RURALIZATION

The opening of rural areas to renew rural generations, jobs and farms

D1.1 Management Guidelines

Version history

Ver.	Date	Comments/Changes	Author/Reviewer
0.1	12/06/2019	First draft	A. Gralka (TU Delft)
0.2	18/06/2019	Second Draft (reviewed by the Scientific Coordinator)	A. Gralka (TU Delft), W. Korthals Altes (TU Delft)
1.0	25/06/2019	Final version (reviewed by the Executive Board)	A. Gralka (TU Delft)

Project Acronym	**RURALIZATION**	
Project Title	The opening of rural areas to renew rural generations, jobs and farms	
Project Number	**817642**	
Instrument	Research and Innovation Action (RIA)	
Topic	RUR-01-2018-2019 Building modern rural policies on long-term visions and societal engagement	
Project Start Date	01/05/2019	
Project Duration	48 months	
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Author(s)	Anna Gralka	TU Delft
Reviewer(s)	Willem Korthals Altes	TU Delft
	The Executive Board	

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[1] PU= Public, CO=Confidential, only for members of the consortium (including the Commission Services), CL=Classified, as referred to in Commission Decision 2001/844/EC

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Acronyms & Abbreviations

AGA	Annotated Model Grant Agreement
CA	Consortium Agreement
CO	Project Coordinator
DoA	Description of the Action
EB	Executive Board
EC	European Commission
EU	European Union
GA	Grant Agreement and General Assembly
KoM	Kick-off Meeting
PM	Person Month
PO	EC Project Officer
RIA	Research and Innovation Action
SAB	Stakeholder Advisory Board
WP	Work Package

1 Introduction

1.1 Purpose of this Document

This Project Handbook and quality manual has mainly two functions.

Firstly, it is a reference source for all consortium members covering many day-to-day activities. Secondly, it intends to standardise various elements of the project, e.g. project reports and deliverables, through the use of agreed procedures and templates where relevant.

It will be a dynamic document that will be updated as required throughout the project.

1.2 Precedence

The general principles for the project execution are defined in the EU Grant Agreement (GA) and the Consortium Agreement (CA). The Project Handbook does not replace any of these established agreements, nor does it replace any of the EU guidelines for project implementation and documentation.

Where there are any inconsistencies between these documents, the following order of precedence should be applied:

1. EU Grant Agreement including all Annexes;
2. Consortium Agreement (CA);
3. Project Handbook (present document).

2 General Project Information

Title	The opening of rural areas to renew rural generations, jobs and farms
Acronym	RURALIZATION
Grant Agreement No.	817642
Funding Programme	Horizon 2020
Instrument	Research and Innovation Action (RIA)
Topic	RUR-01-2018-2019 Building modern rural policies on long-term visions and societal engagement
Project Start Date	01/05/2019
Project Duration	48 months
Scientific Coordinator (TU Delft)	Prof. dr. Willem Korthals Altes TU Delft, Building 8 Julianalaan 134, 2628 BL Delft, The Netherlands +31 (0) 6 488 756 41 w.k.korthalsaltes@tudelft.nl
Project Coordinator (TU Delft)	Anna Gralka MSc. TU Delft, Building 26 Van der Burghweg 1, 2628 CS Delft, The Netherlands +31 (0) 6 285 366 15 a.j.gralka@tudelft.nl

Table 1: General project information

No	Partner name	Partner short name	Country
1	Delft University of Technology	TU Delft	Netherlands
2	Terre de Liens	TdL	France
3	ILS - Research Institute for Regional and Urban Development	ILS	Germany
4	Xarxa per a la Conservació de la Natura	XCN	Spain
5	University of Wrocław	UWr	Poland
6	Shared Assets Limited	SA	United Kingdom
7	Magyar Tudományos Akadémia Társadalomtudományi Kutatóközpont	MTA	Hungary
8	Kulturland eG	KultLand	Germany
9	University of Calabria	UNICAL	Italy
10	Consulta Europa Projects and Innovation	CE	Spain
11	Centre National de la Recherche Scientifique	CNRS	France
12	Pro Vértes Nonprofit Zrt.	Pro Vertes	Hungary
13	University of Debrecen	UNIDEB	Hungary
14	De Landgenoten	Landg	Belgium
15	University of Turku	UTU	Finland
16	National University of Ireland, Galway	NUIG	Ireland
17	Asociatia Eco Ruralis-In Sprijinul Fermierilor Ecologici Si Traditionali	EcoRur	Romania
18	Teagasc - The Agriculture and Food Development Authority	Teagasc	Ireland

Table 2: List of partners

3 Legal Aspects

The Grant Agreement forms the legal basis for the implementation of the project. It consists of:

- Terms and Conditions (this is the core contract);
- Annex 1 Description of the Action (DoA);
- Annex 2 Estimated budget for the action;
- Annex 3 Accession Forms;
- Annex 4 Model for the financial statements;
- Annex 5 Model for the certificate on the financial statements;
- Annex 6 Model for the certificate on the methodology.

The contract with the European Union has been signed digitally by all partners. This Grant Agreement must be filed and should be provided to the auditor in case of an audit. It is downloadable from the participant portal:

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

3.1 Consortium Agreement

Whereas the Grant Agreement is signed between the European Union and the partners, the Consortium Agreement is signed between the partners themselves. It arranges in more detail the provisions of the Grant Agreement and the collaboration within the project consortium, such as but not limited to: financial issues, payments, management, decision making, conflict resolution, intellectual property rights and liability.

The Consortium Agreement must be kept by the partners and shown in case of an audit.

3.2 Amendments

During the project circumstances may arise which call for a request to the European Union for an amendment of the GA. Reasons may vary, but could be: change of partner(s), of legal entity or changes in the Description of the Action.

In case an amendment is needed the coordinator shall submit such a request after an autonomous decision by all partners in the General Assembly. After approval, the coordinator will inform the partners of the revised Grant Agreement, replacing former versions, on the site.

Changes in the budget that do not affect the content of the work can be taken care by the consortium itself (decision through the General Assembly).

4   Management Structure and Procedures

4.1   Project organizational structure

The following diagram illustrates the organisation of the project in management structures:

4.2   Roles

Following the role of each project body is explained.

