



Project No. 957406

Project acronym: TERMINET

Project title:

next gEneRation sMart INterconnectEd IoT

Open Call Guide for Applicants

August 2022



Executive Summary

This Guide summarises all information needed for proposers to participate in the TERMINET Open Call that will be held within 2022. It comprises the description of the four Open Call topics, as well as all relevant financial information, eligibility criteria, evaluation process, reporting, timeline, etc.

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4	DIMOSIA EPICHEIRISI ILEKTRISMOU ANONYMI ETAIREIA	PPC	Greece
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23	OPTINVENT	OPTINVENT	France
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Introduction

1.1 General information

The TERMINET project hereby announces its Open Call for four projects. This Open Call focuses on 4 different topics:

- **TOPIC 1** - Service deployment across the edge computing and Internet of Things (IoT) nodes and Software Defined Networking (SDN) control enablement, for validation over the TERMINET architecture and use cases.
- **TOPIC 2** - Security by design models, e.g., lightweight crypto schemes and authentication frameworks designed for mobile IoT devices and edge nodes.
- **TOPIC 3** - Security and Privacy via blockchain technologies and new generation of Ricardian Smart Contracts.
- **TOPIC 4** - Federated models and machine learning algorithms coming from different domains than those involved in TERMINET for testing, validating, and demonstrating their performance in the TERMINET use case.

Each topic has a dedicated Patron, member organisation of the TERMINET consortium.

- **Patron for TOPIC 1:** UBITECH
- **Patron for TOPIC 2:** TEI
- **Patron for TOPIC 3:** CERTH
- **Patron for TOPIC 4:** UOWM

The Patron is responsible for providing support and monitoring of the actions deployed during the execution of the project.

TERMINET will fund either sole LEGAL entities (SMEs, Industrial Firms, Universities, and Research Centres), or consortia consisting of up to four (4) of the aforementioned LEGAL entities. Proposers must be eligible for funding in H2020 projects.

Multiple proposals may be submitted by the same applicant. However, in this case, the specific applicant is permitted to receive funding only for one proposal, despite the fact that they might have submitted additional highly ranked proposals. In the latter case, the proposing applicant may be given the opportunity to choose the one to be retained for funding.

Each proposal must be:

- Registered on-line through: <https://terminet-h2020.eu/open-call-registration/>
- Submitted via email by following the guidelines received after registration
- Submitted in English

The TERMINET consortium has formed the Open Call Project Committee (OCPC), comprised by UOWM, TEI, CERTH and UBITECH, which is responsible for the whole management of the Open Call process and the relevant procedures that will be held in its framework.

The application reception will close at **20:00 CET (Brussels time) on October 31st of 2022 (31/10/2022)**. The deadline is firm, and no submission extension will be granted.

1.2 Budget

For this Open Call the total available budget is EUR 400,000.00, including VAT subject to Greek law regulations. For each proposal a budget of EUR 100,000.00 is made available. The target is to fund one project proposal per topic, four in total.

The maximum requested funding for a project in this Call is set at EUR 100,000.00, including VAT of 24%. Thus, the available budget after VAT will be $\text{EUR } 100,000.00 / 1.24 = \text{EUR } 80,645.16$. As a result, the EUR 80,645.16 is the net amount of money for the work that will be done, while the rest EUR 19,354.84 is the VAT amount. The respective VAT amount of each sub-project of the TERMINET Open Call will be attributed to the Greek Taxation Authority according to the relevant Greek taxation legislation.

As the selected beneficiaries will be linked to the TERMINET consortium as third parties, specific arrangements exist with respect to financial costs and payment schemes. As a third party, the proposing entity needs to include an overview of the estimated costs in its proposal at the time of submission. Costs consist of direct costs (such as personnel costs, travel, consumables, etc.) and indirect costs. The costs of a third party have to comply with the rules and the principles mentioned in Chapter 3, Article 6.1 (Eligible and ineligible costs) of the H2020 Annotated Model Grant Agreement (AGA) (see https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf), in the same way as the beneficiaries, and must be recorded in the accounts of the third party. In other words, the rules relating to eligibility of costs, identification of direct and indirect costs and upper funding limits apply. Equally those concerning controls and audits of Chapter 4, Section 2, Article 22.1.1 of the H2020 AGA.

The selected beneficiaries will receive an indicative budget of up to EUR 100,000 for their proposals. However, this does not preclude submission and selection of proposals requesting amounts lower or equal to EUR 100,000.00. This budget includes 25% indirect costs and 75% direct costs. For example, for an indicative total budget of a proposal of EUR 100,000.00, the 25% indirect costs is equal to EUR 25,000.00, while the 75% funding corresponds to EUR 75,000.00.

