



# Drastic

Demonstrating affordability,  
sustainability and circularity

## Project Handbook

DELIVERABLE D1.1

## Deliverable information

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# 1 Introduction and Context

## 1.1 About Drastic

Drastic will pave the way for significant whole life-cycle GHG emission reduction in new construction and (deep energy) retrofit by demonstrating affordable innovative circular solutions in 5 different geographical zones, covering different building layers (accounting for 90% of GHG emissions), raw materials (accounting for 72% GHG emissions), buildings typologies (accounting for 80% of all buildings), circular strategies (reaching up to 60% of GHG emission reduction), and local drivers. The demonstrators untap on EU scale the potential of 491 MTCO<sub>2</sub>-eq savings annually and a financial divergence potential of €33.4 billion annually, within defined market conditions and based on circular business models. To reach this ambitious goal, 23 partners from 8 European countries collaborate together, covering the entire value chain and supported by a co-creation strategy with relevant stakeholders. To assess and validate the solutions, an innovative multi-cyclic performance assessment framework will be developed and applied, integrating multi-cycle LCA, multicycle LCC, circularity and sufficiency for construction and building related products and components. Novel data-driven tools covering quality evaluation, thermal efficiency, automatic identification of assets and their reusability condition, multi-cycle traceability, and social acceptance will be enhanced, demonstrated and combined in a toolbox integrated in a common digital platform, going beyond a digital building logbook. High impact dissemination and communication of results/key deliverables will be led by the World Green Building Council and maximized by its global network. The Drastic project will contribute to the objectives of the EU by demonstrating the feasibility of promising and affordable new technologies, processes and products combined with new business models for faster market uptake, leading towards more sustainable buildings with reduced life-cycle carbon, high life-cycle performance and reduced life-cycle costs.

Hence, Drastic brings together 5 different demonstrators with different innovative designs, construction/renovation methods, and technological circular system solutions, a wide variety of typologies (residential, commercial) and thus distinct target groups (investors, owners), offering scale and diversity, spread across the EU, with distinct local environmental, social, and economic conditions. Product and building process and design guidelines including a multi-cycle LCA (M-LCA) and multi-cycle LCC (M-LCC) approach and circularity and sufficiency indicators, aligned with the EU Level(s) framework for sustainable buildings, to validate performance measurements. Five diverse functionalities combined in a toolbox with novel data-driven tools, integrated in a common digital building data platform (including DBLs) also addressing transparency, quality and traceability, to support the integration of results and deliverables.

## 1.2 Purpose of this document

This project handbook for the Drastic project covers many practical day-to day activities that partners face through the course of the project. It can be used as a reference source to standardized elements such as project reports, deliverables, etc. through the use of agreed procedures and templates where relevant.

The Drastic handbook will be a dynamic document to be updated based on latest needs and agreements within the consortium. The maintenance and distribution of the project handbook during



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the whole duration of the project will be responsibility of the Project Coordinator as part of the management activities of WP1. The latest version of this manual will always be available on the internal project website set up in TEAMS.

### 1.3 Precedence

The general principles for the project execution are defined in the EU Grant Agreement (GA), the Description of the action (DoA) 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 Description of the action, also referred to as the Grant Agreement (EU GA) Annex 1;
2. Consortium Agreement (CA);
3. Project handbook (present document).

## 2 General Project Information

The general information of the Drastic project, including funding programme and grant agreement number is presented in Table 1.

*Table 1 General Drastic information*

<b>Title</b>	Demonstrating Real and Affordable Sustainable Building Solutions with Toplevel whole life-cycle performance and Improved Circularity
<b>Acronym</b>	Drastic
<b>Grant Agreement No.</b>	101123330
<b>Funding Programme</b>	HORIZON-CL5-2022-D4-02
<b>Type of Action</b>	Horizon - IA
<b>Project Start Date</b>	1 <sup>st</sup> of October 2023
<b>Project duration</b>	48 Months

The project coordinators and respective contacts are listed in Table 2.

*Table 2 Project coordinator team*

<b>Project Coordinator (VITO)</b>	<b>Project Coordinator (VITO)</b>
<b>Michiel Ritzen</b>	<b>Joana Gonçalves</b>
Senior expert circularity sustainable built environment / research activity leader circularity in the built environment	R&D Circularity in the Built Environment
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T: +32 473 732 166	T: +32 14 33 55 29

The Drastic Project brings together 23 partners across 8 countries, as described in Table 3.