4.2.1   General Assembly (GA)

The General Assembly (GA) is ultimately responsible for the management of the project and consists of one representative from each partner in the consortium. It is chaired by the WP1 leader(s).

The following decisions shall be taken by the General Assembly:

- Content, finance and intellectual property rights;
- Proposals for changes to the GA Annexes;
- Evolution of the consortium (e.g. entry of a new partner, withdrawal of a partner).

Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast. More details on the decision making procedures can be found in section 6 of the Consortium Agreement.

The General Assembly meets at least once a year. In addition, teleconferences and written voting procedures may be organised if necessary.

The full contact list to all partners can be found on the RURALIZATION Internal Communication Platform (see chapter 5.1.2).

4.2.2 Project Coordinator (CO)

The Project Coordinator is responsible for efficient management of the project and individual activities with respect of time, budget and quality. It also functions as the intermediary for all communication between co-beneficiaries and the European Commission.

The project coordination is performed at two levels:

1. The scientific coordination performed by prof. dr. Willem Korthals Altes (TU Delft) for the scientific development of the project. The main responsibility is to ensure that the main goals of the project are pursued and to verify the quality of all deliverables resulting from the project. The scientific coordinators will cooperate closely with Work Package Leaders to guarantee that the project delivers the expected impact.
2. The project coordinator Anna Gralka (TU Delft) assists the scientific coordinator and the consortium on financial, legal, administrative as well as on organizational matters.

The scientific coordinator and the project coordinator work closely together to guarantee a smooth project communication internally (within the project) and externally (with the European Union and the public at large).

4.2.3 WP and Task Leaders

The WP Leaders and the Task Leaders will be responsible for the detailed implementation of the work packages and tasks and preparation of the corresponding deliverables and milestones. The WP Leaders perform operative management at the level of their work package and are responsible for the following activities:

- Reporting progress at project meetings and in management reports;
- Immediately reporting major decisions related to any deviation to the work plan;
- Coordinating the activities of the task leaders;
- Highlighting any partners whose contributions are of insufficient or of unacceptable quality.

The WP Leaders form the Executive Board.

4.2.4 Executive Board (EB)

The Executive Board (EB) is the supervisory body for the execution of the project and is responsible for proper execution and implementation of the decisions of the General Assembly.

The EB consists of the WP Leaders who will meet at least twice a year. In addition, teleconferences may be organised if necessary.

WP No	WP Title	Organisation	Name	E-mail
WP1	Management	TU Delft	Willem Korthals Altes	w.k.korthalsaltes@tudelft.nl
WP1	Management	TU Delft	Anna Gralka	a.j.gralka@tudelft.nl
WP2	Dissemination and Exploitation	CE	Michelle Perello	michelle.perello@consulta-europa.com
WP3	Framework for research and innovation	NUIG	Maura Farrell	maura.farrell@nuigalway.ie
WP4	Foresight analysis	UTU	Tuomas Kuhmonen	tuomas.kuhmonen@utu.fi
WP5	Rural newcomers and new entrants into farming	UNICAL	Silvia Sivini	silvia.sivini@unical.it
WP6	Access to Land	TdL	Véronique Rioufol	v.rioufol@terredeliens.org
WP7	Policy design and assessment	KultLand	Titus Bahner	titus.bahner@lebendigestand.de
WP8	Ethics requirements	TU Delft	Willem Korthals Altes	w.k.korthalsaltes@tudelft.nl

Table 3: Executive Board Members

The leader(s) of WP1 (Project Management) shall chair all meetings of the EB, unless decided otherwise by a majority of two-thirds.

4.2.5 Stakeholder Advisory Board (SAB)

To support the work of the Consortium and of the Executive Board, a Stakeholder Advisory Board (SAB) is established. The task of the SAB is to monitor adherence of project deliverables to the needs of the sector and to facilitate a quick market uptake. The SAB consists of external members, with significant scientific and/or agricultural experience. The external SAB members will be invited to join the yearly GA project meetings, and in particular the kick-off, mid-term, and final review meetings. More information on the SAB can be found in the DoA, pp. 30-31.

The Stakeholder Advisory Board is represented by:

Name	Function	Country	E-mail
Christell Åström	Ministerial Adviser, Ministry of Agriculture and Forestry; Secretary General, Rural Policy Council (MANE)	Finland	christell.astrom@mmm.fi
Nicole Chambron	Le laboratoire Dynamiques sociales et recomposition des espaces (LADYSS)	France	nchambron@gmail.com
Bálint Csatári	Former (2017) president of Hungarian National Rural Network	Hungary	csatarib@t-online.hu
Franco Mantino	Council for Research in Agricultural and Agricultural Economics-Centre for Policies and Bio-economy (CREA-PB)	Italy	francesco.mantino@crea.gov.it
Neus Monllor Rico	Independent Agrosocial consultant and University of Girona	Spain	neus@arrelsataula.cat
Kati Partanen	Chair, women's committee of the World Farmers' Organization; Farmer on a mixed farm including forestry; Savonia University of Applied Science, Central Union of Agricultural Producers and Forest Owners MTK	Finland	kati.partanen@mtk.fi
Jan Douwe van der Ploeg	Professor emeritus Wageningen UR	Netherlands	jandouwe.vanderploeg@wur.nl
Michael Woods	Aberystwyth University	United Kingdom	zzp@aber.ac.uk

Table 4: Stakeholder Advisory Board Members

4.3 Meetings

Project meetings are plenary meetings and parallel sessions combining technical progress. The General Assembly will meet at least four times during the project and the Executive Board members will meet twice a year or at any time upon written request of 1/3 of the members of the Executive Board.

The coordinator shall give notice in writing of a meeting to each partner as soon as possible and no later than 45 calendar days preceding an ordinary meeting and 14 calendar days preceding an extraordinary meeting.

The chairperson of a Consortium Body shall produce written minutes of each meeting which will be the formal record of all decisions taken. The draft minutes will be sent to all members within 10 calendar days of the meeting. The minutes shall be considered as accepted if, within 15 calendar days from sending, no member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

The chairperson will send the accepted minutes to all the members of the consortium body and to the coordinator, who shall safeguard them. If requested, the coordinator will provide authenticated duplicates to parties and to the EC Project Officer.

Meetings of each project partner may also be held by teleconference or other telecommunication means.