Once a beneficiary or a consortium (up to 4 beneficiaries) is selected to implement the proposed project, they will become a third party receiving financial support using cascade funding, and to this end needs to sign a sub-agreement with UOWM. In the remainder of this document a 'third party, composing a single beneficiary or a consortium up to 4 beneficiaries, using cascade funding' is referred to as 'Third Party'.

As the project coordinator, UOWM will be responsible for managing the cascaded funding to all of the Third Party implemented projects conducted in the framework of the TERMINET Open Call and for this reason UOWM is the cascade funding partner of the TERMINET project. For each funded project of the TERMINET Open Call, UOWM will sign a Subgrant-Agreement, compliant with the Grant Agreement and the Consortium Agreement, with the Third Party involved in that project. UOWM, as the cascade funding

partner, will also monitor the execution of the Subgrant-Agreement by the Third Parties, one for each four projects, by reviewing the progress and the results achieved.

Payments associated to each stage will be disbursed pending the successful achievement of milestones and KPIs defined in the Subgrant-Agreement and detailed in the associated report (deliverable), which must be submitted to the TERMINET project for review and evaluation. Third Parties will receive pre-financing of their respective total funding amount based on the funding scheme, as described in Section 1.3.

As a Third Party, the selected entities for the implementation of the projects need to submit a final report (technical and financial), together with the code and documentation, at the end of the project. This report must include an overview of the costs incurred and will be accompanied by an invoice to UOWM for all the costs incurred during the project.

1.3 Funding scheme

The selected Third Parties will be funded as follows:

- PREPAYMENT - 40% after signature of the Subgrant-Agreement by both parties (UOWM and Third Parties).
 $€ 80,645.16 \times 40\% = € 32,258.07$ (in case of maximum requested budget)
- INTERIM PAYMENT - 45% after the mid-term of the project, e.g., for a project with a duration of 4 months, it will be at the end of the 2nd month, with written confirmation by the TERMINET OCPC that the project has made the expected progress in terms of milestones within the project plan.
 $€ 80,645.16 \times 45\% = € 36,290.32$ (in case of maximum requested budget)
- FINAL PAYMENT - 15% after submission and acceptance of the final code and final report (including the technical and financial sections) and approval by the TERMINET OCPC of the final code and final report.
 $€ 80,645.16 \times 15\% = € 12,096.77$ (in case of maximum requested budget)

The report (technical and financial) and the declared costs will be evaluated by the TERMINET OCPC. Based on this evaluation, a final payment amounting to maximum 15% of the approved funding, will be carried out by UOWM.

Regarding the initial prepayment of the 40% of the net amount for each sub-project, each selected beneficiary must also provide a letter of advance payment guarantee for the same amount (EUR 32,258.07). The specific letters of guarantee should have been issued by official credit or financial institutions or insurance companies that legally operate in the member - states of the European Union or

in the European Economic Area or in states that are parties to the Agreement on Government Procurement (GPA) and which, in accordance with the provisions in effect, are entitled to do so.

These guarantees shall include, at least, the following information: a) the date of issue, b) the issuer, c) the contracting authority to which they are addressed (UOWM ELKE), d) the number of the guarantee, e) the amount covered by the guarantee (EUR 32,258.07), f) the full name, Tax ID Number and address of the beneficiary in whose favour the guarantee is issued (in the event of a consortium all of the above for each member of the consortium), g) the conditions that: aa) the guarantee is provided irrevocably and unreservedly and the issuer shall waive the right of division or discussion, and bb) that in event of its forfeiture, the amount of the forfeiture shall be subject to any stamp duty in effect at the time, h) information on the relevant Call for Tender and the deadline for the submission of bids, i) the date of expiry or the validity term of the guarantee, j) the issuer of the guarantee to undertake the obligation to pay the amount of the guarantee in whole or in part within five days from a simple written notification by the person to whom it is addressed and k) the number and the title of the relevant contract.

The above advance payment guarantee will bear interest. During the payment, interest will be withheld on the advance payment received and for the period of time calculated from the date of its payment to the contractor until the date of final and quality receipt. For the calculation of the interest, the amount of the interest rate of the 12-month Treasury bills that will be in effect on the date of receipt of the advance will be taken into account, increased by 0.25 percentage points, which will remain constant until the amount of the granted advance is exhausted.

1.4 Timeline

Below are presented the dates for the different phases. The opening and closing dates of each phase can be subject to change in case of any modifications in the project's schedule.

