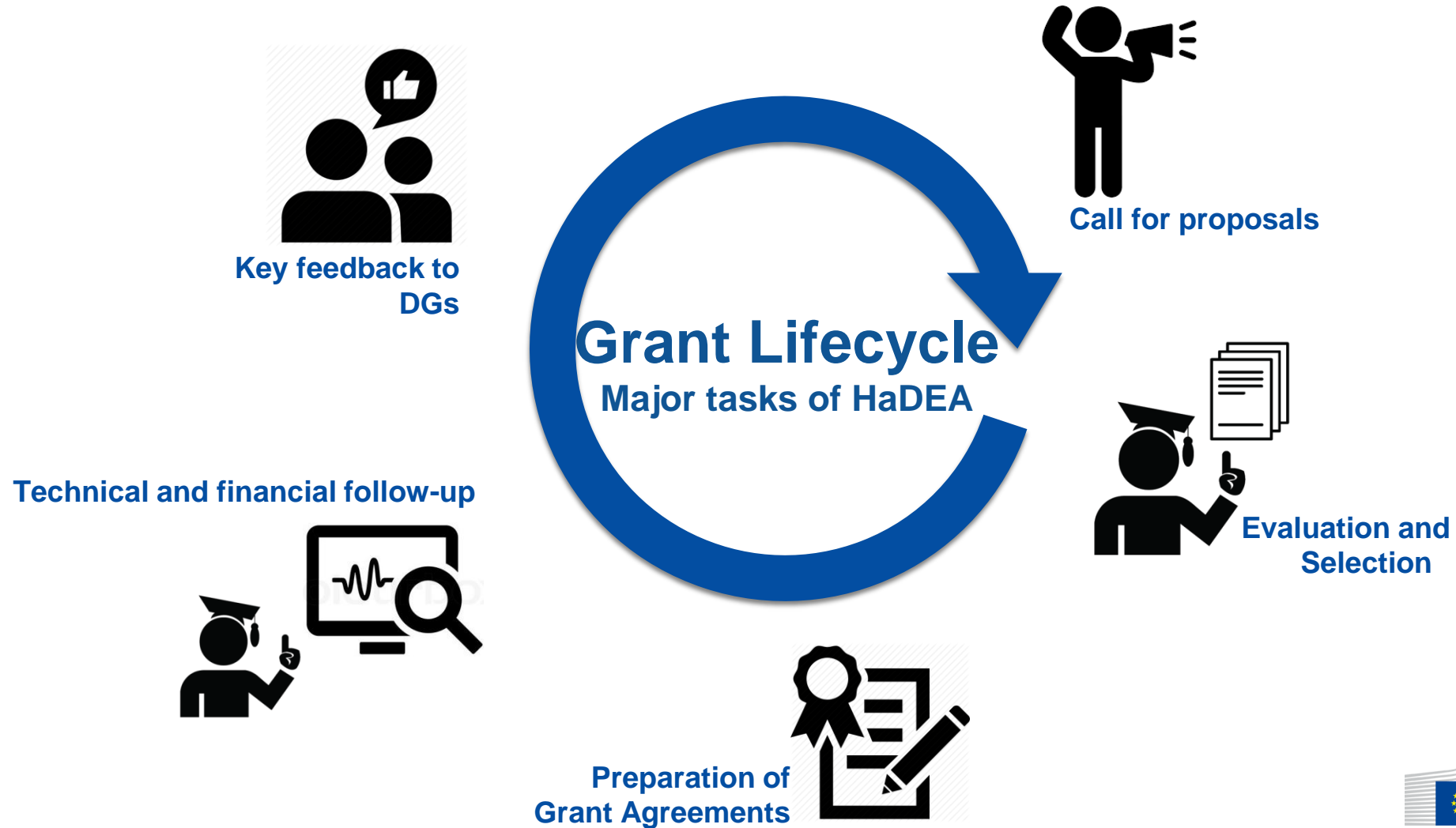


HaDEA (Executive Agency)

Turns policy into action

- **Manages the project lifecycle:**
 - Organises calls for proposals and external evaluations
 - Monitors technical/financial implementation of projects
 - Manages communication actions (Info days, website, publications)
- **Provides feedback to policy making**

HaDEA turns policy into action



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Reference Documents HORIZON EUROPE

- + Legislation
- + Work programme & call documents
- + Grant agreements and contracts
- + Simplified cost decisions