Costs for travel and accommodation to participate in these meetings have to be covered by each partner's own budget. Costs related to the organisation of these meetings (such as catering, room facilities and one dinner) will be borne by the host of the meeting.

Stakeholder Advisory Board Meetings will take place in connection to the General Assembly meetings at least once a year. The travel expenses of the Stakeholder Advisory Board members for participation in the project meeting will be reimbursed by the Coordinator.

The Stakeholder Advisory Board members can be invited to participate in an online teleconference/call if needed.

Other (regular or incidental) meetings may be organised by two or more partners to discuss technical aspects of the project. For every meeting taken place, the chair of the meeting shall make sure that minutes are sent to the coordinator and partners involved within 15 days after the meeting.

No	Project meetings	Month/year	Location	Host
1	Kick-off Meeting	M1 - May 2019	Barcelona, ES	XCN
2	EB meeting	M6 - October 2019	Cosenza, IT	UNICAL
3	GA + SAB meeting	M12 – April 2020	Wroclaw, PL	UWr
4	EB meeting	M18 – October 2020	Turku, FI	UTU
	Interim review	M20/21 – December 2020/early January 2021	Brussels/Delft	TUD
5	EB meeting	M24 April 2021	Cluj, RO	EcoRur
6	GA+SAB meeting + conference	M30 – October 2021	Budapest, HU	MTA
7	EB meeting	M36 – April 2022	Galway, IR	NUIG
	Interim review	M38/39 – July/early August 2022	Brussels/Delft	TUD
8	EB meeting	M42 - October 2022	Paris, FR	CNRS
9	Final meeting + conference	M48 - April 2023	Brussels, BE	CE
10	Final review	M50 – June 2023	Brussels, BE	TUD

Table 5: Planned Project Meetings

5 Communication

5.1 Internal Communication

Internal communication is considered the communication within the consortium.

5.1.1 E-mail

When sending emails, it should be remembered that many people may be working on a number of different projects and are likely to receive numerous emails every day. This can make it difficult to quickly recognise the significance of an email. Therefore, project related emails should always include in the subject title the name of the project followed by a more specific description of the subject. It is also advised to append the corresponding WP, for example:

 [Subject: RURALIZATION: Minutes KoM - Deadline feedback 21 June 2019!]

Furthermore, it is required to copy the scientific coordinator (w.k.korthalsaltes@tudelft.nl) and the project coordinator (a.j.gralka@tudelft.nl) in all WP1 and other project coordination related e-mail communications.

Three general mailing lists have been created:

- General Assembly: ruralization-ga-bk@tudelft.nl
- Executive Board: ruralization-eb-bk@tudelft.nl
- Stakeholder Advisory Board: ruralization-sab-bk@tudelft.nl

Required changes to the mailing lists can be sent to Anna Gralka, TU Delft (a.j.gralka@tudelft.nl).

The contact details of all partners can be found on the project's Internal Communication Platform.

5.1.2 SURFdrive / Internal Communication Platform

A SURFdrive repository was set up as an Internal Communication Platform to host the work developed by the RURALIZATION consortium: https://surfdrive.surf.nl/files/index.php/s/zu3rdiZ53VtjcB0

All members of the consortium have been provided with the password to access the repository.

The SURFdrive has been organized in the following sections:

- Communication & Dissemination – project style, logo, EU emblem, dissemination materials, list of attended and potential conferences etc.;
- Contact Details – an Excel list with contact details to all consortium and SAB members;
- Contracts – legal documents;
- Deliverables – draft and final deliverable reports;
- Meetings – documents related to the project meetings, e.g. minutes, agenda, attendees list;
- Reading Room – articles, reports relevant to the project;
- Reporting – documents related to the periodic reporting;
- Templates – documents templates in the RURALIZATION style;
- Work Packages – documents related to specific WPs.

Required changes to this structure can be sent to Anna Gralka, TU Delft (a.j.gralka@tudelft.nl).

More information on the Internal Communication Platform is provided in the *"D1.2: Internal website"* report (due in M2 - June 2019).

5.2 External Communication

External communication is considered towards parties outside the consortium, target groups of the project and stakeholders.

The external communication is part of **WP2: Dissemination and Exploitation** for which the beneficiary no. 10 - Consulta Europa Projects and Innovation (CE) is responsible (Michelle Perello michelle.perello@consulta-europa.com, Irene Quesada Suárez Irene.quesada@consulta-europa.com and Cira Mendoza cira.mendoza@consulta-europa.com). All external RURALIZATION communication and dissemination actions undertaken before and during the project should be communicated to the partner responsible for the external communication, providing information about:

- The date and place of the publication;
- The content of the publication, sharing the texts, photos, videos, or any other material used in the publication;
- Person of contact.

Communication of project results is an important part of a H2020 project. The dissemination actions in RURALIZATION will be described in the deliverable report *"D2.2: Dissemination and Communication Strategy"* due in October 2019 (M6) with updates in October 2020 (M18) and April 2022 (M36). Moreover, a periodic update of the plan and its execution will be delivered at each periodic review.

5.2.1 Project Website

The project website is set up for external communication purposes: https://www.ruralization.eu/.

The website contains information about the project, its objectives, results, partners and events.

More information on the RURALIZATION website will be described in the deliverable report *"D2.4: Website and online platform"* due in October 2019 (M6). Nevertheless, the website was set up at the onset of the project and its update is an on-going task throughout the project as defined in Task 2.4.

5.2.2 General Requirements

Unless the Commission requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must:

- display the EU emblem (when displayed together with another logo, the EU emblem must have appropriate prominence):

- include the following text (Disclaimer):

"The project RURALIZATION has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 817642.

The opinions expressed in this document reflect only the author's view and in no way reflect the European Commission's opinions. The European Commission is not responsible for any use that may be made of the information it contains."

- include the project logo

The project logo will be created soon. It will be available on the project Internal Communication Platform (see chapter 5.1.2).

5.3 Document Standard/Templates

All public documentation needs to conform the document standards provided by the WP2 Leader. The project style and the documents standard will be created soon.

The document standard could be used for:

- Official EU reports (such as Periodic, Final);
- Deliverable reports;
- Periodic reports;
- Public documents by the consortium;
- Project deliverables (in a report format); and
- any documents that are declared as public by the consortium.