Table 1: Open Call Key details

Open Call Key details & Timeframe	
Project full name:	TERMINET - NexT gEneRation sMArt INterconnectEd IoT
Project GA number:	957406
Call identifier:	TERMINET-OC2022
Call title:	TERMINET Open Call
Call announcement in the project website:	First day of M20 (01.06.2022)
Call opening:	First day of M22 (01.08.2022)
Deadline for proposals submission:	Last day of M24 (31.10.2022)
Notification of selected applicants:	Middle of M25 (15.11.2022)
Projects start:	Not later than the first day of M27 (01.01.2023)
Duration of 3rd party projects:	4 – 6 months
End of the projects:	Minimum: M31 (31.05.2023) Maximum: M33 (31.07.2023)



2. Application information

2.1 Language

The TERMINET Open Call proposals must be written in English. Any proposals submitted in any other language will not be accepted for evaluation. English is also the only official language during the whole execution of the TERMINET Open Call projects. The English language is also mandatory for deliverable submissions in order to be eligible.

2.2 Proposal templates

Templates for proposal submission and Subgrant-Agreement between the TERMINET project's coordinator (UOWM) and the selected Third Parties can be found at the following links in the TERMINET website: <https://terminet-h2020.eu/open-call-templates/>

2.3 Data protection

To process and evaluate proposals, the TERMINET project will need to collect personal and industrial data. INC will act as Data Controller for data submitted for these purposes, while the proposers will refer to INC for TERMINET data protection, ethics and privacy issues.

2.4 Origin of the funds

Any selected beneficiary will be associated with the TERMINET consortium via a Subgrant-Agreement, through which they will have access to the TERMINET project's benefits and rules. The funds attached to the Subgrant-Agreement come directly from the funds of the TERMINET project and therefore remain property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in TERMINET project via European Commission GA No. 957406. As detailed in the Subgrant-Agreement template, the relation between the sub-grantees and the European Commission through the TERMINET project carries a set of obligations to the selected beneficiaries with the European Commission. It is the task of the selected beneficiaries to achieve them and of the TERMINET OCPC to inform about them. This relation between the new partners and the European Commission carries a set of obligations for which more information can be found at <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>

3. Open Call submission and selection process

3.1 Open Call publication

The TERMINET Open Call begins in August 2022, and it will be supported by the following documents/ templates available at <https://terminet-h2020.eu/open-call-templates/> :

- **Open Call Guidelines for Applicants**, this document, which provides a full set of information regarding the Open Call proposals for the TERMINET project.
- **Proposal Template**, a document providing administrative and technical information about the proposed idea.
- **Subgrant-Agreement Template**, describing the document that will be signed by the TERMINET project's coordinator (UOWM) and the selected applicants.
- **Declaration on Honour**, which declares that all conditions of the Open Call are accepted by the legal representatives of the legal entities applying for the TERMINET Open Call.
- **Frequently Asked Questions & Answers**, a document with Q&A.

3.2 Proposal submission

Before submitting the proposal, please download and carefully read the provided templates through the link below:

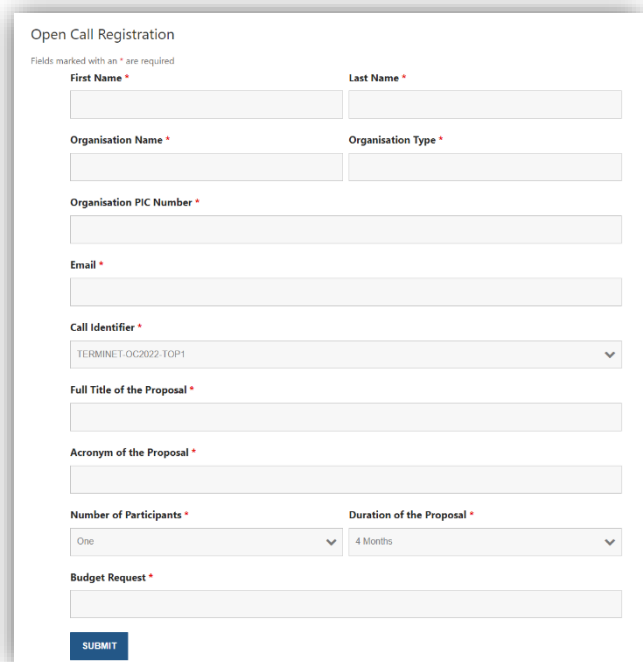
<https://terminet-h2020.eu/open-call-templates/>

To submit a proposal, the applicant(s) must first register through TERMINET online form:

<https://terminet-h2020.eu/open-call-registration/>

Here the applicant(s) are requested to provide input, before submitting their application. All form fields should be filled with no exceptions. The online form, as presented below, contains key information about the applicant, the proposal, and the requested budget.

The form is compliant with TERMINET's ethical provisions, as well as with all GDPR and ethical regulations.



