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FIRE SCENE

Project Deliverable D1.1

Project Management and Monitoring Plan



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|----------------------------------|--|
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List of acronyms

| | |
|----------------|---|
| D | Deliverable |
| GA | Grant Agreement |
| CA | Consortium Agreement |
| SC | Steering Committee |
| T | Task |
| WP | Work Package |
| DG ECHO | Directorate-General for European Civil Protection and Humanitarian Aid Operations |





1 Project Management and Monitoring Plan

This Deliverable (D) 1.1 *Project Management and Monitoring Plan* (PMMP), which is an outcome of Work Package (WP) 1 *Project management*, describes all the details related to task (T) 1.1 *Project management and reporting to the EU*. The document details the roles of the consortium partners in the action plan, the calendar, meetings' agenda and rules for economic justification.

1.1 Partnership staff and contacts

The FIRE-SCENE project consortium consists of the following partners and main contacts:

- Coordinator:
 - Forest Science and Technology Centre of Catalonia – CTFC, Spain
Eduard Plana Bach – Project coordinator
Maria Huertas Manso – Project officer
Marta Serra Davos – Project officer
- Beneficiaries:
 - General Directorate of Civil Protection of the Government of Catalonia– DISP¹, Spain.
Núria Gasulla – Pilot 1 coordinator
Ainara Casajús – Pilot 1 coordinator
 - CIMA Research Foundation – CIMA, Italy
Paolo Fiorucci – WP3 coordinator
Anduela Kaja – Administrative officer
Nicola Rebora – Pilot Site
 - Pau Costa Foundation - PCF, Spain
Guillem Canaleta – Project officer
Lucía de la Riva – Communication officer
Mariona Borràs - Project officer
 - Aristotle University of Thessaloniki - AUTH, Greece
Ioannis Gitas – Project officer
Georgios Eftychidis – Forest Fire policy expert
 - Calabria Region – RCalabria, Italy

¹ Although DINT was initially presented as an acronym in the GA, the Kick-off meeting confirmed that the institution's acronym has been updated to DISP and will be used from now.



Raffaele Mangiardi – Senior expert
Marco Angilletti – Administrative
Francesco Mariani – Project officer

- (Subcontractors):
 - Technical University of Catalonia – UPC-CERTEC, Spain
Elsa Pastor – Project officer
 - University of Calabria – UNICAL, Italy
Pierpaolo Antonio Fusaro – PhD Student
Pietro Pantano – Full professor
Eleonora Bilota – Full professor
Francesco Demarco – Post-Doc

Project coordination has compiled and reviewed an internal [contact list](#) for partners, ensuring it includes the name, role, and email of all the consortium members from all the partner organizations and subcontracted teams. This list has been shared in the common Teams channel for easy access.

1.2 General project management functioning

Regarding project management, the **primary communication channel** among consortium members is email. In general, communications will be addressed to all main consortium contacts, unless the participation of the consortium is not necessary (e.g., specific doubts addressed to task coordinators or specific financial and administrative communications).

Online meetings will be held every six weeks to monitor work plan progress, facilitate coordination, and enhance collaboration among partners. All of them will be held from 11 to 12h (CET) in the days indicated below. Formal invitations for these recurring meetings have already been sent to all partners.

Table 1: Schedule for FIRE-SCENE consortium meetings.

| 2025 | 2026/2027 |
|------------|------------|
| 26/03/2025 | 14/01/2026 |
| 7/05/2025 | 25/02/2026 |
| 18/06/2025 | 8/04/2026 |
| 30/07/2025 | 20/05/2026 |
| 10/09/2025 | 1/07/2026 |
| 22/10/2025 | 12/08/2026 |



| | |
|------------|------------|
| 03/12/2025 | 23/09/2026 |
| | 4/11/2026 |
| | 16/12/2026 |
| | 27/01/2027 |

Furthermore, within the project work plan, two Exchange Training Meetings (ETMs) and one final workshop are planned, which will also serve to help internal consortium meetings in person. See below the dates and locations:

- 1st Technical exchange meeting. 2nd, 3rd and 4th of June 2025 (Spain).
- 2nd Technical exchange meeting. May 2026 (Greece).
- Final Workshop. Date to be determined in coordination with DG ECHO (Brussels).