- Guidance

HE Programme Guide >

HE List of eligible countries >

HE Complementary funding mechanisms in third countries >

Online Manual >

Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment >

Amendment Guide >

AGA- Annotated Grant Agreement >

Indicative Audit Programme (IAP) >

Rules for Grant Reductions >

Rules for Arbitration >

- + Templates & forms
- + Funding & Tenders Portal

Your master reference



[Funding & tenders \(europea.eu\)](https://europea.eu)



EU Grants

AGA – Annotated Model Grant Agreement

EU Funding Programmes 2021-2027

EU Funding & Tenders

Online Manual

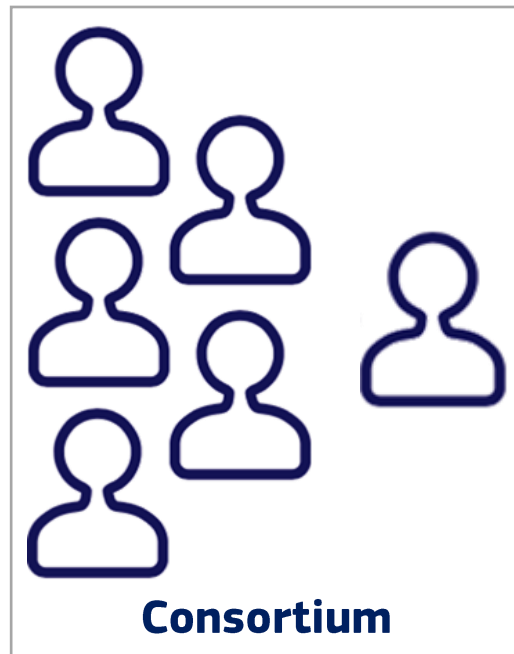
EU Funding Programmes 2021-2027

PRE-DRAFT (HE) incl. update for ALL PROGRAMMES
30 November 2021

Annotated Model Grant Agreement

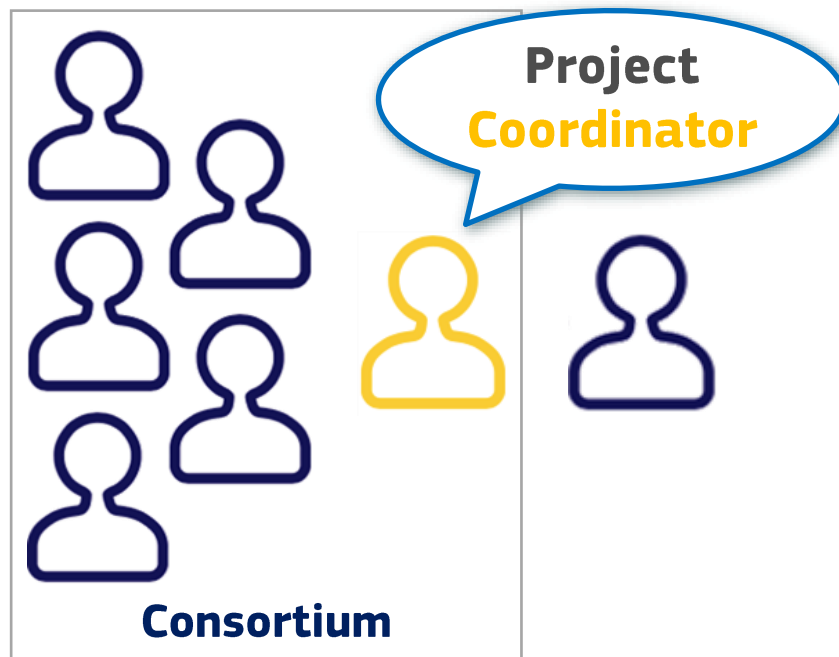
HE Online Manual on the Funding & Tenders Portal

