



LIFE14 CCM/IT/000905

FoResMit

**Recovery of degraded coniferous forests for
environmental sustainability restoration and
climate change mitigation**

Monitoring meeting

Start: 01/09/2015

End: 31/08/2019

12-13/04/2016

Florence - Italy

CREA Premises



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AGENDA



- **09:00** [CREA] Welcome, opening of the meeting and presentations of participants

09:15 TECHNICAL MEETING

- **09:15** [CREA] FoResMit Technical issues: Presentation per Action of Technical activities carried out in the first seven months of the project.
- **10:30** FoResMit Technical future issues: [CREA] Technical activities to be carried out in the next six months of the project
- **11:00** Coffee break
- **11:15** [CREA] Management and dissemination issues, in particular
 - Dissemination activities
 - Management and coordination
 - Preparation of Progress Report



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AGENDA

12:00 ADMINISTRATIVE MEETING

- **12.00** [EC Monitor team] FoResMit administrative issues:
 - project consolidate state of costs divided for partner and for claim cost: problem analysis.
 - check of cost excel files of each partner
 - check of VAT documents
 - check of the system of recording of working time: Timesheets and letters of offer (lettere d'incarico).
 - check of documents of external assistance, contracts, invoices, salary slips, proof of payments.
 - analysis of project costs excel files of each beneficiary
- **13:00** Lunch
- **17.00** End of the monitoring visit



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DISSEMINATION ACTIONS

- **E1 (September 2015-December 2015): Project website**
- **E2 (September 2015-December 2015): LIFE+ information boards**
- **E3 (April 2019-August 2019): Layman's report**
- **E4 (September 2015-August 2019): Diffusion material preparation**
- **E5 (September 2015-August 2019): Press and media releases**
- **E6 (September 2015-August 2019): Networking**
- **E7 (January 2019-August 2019): LIFE FoResMit manual**
- **E8 (September 2015-August 2019): Demonstration workshop, seminars, conferences and other events**
- **E9 (September 2015-August 2019): Dissemination to Institutions and policy makers**
- **E10 (September 2015-August 2019): International fairs and other events**
- **E11 (September 2015-August 2019): Digital supports for international diffusion**
- **E12 (June 2019-August 2019): After-LIFE Communication Plan**



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PROJECT LOGO





E1 Project Website (September 2015-December 2015)

- FoResMit website in English, in Italian and Greek:
www.lifeforesmit.com
- In the website:
 - Visit counter
 - Link to LIFE+
 - Link to each beneficiary website
 - Results update
 - News update
 - Coming up
 - Reserved area
 - Link with the Facebook page for event booking/registration
- Website visitors: 17,030
- Facebook page: 149 friends

Foreseen:

- FoResMit website



E2 LIFE+ information boards (September 2015- December 2015)

- CREA produced 8 FoResMit Notice boards and sent them to all the beneficiaries
- All the beneficiaries put the FoResMit Notice board in a public space
- All the beneficiaries sent the photos of the FoResMit Notice board in a public space in each beneficiary premises
- CREA and DAMT produced the FoResMit Notice boards put in the demonstration sites

Foreseen:

- 18 FoResMit notice boards





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E3 Layman's report (April 2019-August 2019)

In the last period of the project CREA will prepare the FoResMit Layman's report to be attached to the Final Report as Deliverable

Foreseen:

- FoResMit Layman's report to be distributed and delivered to the Commission at the end of the project



E4 Diffusion material preparation (September 2015- August 2019)

- 2,000 leaflets/brochures/factsheets etc in English and Italian ready for use in dissemination events
- 1 roll-up panel in English
- usb flashes with info, pens, pencils, t-shirts, huts, brochures, paper bags, folders, notepad related to the project as FoResMit gadget

In the Annex Dissemination activities we will define a table with the details of the material distribution per event

Foreseen:

- 24 Posters
- 12,000 leaflets/brochures/factsheets etc ready for use in dissemination events
- 2,400 various branded items
- 6 roll-up panels
- Electronic materials for conferences and events