The screenshot shows the 'Open Call Registration' form. It includes the following fields and options:

- First Name *** and **Last Name *** (text input fields)
- Organisation Name *** and **Organisation Type *** (text input fields)
- Organisation PIC Number *** (text input field)
- Email *** (text input field)
- Call Identifier *** (dropdown menu with 'TERMINET-OC2022-TOP1' selected)
- Full Title of the Proposal *** (text input field)
- Acronym of the Proposal *** (text input field)
- Number of Participants *** (dropdown menu with 'One' selected)
- Duration of the Proposal *** (dropdown menu with '4 Months' selected)
- Budget Request *** (text input field)
- SUBMIT** button

Upon submitting the registration form, by pressing the button 'Submit', an email will be sent to the registered email address including detailed instructions on submitting the written proposal in PDF format via email.

For example, after the registration an applicant should see the following information:

Thank you for your registration!

Please send a) your proposal in PDF format and b) the Declaration on Honour as attachments via email to open-call@terminet-h2020.eu .

Please make sure all submission documents are in PDF format without restrictions for printing.

You may find the proposal templates here: <https://terminet-h2020.eu/open-call-templates/>

A confirmation email of receipt will be sent to the sender within 24 hours after submission.

In case of missing parts:

- *The proposal in PDF format is missing; the submission is considered incomplete and therefore it is discarded.*
- *The Declaration on Honour is missing; an email will be sent to the applicant requesting ONLY the specific document.*
- *The email is empty; the submission is considered incomplete and therefore it is discarded.*

In case of multiple submissions ONLY the latest (based on the submission email timestamp) will be considered for evaluation.

Please note that the application reception will close at 20:00 CET (Brussels time) on October 31st of 2022 (31/10/2022). The deadline is firm, while the reception time will be validated by the submission email timestamp.

After that they must prepare and provide a written proposal (in PDF format) according to the template and instructions set out in the Proposal Template (You may find the proposal templates here: <https://terminet-h2020.eu/open-call-templates/>).

To finalise the submission, the applicant(s) must send via email a) their proposal in PDF format and b) the Declaration on Honour as attachments to open-call@terminet-h2020.eu.

It is highly recommended to submit your proposal well before the deadline. If the applicant discovers an error in their submitted proposal, and provided that the call deadline has not passed, the applicant should re-submit it (for this purpose please contact us at open-call@terminet-h2020.eu).

It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays or working from multiple browsers or multiple browser windows, is not acceptable as an extenuating circumstance.

3.3 Proposals reception

Registration will be done **ONLY** via the <https://terminet-h2020.eu/open-call-registration/>. A proposal submission is considered complete **ONLY** after the reception of the attached documents via email to the following address: open-call@terminet-h2020.eu, as described in Section 3.2. Nevertheless, proposals are accepted via email even without a complete registration; **however, the applicant(s) are strongly encouraged to register before submitting their proposals.**

A full list of proposals will be drafted for statistical purposes and clarity (which will be also shared with European Commission for transparency).

The application reception will close at **20:00 CET (Brussels time) on October 31st of 2022 (31/10/2022)**. The deadline is firm, and no submission extension will be granted.

3.4 Eligibility filtering and evaluation process

Once the application deadline has passed, the Open Call will be closed and the eligibility filtering and evaluation process will be initiated.

Applications noted as non-eligible will receive a rejection letter highlighting the issues of non-eligibility. No additional feedback on the process will be provided.

A legal entity is considered eligible for the TERMINET Open Call if it complies with ALL the following rules:

- i. It is a legal entity established and based in one of the EU Member States or an H2020 Associated country as defined in H2020 rules for participation^{1,2}.
- ii. It has not been convicted for fraudulent behaviours, other financial irregularities, unethical or illegal business practices.
- iii. It is not under liquidation or an enterprise under difficulty accordingly to the Commission Regulation No 651/2014 art. 2.18.
- iv. The applicant legal entities that will apply for the projects of the TERMINET Open Call can employ under any type of employment personnel with the following professional characteristics:
 - a. Scientists with strong academic IoT background that conduct a long-year research in the IoT domain
 - b. Personnel with high experience in IoT services and applications
- v. The applicant consortia involved in the proposal **CANNOT INCLUDE ANY TERMINET PARTNER.**

¹ Governed by Article 7 of the Horizon 2020 Regulation.

https://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf

² List of countries associated to Horizon 2020:

https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

NOTE for UK applicants: Applicant SMEs from the UK remain eligible for grants and procurement procedures as if the UK were a member state for the entirety of the Horizon 2020 framework programme and previous framework programmes. This also applies for financial support to third parties according to Article 204 FR (cascading grants) and applies for the duration of H2020 projects.