After each consortium meeting, the lead partner (CTFC) will prepare a minutes compiling a synthesis of the debate, the agreement and action derived, the partner in charge of, and the corresponding deadline.

All key **documents** and **relevant information** are stored in a shared [Microsoft Teams channel](#), accessible to all partners. This channel includes a general subchannel for overall project aspects and four additional subchannels, one for each Work Package (WP), further organized by tasks. All project document updates are shared there, accompanied by a prior informational email.

A detailed [table](#) outlining the person-month allocation per Work Package per partner, along with each partner's contributions to specific tasks, has been updated and shared with all consortium members.

For project **communication** and **dissemination**, the [FIRE-SCENE website](#) is available at the Union Civil Protection Knowledge Network, which currently features a publication announcing the project launch and will be updated with additional content throughout its development. Additionally, a [LinkedIn account](#) and a [X account](#) have been created to reach a broader audience and enhance dissemination efforts.

Any communication or publication (leaflets, posters, etc.) shall publicise project and its results, always mentioning the EU support. Any project publication should be submitted to EC in a draft form prior to disseminating it. All conditions of project communications will be defined in the "Deliverable 4.1 Project Communication and Stakeholder Engagement Plan (PCSEP)" which will be delivered by April 30th, 2025.

Specific rules for dissemination and communication are outlined in Annex 5 of the Gran Agreement, under the section communication, dissemination and visibility (Article 17).

Additionally, the following guides are available in the shared Teams channel: [ECHO Note on Communication and Dissemination Activities](#) and the [ECHO Projects Visuals Guide](#). These guides also outline specific recommendations, and guidelines for



effective communication and dissemination. Furthermore, for this ECHO call, the project must meet the following requirements by its completion: submission of five high-quality visuals, snapshots of project results, and a layman's report.

1.3 Steering committee composition and functioning

A **Steering Committee (SC)** of FIRE-SCENE project will be constituted at least by one representative of each partner, either the coordinator, the technician personnel, or both. The SC will meet regularly along the consortium meetings defined in previous chapter.

Currently, the steering committee is composed by, at least, the following contacts:

- Forest Science and Technology Centre of Catalonia – CTFC, Spain
Maria Huertas Manso – Project officer
- General Directorate of Civil Protection of the Government of Catalonia– DISP, Spain
Núria Gasulla – Pilot 1 coordinator
- CIMA Research Foundation – CIMA, Italy
Paolo Fiorucci – WP3 coordinator
- Pau Costa Foundation - PCF, Spain
Guillem Canaleta – Project officer
- University of Thessaloniki - AUTH, Greece
Ioannis Gitas – Project officer
- Calabria Region – RCalabria, Italy
Raffaele Mangiardi – Senior expert

1.4 Basis for technical aspects and reporting

Common basis for technical aspects and reporting is the **Gran Agreement** (GA) (the [document](#) is available in the shared Teams channel, accessible to all the partners).

The Agreement is composed of:

- Preamble
- Terms and conditions
- Annex 1 Description of the action
- Annex 2 Estimated budget for the action
- Annex 2a Additional information on unit costs and contributions
- Annex 3 Accession Forms



- Annex 3a Declaration on joint and several liability of affiliated entities
- Annex 4 Model for the financial statements
- Annex 5 Specific rules

The communication with the EC is made by the coordinator through the Communication Centre into the Participant Portal. All official requests should come to the EC from the coordinator contact person. EC communicates only with the coordinator (not directly with the beneficiaries).

Coordinator should be informed in case of any change in key personnel (relevant project manager or assistant) as this should be reported to the EC.

Complementary to the GA, a **Consortium Agreement** (GA: Chapter 4, Section 1, Art. 7) is stated to define complementary information and partner roles to guarantee a proper project development. A first draft version of the Consortium Agreement (CA) has been shared with the consortium, and after validation, it will be signed. The CA contents are based on DESCAs model, including the following sections:

- Definitions
- Purpose
- Entry into force, duration and termination
- Responsibilities of Parties
- Liability towards each other
- Governance structure
- Financial provisions
- Results
- Access Rights
- Non-disclosure of information
- Miscellaneous
- Signatures

Reporting (GA: Chapter 4, Section 3, Art. 21) The coordinator must submit to the Commission (see GA: Art. 7) the technical and financial report(s).

