

Grant Agreement Preparation (GAP)

Overview and actors

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GAP: No negotiation

Your proposal is taken 'as is'

- Proposals were evaluated based on merit and not on their potential
- The Grant Agreement (GA) is prepared on the basis of the proposal selected for funding

BUT some changes may be necessary:

- Changes to meet legal and financial requirements
- Requirements resulting from ethics review or security scrutiny
- Due to removal of participant (if agreed by CleanH2 JU)
- Correction of clerical errors and obvious inconsistencies
- Correction of shortcomings identified by the experts in the ESR

No negotiation does not mean no control

- Eligibility and viability checks
- Anti-fraud measures and risk-based controls are carried out



Non-compliance, serious breach or negligence of the applicable rules evokes the termination of grant preparation and the rejection of the proposal



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Portal principles

Single gateway for all exchanges: Funding and Tenders Portal

- Deep integration of IT tools and services in the portal
- Uniform experience
- Common business processes

Electronic-only paperless process flows

- Digital sealing of documents
- Digital signature on all formal documents replacing blue-ink signatures
- Single, common document repository
- Full traceability and audit trail ensured (who-what-when)
- Predefined business rules in the IT suite ensure compliance

Secured personalised access

- User unique EU login account (professional email), linked to the organisation PIC for all roles assigned to the user
- Enable the 2 factor authentication (register your mobile device)









Appointment of individuals for the key roles

Co-funded by the European Union





Identity and access management

No REA services / CleanH2 JU intervention in defining the roles (except for the LEAR and Primary Coordinator Contact)

PCo(

PaCo

LEAR

ΡϹοϹο



The **minimum configuration** of a consortium is:

- 1 Primary Coordinator Contact per project
- 1 Participant Contact per organisation
- 1 LEAR per organisation
- 1 Legal Signatory per organisation
- 1 Financial Signatory per organisation

One person (= 1 EU Login account) can have as many roles as necessary at the same time

(e.g. the owner of a one-person SME can be PaCo, LEAR, PLSIGN and PFSIGN)



Nomination process « original roles »

Some roles are automatically provisioned from your proposals ("original roles") as follows:



 The proposal initiator in the proposal submission phase will automatically be recognised by the Commission as the Primary Coordinator Contact.



 The "Main Contacts" of the participating organisations identified during proposal submission will become Participant Contacts at the beginning of the grant preparation.



The LEAR is validated by REA during the validation process of his/her organisation.





Nomination / revocation of roles

Who can appoint and revoke project roles?







Nomenclature





Identity and access management for project

	Role	Read	Write / Save	Submit to Coordinator	Submit to Clean H2	Sign GA	Sign Financial Statements	Assigne / revoke access to project
	PCoCo / CoCo					×	×	
PaCo	Paco				×	×	×	\checkmark
TaMa	ТаМа			×	×	×	×	×
TeMe	ТеМе		×	×	×	×	×	×
LSIGN	PLSIGN		\checkmark	×	×		×	×
FSIGN	PFSIGN			×	×	×		×



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How to appoint FSIGN and LSIGN?

- LEAR is formally nominated by the legal representative of the organization
- LEAR appoints on the funding & tender opportunity portal a list of persons authorised to sign legal documents (LSIGN) and financial statements (FSIGN)
- 2. Project contacts (PaCos and CoCos) must appoint LSIGN and FSIGN to a given project (becoming PLSIGN and PFSIGN)



1. Funding & Tender opportunities Portal

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- 2. Participant register
- 3. Search for your organisation
- 4. Use "Contact Organisation" function



Who is my LEAR in 4 steps?



New element required in Horizon Europe

Task to be performed by your LEAR (required during the GAP)



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Clean Hydrogen Gender equality plan Partnership

As an **ELIGIBILITY** criterion, public bodies, research organisations (private and public) and higher education establishments from Member States and Associated Countries are required to have in place a gender equality plan. The requirement applies also for Affiliated Entities.

Gender Equality Plan

Process:

- Publication: a formal document published on the institution's website and signed by the top management;
- Dedicated resources: commitment of resources and expertise in gender equality to implement the plan
- Data collection and monitoring: sex/gender disaggregated data on personnel (and students, for the establishments concerned) and annual reporting based on indicators
- Training: awareness raising/training on gender equality and unconscious gender biases for staff and decision-makers

More info on Gender Equality Plan here

<u>Content</u>

- work-life balance and organisational culture
- gender balance in leadership and decision-making
- gender equality in recruitment and career progression
- integration of the gender dimension into research and teaching content
- measures against gender-based violence, including sexual harassment.