GA – Roles – Project officer



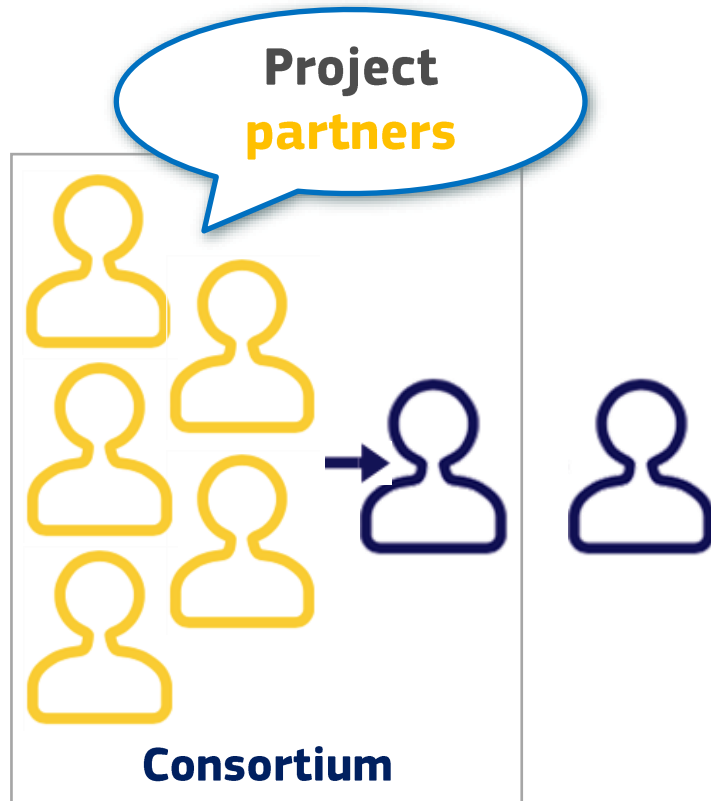
- **Contact point** for the consortium
- **Advisory role**
- Ensures **proper implementation**
- **Monitors** fulfilment of contract obligations
- Processes **periodic reviews** and **payments**

GA – Roles – Coordinator



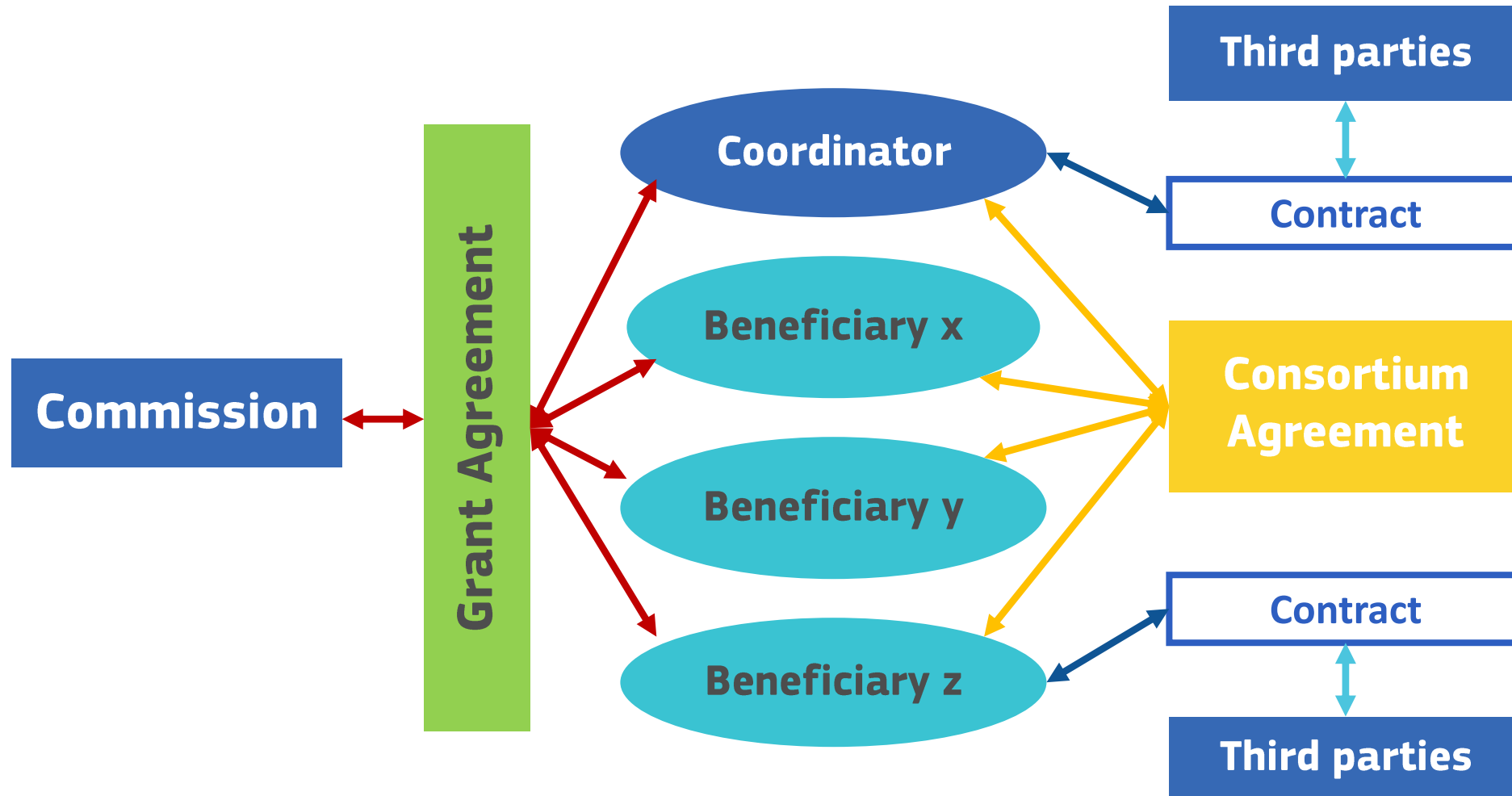
- **Accountable** to the EC for the project
- Central **contact point** for the EC and HADEA
- **Represents all beneficiaries** of the project
- Administers EU **financial contribution**
- Reviews **reports** to verify consistency
- **Monitors** the compliance with the GA