E5 Press and media releases (September 2015- August 2019)

- Corriere Fiorentino 5 febbraio 2016. *Monte Morello cambierà colore.*
- Georgofili info 24 febbraio 2016. *Perchè recuperare le pinete degradate– il progetto LIFE-FoResMit.*
- SISS (Società Italiana della Scienza del Suolo). 40° congresso Nazionale Roma 1-3 dicembre 2015. Extended abstract. *Recovery of degraded coniferous Forests for environmental sustainability Restoration and climate change Mitigation: the LIFE FoResMit project.*

Foreseen:

- 30 publications on different media: 25 general articles and 5 technical articles



E6 Networking (September 2015-August 2019)

- Contact start and website link with:
 - SelPiBioLife (LIFE13 BIO/IT/000282)
 - HESOFF LIFE (LIFE11 ENV/PL/000459)
- In the Annex Dissemination activities we will define a table with:
 - Day of the networking
 - How (phone, meeting, etc.)
 - Which projects
 - Who (name of the participants)
 - Topics discussed and conclusions

Foreseen:

- On the basis of CREA experience, in the sector of the proposed technology, it is possible to reach a maximum of 7 projects or initiatives connected with FoResMit project.



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E7 LIFE FoResMit manual (January 2019-August 2019)

In the last period of the project CREA and DUTH will prepare the FoResMit manual to be copied, distributed and attached to the Final Report as Deliverable

Foreseen:

- 250 copies of the FoResMit manual



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E8 Demonstration workshop, seminars, conferences and other events (September 2015- August 2019)

- A project workshop must be dedicated only to the project (list of participants, photos, etc.)
- DAMT in cooperation with DUTH organized a FoResMit workshop on 6th of April with the title "The role of periurban forests at the climate change limitation" (83 participants)
- Already planned a project workshop in Italy on September 2016

Foreseen:

- 4 FoResMit workshops



E9 Dissemination to Institutions and policy makers (September 2015-August 2019)

VERY VERY IMPORTANT

- Define, list and demonstrate contacts with Institutions and policy makers organising specific meetings and events
- In the Annex Dissemination activities we will define a table with:
 - Name of the policy maker contacted
 - Where
 - Topics discussed and conclusions

Foreseen:

Successful communications to Eu and national Institutions and policy makes



E10 International fairs and other events (September 2015-August 2019)

Participation at the following fairs:

- Expo of KONOTINI at the pavilion of DUTH 20-22 November 2015
- COST Action FP1305 BioLink: Linking belowground biodiversity and ecosystem function in European forests. 3rd Annual Meeting. Rome, 17-19 November 2015. *Recovery of degraded coniferous Forests for environmental sustainability Restoration and climate change Mitigation*
- SISS (Società Italiana della Scienza del Suolo). 40° National Congress Roma 1-3 dicembre 2015. *Recupero delle pinete degradate per il ripristino della sostenibilità ambientale e la mitigazione dei cambiamenti climatici – il progetto LIFE FoResMit.*
- International Day of Forests is held annually on 21 March as a means of focusing attention on the importance of the forests ecosystems. A joint event took place on Monday, 21 March 2016 at the central square of Xanthi town. A presentation of the program LIFE FoResMit (LIFE14 CCM/IT/000905) took place, informing the citizens for the project objectives.



E10 International fairs and other events (September 2015-August 2019)

Foreseen participation at the following fairs:

- 19° Convegno Nazionale di Agrometeorologia - AIAM 2016 Nuove avversità e nuovi servizi per gli Agroecosistemi Bologna 14-15-16 giugno 2016. presentation of *FoResMit project*
- PRE-XIII meeting. Protection and Restoration of the Environment XIII. Myconos Island July 3, 2016 – July 8, 2016. *Measuring green-house gases emission from soil in different ecosystems: a methodological description.*
- Workshop on Mediterranean forest management and Natura 2000. Parc naturel regional du Luberon, Monday 9 – Wednesday 11 May 2016. *Recovery of degraded coniferous forests for environmental sustainability restoration and climate change Mitigation – the LIFE-FoResMit project*

