



# Kick Off Meeting

24th of March 2014

[www.wood2good.eu](http://www.wood2good.eu)



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INSTITUT TECHNOLOGIQUE

# Welcome and Introductions

- Nice to meet you all!
- Who are we? Short presentation of each partner organisation

# 1. Short review of the project



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# Origine of the project

- what is the need behind W2G?
  - Wood industry is a key sector in Valencia and in Europe (380.000 enterprises)
  - Affected by globalisation and crisis
  - Potential actor to fight against climate change

# Objectives

- *To facilitate the comprehension of employment situation in the wood sector enlightening the role of each stakeholders to anticipate changes and restructuring socially responsible, providing an analyse based on:*
  - *restructuration cases,*
  - *dialogue between experts*
  - *best practices and innovative proposals exchanges**leading to a series of recommendations.*

# Objectives

- Provide information on the sector (survey, bibliographic review)
- Real dialogue between the main stakeholders (study cases, workshops)
- Exchange good practices and innovations (InnoBox)
- Raise awareness (Events, publications)

# Project main data

- Agreement n° VS/2013/0323
- PROGRESS programme call VP/2012/009 on restructuring
- Project duration: 12 months (01/02/2014 – 31/01/2015)
- EU funding: 140.683,66 € = 80% of project budget (175.854,57 €)
- Partnership: 7 partners from 6 countries

# Work plan

- 6 working packages:
  - Understanding of the situation in the wood sector
  - Involving the stakeholders: analyze of specific study cases
  - Development of a wood2good Innobox
  - Recommendations for innovative practices of restructurations
  - Quality Assurance
  - Project management and monitoring



# Questions? Review of the agenda of the day



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# 2.WP3 review: Development of a W2G « Innobox »



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# Objectives of the WP

- Collecting and exchanges best practices
- Proposing innovative solutions oriented toward the green economy
- Foster the networking with the stakeholders involved in the wood industry

# Tasks & responsibilities

- Best practices collection: EFEDOSZSZ, with support of FEVAMA and VerInn  
-> 30 best practices to collect
- Innovative Green proposals: FCBA, with the support of BUCKS  
-> 10 innovation proposals to present

# Tasks & responsibilities

- InnoBox creation (CEITE)

The Innobox will be a platform online to present **all the project results**.

- InnoBox book(PLS)

The book will present 5 best practices and 5 innovation proposals in all languages. 600 exemplaries

# InnoBox

- Some reflection about the Innobox structure:
  - Contents: D1.3 (report on wood sector situation), D2.3 (conclusion of the workshop), Best practices, Innovative green proposals
  - Proposal: InnoBox as part of the project website [www.wood2good.eu](http://www.wood2good.eu)

# InnoBox

- Some reflection about the Innobox structure:
  - Format: PDF or plain text?
  - Tags / key words?
  - Shall we allow comments?
  - Language management
  - Schedule: operative by June

# 2.WP5 review: Quality Assurance



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# Objectives of the WP

- Provide internal procedure for work
- Coordinate dissemination activities
- Set up external advisory board
- Report activities

# Tasks & responsibilities

- QAP (CEITE)
- External Advisory Board (CEITE + all)
- Dissemination plan (PLS)

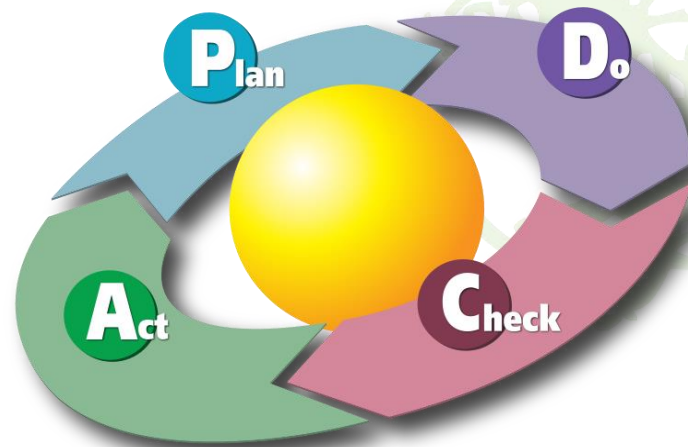
# Quality Assurance plan

Development of Guidelines that includes:

- Internal procedures
- Information flow
- Responsibilities
- Reporting facts
- Evaluation of work quality

# Quality Assurance plan

Proposal for quality evaluation methodology



# Quality Assurance plan

Indicators for the evaluation:

- Quantitative and qualitative
- Milestones included in each WP

Schedule for the evaluation:

- Reporting period as stated in the Grant Agreement
- Internal interim reports?

