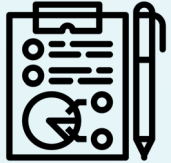


# Mandatory milestones and deliverables

Susanna GALLONI, *Head of Sector*  
CINEA - Innovation Fund Unit



# Mandatory milestones and deliverables



- **Application form, Part B, sections:**
  - 9.1 - Work Plan
  - 9.2 – Work Packages, activities, resources and timing
- **Timetable-Gantt chart** (mandatory document)

<b>Work plan (overview of work packages, <u>milestones</u> and deliverables)</b>			
<i>Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).</i>			
<i>List the work packages, their duration (from Month YX to month YX, relative to the starting date of the <u>InnovFund</u> project, e.g., Month 01 is the starting month of the project, etc.), and related deliverables and milestones for each work package below. These should be consistent with the detailed work package descriptions in section 9.2.</i>			
<i>More work packages, deliverables and milestones can be added by adding rows to the table. Add to each milestone the means of verification of its achievement.</i>			
<b>Work package</b>	<b>Duration</b>	<b>Deliverable</b> (continuous numbering linked to WP)	<b>Milestones</b> (continuous numbering not linked to WP) and their means of their verification
Work package 1: [name of the work package]	YX - YX	D1.1, D1.2 ....	MS1, MS2 .....
		...	
Work package 2: [name of the work package]	YX - YX	D2.1, D2.2 .....	MSX, MSX+1 .....
...			

# Work Package 1: Up to Financial Close

Milestones	Deliverables (mandatory)	Timeline
<ul style="list-style-type: none"> <li>Milestone 1: Project planning approved (indicative)</li> </ul>	Detailed project management plan	Month 1
	Final version of the financial model	Month 1
<ul style="list-style-type: none"> <li>Milestone 2: Project authorisation granted, including permits (indicative)</li> </ul>	Knowledge sharing plan	Month 1
	Knowledge sharing report	Month 1
<ul style="list-style-type: none"> <li>Milestone 3: Main project contracting closed (indicative)</li> </ul>	Updated Knowledge sharing report	At financial close
<ul style="list-style-type: none"> <li>Milestone 4: Project financing means granted and available (indicative)</li> </ul>	Progress reports	Every 6 months, except when there is an interim payment
	First update to the detailed project management plan	At financial close
<ul style="list-style-type: none"> <li>Milestone 4: Financial Close (<b>mandatory</b>)</li> </ul>	All key documents necessary to verify achievement of financial close	At the latest at financial close

# Work Package 2:

## From Financial Close to Entry into Operation

Milestones	Deliverables (mandatory)	Timeline
<ul style="list-style-type: none"> <li>Milestone 4: Site preparation (indicative)</li> </ul>	Annual progress reports	Every year, except when there is an interim payment
<ul style="list-style-type: none"> <li>Milestone 5: Construction (indicative)</li> </ul>	Statement by independent auditor on correctness of the relevant cost calculation	At least 2 months before entry into operation
<ul style="list-style-type: none"> <li>Milestone 6: Pre-commissioning (indicative)</li> </ul>	Operational readiness and completion certificate	At entry into operation
<ul style="list-style-type: none"> <li>Milestone 7: Signing of operation and maintenance agreements (indicative)</li> </ul>	Updated Knowledge sharing report	At entry into operation
<ul style="list-style-type: none"> <li>Milestone 8: Commissioning, start-up and testing (indicative)</li> </ul>	Updated Knowledge sharing plan	At entry into operation
<ul style="list-style-type: none"> <li>Milestone 8: Commissioning, start-up and testing (indicative)</li> </ul>	GHG monitoring plan	At entry into operation
<ul style="list-style-type: none"> <li>Milestone 9: Entry into Operation (mandatory)</li> </ul>	Second update to the detailed project management plan	At entry into operation



# Work Packages after Entry into Operation

Milestones	Deliverables (mandatory)	Timeline
<b>WP 3: Year 1 of Operation</b>		
Milestone 10: End of first year of operation <b>(mandatory)</b>	Annual GHG emissions report	At the end of the year of operation
	<ul style="list-style-type: none"> <li>• Updated Knowledge sharing report</li> <li>• Knowledge sharing plan</li> </ul>	At the end of the first year of operation and then every two years
<b>WP 4: Year 2 of Operation</b>		
Milestone 11: End of second year of operation <b>(mandatory)</b>	Annual GHG emissions report	Mandatory deliverable at the end of the second year of operation



# Work Packages after Entry into Operation (cont.)

Milestones	Deliverables (mandatory)	Timeline
<b>WP N: Last year of operation</b>		
Milestone X: end of last year of operation <b>(mandatory)</b>	<ul style="list-style-type: none"> <li>• Annual GHG emissions report</li> <li>• Verified GHG emissions report covering the entire monitoring period</li> <li>• Updated Knowledge sharing plan</li> <li>• Updated Knowledge sharing report</li> <li>• Final report on the fulfilment of 'Degree of Innovation' and 'Replicability' claims</li> <li>• for CLEAN-TECH-MANUFACTURING topic only: declaration on equipment/components EEA-originating content</li> </ul>	Mandatory deliverables at the end of last year of operation



# Q&A session

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# Closing remarks

Maria ALFAYATE, *Deputy Head of Unit*  
CINEA - Innovation Fund Unit



# Join as project evaluator for Innovation Fund

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# More information



**All (past) call documents available on the Funding and Tenders Portal including:**

- ✓ Guidance and calculation tools on GHG emissions and relevant costs
- ✓ Frequently asked questions

<https://europa.eu/!QB67by>



**Further info, planning of new calls, recorded webinars and videos available on the IF Website:**

[https://cinea.ec.europa.eu/programmes/innovation-fund\\_en](https://cinea.ec.europa.eu/programmes/innovation-fund_en)

**And more videos available on YouTube:**

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# Let's keep in touch



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