All project templates (deliverables, presentations, document standard) will be available on the project Internal Communication Platform (see chapter 5.1.2).

For internal project documents, it is also advised to apply this standard, such as meeting presentations and minutes.

5.3.1 Document Titles

To facilitate the identification of all documents produced during the project, a standard for document names shall be followed.

	Deliverables	Tasks	Meetings	Conferences
First letters	RURALIZATION	RURALIZATION	RURALIZATION	RURALIZATION
Underscore	_	_	_	_
Next letters	Deliverable number [Dx.y, where x=WP number and y=deliverable number]	Task number (Tx.y where x=WP number and y=task number	Type of document (i.e. Agenda, Minutes, Presentation). In case of presentation, incl. WP number	Event title
Underscore	_	_	_	_
Next letters	Short explanatory title for the document	Short explanatory title for the document	Date and location of the meeting	Date and location of the meeting
Underscore	_	_	_	_
Next letters (only for presentations)			Short name of organisation and initials of presenter	Short name of organisation and initials of presenter
Underscore			_	_
Next letters	"v" and number of revision of this report [v0.1=draft version, v1.0=final version]	"v" and number of revision of this document [v0.1=draft version, v1.0=final version)	"v" and number of revision of this document [v0.1=draft version, v1.0=final version]	"v" and number of revision of this document [v0.1=draft version, v1.0=final version]

Table 6: Standard for document names

Deliverable documents:

[RURALIZATION_Dx.y_Title_v0.1] where:

　　　　x=WP number and y=deliverable number

　　　　v0.1=draft version, v1.0=final version

example: RURALIZATION_D1.1_Management guidelines_v1.0

Task documents:

[RURALIZATION_Tx.y_Title_v0.1] where:

　　　　x=WP number and y=task number

　　　　v0.1=draft version, v1.0=final version

example: RURALIZATION_T1.1_Technical coordination_v1.0

Meeting documents:

[RURALIZATION_Type of Doc_Location_YYYYMMDD_Organisation_Initials_v0.1]

example: RURALIZATION_Minutes_Barcelona_20190515_v0.1

example: RURALIZATION_WP1_Presentation_Delft_201905151_TUD_v0.3

Conference presentations:

[RURALIZATION_Event_Location_YYYYMMDD_Initials_Organisation_v0.1]

example: RURALIZATION_KoM_Barcelona_20190515_AG_TUD_v1.0

5.3.2 Internal Document Release

All final versions of internal documents will be released in **PDF** format by uploading them to the RURALIZATION Internal Communication Platform, accompanied by their sources (e.g. Word file).

Additionally, those documents that have to be public will be made accessible through the RURALIZATION project website.

6 Reporting

Throughout the lifetime of the project there are:

- (Internal) progress report(s) (financial);
- Periodic report(s) to the EU (financial & technical progress).

6.1 Reporting Calendar

To ensure timely submission the partners should respect the following deadlines:

Kind of report	Period covered	Templates provided by the CO	Deadline to send input to the CO	By whom?	Finalised & submitted to EC by the CO
Internal Progress Report 1	May 2019 - Oct 2019 (M01 – M06)	Oct 2019 (M06)	Nov 2019 (M07)	All consortium partners	n/a
Internal Progress Report 2	Nov 2019 - April 2020 (M07 - M12)	April 2020 (M07)	May 2020 (M08)	All consortium partners	n/a
Periodic Report 1	May 2019 - Oct 2020 (M01 – M18)	Oct 2020 (M18)	Nov 2020 (M19)	WP leaders	Dec 2020 (M20)
Internal Progress Report 3	Nov 2020 - April 2021 (M19 – M24)	April 2021 (M24)	May 2021 (M25)	All consortium partners	n/a
Internal Progress Report 4	May 2021 - Oct 2021 (M25 – M30)	Oct 2021 (M30)	Nov 2021 (M31)	All consortium partners	n/a
Periodic Report 2	Nov 2020 - April 2022 (M19-M36)	April 2022 (M36)	May 2022 (M37)	WP leaders	June 2022 (M20)
Internal Progress Report 5	May 2022 - Oct 2022 (M37 - M42)	Oct 2022 (M42)	Nov 2022 (M43)	All consortium partners	n/a
Periodic Report 3	May 2022 - April 2023 (M37 – M48)	April 2023 (M48)	May 2023 (M49)	WP leader	June 2023 (M50)
Final Report	May 2019 - April 2023 (M01 – M48)	n/a	n/a	Project coordinator	June 2023 (M50)

Table 7: Reporting Calendar

6.2 Internal Progress Report

Internal progress reports are compiled every six months. A progress report is an internal project document, meaning that it is not sent to the EC. The objective of this internal report is to monitor project expenditure and technical progress. It should be a brief summary of the technical work completed as well as a brief explanation of any deviations (budget and content) from DoA *(EU GA: Annex 1)*.

An internal progress report includes:

- A description of the technical progress per Work Package:
  WP Leaders are responsible to gather all information about the technical progress in their WP from the Task Leaders and compile a WP report before sending it to the coordinator.
- A Financial overview from each partner:
  The process of handing in the financial overview goes as follows: 1) The project coordinator provides an Excel template (*see Attachment 1*), a preview can be found on the Internal Communication Platform a month before the deadline; 2) This template should be filled out by all the consortium partners. The currency used must be EURO and the time worked must be calculated in person-months (PMs). This excel sheet provides the coordinator with valuable information needed for monitoring purposes and management reporting; 3) The coordinator consolidates the provided information and sends recommendations to all the consortium partners separately. This financial overview will not be sent to the Commission.

6.3 Periodic Report

The periodic report *(EU GA: Article 20.3)* must be submitted by the project coordinator **within 60 days** following the end of each reporting period. This report must include explanations for any deviations (budget and content) from the DoA *(EU GA: Annex 1)*. The periodic technical report consists of a technical report and a financial report.

The **'periodic technical report'** consists of two parts; Part A and Part B:

A. **Part A** is partly generated by the EC IT system SyGMA. It is based on the information entered by the participants through the periodic report and continuous reporting modules of the electronic exchange system in the Participant Portal. The participants can update the information in the continuous reporting module at any time during the life of the project. Part A contains:
   - the cover page,
   - a summary for publication by the agency (which will be published on the EU website and must be written for a wider audience without reference to internal project references as work packages deliverables and milestones), and
   - the answers to the questionnaire (covering issues related to the project implementation, the economic and social impact).