The proposals will be evaluated on the following criteria (Please refer to the Proposal Template for more details):

EXCELLENCE will evaluate:

- **Ambition.** The proposers must present and justify to what extent that proposed Experiment is beyond the State of the Art and point out in detail the innovative approach behind it (e.g., ground - breaking objectives, novel concepts and approaches, new products, services or business and organisational models).
- **Innovation.** Proposers should describe the level of innovation within their market and about the degree of differentiation that this experiment will bring.
- **Soundness of the approach.** Proposers should demonstrate concrete and verifiable arguments, and/or evidence, regarding the premises of the proposed ideas.
- **Cross-border and cross-value chain approach.** The applicants should explain to what extent the proposed experiments will rely upon, or will contribute to, the collaboration and integration of different innovation actors from different countries and, including also large enterprises, SMEs, System Integrators, Technology Providers and/or research organisations, across IoT value chain.
- **Build on use cases of TERMINET.** Applicants should address at least one of the key enabling technologies of the project;

IMPACT will analyse:

- **Market opportunity.** The proposers must clearly present their goals, as well as the market potentiality of the new/improved product/process, e.g., because it solves a problem for a specific target customer.
- **Competition.** The proposers must point out in detail the degree of competition for their particular product/ process. They should also highlight if the idea is disruptive and breaks the market. I.e., the products/ process to be brought to market can be clearly differentiated from the competition.
- **Commercial Strategy.** The applicants must outline the strategy they will follow to get the reusability of the new/improved product/process beyond just solving a specific problem of a reduced number of end users. The applicants should provide concrete evidence on their capabilities to reach out a critical mass of end users that might adopt the resulting solutions.
- **Contribution to standardisation.** The applicants should describe how the proposed solutions might contribute to create new standards within the IoT area. And in general, it has to contribute to accelerate a broad uptake in the integration of IoT technologies and supporting the digitalisation of the use case domain through IoT.

IMPLEMENTATION will consider:

- **Team.** High management and leadership skills should be demonstrated by the promoters. They should also be able to take a concept from ideas to market, carry through their ideas and understand the dynamics of the market they are trying to tap into. The team should be balanced, a cross-functional team, fully dedicated to the project and with a strong background and skill base.
-

- **Resources.** Aiming to achieve the objectives/deliverables proposed by the applicants, they should properly point out the quality and effectiveness of the resources assigned. One important aspect is that proposers should clearly define what they aim to develop using the TERMINET partners' technical and business solutions. It also is important to mention in what extent the expected non-financial support provided by TERMINET partners will be critical for the execution of the experiments.

Proposals will be evaluated by two independent and confidential evaluators with wide expertise in IoT, who will also acquire knowledge of the specific characteristics of the project. In particular, the TERMINET Open Call evaluators' profile should cover the following criteria:

- Knowledge of Internet of Things Devices and Digital Twins
- Knowledge of Software Defined Networking technologies
- Knowledge of Federated Learning and Machine Learning technologies
- Knowledge of Privacy and Security mechanisms, primitives, and attestation techniques
- Knowledge of Blockchain and Smart Contracts technologies

The experts will be selected via an open call selection process (<https://terminet-h2020.eu/open-call-for-evaluators/>) and their independent evaluations will be supported under the TERMINET project. The TERMINET Open Call evaluators will be granted the benefit of contributing to innovative initiatives and optimised solutions towards the realisation of the Next-generation IoT reference model architecture. Experts will be reimbursed for their time and effort based on the standard EC reimbursement policy (EUR 200.00 for a complete day).

The Open Call for evaluators will close at **20:00 CET (Brussels time) on October 31st of 2022 (31/10/2022)**.

Each evaluator will rank the application assigning a score from 0 to 5 for each criterion and produce an Individual Evaluation Report (IER).

All the criteria are given a weight of 1/3 to determine the final ranking.

The minimum threshold for each individual criterion will be 3.

The overall minimum threshold, applying to the sum of the three individual scores, will be 9.

Proposals not reaching the minimum thresholds either in individual criteria or in the overall score will not be considered for funding.

The final score will be calculated as the sum of the individual assessments provided by the evaluators.

Table 2: Score example

Criterion	Short Description	Weight	Max Weight Score
1	Excellence	1/3	5 (Threshold: 3)

2	Impact	1/3	5 (Threshold: 3)
3	Implementation	1/3	5 (Threshold: 3)
Maximum Total score			15 (Threshold: 9)

For example, a proposal could receive the following evaluation score:

Evaluator A

- Excellence: 5
- Impact: 4
- Implementation: 3
- Total: 12 > 9

Evaluator B

- Excellence: 3
- Impact: 3
- Implementation: 4
- Total: 10 > 9

Final Score: 12 + 10 = 22

The duration of the evaluation of the proposals and approval by the Open Call Project Committee (OCPC), which is comprised by UOWM, CERTH, TEI, and UBITECH will be kept within one month. **The target date for acknowledgement of selection is set around the middle of November 2022 (15/11/2022).**

The evaluation result will be shared to the applicant(s) via email as soon as the process is completed.

The notification will include a detailed report of the evaluation process where for each criterion the score and the motivation of the evaluators will be reported.