Declaring a gender equality plan

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0	Grants 🗸 🗸		Grant Management Services will be unavailable on Thursday, 09.12.2021, between					
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		NCP T	est University A		View Organ	isation anisation		
					Edit Organi	sation Roles		
					View Partne	er Search Profile		

Declaring a Gender Equality Plan in participant register

If you are from a **concerned organisation that requires a GEP** to participate, then:

you log in the F&T portal

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- Select My Organisation (step 1)
- Select actions (Step 2) \rightarrow Modify organisation (step 3)
- Select the tab → legal information (step 4)
- **EUROPEAN P** Select edit legal information (step 5) \rightarrow change GEP (Step 6)

rganisation Data Legal Information	Authorised users / LEAR	Bank Accounts	Financial capacity	Messages	Documents SME		
4				5	🖋 Edit Legal Information		
Legal entity status 0	🔿 a natural person 🌘 a leg	al person					
Legal form 1 O	××××××××××××××××××××××××××××××××××××××						
VAT number 1 8	XXXXXXX	eexxxxx			not applicable		
Legal register 0	Legal register	Legal register					
Registration number 0	XXXX			43			
Registration date 0	03/06/2020 =						
Legal entity type 0	• private entity 🔿 public b	ody					
Legal entity qualification 0	🔿 non-profit 🔳 for profit						
is it a civil society organisation 0	🔿 Yes 🛢 No						
International organisation 0	🔿 Yes 💿 No						
International Organisation of European Interest for H2020 (IDEI H2020) 0	🔿 Yes 🛢 No						
International Organisation of European Interest for Digital Europe (IOEI Digital Europe)	🔿 Yes 🛢 No						
International European Research Organisation for Horizon Europe (IERO Horizon Europe) 0	🔿 Yes 🛢 No						
Research organisation 0	🔿 Yes 🜻 No						
Secondary/Higher education establishment 0	🔿 Yes 💿 No						
ender equality plan							
Gender equality plan 🛛 🖲	🛢 Yes 📄 No			6	Change GEP		
					Co-funded		

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Declaring a gender equality plan

Gender equality plan (GEP)	:
Do you have a gender equality plan? *) Yes O No
Please provide answers to all the questions below. This is an obligation for all types of organisations.	
For the Gender Equality plan to be considered compliant you must be able to answer "yes" to all the question	ns below.
Please note that for public bodies, research organisations, and higher and secondary education institutions Plan is an eligibility criterion, meaning that without it an organisation of this type will not be allowed to subm	the existence of a Gender Equality nit a grant proposal.
This is a self-assessment and you are not required at this stage to upload the Gender Equality Plan docume an official statement and by selecting 'yes' you are formally confirming that your organisation has a gender is signed by senior management and available on the organisation's website.	nt. The declaration will be considered equality plan and that this document
Filling the questionnaire is based on self-assessment. You will not be required at this moment to upload the the questions below will be considered as official statement; failure to provide the Gender Equality Plan if/w from the list of succesful applicants, or - in case of signed grant - may lead to grant termination and/or reco	document, however your answers to rhen requested, may lead to exclusion veries of amounts paid.
It must cover at least the following building blocks	
Failure to provide the Gender Equality Plan if/when requested, may lead to exclusion from the list of succes grant - may lead to grant termination and/or recoveries of amounts paid.	sful applicants, or - in case of signed
Public GEP:the GEP is a formal document published on the Institution's website and signed by the top management *	● Yes ○ No :-)
Dedicated resources:commitment of resources and gender expertise to implement it *	Yes No
Data collection and monitoring: sex/gender disaggregated data on personnel and students \nand annual reporting based on indicators *	⊖ Yes ● No :-(
Training: Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers *	● Yes ◯ No
Minimum areas to be covered and addressed via concrete measures and targets:	
Work-life balance and organisational culture *	Yes No
Gender balance in leadership and decision-making *	💿 Yes 🔵 No
Gender equality in recruitment and career progression *	💿 Yes 🔵 No
Integration of the gender dimension into research and/or teaching content *	Yes O No
Measures against gender-based violence including sexual harassment *	🖲 Yes 🔵 No
	× Cancel ✓ OK

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Declaring a Gender Equality Plan in participant register:

- In the wizard that opens, you need to select yes to the first question: does your organisation have a gender equality plan?
- Then you need to carefully read all the required criteria and answer the subsequent questions
- Failure to fulfil one of the required criteria (at least the top 4 ones) is equivalent to not having a gender equality plan → the initial question (if you have a GEP) will be automatically set to 'No'.
- Please read all the relevant information and answer carefully; Failure to provide the Gender Equality Plan if/when requested, may lead to exclusion from the list of successful applicants, or – in case of signed grant – may lead to grant termination and/or recoveries of amounts paid.





Overview of the IT platform for GAP

Technical aspects

Co-funded by

e European Union











Overview





For information only



Missing information: not blocking at this point

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Resources

- An IT based process
- Detailed info on the Horizon Europe Coordinators' Day:
 - Grant Agreement Preparation: <u>Horizon Europe Coordinators' Day: Grant Agreement Preparation (2</u> <u>February 2023) (europa.eu)</u>
 - Horizon Implementation Day: Grant Agreement Preparation in Horizon Europe (16 October 2024) (remote only, no need to register) Date: 16 October 2024, 09:30h to 12:45h (CEST, Brussels Time)



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