Table 3 Project partners

<b>No.</b>	<b>Participating Organisation Legal Name</b>	<b>Participant Short Name</b>	<b>Country</b>
<b>1 (Coordinator)</b>	Vlaamse Instelling voor Technologisch Onderzoek nv	VITO	Belgium
<b>2</b>	Saint Gobain Recherche SA	SGR	France
<b>3</b>	Saint Gobain Solutions France	SGF	France
<b>4</b>	Saint Gobain Ecophon Aktiebolag	ECOPHON	Sweden
<b>5</b>	CORAMINE	CORAMINE	France
<b>6</b>	Saint-Gobain Weber GmbH	WEBER	Germany
<b>7</b>	Saint-Gobain Isover G+H AG	ISOVER	Germany
<b>8</b>	BARNA STEEL SA	CELSA	Spain
<b>9</b>	LEZAMA DEMOLICIONES SL	LEZAMA	Spain
<b>10</b>	ACSA OBRAS E INFRAESTRUCTURAS SAU	SORIGUE	Spain
<b>11</b>	UNIVERSITAT POLITECNICA DE CATALUNYA	UPC	Spain
<b>12</b>	ADEC GLOBAL SL	ADEC	Spain
<b>13</b>	TIMBECO EHITUS OU	TIMBECO	Estonia
<b>14</b>	TALLINNA TEHNIKAÜLIKOOL	TALTECH	Estonia
<b>15</b>	Produktif Norway AS	Produktif	Norway
<b>16</b>	Omtre AS	OMTRE	Norway
<b>17</b>	FUNDACION TECNALIA RESEARCH & INNOVATION	TECNALIA	Spain
<b>18</b>	UNIVERSITEIT MAASTRICHT	UM	Netherlands
<b>19</b>	WORLDGBC EUROPE	WGBC	Belgium
<b>20</b>	Association HQE-France GBC	HQE	France
<b>21</b>	Madaster Shared Services B.V.	MADASTER	Netherlands
<b>22</b>	CAALA GMBH	CAALA	Germany
<b>23</b>	ICADE	ICADE	France

## 3 Legal Aspects

### 3.1 Grant Agreement

The Grant Agreement forms the legal basis for the implementation of Drastic project. It consists of: Terms and Conditions (this is the core contract);

- Annex 1 Description of the action (DoA) (part A & part B);
- Annex 2 Estimated budget for the action;
- Annex 2a Additional information on unit costs and contributions (if applicable);
- Annex 3 Accession Forms;
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)
- Annex 4 Model for the financial statements;
- Annex 5 Specific rules (if applicable).

Although the core contract is signed between the EU and the Coordinator of the project, all partners have become individual contract partners with the commission by signing the Accession Forms.

The Grant Agreement must be kept by all partners and should be provided to the auditor in case of an audit. It is downloadable from the participant portal; in the document library of the Drastic project.

### 3.2 Consortium agreement

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

### 3.3 Amendments

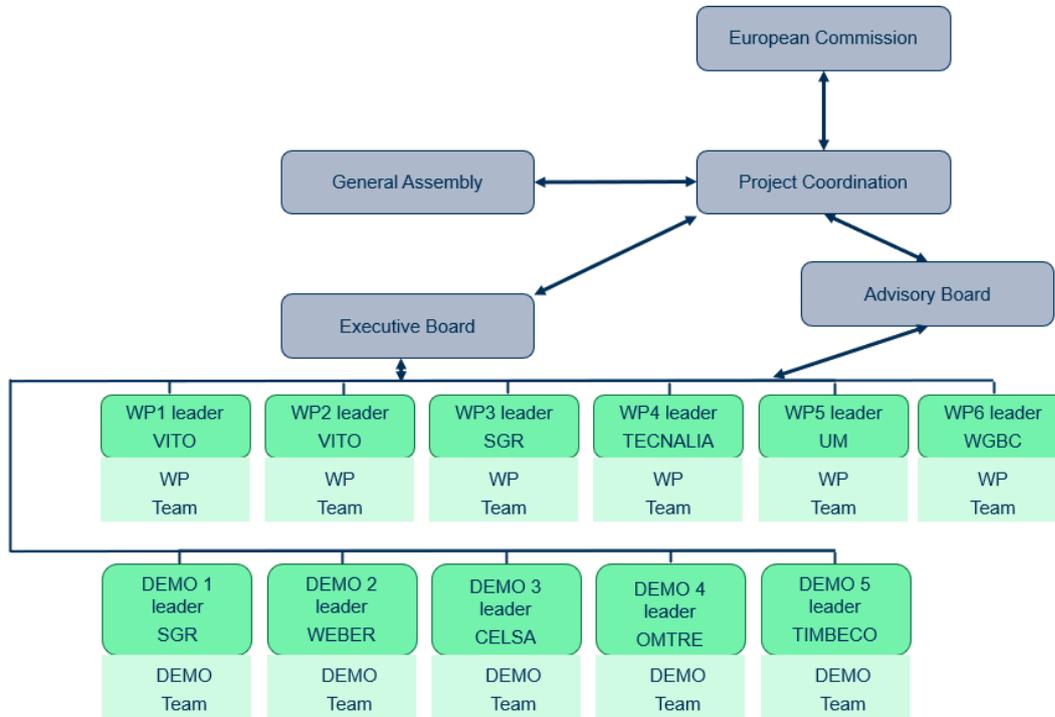
During the project, circumstances may arise to call for a request to the EU for an amendment of the Grant Agreement. Reasons may vary, but could be:

- Change of partner(s);
- Change of legal entity;
- Changes in the Budget (EU GA: Annex 2);
- Changes in the Description of the action (EU GA: Annex 1).

In case an amendment is needed, the Project Coordinator shall submit such a request in agreement with all partners. After approval from the EC, the Project Coordinator shall distribute the revised Grant Agreement to the partners, replacing former versions. Budget changes that do not affect the content of the Description of Action can be taken care of by the consortium itself; decision through the General Assembly and inform the Project Officer. Amendments may be requested by any of the project partners but are to be submitted for approval only through the Project Coordinator.



chart is best suited for the project's management of work, allowing for an organizational structure that can handle the complexity of a multidisciplinary effort (Figure 2).



*Figure 2 Drastic organizational structure*

The project organizational structure has multiple layers of decision-making:

- **Project Coordination**

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

- **General Assembly (GA)**

The General Assembly is the decision-making body of the consortium. In addition the General Assembly deals with partner enrollment and exit, budget changes, (IPR) issues and conflicts.

- **Executive Board (EB)**

Work Package Leaders are responsible for workflow, coordination and progress within their WPs and other WPs. They report to and are accountable to the General Assembly. The Demonstrator case owners are responsible for the realization of the demonstrators. They ensure that the project coordinator is informed about WP and demonstrator developments. Adjustment to work must be agreed by Coordinator.

- **Advisory Board (AB)**

The Advisory Board supports Drastic on dissemination, exploitation and communication strategy as well as general safeguard compliance.

## 4.2 Roles

### 4.2.1 Project Coordination

The Drastic project is coordinated by VITO and acts as the intermediary between the partners and the European Commission (Funding Authority).

The coordination of the project is performed at two levels:

- **Project Coordination**  
Michiel Ritzen and Joana Gonçalves are the Project Coordinators. They support the consortium on financial, legal, administrative as well as on organizational matters. The coordinator is the legal entity acting as the intermediary between the Parties and the Funding Authority. In its role as Coordinator, VITO represents the Drastic consortium towards CINEA, oversees project planning and implementation, and safeguards quality and procedures, in respect to both delivery of outputs and financial management.
- **Scientific coordination**  
Steven Claes is the Scientific Coordinator. He takes care of the scientific development of the project. His 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 coordinator will cooperate closely with Work Package Leaders to guarantee that the project delivers the expected impact.

The Project coordinator and Scientific coordinator work closely together to guarantee a smooth project communication internally (within the project) and externally (with the EU and the public at large).

### 4.2.2 Workpackage and task leaders

Each Work Package (WP) has been assigned a leader who is responsible together with the work package members for the deliverables and milestones for that work package and all other tasks. The work package leaders manage the day-to-day technical planning and work and have the final responsibility for the work package activities and deliverables.

WP leaders are responsible for the proper execution and implementation of the decisions of the GA on WP level. In particular they are responsible for:

1. Assessing the compliance of the project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the GA;
2. Support the Coordinator in preparing meetings with the Funding Authority and in preparing related data and deliverables;
3. Prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority.

Each work package leader will report on the progress of the work package every 6 months to the Project and Scientific coordinator and conform the formal reporting periods.

Any circumstances which may require changes in the work package must be immediately reported to the coordination team.