Foreseen:

- participation at minimum 6 events between international conferences and fairs



E11 Digital supports for international diffusion (September 2015-August 2019)

In the last period of the project CREA will integrate and prepare the FoResMit video to be copied, distribute and attached to the Final Report as Deliverable

Foreseen:

- At the end of the project CREA will be the responsible for the collection of each beneficiary video and production of a Project video ready for use printed in 1000 copies



E12 After-LIFE communication plan (June 2019- August 2019)

In the last period of the project CREA will prepare the FoResMit After-LIFE communication plan to be attached to the Final Report as Deliverable

- Very important for the EC evaluation: the project will end for the EC contribution, but it will not end for the work to do and the future application and the possible projects and business
- Short report: overview of final results and table with future activities
- CREA will prepare the After-LIFE Communication Plan report to be attached to the Final Report as Deliverable

Foreseen:

- At the end of the project CREA will be responsible for the creation of the “After-LIFE Communication Plan”



FoResMit Dissemination

- E1 Project website: OK (update)
- E2 LIFE+ information boards: OK (foreseen 18 FoResMit Notice boards)
- E3 Layman's report: at the project end (foreseen FoResMit Layman's report)
- E4 Diffusion material preparation: in progress, more posters (foreseen 24 Posters, 12,000 leaflets/brochures/factsheets, 2,400 various branded items, 6 roll-up, now 2,000 brochures/leaflets, 1 roll-up, usb flashes with info, pens, pencils, t-shirts, huts, brochures, paper bags, folders, notepad as FoResMit gadget)
- E5 Press and media releases: to be started (foreseen 30 articles, now 3 articles)
- E6 Networking: OK (foreseen 7 projects, contact start with 2)
- E7 FoResMit manual: at the project end (foreseen 1 manual)



FoResMit Dissemination

- E8 Demonstration workshop, seminars, conferences and other events: OK (foreseen 4 workshops, now 1 workshop and already defined 1 workshop)
- E9 Dissemination to Institutions and policy makers: to be started (foreseen successful communication)
- E10 International fairs and other events: OK OK (foreseen 6 fairs, now 4 fairs and already defined 3 fairs)
- E11 Digital supports for international diffusion: at the project end (foreseen FoResMit video)
- E12 After-LIFE Communication Plan: at the project end (foreseen After-LIFE Communication Plan report)



- **ACTION F.1: Project management**
 - **ACTION F.2: Monitoring**

- CREA has continuous contact with all project partners for monitoring project activities
- Before the month end CREA receives from each beneficiary technical inputs for the monitor month summary
- At the end of each month CREA prepares and sends a summary of the project activities carried out to monitoring team
- Definition of management structures
- Definition of payment procedures of each beneficiary
- CREA organised the kick-off and progress meetings in scheduled time



- **ACTION F.1: Project management**
- **ACTION F.2: Monitoring**

- CREA defined and sent the Partnership Agreement (following the EC scheme) and collected all the beneficiaries signatures
- CREA uses project progress indicators for monitoring project activities
- CREA is revising the project progress indicators in each of the projects coordination meeting in order to check any irregularities
- CREA is checking the number and type of people reached by each dissemination activity in order to check if the diffusion actions have met their goals



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➤ **ACTION F.1: Project management**
☐ Definition of management structures

➤ Steering committee

- CREA: Alessandra Lagomarsino, Ugo Chiavetta e Alessandro Paletto
- PROVIFI: Alessandro Varallo
- DUTH: Kalliopi Radoglou
- DAMT: Panagiotis Mouchtaridis

➤ Technical committee

- CREA: Alessandra Lagomarsino e Isabella De Meo
- PROVIFI: Luciana Gheri
- DUTH: Elias Milios
- DAMT: Maria Triadafillidou