# Quality Assurance plan

Indicators for the evaluation:

- Quantitative and qualitative
- Milestones included in each WP

Schedule for the evaluation:

- Reporting period as stated in the Grant Agreement (70% rule)
- Internal interim reports to have permanent follow-up of the advancement and expenses.

# Quality Assurance plan

To be discussed:

- Creation of simplified reporting template
- Schedule and deadlines
- Corrective measures in case of deviation (one report, at month 6)

Proposal:

- Report of activities and financial claim **every 2 months**

# Setting up of the EAB

- Responsibility of each partner to involve external members in the EAB
- Objective: at least 10 external entities involved
- Discussion: Who should we involve?
- Role: review of project results, participation to activities, evaluation of project performance





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# 2.WP6 review: Project management and monitoring



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# Objectives of the WP

Main objective: to ensure the proper execution of the W2G project and the achievement of the proposed targets within the planned schedule.

Operational objectives include:

- To ensure coordination
- To follow-up the project activities and control its issues on time
- To follow-up the financial resources
- To control the IPR and its proper use
- To ensure continuous communication with the EC and within the Consortium
- To organize the project meetings
- To attend the follow-up meetings with the EC
- To manage, produce and deliver the official reports

# Tasks and responsibilities

- CEITE is the project leader, and as such, the coordinator.
- Supported in this task by a subcontractor: Fundación Equipo Humano
- Each partner is responsible to participate to the project activities and to regularly report to the project leader.
- To facilitate the coordination, FEH should be in copy of emails and communication related to coordination and management.

# Tasks and responsibilities

Management Body	Who	Roles
Contractor and Coordinator (CO)	CEITE	Global coordination; technical and financial reporting and quality assurance. IPR and exploitation follow-up. Conflict resolution. Communication with the EC. CO will be supported by a Subcontractor for these managerial tasks.
Executive Committee (EXECO)	Executive staff of the Parties	Follow-up of the WPs by the Parties responsible for each task, as defined in the project description. Technical execution and results review. Decision-taking in technical issues. Ensure compliance of the WP objectives.
General Assembly (GA)	One designated representative per Party	Review project execution. Decision-taking for relevant issues concerning consortium agreement, conflict resolution, valorization, IPR, etc. Formed by one person of each partner.
External Advisory Board (EAB)	Third Parties	Quality assurance, project execution follow-up.

# Tasks and responsibilities

- Consortium Agreement: Month 1 (to be achieved during the kick off meeting : signatures collection)
- Meeting minutes: After each meeting, either in Brussels or by Skype)
- Official reports: within 2 months after the spending of at least 70% of the funds received in first payment, and within 3 months after the project end

# Management of the grant

	CEITE	FEVAMA	PLS	BUCKS	EFEDOSZSZ	VerInn	FCBA
Own funding	10.268,63 €	3.499,04 €	6.114,57 €	4.279,67 €	2.311,18 €	3.963,01 €	4.734,80 €
Grant awarded	41.074,54 €	13.996,17 €	24.458,29 €	17.118,66 €	9.244,73 €	15.852,04 €	18.939,21 €
Total	51.343,17 €	17.495,21 €	30.572,86 €	21.398,33 €	11.555,91 €	19.815,05 €	23.674,01 €