GA – Roles – Partners

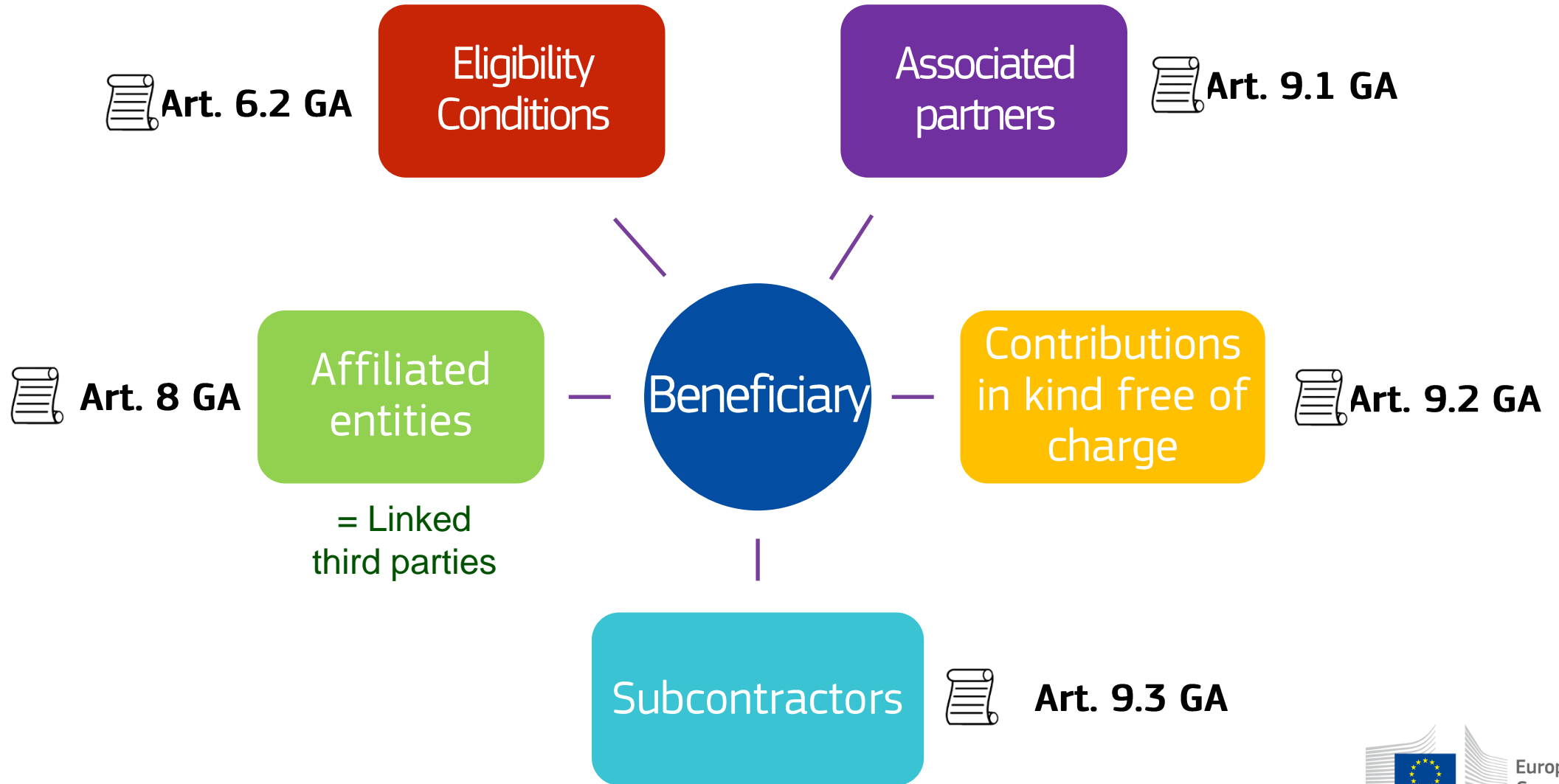


- Accountable for their **performance and work**
- **Draft deliverables** and contribute to Periodic Technical Reports
- **Report** to the coordinator