3.5 Final ranking and selection

A single list with all the proposals ranked will be created at the end of the evaluation process. The evaluation process includes the following steps: The proposals will be ranked based on their overall score. In case one or more proposals have the same overall score, priority is given to the proposal having the highest score in Excellence. Further, in case one or more proposals have also the same score in Excellence, priority is given to the proposal having the highest score in Impact. If still there is an equality, priority is given to the proposal having the lowest funding request. If one of more proposals are still in the same

position, priority is given to the proposal having the highest number of female researchers. Finally, if one or more proposals are still in the same position, the evaluators will select the one that is relevant to the TERMINET use cases.

At the end, 4 proposals will be selected, one for each of the TOPICs listed in Section 1. Four additional proposals will remain in a reserve list. In case one or more selected proposals fail during Subgrant-Agreement preparation, the list of accepted proposals will be filled with proposals in the reserved list.

All proposals will receive an acceptance or rejection letter together with an anonymised version of their proposal evaluation report.

3.6 Redress process

Within three working days of receiving a rejection letter, an applicant organisation may submit a request for redress via email to open-call@terminet-h2020.eu, if they believe the results of the eligibility checks have not been correctly applied, or if they feel that there has been a shortcoming in the way their proposal has been evaluated that may have affected the final decision on whether to be selected or not. In such a case, the evaluators will re-examine the applicant's request for redress. The TERMINET OCPC's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants. Requests for redress must be:

- Related to the evaluation process or eligibility checks.
- Clearly describe the complaint.
- Received within the time limit (three working days) from the reception of a rejection letter.
- Sent by the entity's legal representative that has also submitted the proposal.

Any complaint that may arise will be reviewed by the TERMINET OCPC which will define an appropriate course of action within a week after the reception of the redress request. In case clear evidence of a shortcoming that could affect the eventual funding decision exist, it is possible that all or part of the proposal will be re-evaluated. Please note:

This procedure refers only to the evaluation and/or eligibility checking process. The TERMINET OCPC will not question the scientific or technical judgement of the expert evaluators.

If evidence of a shortcoming exists that affects the final decision on whether to fund the proposal or not, then a re-evaluation will be carried out. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on other criteria.

The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

The committee will consider only one request for redress per proposal.

All requests for redress will be treated in confidence and must be sent via email to the TERMINET OCPC.

4. Subgrant-Agreement preparation & signature

After the proposal evaluation phase is concluded and the applicant organisations are selected, the TERMINET project coordinator (UOWM) will start the Subgrant-Agreement preparation phase in collaboration with the selected beneficiaries. At the same time, the TERMINET project coordinator (UOWM) will inform the EU (European Commission Project Officer) for the projects' evaluation results and selection.

Following the evaluators' comments, the Subgrant-Agreement preparation will run through an administrative and financial check (and potentially into technical or ethical/security negotiations). Depending on the Subgrant-Agreement preparation of each Open Call project, a phone call or teleconference may be required and organised to clarify any pending issues.

The objective of the Subgrant-Agreement preparation is fulfilling the legal requirements between the European commission, the TERMINET consortium and every selected beneficiary of the Open Call.

The items covered will be:

- To address the comments (if any) in the evaluation report of the proposals and include them into the workplan and Subgrant-Agreement.
- To sign the TERMINET Consortium – Beneficiary Subgrant-Agreement.

The TERMINET OCPC will send to the selected beneficiaries' representatives, certain requests for providing supplementary documentation for their suitability, within specific deadlines. The documents that will be asked are the following:

The following documents will be required by each selected applicant(s) (winner(s)) to be submitted:

- Legal Existence Status Information Form. Company Register, Official Gazette or other official document per country showing the name of the organisation, the legal address, the official founding date and the registration number, ownership
 - VAT registration proving document. Each legal entity should provide a valid VAT². Failure to provide the VAT number will automatically result in proposal rejection.
 - Suitability to implement the relevant sub-project. Applicants must pursue a commercial, industrial or craft activity related to the scope of the specific TERMINET Open Call topic. The applicants who are established in a member - state of the European Union must be registered with one of the professional or commercial registries kept by the state of their establishment. In the event of applicants established in a member - state of the European Economic Area (EEA) or third countries that have acceded to the GPA or third countries that do not fall under the previous case and have entered into bilateral or multilateral agreements with the EU on matters related to public procurements, such applicants must be registered with the respective professional or commercial registries. Those applicants established in Greece, must be registered with a Crafts or Commercial or Industrial Chamber or the General Registry of Providers of the Hellenic Republic.
 - Bank Account. The account where the funds will be transferred will be indicated via a form signed by the Beneficiary's legal representative and the bank representative. The account should be a business bank account of the Beneficiary.
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- Official Taxation Obligations Compliance by the state of the legal entity's establishment.
- Official Social Security Obligations Compliance by the state of the legal entity's establishment.
- Official extract from the relevant registry, stating the absence of any criminal record of the persons that have powers of representation, decision or control over the legal entity of the selected beneficiary, and provided that it has been issued by an appropriate judicial or administrative authority of the member - state or the country of provenance or country of establishment of the legal entity. In cases of S.A. companies, the obligation to submit the above extract pertains also to the members of the administrative, management or supervisory body of that legal entity.
- Official certificates that they are not bankrupt, they are not subject to insolvency proceedings, their assets are not being administered by a liquidator or by a court, nor are they in an arrangement with creditors will be issued by the competent Court of First Instance at the seat of the legal entity. The certificate that the legal entity has not been placed in a winding-up procedure by court order, shall be issued by the competent Court of First Instance of the seat of the legal entity and the certificate that it has not been placed in a winding up procedure by decision of the partners shall be issued by the GEMI, in accordance with the applicable provisions, as in effect.
- Official certificate for non-suspension of business activities of the legal entity, by the e-platform of the Independent Authority for Public Revenues.