# Management of the grant

	CEITE	FEVAMA	PLS	BUCKS	EFEDOSZSZ	VerInn	FCBA	Total
<b>Total costs</b>	51.343,17 €	17.495,21 €	30.572,86 €	21.398,33 €	11.555,91 €	19.815,05 €	23.674,01 €	175.854,54 €
<b>own contribution</b>	10.268,63 €	3.499,04 €	6.114,57 €	4.279,67 €	2.311,18 €	3.963,01 €	4.734,80 €	35.170,90 €
<b>Awarded grant: 80%</b>	41.074,54 €	13.996,17 €	24.458,29 €	17.118,66 €	9.244,73 €	15.852,04 €	18.939,21 €	140.683,64 €
<b>EC payment to CEITE - First Pre-financing (30%)</b>	12.322,36 €	4.198,85 €	7.337,49 €	5.135,60 €	2.773,42 €	4.755,61 €	5.681,76 €	42.205,09 €
<b>CEITE 1st payment to partners (approx date: March 2014) - 30%</b>	12.322,36 €	4.198,85 €	7.337,49 €	5.135,60 €	2.773,42 €	4.755,61 €	5.681,76 €	42.205,09 €
<b>EC payment to CEITE - 2nd Pre-financing (40%)*</b>	16.429,82 €	5.598,47 €	9.783,32 €	6.847,46 €	3.697,89 €	6.340,82 €	7.575,68 €	42.205,09 €
<b>CEITE 2nd payment to partners (approx date: July 2014) - 20%</b>	8.214,91 €	2.799,23 €	4.891,66 €	3.423,73 €	1.848,95 €	3.170,41 €	3.787,84 €	21.102,55 €
<b>CEITE 3rd payment to partners (approx date: November 2014) - 20%</b>	8.214,91 €	2.799,23 €	4.891,66 €	3.423,73 €	1.848,95 €	3.170,41 €	3.787,84 €	21.102,55 €
<b>EC payment to CEITE - Final payment (30%)**</b>	12.322,36 €	4.198,85 €	7.337,49 €	5.135,60 €	2.773,42 €	4.755,61 €	5.681,76 €	28.136,73 €
<b>CEITE final payment to partners (approx date: August 2015) - 30%</b>	12.322,36 €	4.198,85 €	7.337,49 €	5.135,60 €	2.773,42 €	4.755,61 €	5.681,76 €	28.136,73 €
<b>Total Instalment</b>	41.074,54 €	13.996,17 €	24.458,29 €	17.118,66 €	9.244,73 €	15.852,04 €	18.939,21 €	112.546,91 €

# Rules for payment

- CEITE will transfer the first instalment to each Party upon reception of bank account details
- The 2nd and 3rd will be done after the reception of the second pre-financing from the EC, which will be requested after at least 70% of the 1st pre-financing has been spent.
- The last payment, corresponding to a 30% of the total awarded grant, will be transferred from the EC to CEITE by month 17 (estimated schedule), after approval of the final technical and financial reports..
- All instalments, excepting the 1st one corresponding to the pre-financing, **will be subjected to the approval by CEITE of the project deliverables and the achievement of milestones.**



# Costs claim

		<p>Document explaining the internal policy on salaries and the calculation of the daily cost rate (pro rata basis if of part-time workers). Internal policy means the policy that was in place before the implementation of the project and used for all staff members no matter if they work on the EU project or not</p> <p>Employment contracts of the staff involved in the project</p> <p>Document explaining daily costs calculation and staff involved in the project</p>
HEADING 2	Staff costs**	<p>Timesheets signed by both the worker and the responsible of the organisation mentioning name, function and tasks fulfilled, reference to the work programme's activities, number of hours per day or days per month allocated to the project;</p> <p>Official payroll document which allows to check both number of days worked and amounts paid &amp; social security charges duly paid;</p> <p>Proof that the salaries have been paid to the staff and costs have been recorded in the accountancy</p> <p>Proof that the salaries and social security contribution recorded in the accountancy have been paid by the partner to the authorities</p> <p>Tickets, boarding pass and invoices of all costs of all means of travel from the point of origin to the point of destination and viceversa</p> <p>For car journey: calculation</p> <p>Attendance lists</p>
HEADING 3	Travel costs**	<p>Travel request form approved by the authorising person</p> <p>Travel report template: dates, times and purposes</p> <p>Travel and subsistence expenses claim form</p> <p>Travel and subsistence reimbursement policy of the organisation</p> <p>Proof that the costs are recorded in the accountancy</p> <p>Hotel bills</p>
	Subsistence costs	<p>Invoices of local travels and meals if not provided by third parties</p> <p>Proof that the costs are recorded in the accountancy</p>
HEADING 5	Subcontracting costs**	<p>Contracts and invoices</p> <p>Proof that the costs are recorded in the accountancy</p>
HEADING 6	Other costs**	<p>Contracts and invoices</p> <p>Proof that the costs are recorded in the accountancy</p>

# Questions?



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# Next dealines

- Survey launch :
- Collection of results to the survey
- Bibliographic review
- Quality plan
- ...