B. **Part B** is the narrative part that includes explanations of the work carried out by the beneficiaries during the reporting period. Part B needs to be uploaded as a PDF document following the template of Part B Periodic Technical report.

The coordinator is responsible for the summary and the questionnaire (Part A).

WP leaders compile a report on their WP together with their Task Leaders (Part B) and send it to the project coordinator one month before the deadline. The coordinator consolidates the provided information and sends the complete periodic technical report to the consortium for review. The final approved version will be uploaded to the Participant Portal by the coordinator.

The Periodic Report Template can be found on the EC website under H2020 reference documents: http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf .

An adapted word version of the Periodic Report Template will be shared with all consortium partners by the project coordinator before each reporting period.

The 'periodic financial report' consists of:

- **individual financial statement** *(EU GA: Annex 4)* for each partner, for the reporting period concerned. This financial statement must detail the eligible costs for each budget category calculated in EURO and person-months (PMs). Each partner *and linked third parties* must declare all eligible costs, even if costs exceed the amounts indicated in the estimated budget.
- an **explanation of the use of resources** and information on subcontracting and in-kind contributions provided by third parties from each partner for the reporting period concerned.

A **'periodic summary financial statement'** will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners, including the request for interim payment.

The F-Sign of each partner will be able to complete online their own Financial Statement including the explanations on the use of resources (also for their third parties). The project coordinator will have a final check on the statements and submit electronically to the EC.

6.4 Final Report

In addition to the periodic report for the last reporting period, the coordinator must submit the final report **within 60 calendar days** following the end of the last reporting period.

The Final Report Template should be soon available on the EC website under H2020 reference documents:

https://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html

The **final report** will most probably include the following:

1. a '**final technical report**' with a **summary** for publication containing:
   - an overview of the results and their exploitation and dissemination;
   - the conclusions on the action and
   - the socio-economic impact of the action.

The project coordinator compiles this final technical report in consultation with the partners.

2. a 'final financial report' containing:
   - '**final summary financial statement**' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners for all reporting periods;
   - a '**certificate on the financial statements**' for each partner (and for each linked third party) if it requests a total contribution of EUR 325 000 (or more) reimbursement of actual costs and unit costs.

6.5 Financial Reporting in Detail[2]

These points address to the periodic reporting and final reporting and not to the internal progress reports.

6.5.1 Budget

The budget contains the estimated eligible costs, broken down by Partner (and linked third party) and budget category *(EU GA: Articles 5, 6, and 14)*.

The budget is based on estimated costs and person months. Frequent internal reporting assures that these budgets are monitored well and that under- and over spending is noticed at an early stage. Please note that in the financial reporting, actual costs must be reported and not budgeted ones.

The budget can be viewed by the project partners on the Participant Portal and in the Grant Agreement, which is available on RURALIZATION Internal Communication Platform > Contracts.

The budget categories are listed in the EU GA: Article 6.2, these are:

A. Direct personnel costs:
  - costs for employees (or equivalent);
  - costs for natural persons working under a direct contract;
  - costs of personnel seconded by a third party against payment;
  - costs for SME owners without salary;
  - costs for beneficiaries that are natural persons without salary;
  - personnel costs for providing trans-national access to research infrastructure.

B. Other direct costs:
  - travel costs and related subsistence allowances;
  - equipment costs;
  - costs of other goods and services;
  - capitalised and operating costs of large research infrastructure.

C. Direct costs of subcontracting
   If necessary to implement the action, the partner may award subcontracts covering the implementation of certain action tasks described in the GA. The partner must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, it must avoid any conflict of interests *(EU GA: Article 35)*.

D. Direct costs of providing financial support to third parties (if option applies)

E. <u>Costs of in-kind contributions</u> not used on partner's premises (if option applies)

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[2] All amounts must be specified in Euros. Beneficiaries and linked third parties with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro. Use the average of the daily exchange rates published in <u>the Official Journal of the European Union</u>, calculated over the corresponding reporting period. If no daily euro exchange rate is published, the costs must be converted at the average of the monthly accounting rates published on the <u>Commission's website</u>, calculated over the corresponding reporting period. Beneficiaries and linked third parties with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

F. <u>Indirect costs.</u> Indirect costs should be calculated like as: 0,25 *(direct personnel costs (A)+ other direct costs (B)- Costs of in kind contributions not used on the partner's premises (E)). Note that costs of subcontracting are excluded from this 25% flat-rate.

G. Specific cost categories (not applicable)

6.5.2 Individual Financial Statement – Declaration of Eligible Costs

The individual financial statement needs to be submitted electronically by each partner to the EU through the Participant Portal (*EU GA: Annex 4*).

The procedure below needs to be updated once this process is available in the EU Participant Portal of the Project.

1. Login to the Participant Portal
   - To be able to login to the Participant Portal you need to have an ECAS (European Commission Authentication Service) password.
   - Go to the sign-up page and create your ECAS account. Make sure you selected the right domain: External.
2. Choose the tab 'My Project(s)'. If RURALIZATION is not listed, contact the project coordinator Anna Gralka (a.j.gralka@tudelft.nl).
3. Click 'Actions' > 'Manage project' > 'Periodic Reporting'.
4. Click under your organisation on the 'Financial Statement'. Fill in the requested information with explanations.
5. Once everything is filled in press 'Save'.
6. Then click on the button 'inform F-sign', the F-sign will be asked by e-mail to sign the financial statement electronically. If an organisation has not yet added a F-sign to the project (the PF-sign), the LEAR needs to be contacted. The LEAR needs to nominate a F-sign for the organisation and then the participant contact needs to add the F-sign to the project.
7. The PF-sign then needs to submit the financial statement to the coordinator.
8. The coordinator will make a final check and then submit the financial statements including all reports to the EU through the Participant Portal.

6.5.3 Audit – Certificate on the Financial Statements

A Certificate on the Financial Statements (CFS) is requested for each partner in case of total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs. This means excluding the reimbursement of indirect costs (25%).