GA – Range of contractual arrangements



GA – Third parties



Reporting and reviews

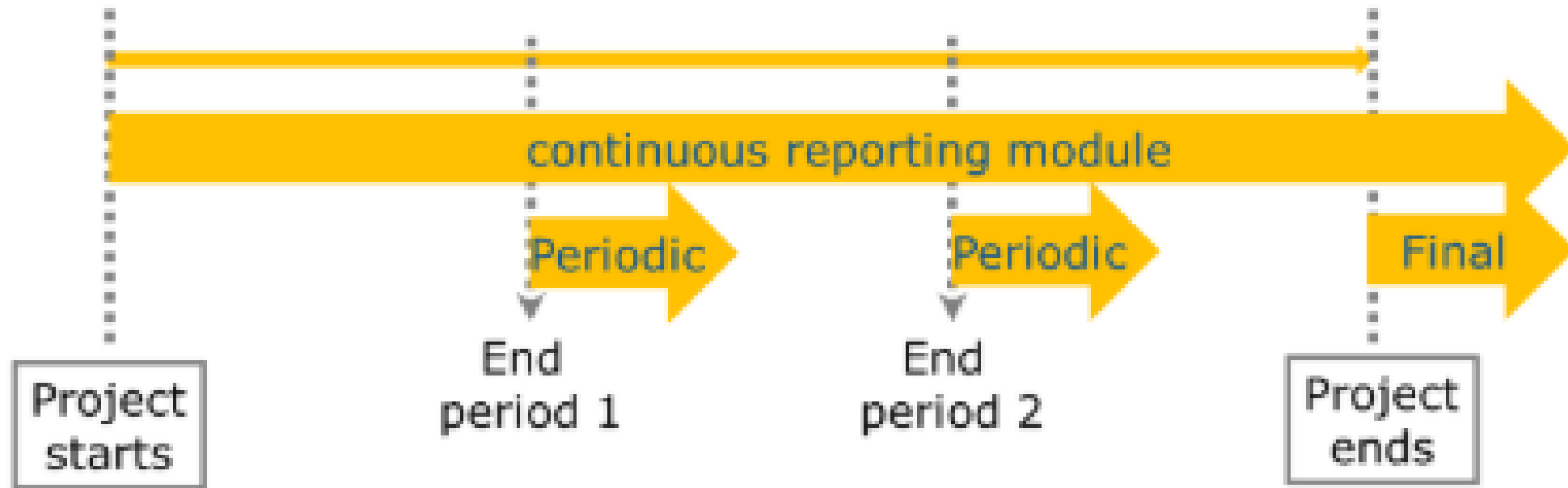
Continuous Reporting

Periodic Reporting

Project Reviews

Continuous and Periodic Reporting

- *Continuous reporting module*
- *Periodic reporting module*

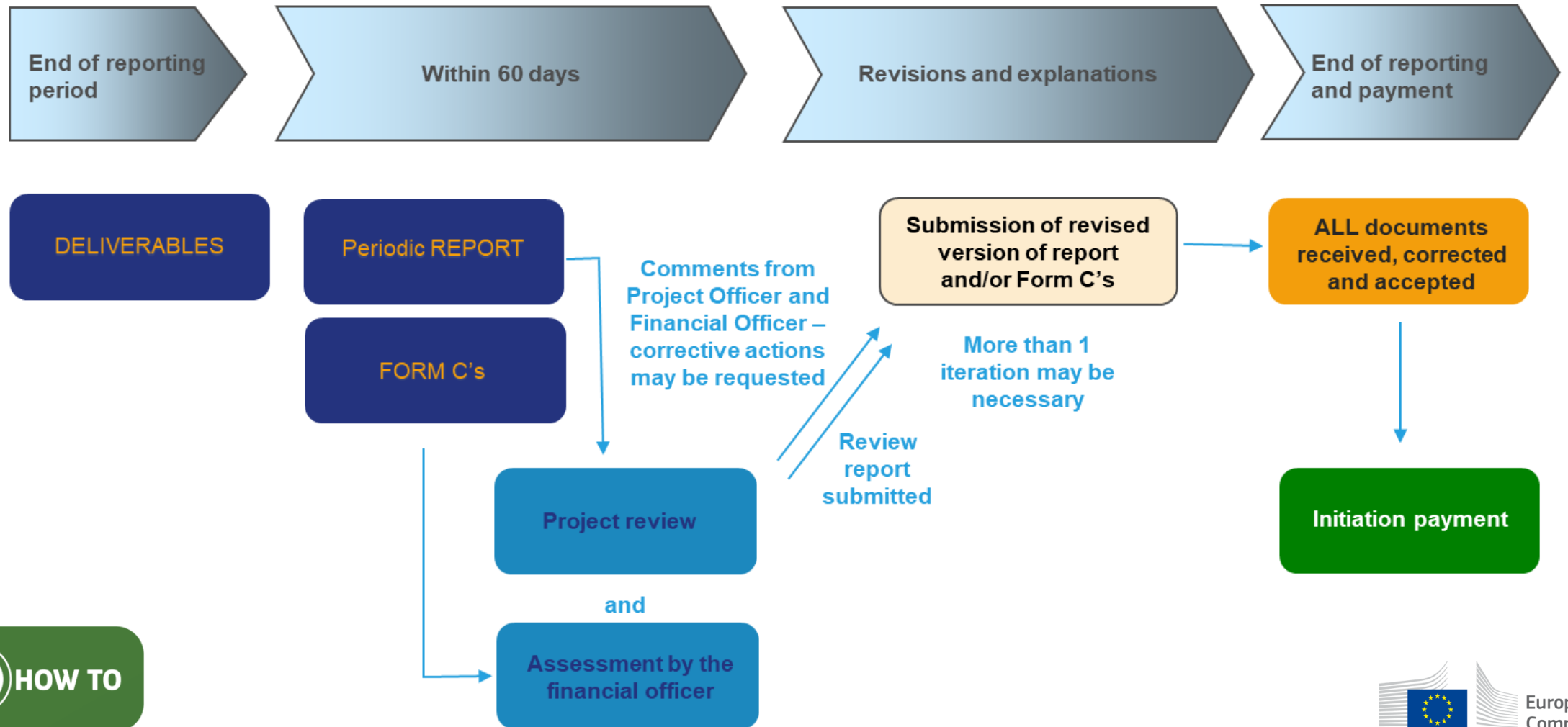


Continuous reporting

- During the project, you are expected to provide **regular updates on the status** of the project
- Report on **critical risks**, prepare the **summary for publication** and the **programme-specific information on indicators** (e.g. Trainings, Gender, Open Data, etc.)
- **Milestones and deliverables** should be submitted by each participant for their work in accordance with the schedule set out for them
- **No delays** for deliverables due at the end of reporting periods. **PO approval** for other delays
- **Public deliverables** are automatically published by the EC



Reporting and review



Review meetings – PHACTORY

- **1 technical review and 3 reviews planned at the end of each reporting period**
- **Present the work carried out, the main achievements and the use of the resources**
 - Participation of the coordinator and of the WP leaders – standard practice (others to be discussed on a case-by-case basis)
- **The Agency is assisted by external reviewers**
- The report and other relevant documents need to be ready 2 or 3 weeks prior to the meeting



Periodic reporting

Periodic report to be submitted by coordinator within **60 calendar days** after end of reporting period

- **The structure is:**

- ✓ Technical Part
- ✓ Financial Part
- ✓ Web based reporting



- **Talk to your PO during the project implementation!**
- **The end of a reporting period is **NOT** the default time to raise problems or major changes compared with the GA or introduce amendments!**

Periodic reporting – technical report

Project Continuous Report															
Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminat... activities	Communic... Activities	Standards	Intellectual property rights (IPR)	Datasets	Impact	Impact Continuation	Other Results	
															