Also, all the above certificates will be asked from the selected beneficiaries every time before their payments and must be officially translated in Greek language for the payment order to be executed by the UOWM's Accounting Office.

If the member - state or the said country does not issue the above documents or certificates, or where these do not cover all the cases specified in paragraphs, the document or the certificate can be replaced by a declaration on oath or, in member - states where there is no provision for declarations on oath, by a solemn declaration made by the person concerned before a competent judicial or administrative authority, a notary or a competent professional or trade body, in the country of provenance or in the country of establishment of the economic operator.

Foreign economic entities provide the supporting documents required by the legislation of the country of establishment, and if they are not provided for, a responsible declaration of the legal representative, which proves the above in terms of the legal establishment, changes and representation of the economic entity.

In general, the whole preparation should be concluded within 3 weeks. An additional week may be provided by the TERMINET OCPC in case of a relevant reasoning. In case negotiations have not been concluded within the above period, the proposal is automatically rejected and the next proposal in the reserve list is invited to initiate the Subgrant-Agreement preparation. At the end of the Subgrant-Agreement preparation and negotiation phase, the Subgrant-Agreement will be signed between the TERMINET project represented by its coordinator (UOWM), also acting as the budget holder, and every selected beneficiary of the Third Party.



Selected projects can start no later than the 1st of January 2023 (01/01/2023).

3 To be checked at EC services such as http://ec.europa.eu/taxation_customs/vies/

5. Responsibilities of beneficiaries

The selected applicants become beneficiaries of European Commission funding. As such, the costs of a Third Party have to comply with the rules and the principles mentioned in Chapter 3, Article 6.1 (Eligible and ineligible costs) of the H2020 Annotated Model Grant Agreement (AGA) (see https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf), in the same way as the beneficiaries, and must be recorded in the accounts of the Third Party. In other words, the rules relating to eligibility of costs, identification of direct and indirect costs and upper funding limits apply. Equally those concerning controls and audits of Chapter 4, Section 2, Article 22.1.1 of the H2020 AGA. The obligations that are applicable to the recipients include:

5.1 Participation to the TERMINET project

The selected beneficiaries will sign the relevant agreement with the TERMINET consortium to get access to the project's activities and get all the benefits and responsibilities of current TERMINET consortium members. A non-exhaustive list of benefits and responsibilities include:

Responsibilities

- The TERMINET platform has assembled a state-of-the-art CI/CD stack to enable the testing and integration process of the components that will be provided by the winners of the open call, in a fully automated way. For this purpose, the selected open call teams must provide the Docker images of their component (if applicable), along with the respective Kubernetes descriptors.
- Additionally, they must provide a set of functional tests to be executed by the TERMINET CI/CD stack.
- Finally, in cooperation with the other components involved in the use case where they will participate, they have to define the necessary integration and system-level tests, to ensure the proper functionality of the platform.

Benefits

- Listing at the TERMINET web site
- All new IoT applications and components will be offered as Open Source.
- Invitations in TERMINET activities, including consortium/WP meetings and phone calls, pilot and dissemination activities, reviews from the EC, etc.

5.2 Conflict of interests

The applicant(s) must take all necessary precautions to avoid any circumstance in which the unbiased and objective fulfilment of the proposed responsibilities is jeopardized due to economic interest, political or national affiliation, familial or emotional relationships, or any other mutual interest ('conflict of interests'). Participants shall promptly notify the TERMINET project coordinator in writing of any circumstance that constitutes or is likely to result in a conflict of interest and take all required efforts to correct the situation.

The TERMINET project coordinator may check the appropriateness of the actions implemented and may require further steps to be done by a given date.

5.3 Data Protection & Confidentiality

During the action's execution and for five years after the TERMINET project's completion, the selected applicant(s) must maintain secret any data, documents, or other material (in any form) recognised as confidential at the time the Subgrant-Agreement was signed. Additional rules for data protection & confidentiality are part of the TERMINET consortium agreement.