Partners submit:

- either one certificate per reporting period. Note: choose this option, only when you expect to exceed the threshold of EUR 325.000 at the end of the project;
- or a single CFS for the whole project.

In both cases, the certificate and related costs may only be submitted with the final financial report.

Please note that you have to keep the financial records of the expenses in this project, for a minimum of 5 years after the final payment has been received – digital or hardcopy.

The template is available in EU *GA Annex 5* and on the EC website under H2020 reference documents.

6.6 Keeping Records – Supporting Documentation

Each partner must keep records and other supporting documentation for a period of five years after the payment of the balance in order to prove the proper implementation of the action and the declared costs to be eligible. The documents need to be the original documents. Digital and digitalised documents are accepted if national law accepts these documents as originals.

The partners must keep the records and documentation according to their usual cost accounting practices and internal control procedures. There must be a track between the amounts declared, the amounts recorded in accounts and the amounts stated in the supporting documentation (audit trail).

For the different cost categories, consider the following documents:

Direct personnel costs:

- monthly signed time sheets (*6.6.1 Time recording*) - *see Attachment 3*;
- calculation of hourly rate (*EU GA: Article 6.2*);
- proof of paid salary;
- labour contracts.

Other direct costs (travel costs and related subsistence allowances, equipment costs, costs of other goods and services):

- quotations (sub)contracts;
- all receipts of expenditure (boarding passes, train tickets, etc.);
- meeting docs: signed presence lists, minutes, agenda;
- calculations of depreciation costs charged to the project.

Direct costs of subcontracting:

- quotations (sub)contracts;
- signed (sub)contracts.

Presentation on audits in Horizon 2020 and how to avoid common errors (Brussels, 12 April 2018) can be found on Internal Communication Platform in the "Reporting" folder.

6.6.1 Time recording

For personnel costs (declared as actual costs or on the basis of unit costs), the partners must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly (*EU GA article 18.1*). The time recording can be done by using a timesheet on paper or in a computer-based system. A template for time-sheets is available in the Appendix 2 or on the Participant Portal:

http://ec.europa.eu/research/participants/data/ref/h2020/other/legal/templ/tmpl_time-records_en.odt

This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed below.

Time records should include:

- the title and number of the project, as specified in the EU GA;
- the partners full name, as specified in the EU GA;
- the full name, date and signature of the person working for the project;

- the number of hours worked for the action in the period covered by the time record; for reasons of assurance and legal certainly it is highly recommended that the number of hours is detailed per day (hours worked for the action in each day);
- the supervisor's full name and signature;
- a reference to the work package described in the Grant Agreement, to easily verify that the work carried out matches the work assigned and the person-months reported to the action.

Information included in timesheets must match records of annual and sick leave taken, and work-related travel.

6.7 Budget transfers

With the consent of the Executive Board a re-distribution of person-months between partners may be considered. This re-distribution is allowed without requesting an amendment *(EU GA: Article 55)* provided that it does not imply a substantial change to the action as described in the EU GA. All other re-allocations of budget items need to be discussed in order to decide whether to apply for an amendment to the EU GA.

The maximum grant amount *(EU GA: Article 5)* can however NEVER be increased.

7 Payments

The following types of payments are foreseen:

1. <u>Pre-financing</u> at the start of the project:

    Pre-financing funds remain EU property until they are 'cleared' against eligible costs accepted by the European Commission.

2. <u>Interim payment</u> following the approval of the periodic reports:

    After approval of the formal periodic reports an interim payment will be issued.

    - First Periodic Report: 2019 May (M01) – 2020 October (M18)
    - Second Periodic Report: 2020 November (M19) – 2022 April (M36)
    - Third Periodic Report: 2022 May (M37) – 2023 April (M48)

3. <u>Final payment</u> following the approval of the final report:

    The final payment will be transferred after the approval of the final report and consists of the difference between the calculated EU contribution (on the basis of the eligible costs) minus the amounts already paid.

8 Deliverables

8.1 List of Deliverables & Milestones in chronological order

WP no.	No.	Title	Dissem. Level[3]	Nature[4]	Lead beneficiary	Delivery Month	Delivery date to EC
WP8	D8.1	H – Requirements No. 1	CO	Ethics	TU Delft	M1	May 2019
WP1	D1.1	Management Guidelines	PU	Report	TU Delft	M2	June 2019
WP1	D1.2	Internal website	CO	DEC	TU Delft	M2	June 2019
WP2	D2.1	Stakeholders database	CO	DEC	CE	M4	August 2019
WP1	D1.3	Data management plan - V1	CO	ORDP	TU Delft	M6	October 2019
WP2	D2.2	Dissemination and communication	PU	Report	CE	M6	October 2019
WP2	D2.3	Project visual identity and promotional material	PU	Report	CE	M6	October 2019
WP2	D2.4	Website and online platforms	PU	DEC	CE	M6	October 2019
WP3	D3.1	Assessment framework	PU	Report	NUIG	M6	October 2019
WP3	D3.2	Detailed conceptual guidelines	PU	Report	NUIG	M6	October 2019
	M1	**Research and innovation guidelines for WP4**			**UTU**	**M6**	**October 2019**
	M2	**Research and innovation guidelines for WP5**			**UNICAL**	**M6**	**October 2019**
	M3	**Research and innovation guidelines for WP6**			**TdL**	**M6**	**October 2019**
	M4	**Case study selection for WP5**			**NUIG**	**M11**	**March 2020**
WP3	D3.3	Review report and Fact Sheets based on previous European projects	PU	Report	NUIG	M12	April 2020
WP5	D5.1	Report on analysis on rural newcomers, new entrants and successor in farming at European level	PU	Report	UNICAL	M14	June 2020
WP6	D6.1	Typology of actions based on analysis of current innovative actions and discussion with stakeholders	PU	Report	TdL	M15	July 2020
WP2	D2.5	Grassroots events report - V1	PU	Report	CE	M18	October 2020
WP2	D2.10	Dissemination and communication strategy - V2	PU	Report	CE	M18	October 2020
WP6	D6.2	Report on legal and policy arrangements in 28 member states	PU	Report	TdL	M18	October 2020

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[3] **PU**=Public, **CO**=Confidential, only for members of the consortium (including the Commission Services), **CI**=Classified, as referred to in Commission Decision 2001/844/EC