Technical report:

■ Part A structured via tabs

- Summary for publication
- Deliverables (pre-filled based on submission data)
- Achievement of milestones
- Update of critical risks and mitigation measures
- Publications and other Dissemination and Communication activities
- Standards
- Datasets
- Impact
- Intellectual Property Rights

Periodic reporting – technical report

Technical report:

■ Part B – to upload

- Standard template to be used
- Work performed (by work package and task) >>> details who did what, indicating the contributions at beneficiary level
- Progress beyond the state of the art, expected results and potential impact
- Use of resources
- Deviations: person-months and/or average personnel costs to be justified in the relevant section

Periodic reporting – Eligibility of costs

Project's costs should be

- Reasonable compared to work
- Actual (or follow the rules e.g. unit costs)
- During and in relation to the project
- No profit
- Follow accounting practices & be recorded in accounts



Art. 6 GA

Costs not foreseen in GA

- If you plan to have costs for subcontracting, equipment, travels which were not foreseen in GA (especially travel outside EU), get a prior PO approval or request an amendment if needed
- If there is any doubt about whether a cost is eligible contact the project officer

Amendments to the GA

- Takes time – **ANTICIPATE!!!**
- Must not have the purpose of making changes to the GA, which might call into question the decision awarding the grant
- Must be launched and submitted electronically via the Funding & Tenders portal by the coordinator – implies working in SyGma
- Give priority to urgent issues (e.g. termination of beneficiaries, partial transfers or rights and obligations, addition of linked third parties, etc.)
- Provide a **very clear justification supported by the DoA** – Why is this necessary for the project and what is the impact to the objectives, expected results and overall funding?

TYPE OF CHANGE to GA



Insignificant / minor changes:
no amendment needed



Substantial changes:
amendment needed



Changes modifying the nature of the project:
the amendment will be rejected!

Amendments to the GA

Budget transfers and re-allocation		Amendment needed?
Personnel Costs from one beneficiary to another (with corresponding work/tasks transfer or PMs)	✓	NO but inform PO
For the same beneficiary from one budget category (PC) to another (ODC), except subcontracting	✓	NO but inform PO
Transfers between beneficiaries from PC to ODC (travel, other goods and services or equipment)	✓	On a case by case basis – Inform PO
Partial take over / partial transfer of rights	✓	YES / Written justification / Changes of GA in SyGma
Activity/task/measure NOT carried out /implemented or closed (changes of the initial proposal activities/ work)	✓	YES / Written justification / Changes of GA in SyGma
Bankruptcy/insolvent beneficiary or Inclusion of a new beneficiary	✓	YES / Written justification / Changes of GA in SyGma
New subcontracts	✓	On a case by case basis – Inform PO