5.4 Give visibility to the EU funding

The sub-projects of the TERMINET Open Call must promote the participation in the TERMINET project and its results. This will be done by giving specific information to numerous target groups (including the media and the general public) in a smart and effective way, as well as giving emphasis to the EC's financial support, subject to the following rules:

- a. display the EU emblem;
- b. display the TERMINET logo and
- c. include the following text:

For communication activities: ***“TERMINET project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 957406”***.

For infrastructure, equipment and major results: ***“This [infrastructure][equipment][insert type of result] has received funding from the European Union’s Horizon 2020 research and innovation programme under the TERMINET project with grant agreement No 957406”***.

Please refer to the following link for more information: https://ec.europa.eu/info/sites/default/files/eu-emblem-rules_en.pdf

The European Commission and the TERMINET consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the beneficiary;
 - contact address of the beneficiary;
 - the general purpose of the new tasks/components;
 - the amount of the financial contribution foreseen for the new beneficiary and after the final payment, the amount of the financial contribution actually received;
 - the geographic location of the activities carried out;
 - the list of dissemination activities and/or of patent (applications) relating to foreground;
 - the details/references and the abstracts of scientific publications relating to foreground and the published version or the final manuscript accepted for publication;
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- any picture or any audio-visual or web material provided to the European Commission and TERMINET in the framework of the project.

The beneficiary must guarantee that all required permissions for such dissemination have been secured and that the European Commission's publication of the information TERMINET does not violate any third-party rights.

If the beneficiary makes a properly documented request, the TERMINET coordinator may agree to avoid such exposure if publication of the above-mentioned information would jeopardize the beneficiary's security, academic, or economic interests.

5.5 Financial audits and controls

Each Open Call project deliverable is associated with a specific payment. This payment will be explicitly referred to in the Subgrant-Agreement and will include the total amount that each Third Party of the Open Call project consortium will receive.

The payment from the TERMINET project to the sub-project will take place to each selected beneficiary.

The provided funding remains property of the European Commission until the payment of the balance, whose management rights have been transferred to the project partners in TERMINET Project via European Commission Grant Agreement Number 957406.

The European Commission will monitor that TERMINET Open Call beneficiaries comply with all the HORIZON 2020 Grant Agreement obligations and responsibilities.

Moreover, the European Commission may at any time during the implementation of the TERMINET project and up to five years after the end of the project, arrange for financial audits to be carried out, by external auditors, or by the European Commission services themselves including the European Anti-Fraud office (OLAF). The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the European Commission. Such audits may cover financial, systemic and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement. They shall be carried out on a confidential basis.

The selected beneficiary shall make available directly to the European Commission all detailed information and data that may be requested by the European Commission or any representative authorised by it, with a view to verifying that the Subgrant-Agreement is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete and effective.

The selected beneficiary shall keep accurate global timesheets for all personnel involved in the project according to H2020 rules. Moreover, the selected beneficiary shall keep all project deliverables and all documents relating to the activity for up to five years from the end of the project. These shall be made available to the European Commission where requested during any audit under the Subgrant-Agreement.

In order to carry out these audits, the selected beneficiary shall ensure that the European Commission's services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the sub-project applicant offices, to its computer data, to its accounting data and to all the information needed to carry out those audits, including information on individual salaries of persons involved in the project. They shall ensure that the information is readily available on the spot at the moment of the audit and, if so requested, that data be handed over in an appropriate form.

6. Checklist

- Does your proposed work relate to the TERMINET Open Call for proposals? Make sure that your proposed approach addresses one of the topics open in this call.
- Is your proposed approach focusing on the TERMINET's technology? Make sure your planned work addresses the TERMINET's technological pillars.
- Is your proposal complete? Have you answered all the needed questions and submitted all of the required material (documents/Annexes)?
- Is your proposed approach in accordance with the requirements/questions/comments? Proposals should be explicit, and they must be in line with the specific questions developed to match to the applicable evaluation. Absence of necessary information will almost probably result in lower scores and potential rejection.
- Have you met the deadline for submitting your proposal? It is extremely advised not to submit the proposal at the final minute. Failure to submit the Proposal on time, whatever the cause, including network connectivity delays, is not acceptable as an extenuating circumstance. In case of multiple submissions ONLY the latest (based on the submission email timestamp) will be considered for evaluation.
- Have you included the necessary supplementary materials (Annexes)?
- Do you require any further assistance? In that case it is recommend contacting the TERMINET OCPC via email to open-call@terminet-h2020.eu .

7. Contacts

The TERMINET will provide information to the applicants only via the <https://terminet-h2020.eu/open-call/>, so that the information (question and answer), will be visible to all participants. No binding information will be provided via any other consortium means (e.g., telephone or email).