[4] **Report, ORDP**=Open Research Data Pilot, **Other**=Software, technical diagram etc., **DEC**=Websites, patents filling, market studies, press & media actions, videos, etc., **Demo**=Demonstrator

WP no.	No.	Title	Dissem. Level[3]	Nature[4]	Lead beneficiary	Delivery Month	Delivery date to EC
WP6	D6.3	Technical report on quantitative analysis of land holdings and land market trends, short hand-out with main results	PU	Report	TdL	M18	October 2020
WP8	D8.2	POPD - Requirement No. 2	CO	Ethics	TU Delft	M18	October 2020
WP4	D4.1	Trend analysis technical: One technical report of the trend analysis	PU	Report	UTU	M21	January 2021
WP4	D4.2	Trends: Database and one summary report of the trends	PU	Report	UTU	M21	January 2021
WP4	D4.3	Inventory: One technical report and one summary report of the inventory	PU	Report	UTU	M21	January 2021
	M5	**Selection of areas for comparison and policy design in WP4, WP6 and WP7**			**ILS**	**M21**	**January 2021**
WP2	D2.6	Report on local conferences - V1	PU	Report	CE	M24	April 2021
WP5	D5.2	30 case studies on rural newcomers, new entrants to farming and successors	PU	Report	UNICAL	M26	June 2021
	M6	**Selection of 20 less successful contexts for WP5**			**UNICAL**	**M26**	**June 2021**
WP6	D6.4	Report on selective qualitative analysis, which includes 8 selected legal and policy arrangements in selected countries, an analysis of results and a report on the discussion with experts	PU	Report	TdL	M27	July 2021
WP6	D6.5	Report on novel practices, handouts per practice	PU	Report	TdL	M27	July 2021
WP4	D4.4	Interaction: One technical report of the futures workshops, stakeholder workshops and conferences	PU	Report	UTU	M28	August 2021
WP2	D2.7	Intermediary conference report	PU	Report	MTA	M30	October 2021
WP4	D4.5	Summary: One summary report of the trends, inventory and workshops	PU	Report	UTU	M30	October 2021
WP5	D5.3	Report on lessons learned from the confrontations and fact sheets based on this report with 20 appendices describing the activities in the 20	PU	Report	UNICAL	M33	January 2022
WP5	D5.4	Technical report: Comparative analyses on rural newcomers, new entrants into farming and farm succession	PU	Report	UNICAL	M35	March 2022
WP3	D3.3	Report on focus group discussions in 10 other areas	PU	Report	TdL	M35	March 2022
	M7	**Research and innovation guidelines for WP7**			**KultLand**	**M35**	**March 2022**
WP1	D1.4	Data management plan - Final	CO	ORDP	TU Delft	M36	April 2022
WP1	D1.5	Overview of delivered practice abstracts - V1	PU	Report	TU Delft	M36	April 2022
WP2	D2.11	Dissemination and communication strategy - Final	PU	Report	CE	M36	April 2022

WP no.	No.	Title	Dissem. Level[3]	Nature[4]	Lead beneficiary	Delivery Month	Delivery date to EC
WP2	D2.13	Grassroots events report - V2	PU	Report	CE	M36	April 2022
WP7	D7.1	Book with update of experiences	PU	Report	KultLand	M42	October 2022
WP7	D7.2	Good practice guide Rural newcomers and new entrants to farming	PU	Report	KultLand	M46	February 2023
WP2	D2.9	Final international conference report	PU	Report	CE	M48	April 2023
WP2	D2.12	Report on local conferences - Final	PU	Report	CE	M48	April 2023
WP2	D2.14	Grassroots events report - Final	PU	Report	CE	M48	April 2023
WP7	D7.3	Report on assessment of CAP strategic plans and Specific EU regulations, with suggestions for improvement	PU	Report	KultLand	M48	April 2023
WP7	D7.4	Report on policies to enable rural dream futures	PU	Report	KultLand	M48	April 2023
WP7	D7.5	Report on specific actions to address policy makers and new rural generations	PU	Report	KultLand	M48	April 2023
WP1	D1.6	Overview of delivered practice abstracts - Final	PU	Report	TU Delft	M48	April 2023
WP2	D2.8	MOOC	PU	DEC	TU Delft	M48	April 2023

Table 8: List of Deliverables & Milestones in chronological order

8.2 Approval Process of Deliverables

Work Package Leaders are responsible for their WP deliverables. Members of the Stakeholder Advisory Board can be consulted by the WP leaders or the project coordinator during this whole process.

The quality review process should respect the following timeline:

1. Deliverable responsible sends the final draft version v0.1 to the WP leader;
2. WP leader does the first check of the deliverable and will sends it **three weeks before due date** to the Executive Board for a review: ruralization-eb-bk@tudelft.nl;
3. The involve WP leaders need to give feedback; however, all members of the Executive Board need to give their explicit approval;
4. The WP leader sends the final deliverable to the Coordinator **one week before due date** for a final check and approval;
5. RURALIZATION project coordinator uploads the deliverable to the Participant Portal (final submission to the EC) and to Internal Communication Platform.

In case the deliverable production occurs in a period with, e.g. public holidays the author should – timely - agree on an alternative feasible timeline with the readers and the coordinator.

Quality management of case studies, regional reports within tasks, etc., will be ensured by a peer-review system in which partners who have worked on parallel tasks review draft versions of the outcomes and report their findings to WP leader and task leader. This happens before step 1 in the above schedule. WP leaders, supported by task leaders, make specific time schedules to organise these activities in the detailed research and innovation guidelines for their WPs.

For milestones means of verification are indicated in the Grant agreement.

9   Dissemination of Results and Open Access

The partners must — as soon as possible (but not before a decision on their possible protection) — disseminate their results (i.e. make them public). Some of the classic forms of dissemination are:

- Website or social media channels;
- Peer reviewed publication (open access);
- Presentation at technical or scientific conferences or relevant business events (e.g. trade fairs).

When deciding on dissemination, the partners must consider the other partners' legitimate interests.

9.1   Open Access to Scientific Publications

Each partner must ensure open access (free of charge online access for any user) to all peer reviewed scientific publications relating to its results.