➤ Administrative committee

- CREA: Massimo Aglietti
- PROVIFI: Simonetta Pappalardo
- DUTH: Kyriaki Kitikidou
- DAMT: Foteini Doukalianou



➤ **ACTION F.1: Project management**

❑ Definition of payment procedures of each beneficiary

- Each beneficiary has a specific payment responsible
 - CREA: Alessandra Lagomarsino selects the project cost formally approved by department director or CREA council
 - PROVIFI: Alessandro Varallo selects the project cost formally approved by PO responsible
 - DUTH: Kalliopi Radoglou selects the project cost formally approved by department director
 - DAMT: Panagiotis Mouchtaridis selects and decides in accordance with DAMT Legal Responsible.



➤ **ACTION F.1: Project management**

- ❑ Definition of project accounting system and cost center

All beneficiaries have defined the following internal specific code (codice commessa) which identify the project and all costs and income related to the project:

- CREA:C82I15000150005
- PROVIFI: B94B15000130006
- DUHT: 81627
- DAMT: 15REQ003

For CREA, PROVIFI, DAMT and DUTH VAT is a cost.



➤ **ACTION F.1: Project management**

- ❑ Definition of project accounting system and cost center

All beneficiaries respects the procedure of the best value for money for selecting all the project external and consumable costs:

- CREA and PROVIFI: public tender through MEPA and START
- DUTH and DAMT: public tender as for national laws

All the beneficiaries approved only the costs:

- directly linked to, and necessary for, carrying out the FoResMit project;
- reasonable, justified and comply with the principles of sound financial management, in particular in terms of economy and efficiency;
- compliant with applicable tax and social legislation; and
- actually incurred during the lifetime of the project, as defined in the grant agreement, and which could be identifiable and verifiable



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ADMINISTRATIVE ISSUES

- Remind of new administrative issues
- Predisposition of FoResMit Progress and related documents
- Cost analysis
- Daily rate analysis
- Project meetings



REMIND OF NEW ADMINISTRATIVE ISSUES

- Reports:
 - Midterm Report with payment request (project deadline 30/09/2016) with spent 100% of the pre-financing
 - Final Report with payment request (Max 3 month after project end)
- EC payments are:
 - First pre-financing payment: 30%
 - Mid-term payment: 40% (at least 100% pre-financing paid)
 - Final Payment: 30% (or less according to final eligible consolidated costs approved).

➤ ARTICLE II.22 – BUDGET TRANSFERS

Without prejudice to Article II.10 and provided that the project is implemented as described in Annex II, beneficiaries are allowed to adjust the estimated budget set out in Annex III by transfers between themselves, and up to a limit of 20% of the overall eligible costs, between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.12.



PROGRESS REPORT

CREA will be responsible of the production of the Progress report which will be made up by:

- Progress report with the summary of technical, administrative and dissemination project issues (15 pages)
- Dissemination Annex
- Deliverables
- Possible Technical Annexes
- Answers to EC recommendations
- (Project Specific Indicators)

The Progress Report sending deadline is 31 May 2016



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PROGRESS REPORT CHAPTERS



- 1. Table of contents
- 2. List of key-words and abbreviations
- 3. Executive summary
- 4. Administrative part
- 5. Technical part
 - 5.1 Technical progress per action
 - 5.2 Envisaged progress until next report
 - 5.3 Impact
 - Results and direct impacts on the climate
 - Indirect impacts
 - Table of indicators
 - Policy implications
 - 5.4 Outside LIFE
- 6. Comments on the financial report
 - 6.1 Summary of costs incurred



PROGRESS REPORT

Technical and dissemination documents, data and information needed from each beneficiary

Deadline

- Each partner will send to CREA all the technical contribution no later than 30th of April 2016
- Each partner will send to CREA all the dissemination contribution no later than 30th of April 2016
- Each partner responsible for a Deliverable has to send to CREA the Deliverable no later than 30th of April 2016
- CREA will send a draft of the Progress Report to the Monitoring team no later than 20th of May 2016
- CREA will send to EC and Monitoring agency all the Mid-Term Report documents no later than 31st of May 2016



