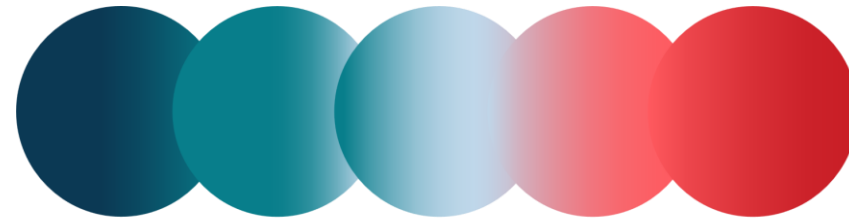




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INTEGRANO

MULTIDIMENSIONAL INTEGRATED QUANTITATIVE APPROACH TO ASSESS SAFETY AND
SUSTAINABILITY OF NANOMATERIALS IN REAL CASE LIFE CYCLE SCENARIOS USING
NANOSPECIFIC IMPACT CATEGORIES

WP7

Management and Coordination

12M Annual General Meeting

Turin - Italy

29-30 January 2025

Expert Advisory Board

The INTEGRANO Expert Advisory Board (EAB)

Remit – Task 6.2.1

A selected group of stakeholders representing involved sectors and authorities:

- Promote co-creation of the INTEGRANO methodology
 - Provision of expertise in methodology, work plan and deliverables.
 - Enhance dissemination and exploitation activities
- Ensure the project meets ethical standards and requirements of the European Commission (EC) and relevant legislation.

Board members

Lang Tran - IOM (Institute of Occupational Medicine), Edinburgh

Roland Hishier - EMPA (Swiss Federal Laboratories for Materials Science and Technology), St. Gallen

Cecilia Bossa – ISS (Istituto Superiore di Sanità), Rome

Luca Toia - SAES, Milan

Wibke Lölsberg - BASF, Ludwigshafen

Grant Agreement Amendment

The amendment making the JRC a new beneficiary came into force late 2024.

Scope of the JRC activities within INTEGRANO

The JRC will contribute to:

- **Task 1.2** – Addressing case studies specific goal and scope
- **Task 2.5** – Determination of safe condition of Use (CoU) and Risk Assessment (RA)
- **Task 5.1** – Integrated safe and Sustainability assessments

The JRC will lead:

- **Task 6.3** – ‘Development of Guidelines for integrative impact assessment and SSbD methodology application’ and is the lead beneficiary of **D6.4** – Guidelines for integrated assessment of health, social, economic, environmental sustainability.

Important dates, upcoming deadlines

Period January 2025 – September 2025

- Following the addition of the addition of the JRC as beneficiary, the **consortium agreement** needs to be updated (signatures from each party). This will soon be circulated – please make every effort for the responsible person at your organisation to **sign and return this as soon as possible**.
- Next **Executive Committee meeting** – 28th March 2025 11:00-12:30 CET.
 - WP leaders (and/or task leaders when present) will provide a brief update on the WP tasks and progress since the previous meeting.

Important dates, upcoming deadlines

Period January 2025 – September 2025

- **Three deliverables** due in month **18**:
 - D1.2: Report on the goal and scope of addressed case studies, including KDFs and KPIs definition (PRJ)
 - D1.4: Final data management Plan (CNR)
 - D6.2: Second PDER including communication activities, and updates (PRJ)

- **Tasks** scheduled to **finish in month 18**:
 - T1.1: Data generation and management plan for impact assessment (M1-M18, CNR)
 - T1.1.1: Data management, quality assurance and architecture
 - T1.1.2: Data Governance – Data Act and the Data Services Act
 - T1.2: Addressing case studies specific goal and scope (M1-M18, CNR)
 - T2.2: Data mining (M1-M18, CNR)

Important dates, upcoming deadlines

Period January 2025 – September 2025

18M review meeting – to be hosted by CENTI (Portugal).

- **Review meeting** to be held with the **Project Officer on 30/9/25**. A preparatory meeting (essentially the 18M general assembly) to be held with the **consortium on 29/9/25**.
- Partner attendance – **open to all partners**.
- Before the meeting, **required paperwork needs to be completed and submitted** – including a **periodic report (which includes a technical and financial component)**. The financial component requires **financial statements** for all beneficiaries and an **explanation of the use of resources**.

Important dates, upcoming deadlines

Periodic report and payment timeline

- INTEGRANO must submit the **periodic report within 60 days** following the end of the reporting period – by **August 29th 2025**.
 - Payment is **made within 90 days** of receipt of the periodic report.
- We request that **each partner provides their financial statement** and any explanatory documentation **by 7/7/25**.
- **WP leaders to coordinate the writing of the technical report** related to their WP. We ask that WP technical reports are delivered to the project management team **by 30/6/25**.
- We aim to **submit** the periodic report **by 15/7/25**.