In particular, it must as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications. This can be done via institutional repositories, such as, the TU Delft Institutional Repository (https://repository.tudelft.nl) or comparable repositories at other institutions.

Moreover, the partner must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.

- Ensure open access to the deposited publication — via the repository — at the latest:
    (i)   on publication, if an electronic version is available for free via the publisher, or
    (ii)   within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
- Ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms "European Union (EU)" and "Horizon 2020";
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable; and
- a persistent identifier.

9.2   Dissemination Rules

The complete rules for dissemination are covered in Section 8.4 of the Consortium Agreement and Article 29 of the Grant Agreement.

More concrete, the partner wishing to publish, present or disclose information about the project must follow the following procedure:

- Send an email at least **45 calendar days** before publication / disclosure of information to the whole consortium. Provide the foreseen title, list of contributing authors, abstract of the content and the purpose of the publication;
- Any objections to the planned publication can be made within **30 calendar days** after receipt of the notice; if no objection is made within the time limit stated above, the publication is permitted.

An objection is justified if:

- the objecting party's legitimate academic or commercial interests in relation to the results or background would be significantly harmed;
- the projection of the objecting party's results or background is adversely affected.

The objection has to include a precise request for necessary modifications.

The objecting partner can request a publication delay of not more than 45 calendar days from the time it raises such an objection. After 45 calendar days the publication is permitted, provided that confidential information has been removed from the publication as indicated by the objecting partner.

A partner shall not include in any dissemination activity another partner's results or background without obtaining written approval, unless they are already published.

The author informs the project coordinator when the planned publication has been accepted for publishing (for monitoring proposes).

After a publication, the information on the publication, including bibliographic details, must be send to the coordinator and the WP2 leader - CE (Michelle Perello michelle.perello@consulta-europa.com, Irene Quesada Suárez Irene.quesada@consulta-europa.com and Cira Mendoza cira.mendoza@consulta-europa.com) for dissemination purposes.

9.2.1 General Requirements

Unless the Commission requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must:

- display the EU emblem (when displayed together with another logo, the EU emblem must have appropriate prominence):

- include the following text (Disclaimer):

"The project RURALIZATION has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 817642. .

The opinions expressed in this document reflect only the author's view and in no way reflect the European Commission's opinions. The European Commission is not responsible for any use that may be made of the information it contains."
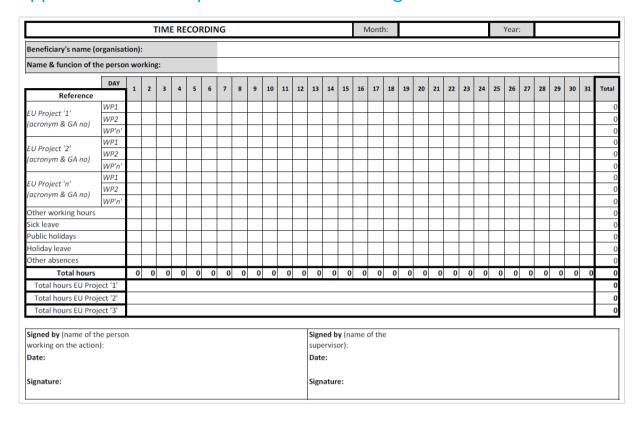
Appendixes

Appendix 1 – Template for internal financial progress report

PROJECT NAME	<<< FILL IN >>>	ACRONYM	<<< FILL IN >>>			
Partners						
Nr.	Partner name	Short name	Country	Type	Avg Person month rate	PIC
			<Choose Co	<Choose a type>		

	<<< FILL IN >>>	0	Period <<< FILL IN >>>				
		0					
Person months		**Budget**	**Actual**	<Employees name nr. 1>	<Employees name nr. 2>	<Employees name nr. 3>	<Employees name nr. 4>
WP	WP title						
1		0,0	0				
2		0,0	0				
3		0,0	0				
4		0,0	0				
5		0,0	0				
6		0,0	0				
7		0,0	0				
8		0,0	0				
9		0,0	0				
10		0,0	0				
	Total Person Months	-	0	0	0	0	0
	Average Person Month Rate / SME unit rate	€ -	€ -				
	Direct personnel costs /€	€ -	€ -	€ -	€ -	€ -	€ -

		Budgeted Costs	**Actual Costs**
A	Direct personnel costs /€	€ -	€ -
B	Other direct costs /€	€ -	€ -
	- Travel	€ -	€ -
	- Equipment	€ -	€ -
	- Other goods and services	€ -	€ -
	- Costs of large research infrastructure		€ -
	- Audit costs	€ -	€ -
C	Direct costs of subcontracting /€	€ -	€ -
D	Direct costs of providing financial support to third parties /€	€ -	€ -
E	Costs of inkind contributions not used on the beneficiary's premises/€	€ -	€ -
	TOTAL DIRECT COSTS / € (A+B+C+D+E)	€ -	€ -
F	Indirect Costs / € (=0.25(A+B-E))	€ -	€ -
G	Special unit costs covering direct & indirect costs / €		€ -
H	Total estimated eligible costs / € (=A+B+C+D+F+G)	€ -	€ -
I	Reimbursement rate	100%	100%
J	Max.Grant / € (H*I)	€ -	€ -
K	Requested grant / €	€ -	€ -

Available on RURALIZATION Internal Communication Platform in the "Reporting" folder [password protected].

Appendix 2 – EC template for time recording

TIME RECORDING		Month:		Year:	

Beneficiary's name (organisation):	
Name & funcion of the person working:	

Reference	DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
EU Project '1' (acronym & GA no)	WP1																																	0
	WP2																																	0
	WP'n'																																	0
EU Project '2' (acronym & GA no)	WP1																																	0
	WP2																																	0
	WP'n'																																	0
EU Project 'n' (acronym & GA no)	WP1																																	0
	WP2																																	0
	WP'n'																																	0
Other working hours																																		0
Sick leave																																		0
Public holidays																																		0
Holiday leave																																		0
Other absences																																		0
Total hours		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total hours EU Project '1'																																		0
Total hours EU Project '2'																																		0
Total hours EU Project '3'																																		0

Signed by (name of the person working on the action):	Signed by (name of the supervisor):
Date:	Date:
Signature:	Signature:

Available on RURALIZATION Internal Communication Platform in the "Reporting" folder [password protected].