NEXT DELIVERABLES

All the following Deliverables will be annexes of the Progress Report :

- List and localization of selected monitoring plots: Action A.1
- Project website: Action E.1
- Climatic and vegetation characterization of selected monitoring plots:
Action A.1
- Project notice boards in beneficiary premises: Action E.2
- Project notice boards in demonstration areas: Action E.2
- Detailed monitoring and carbon pools assessment protocol: Action D.1
- Detailed protocol of GHG fluxes measurement and quantification:
Action D.2
- Soil profiles description and pedological classification of monitoring
plots: Action A.2
- Physico-chemical characterization of monitoring plots: Action A.2



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Cost analysis

PARTNER

CLAIM

	Personnel March 16	Personnel March 16	Travel March 16	Travel March 16	External assistance March 16	External assistance March 16	Equipm ent March 16	Equipm ent March 16	Consum ables March 16	Consuma bles March 16	Other costs March 16	Other costs March 16	Overhe ads March 16	Overhead s March 16	TOTAL TOTAL	TOTAL March 16
CREA	458.544	59.565,60	28.890	2.023,97	47.000	8.000,00	11.500	9.499,54	27.000	489,22	19.500	2.400,00	40.227	5.738,48	632.661	87.716,81
DAMT	100.600	36.121,23	20.500	2.009,72	100.000	13.853,49			10.000	2.439,64			16.807	3.809,69	247.907	58.233,77
DUTH	315.500	23.465,36	20.250	2.689,92	30.000		18.750		32.000		10.400		29.436	1.830,87	456.336	27.986,15
PROVIFI	56.316	22.808,64	8.350		52.000				5.600		12.000		9.398	1.596,60	143.664	24.405,24
TOTAL	930.960	141.960,83	77.990	6.723,61	229.000	21.853,49	30.250	9.499,54	74.600		41.900	2.400,00	95.868	12.975,64	1.480.568	198.341,97



Daily rate analysis

Beneficiary: CREA

As per Project				At March 2016	
Actions	Contract type	Category	Daily rate	Category	Daily rate
A1, A2, C1, D1, D2, D3	Additional staff	Contract, post doc	120, 130, 145	Contract, post doc	100
D1	Permanent staff	Forest worker	180	Forest worker	174, 182
A1, A2, C1, D1, D2, D3	Permanent staff	researcher	215, 230, 235	researcher	245
D4, E3, F1, F2	Permanent staff	Pedology senior researcher	504	Pedology senior researcher	554, 433

Beneficiary: PROVIFI

As per Project				At March 2016	
Actions	Contract type	Category	Daily rate	Category	Daily rate
A1	Permanent staff	Technical manager	248	Technical manager	200
C1, D1	Permanent staff	Technician	140, 188	Technician	150
E6, E9, F1	Permanent staff	Senior manager	350	Senior manager	370,78

Beneficiary: DUTH

As per Project				At March 2016	
Actions	Contract type	Category	Daily rate	Category	Daily rate
A1, A2, C2	Additional staff	Contract	200	Contract	83,76
A1, A2, C2, D1, D2, D4, E7, F1	Permanent staff	Forest technician	150, 200, 250	Forest technician	230, 388

Beneficiary: DAMT

As per Project				At March 2016	
Action	Contract type	Category	Daily rate	Category	Daily rate
C2, D1, D2, D3, D4	Permanent staff	Forest worker	200	Forest worker	115
E9, F1	Permanent staff	Senior manager	250	Senior manager	131



Project meetings

- 1st Kick off meeting in CREA in Italy on 29 October 2015
- 2nd Coordination meeting in DUTH-DAMT in April on 2-8 February 2016
- Monitoring meeting in CREA in Italy on 12-13 April 2016

Next meeting

- 3rd Coordination meeting in CREA in Italy on July 2016