Keeping track of expenses

Time record template

EU GRANTS DECLARATION OF DAYS WORKED ON A PROJECT <i>To be kept on file in case of audits.</i>			YEAR:			
Project acronym:			Project number:			
Participant name:						
Name of the person:			Type of personnel: <small>(employee/ natural person under direct contract/ seconded/ other)</small>			
Month	Days worked in the action ¹ <small>(1,6; 7,5; 0,5; 0,25)</small>	Work Packages worked on <small>(WP1; WP2; WP3)</small>	Date and signature of the person		Name, date and signature of the supervisor	
January			Signature: Date:		Name: Signature: Date:	
February			Signature: Date:		Name: Signature: Date:	
March			Signature: Date:		Name: Signature: Date:	
April			Signature: Date:		Name: Signature: Date:	
May			Signature: Date:		Name: Signature: Date:	
June			Signature: Date:		Name: Signature: Date:	
July			Signature: Date:		Name: Signature: Date:	
August			Signature: Date:		Name: Signature: Date:	
September			Signature: Date:		Name: Signature: Date:	
October			Signature: Date:		Name: Signature: Date:	
November			Signature: Date:		Name: Signature: Date:	
December			Signature: Date:		Name: Signature: Date:	
TOTAL						

Keeping track of expenses and timesheets

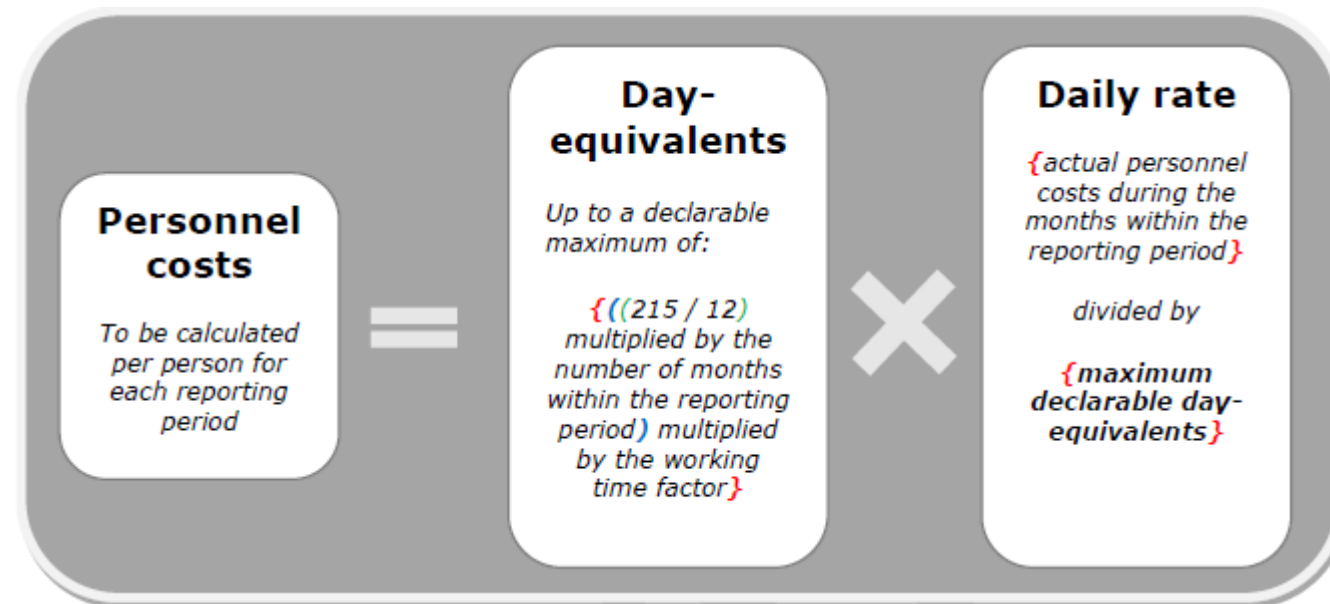
Eligible costs

- **Personnel costs**
 - A.1 Employees
 - A.2 Natural persons with direct contract
 - A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
- **Travel and subsistence**
 - Travel
 - Accommodation
 - Subsistence
- **Equipment**
- **Other goods, works or services**

Keeping track of expenses and timesheets

Personnel costs

- A.1 Employees



$\{((215 / 12) \text{ multiplied by the number of months [during which the person is employed] within the reporting period}) \text{ multiplied by the working time factor [e.g. 1 for full-time, 0.5 for 50\% part time etc.]}\}$

Keeping track of expenses and timesheets

Personnel costs

A.2 Natural persons with direct contract

- Self-employed natural persons (e.g. some types of in-house consultants) who work on the action for the beneficiary under conditions similar to those of an employee, but under a contract that is legally not an employment contract.

A.3 Seconded persons

- Persons who are seconded by a third party against payment.

The working conditions of the person do NOT have to be exactly the same that those of an employee, but overall similar.

If the costs fulfil all the conditions, costs must be calculated as follows:

{amount per unit [daily rate]} multiplied by {number of day-equivalents worked on the action}

Keeping track of expenses and timesheets

Travel and subsistence:

This budget category covers travels needed for the action, broken down in the following sub-categories:

- Travel
- Accommodation
- Subsistence

In terms of record keeping, the beneficiary must keep evidence not only of the actual cost of the subsequent travel leg(s), but also of the cost of the theoretical direct return travel after the end of the work for the action.

Keeping track of expenses and timesheets

Equipment:

- Purchases of equipment, infrastructure or other assets used for the action must be declared as depreciation costs, calculated on the basis of the costs actually incurred and written off in accordance with international accounting standards and the beneficiary's usual accounting practices.
- Only the portion of the costs that corresponds to the rate of actual use for the action during the action duration can be taken into account.
- Costs for renting or leasing equipment, infrastructure or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

Keeping track of expenses and timesheets

Other goods, works or services:

This budget category covers the costs for goods and services that were purchased for the action, such as:

- costs for consumables and supplies (e.g. raw materials, office supplies)
- communication and dissemination costs (e.g. translation and printing costs or graphic designer fees for printed products such as leaflets or other promotional items in relation to communication activities; conference fees; costs for speakers and interpreters)
- costs related to intellectual property rights (IPR) (e.g. costs related to protecting the results such as consulting fees or fees paid to patent offices)
- costs for certificates on financial statements (CFS) and certificates on methodology (CoMUC; where necessary)
- costs for financial guarantees