### 4.2.3 General Assembly

The General Assembly of all Drastic project partners is the ultimate decision-making body of the project. It comprises one senior member of each consortium partner and is chaired by the Project Coordinator. The General Assembly is collectively responsible for defining the course of action of the project and affirms the full commitment of the whole project consortium. The General Assembly will review progress and discuss broader or specific aspects of the project planning and implementation where input or decision making from all partners is relevant.

### 4.2.4 Executive Board

The group consisting of the Coordination Team, the WP Leaders and Demonstrator Leaders represents the Executive Board of the project. The Executive Board is the supervisory body for the execution of the Project which shall report to and be accountable to the General Assembly. Regular meetings (virtual or physical) are set up to discuss the progress of the work and ensure alignment between WPs and demonstrators. Chaired by the Coordination Team, WP Leaders' and demonstrators' meetings provide the opportunity to review and advance cross-WP and cross demonstrator aspects of the work.

## 5 Communication

### 5.1 Internal communications

In the context of internal project coordination and management, a number of IT and administration guidelines are set up to support communication and information exchange, technical, financial and administrative overview and monitoring, as well as documentation of all project management related activities.

#### 5.1.1 Internal communication platform

Microsoft Teams (providing VITO's virtual collaboration platform) will hold all Drastic project files, including deliverables, internal procedure documentation, templates, meeting notes, background information, etc.

Every member of the consortium has access to this platform. In case of problems/need for a new account, please contact: [Steven.claes@vito.be](mailto:Steven.claes@vito.be).

#### 5.1.2 E-mail

Project related emails should include in the subject title: Drastic followed by a more specific description of the subject line.

Furthermore, it is required to copy the project coordinator team: [Michiel.ritzen@vito.be](mailto:Michiel.ritzen@vito.be) and [Joana.goncalves@vito.be](mailto:Joana.goncalves@vito.be) in most important e-mail communications related to project management as well as [Steven.claes@vito.be](mailto:Steven.claes@vito.be) in most important communication related to content.

### 5.2 External communications

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

The external communication is part of WP6 of which WGBC is responsible & Communication and Dissemination strategy of Drastic will be developed further based on the DoA and project schedule by this partner.

Communication of project results is an important part of a Horizon Europe. You will find more information in deliverables D6.1, D6.2, D6.3, D6.4, D6.5 and D6.6. The Dissemination, Communication and Exploitation plan that will be due in M12.

All external communication and dissemination actions undertaken before and during the project should be communicated to the partner responsible for the external communication and the project coordinator, 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.

An event Calendar for pro-active registration of activities from all partners will be created also as part of WP6 activities.

## 5.2.1 General Requirements

You are requested to indicate at all times that the project has received funding from the European Union (See article 17 of the GA). Using the following:

- Display the [EU emblem](#) (when displayed together with another logo, the EU emblem must have appropriate prominence):



- Acknowledgment to the funding authority:  
*"This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No. 101123330."*
- Include the following text (Disclaimer):  
*"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them."*
- Include the project logo.



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## 5.2.2 Project Website

The project website - <https://drasticproject.eu/> - will be set up for external communication purposes as part of D6.2. In addition, project social media accounts will be set up from WGBC as to be defined further in the communication and dissemination strategy.

## 6 Reporting

### 6.1 Periodic reporting

The periodic report (EU GA: Article 21.2) must be submitted by the 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).

Example of Periodic Report Template can be found on the EC website under Horizon Europe reference documents:

[periodic-report\\_horizon-euratom\\_en.pdf \(europa.eu\)](#)

The coordinator will share with all partners the latest template and instructions available in the participant portal when the reporting period will start, as the above is an example so the actual available by the time of reporting might have some changes.

The periodic report contains the periodic technical and financial reports.

### 6.2 Final reporting

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.

As Final Report Template, the same as the Periodic Report Template available on the EC website under Horizon Europe reference documents can be used as example:

[periodic-report\\_horizon-euratom\\_en.pdf \(europa.eu\)](#)

The coordinator will share with partners the latest template available in the participant portal when the reporting period will start, as the above is an example so the actual available might have changes.

The coordinator compiles this final report in consultation with the partners. The final report should include the following:

1. a 'final technical report' with a summary for publication containing:
  - a. an overview of the results and their exploitation and dissemination;
  - b. the conclusions on the action and
  - c. the socio-economic impact of the action.
2. a 'final financial report' containing:
  - a. '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;
  - b. a 'certificate on the financial statements' for each partner (and for each linked third party), if the requested EU contribution to costs  $\geq$  EUR 430 000.00.