For the continuous reporting, the coordinator, on behalf of the beneficiaries, must continuously report on the progress of the action (e.g. deliverables, milestones, outputs/outcomes, critical risks, indicators, etc; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out.

Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc; if any) must be submitted using the templates published on the Portal.

In addition, for the periodic reporting, the beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet:

- for additional prefinancings (if any): an additional prefinancing report.



- for interim payments (if any) and the final payment: a periodic report.

The prefinancing and periodic reports include a technical and financial part.

According to the Call requirements, and as defined in the GA and CA, the progress reports are:

- 1st Progress Report covering the period from 1st February 2025 to 15th October 2025. The Beneficiaries shall provide the coordinator with a dated "participant cost statement summary" and all the sheets of the Excel Workbook. The coordinator will deliver the first progress report to the Commission on 31th October 2025.
- 2nd Progress Report covering the period from 16th October 2025 to 15th June 2026. The Beneficiaries shall provide the coordinator with a dated "participant cost statement summary" and all the sheets of the Excel Workbook. The coordinator will deliver the first progress report to the Commission on 31th October 2025.
- Final Report covering the period from 1st February 2025 to 31st January 2027. The Beneficiaries shall provide the coordinator with a dated "participant cost statement summary" and all the sheets of the Excel Workbook. The coordinator will deliver the final technical and financial implementation report to the Commission within 60 days following the end of the reporting period.

The reporting delivered to the European Commission will also include a technical progress report, which will be based on the Deliverables and Milestones uploaded to the Participant Portal and the complementary information that may have been offered at the internal consortium meetings. The coordinator could ask directly to partners for additional information, if needed.

Major project events: EC should be informed and invited. EC can announce projects events at the Union Civil Protection Knowledge Network for information or for the nomination of participants, if wish.

Documentation: Keep all original documents related to the project during 5 years from the payment of the balance. Projects can be subject of subsequent audit.

1.5 Specific administrative and financial aspects

GA amendment (GA: Chapter 6, Art.39): Amendments may be requested by any of the parties. The party requesting an amendment must submit a request for amendment signed directly in the Portal Amendment tool. The coordinator submits and receives requests for amendment on behalf of the beneficiaries (see GA: Annex 3). If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries). The request for amendment must include:

- the reasons why
- the appropriate supporting documents
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).



If the party receiving the request agrees, it must sign the amendment in the electronic exchange system within 45 days of receiving notification (or any additional information the Commission has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

Eligible costs (GA: Chapter 3, Art.6):

Cost eligibility options (GA Data Sheet pg. 9):

- Standard supplementary payments
- Limitation for subcontracting
- Travel and subsistence:
 - Travel: Unit or Actual costs
 - Accommodation: Unit or Actual costs
 - Subsistence: Unit or Actual costs
- Equipment: depreciation only
- Indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: No
- Other ineligible costs

Below it is highlighted the general eligibility conditions:

- for actual costs:
 - they must be actually incurred by the beneficiary
 - they must be incurred in the period set out in Article 4 of GA (with the exception of costs relating to the submission of the final periodic report, which may be incurred afterwards; see Article 21 of GA)
 - they must be declared under one of the budget categories set out in Article 6.2 and Annex 2 of GA
 - they must be incurred in connection with the action as described in Annex 1 and necessary for its implementation
 - they must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices
 - they must comply with the applicable national law on taxes, labour and social security and
 - they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency
- for unit costs or contributions (if any):
 - they must be declared under one of the budget categories set out in Article 6.2 and Annex 2 of GA
 - the units must:
 - be actually used or produced by the beneficiary in the period set out in Article 4 (with the exception of units relating to the submission of the final periodic report, which may be used or produced afterwards; see Article 21 of GA)
 - be necessary for the implementation of the action and



- the number of units must be identifiable and verifiable, in particular supported by records and documentation (see Article 20 of GA)

Other details related to financing not linked to costs, flat-rate costs, or other concepts, are included in the Article 6 of the GA.

Reporting requirements: see sub-chapter 1.4 Basis for technical aspects and reporting.