Communication, dissemination, visibility



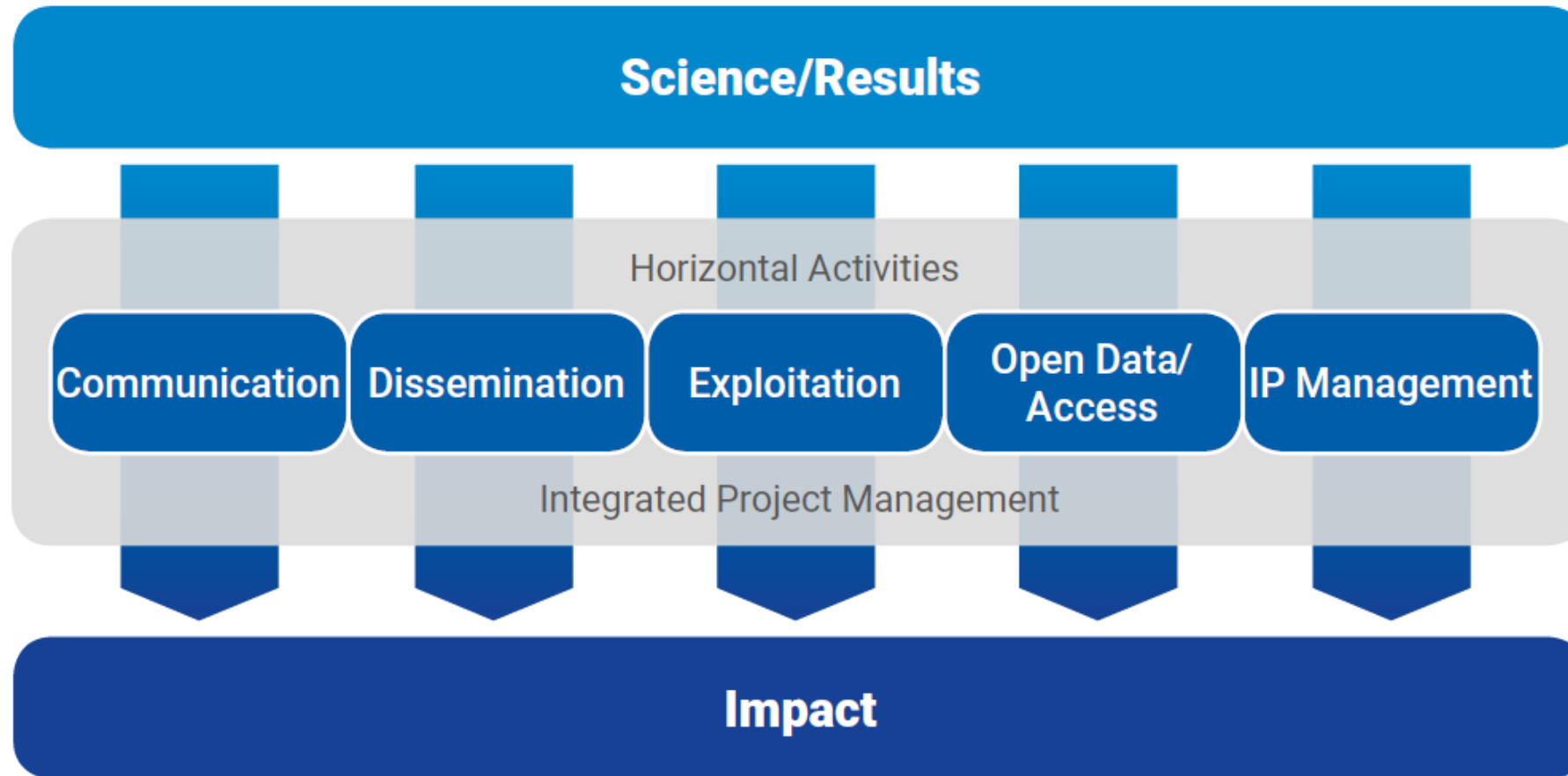
Article 17



- It's **obligatory**
- Inform and alert the PO about important events, webinars, conferences, milestones and articles published, especially those related to policy feedback
- **Connect with HaDEA's Twitter** (tag us!) & **LinkedIn**
- Check H2020/HE [communication guidelines](#)
- **Always acknowledge EU funding** (download the [emblem](#))

Let us know about any communication activity with media impact.

Communication, dissemination, visibility



Communication, dissemination, exploitation



Reach out to society and show the impact and benefits of EU-funded R&I activities, e.g. by addressing and providing possible solutions to fundamental societal challenges.

Transfer knowledge & results with the aim to enable others to use and take up results, thus maximising the impact of EU-funded research.

Effectively use project results through scientific, economic, political or societal exploitation routes aiming to turn R&I actions into concrete value and impact for society.



Inform about and **promote** the project AND its results/success.

Describe and **ensure results available** for others to **USE** → focus on results only!

Make concrete use of research results (not restricted to commercial use.)



Multiple audiences beyond the project's own community incl. media and the broad public.

Audiences that may take an interest in the potential **USE** of the results (e.g. scientific community, industrial partner, policymakers).

People/organisations including project partners themselves that make concrete use of the project results, as well as user groups outside the project.



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Our expectations from PHACTORY

- **Achieve** the projects objectives
- **Engage** policy makers and stakeholders
- **Strategic communication, dissemination and exploitation actions**
- **Active contribution to the expected outcomes of HORIZON-CL4-2024- DIGITAL EMERGING 01-55 :**
- **Substantially improved penetration of core photonics technologies** into multiple end-user application domains and industry sectors, in particular through carefully selected SMEs and new start-ups with the strongest potential for high impact in terms of business growth and employment, enabling a demonstrably more competitive and technologically sovereign European industry.
- Creation of a **sustainable** streamlined ecosystem for photonics innovation in Europe from TRL 2-7, providing European Cross-Border Added Value with a high leveraging effect on investments made at national and regional level in photonics.

... we look forward to the results!



Thank you!

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<https://hadea.ec.europa.eu>

<http://ec.europa.eu/horizon-europe>



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