### 6.3 Financial reporting

The budget contains the estimated eligible costs, broken down by partner (and its affiliated entities) and budget category (EU GA: Articles 5 and 6).

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 GA (Annex 2). The budget categories are listed in the EU GA: Article 6.2, these are:

A. Personnel costs:

- A.1 Employees (or equivalent);
- A.2 Natural persons under direct contract;
- A.3 Seconded persons by a third party against payment;
- A.4 SME owners or natural person beneficiaries.

B. Subcontracting costs:

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 12).

C. Purchase costs:

- C.1 Travel and subsistence;
- C.2 Equipment costs;
- C.3 Other goods, works and services.

Other cost categories (if option applies):

- D2. Internally invoiced goods and services

Indirect costs:

will be reimbursed at the flat-rate of 25% of the eligible direct costs (categories A-D, except volunteer costs, subcontracting costs, financial support to third parties and exempted specific cost categories, if any).

### 6.3.1 Audit – Certificate on the Financial Statements

A Certificate on the Financial Statements (CFS) is requested for each partner in case of total EU-contribution of EUR 430 000 or more, as reimbursement of total costs. A special threshold is in place for beneficiaries with a systems and process audit: if the requested EU contribution to costs  $\geq$  EUR 725 000.00.

Partners submit:

- either one certificate per reporting period.  
*Note: choose this option, only when you expect to exceed the threshold of EUR 430 000 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 (see 6.4 Keeping Records). The template is available in EU GA Annex 4 and on the EC website under [Reference Documents \(europa.eu\)](#).

## 6.4 Keeping records- supporting documentation

Each partner must — for a period of five years after the payment of the balance keep records and other supporting documentation to prove the proper implementation of the action and the declared costs to be eligible. In the case of grants of not more than EUR 60 000, records must be kept for only 3 years after the payment of the balance. The documents need to be the original documents. Digital and digitalized 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 and see also Article 20.1 from the GA:

- Personnel costs:
  - monthly signed time sheets (6.4.1 Time recording). Template with minimum requirements;
  - calculation of hourly rate (EU GA: Article 6.2);
  - proof of paid salary;
  - labour contracts.
- Subcontracting costs:
  - quotations (sub)contracts;
  - signed (sub)contracts;
  - all receipts of expenditure.
- Purchase costs (travel costs and related subsistence allowances, equipment costs, costs of other goods and services):
  - quotations (sub)contracts;
  - all receipts of expenditure;
  - meeting docs: signed presence lists, minutes, agenda;
  - calculations of depreciation costs charged to the project.

### 6.4.1 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 20.1).

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 on the [Participant Portal](#).

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 certainty 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 DoA (EU GA: Annex 1), 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.

## 6.5 Quality Assurance and management structure

The internal process of Quality Assurance consists of the following levels:

- **WP Leaders** are responsible for the implementation of their respective WP according to the overall work plan; they follow-up, coordinate and ensure consistent development of all tasks and the timely delivery of quality outputs as planned, in collaboration with the relevant Task Leaders. WP Leaders report progress, changes in the execution of WPs, (potential) risks and other issues whenever needed or required, either in writing or in targeted meetings, and in a timely manner, to the Coordination Team.
- **Demonstrator Leaders** are responsible for developing the planning, as well as for implementation, adaptation, management and operation of the work at the local level, including continuous overview of the demonstrator activities, planning updates, progress evaluation, risk assessment, reporting, financial and data management, as well as communication and engagement with local stakeholders.
- **The Coordination Team** oversees project planning and implementation, and safeguards quality and procedures, in respect to both delivery of outputs and financial management. It also informs partners upfront on relevant procedures and processes, e.g. through dedicated workshops on administrative and financial aspects, acts when issues are identified and informs the EC accordingly. The main contact points for the Coordination Team are the WP Leaders and the demonstrator leaders.

### 6.5.1 Project deliverables

An overview of the different deliverables of the Drastic project is provided in Table 4.