Payment modalities: According the Consortium Agreement, the payment schedule will be handled by the coordinator according to the following:

- Initial prefinancing (70% of the pre-financing amount attributable to each Beneficiary; the pre-financing amount is the 90% of the maximum amount of the grant) will be made by coordination to partners within 30 days from receiving the payment by the European Commission.
- Final payment (30% of the pre-financing amount attributable to each Beneficiary; the pre-financing amount is the 90% of the maximum amount of the grant) will be made by coordinator to partners withing 30 days after receiving the payment by the European Commission.

Table 2: Reporting and payment schedule from EC to coordinator. Grant Agreement (Data Sheet pg. 9).

| Reporting | | | | | Payments | |
|-------------------|------------|----------|-----------------|---------------------------------------|----------------------|--|
| Reporting periods | | | Type | Deadline | Type | Deadline (time to pay) |
| RP No | Month from | Month to | | | | |
| | | | | | Initial prefinancing | 30 days from entry into force/ financial guarantee (if required) – whichever is the latest |
| | | | | | Final payment | 90 days from receiving periodic report |
| 1 | 1 | 24 | Periodic report | 60 days after end of reporting period | | |

Commission financial audit (GA: Chapter 4, Section 3, Art.25): The Commission may — during the implementation of the action or afterwards — carry out audits on the proper implementation of the action and compliance with the obligations under the Agreement. Audits may be started up to five years after the payment of the balance. They will be formally notified to the coordinator or beneficiary concerned and will be considered to have started on the date of the formal notification.

Tips on common problems in managing grants:

- F0 Form Part A total ≠ Part B total
- Consolidated cost statement/Participant cost statement



- EU contribution/pre-financing
- Missing forms
- Missing dates of invoices and payments
- Confusion of the cost categories
- No reference/description of the cost
- Reporting only the EU contribution costs



2 Project's Monitoring and Evaluation System

The coordinator will regularly assess the technical and financial progress of the overall project.

Internally, a spreadsheet is maintained to track tasks scheduled for completion on a weekly or biweekly basis. These tasks are consistently reviewed and updated. The spreadsheet will be shared and revised during all online meetings with the Steering Committee, held every six weeks. All relevant information will be incorporated into the official reports (see chapter 1.4 *Basis for technical aspects and reporting*).

The minutes of these progress meetings will provide partners with a clear overview of project task advancements and the next steps. Monitoring must consider the aspects highlighted in the following table (Table 2), as well as compliance with the indicators (see below).

The coordinator will take special care to ensure that the project remains on schedule and, in particular, that there are no delays at the project's outset.

Communication aspects will be integrated into the monitoring process to ensure the effective dissemination of outputs and to keep all partners focused on outreach objectives.

Table 3: Information fields for the monitoring reports.

| | |
|---|--|
| Project implementation process | Comparative analysis of: <ul style="list-style-type: none">➤ initial and actual time schedule,➤ planned and used resources,➤ expected and actual results |
| Evaluation of project management/implementation process | Positive aspects/opportunities Internal and external difficulties encountered Partnership/core group cooperation (as appropriate) Cooperation with the Commission Comments on European value added Lessons learnt and possible improvements |
| Activities | Comparison between initially planned and implemented activities, including Monitoring, evaluation and dissemination Qualitative evaluation of the activities |
| Presentation of the technical results and deliverables (one section per deliverable) | Description of individual deliverables Purpose of the deliverable Evaluation of the deliverable Value-added - in particular, European value added and transferability - of the deliverable Dissemination |
| Evaluation of the technical results and deliverables | General lessons learnt Strengths |

| | |
|---|--|
| | Possible challenges and/or improvements to be tackled through further action Recommendations to stakeholders, partners, authorities in charge. National and EU institutions |
| Follow-up | Comparison between initial and current follow-up measures Additional follow-up approaches |
| Financial balance follow-up in Steering Committee meetings | Key aspects to be reviewed: <ul style="list-style-type: none"> ➤ Incurred expenses ➤ Staff ➤ Travels ➤ Subcontracting |

On the other side, an evaluation system is defined following the progress and the achievement of the outcomes and outputs, that will be measured by the following **Indicators** and the corresponding deliverables (D) and milestones (M), according to the proposal:

- N° of progress project management meetings: At least (AL) 8, target value (TV) 10 (MS1).
- N° of Technical Reports delivered: TV 3 (D1.2).
- N° of reports and initiatives on risk governance analysed: AL 10, TV 15 (D2.1).
- N° of risk governance best practices identified and analysed: AL 15, TV 20 (D2.1).
- N° of interviews to experts of risk governance: AL 10, TV 15 (MS4).
- N° of Risk Assessment and Planning Tools developed: TV 6 (D3.1-3.6).
- N° of emergency bodies, land managers and other local stakeholders engaged along the Pilots: AL 8 per Pilot, TV 15 (MS9, D2.1-SEPP follow-up).
- N° of Exchange and Training Meetings (ETM) and Final Workshop organised: TV 3 (D4.1, MS10, D2.1-PCSEP follow-up).
- N° of external experts and local end-users' stakeholders mobilised along the ETM and other project actions: AL 20, TV 30 (MS10, D2.1-PCSEP follow-up).
- N° of dissemination actions of the project results at local/sub-national/national-EU level: AL 5, TV 10 (MS11, D2.1-PCSEP follow up).
- N° of activities in synergy with existing UCPM initiatives: AL 3, TV 5 (D4.2, D2.1-PCSEP follow-up).
- N° of presentations of the project in international events and workshops: AL 5, TV 10 (D4.1, D2.1-PCSEP follow-up).

According to the project proposal, the Work Package and Task leaders will be responsible for ensuring timely delivery of the highest quality outputs. In parallel, all the deliverables will be shared with the consortium to enrich the quality at technical and format level.

Actions and the corresponding partners responsible and partners' collaboration are described in the Part B of the proposal. The following Project Work Plan Timetable summarize main deadlines and the corresponding coordination and participation

| 2025 | | | | | | | | | | | | | 2026 | | | | | | | | | | | | | 2027 |
|------|------|------------------|-------------------------|----------------|----------------------|---------------------|---------------|------------|-----------|----------------------|----------------------|-----------|--------------------|----------------------|------------|------------|---------------------|-----------|-------------------|-------------------|-------------------|------------|----------------------|------------------------------|--------------------|------|
| WP | TASK | Febr. (1) | March (2) | April (3) | May (4) | June (5) | July (6) | August (7) | Sept. (8) | October (9) | Nov. (10) | Dec. (11) | Jan. (12) | Febr. (13) | March (14) | April (15) | May (16) | June (17) | July (18) | August (19) | Sept. (20) | Octo. (21) | Nov. (22) | Dec.(23) | Jan. (24) | |
| WP1 | T1.1 | KoM-CTFC and all | PMMP-CTFC | | Meeting-CTFC and all | | | | | Meeting-CTFC and all | Progress Report-CTFC | | | Meeting-CTFC and all | | | Meet-CTFC and all | PR-CTFC | | | Meet-CTFC and all | | | | PR-CTFC | |
| | T2.1 | | Internal Guide RGM-CTFC | | | | | | | | | | | | | | | | Interviews - CTFC | Tech. Report-CTFC | | | Poly. Brief.-CTFC | | | |
| WP2 | T2.2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | T2.3 | | | | PIP (X4) CIMA | | | | | | | | | | | | | | | | | | | | | |
| WP3 | T3.1 | | | | | | | | | | | | 1st Advance - DISP | | | | | | 2nd Advance-DISP | | | | Tool-DISP | Guide-DISP | | |
| | T3.2 | | | | | | | | | 1st Advance-AUTH | | | | | | | | | 2nd Advance-AUTH | | 3rd Adv.-AUTH | | Integr. Syst. - AUTH | Toolkit-AUTH | | |
| | T3.3 | | | | | | 1st Adv.-CIMA | | | | 2nd Adv.-CIMA | | 3rd Adv.-CIMA | | | | | | | | | | Tool- CIMA | | | |
| | T3.4 | | | | | | | | | 1st Advance-CTFC | | | | | | | 2nd A.-CTFC | | | | | | Guidelines- CTFC | | | |
| WP4 | T4.1 | | | Guido. SEP-PCF | | | | | | | | | | | | | | | | | | | | | | |
| | T4.2 | | | PCSEP-PCF | UCPM map-PCF | 1st ETM-PCF and all | | | | | | | | | | | 2nd ETM-PCF and all | | | | | | | (Final Workshop-PCF and all) | Dissemination- PCF | |

Figure 1: FIRE-SCENE [Work Plan](#).