*Table 4 Drastic overview of deliverables in sequence (soonest to latest and organized by WP) during the duration of the project (R – Document/Report; DEC -Demonstrator/Pilot/Prototype; DEC – Website/Patent fillings/Video’s)*

<b>WP/Task/Deliverable</b>	<b>Due date</b>	<b>Type</b>	<b>Lead</b>
<b>WP1: Project management and coordination</b>			VITO
D1.1: Drastic Project Handbook	11/30/2023	R	VITO
D1.2 v1: Quality and risk management report	12/21/2023	R	VITO
D1.3 v1: Data Management Plan	12/21/2023	DMP	VITO
D1.4 v1: Ethics Assessment Report	12/21/2023	OTHER	VITO
D1.5 v1: Gender Analysis Report	12/21/2023	OTHER	VITO
D1.2 v2: Quality and risk management report	3/31/2025	R	VITO
D1.3 v2: Data Management Plan	3/31/2025	DMP	VITO
D1.4 v2: Ethics Assessment Report	3/31/2025	R	VITO
D1.5 v2: Gender Analysis Report	3/31/2025	R	VITO
D1.2 v3: Quality and risk management report	9/30/2026	R	VITO
D1.3 v3: Data Management Plan	9/30/2026	DMP	VITO
D1.4 v3: Ethics Assessment Report	9/30/2026	R	VITO
D1.5 v3: Gender Analysis Report	9/30/2026	R	VITO
D1.2 v4: Quality and risk management report	9/30/2027	R	VITO
D1.3 v4: Data Management Plan	9/30/2027	DMP	VITO
D1.4 v4: Ethics Assessment Report	9/30/2027	R	VITO
D1.5 v4: Gender Analysis Report	9/30/2027	R	VITO
<b>WP2: Design and process guidelines &amp; sustainability performance assessment</b>			VITO
D2.1: Design guidance framework based on multi-cycle sustainability and circularity assessment, including product and building level	8/5/2024	R	VITO
D2.2: Data collection protocol	9/30/2024	R	CAALA
D2.3: Benchmark/BAU sustainability and sufficiency assessment report including both product and building level	3/31/2025	R	VITO
D2.4: Sustainability and sufficiency assessment report of the screened Drastic solutions, including both product and building level	3/31/2026	R	VITO
D2.5: Sustainability and sufficiency assessment report of the validated Drastic solutions, including both product and building level	9/30/2027	R	VITO

<b>WP3: Product development and demonstration</b>			SGR
D3.1: In depth inventory of the demonstrators based on WP2 and WP4 framework	9/30/2025	R	OMTRE
D3.2: New product development	9/30/2026	R	WEBER
D3.3: Protocol for pre demolition / deconstruction diagnostics, quality check and tagging	9/30/2026	R	SGR
D3.4: Implementation of the selected solutions in real building	3/30/2027	DEM	TIMBECO
D3.5: Drastic technical performance evaluation report in real buildings	9/30/2027	DEM	CELSA
<b>WP4: Whole life-cycle digital platform</b>			TECNALIA
D4.1: Technical and functional specifications	9/30/2024	R	TECNALIA
D4.2: Diagnostics, identification, quality control and data entry	9/30/2025	OTHER	TECNALIA
D4.3: Multi-cycle traceability platform (preliminary functional version with MLCA/ M-LCC, circularity indicators' focus)	9/30/2026	OTHER	CAALA
D4.4: Multi-cycle traceability platform (integrated and fully operational)	2/26/2027	DEM	MADASTER
<b>WP5: Ecosystem creation and exploitation</b>			UM
D5.1: Report on the complete ecosystem for innovative solutions in the construction industry	3/31/2025	R	UM
D5.2: Comparison of the different demonstrators analysed with the consumer-centred business models	3/31/2027	R	UM
D5.3: Report on the innovative circular business model	9/30/2027	R	UM
D5.4: Report on the social acceptability of the Drastic solutions in the construction industry	9/30/2027	R	SGR
<b>WP6: Dissemination, Communication and Stakeholder engagement</b>			WGBC
D6.2: Drastic project webpage	1/31/2024	DEC	WGBC
D6.3: Drastic project identity (digital communication assets: logo, brand guidelines, PPT template, social media assets and report template)	1/31/2024	DEC	WGBC
D6.5: Drastic Stakeholder community map	3/29/2024	DEC	WGBC
D6.1 v1: Dissemination, communication and exploitation plan	9/30/2024	R	WGBC
D6.1 v2: Dissemination, communication and exploitation plan	9/30/2025	R	WGBC
D6.4: Drastic exploitation roadmaps/booster kits	9/30/2026	R	OMTRE
D6.6: Report summarising minutes of all Drastic stakeholder engagement workshops	9/30/2026	R	WGBC

## 7 SEDIA/SYGMA Participant Portal

The SEDIA Participant Portal is the venue for the formal communication with the European Commission regarding the project. Participants need to sign in to reach the project management sections under [Funding & tenders \(europa.eu\)](https://europa.eu). The figures below present the sequence of steps to access the information of the project in the portal.

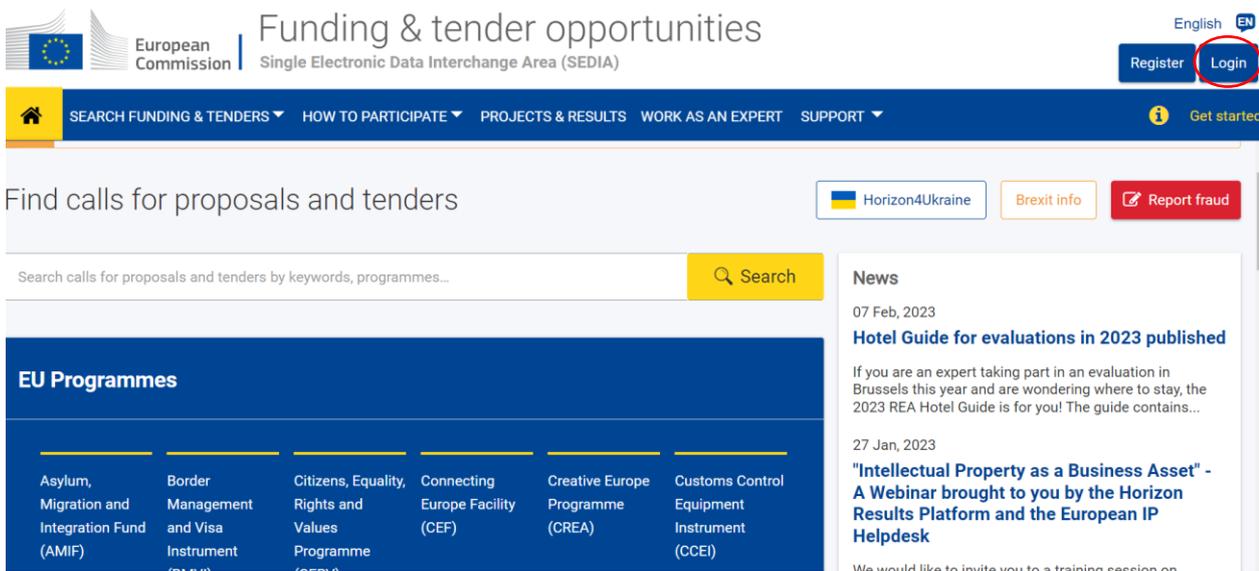


Figure 3: Log in screen from SEDIA

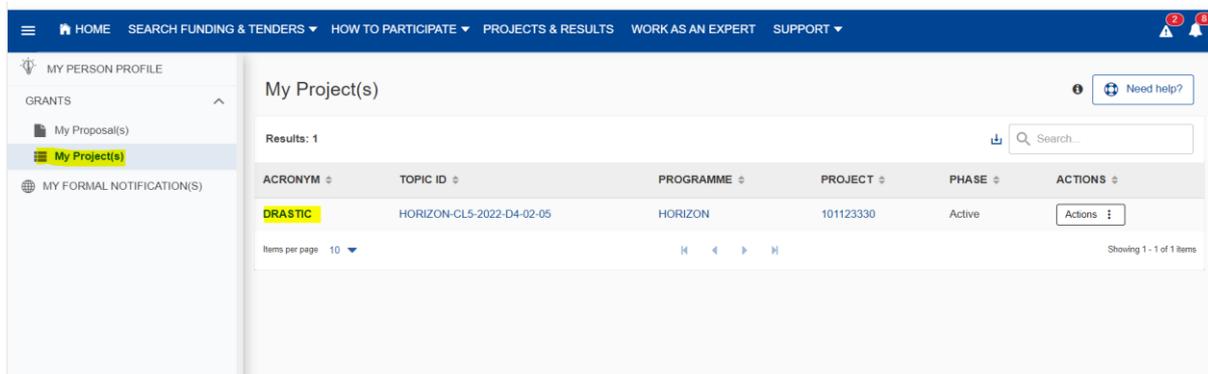


Figure 4 A list of the participant's ongoing projects are accessed by selecting "My Project(s)"

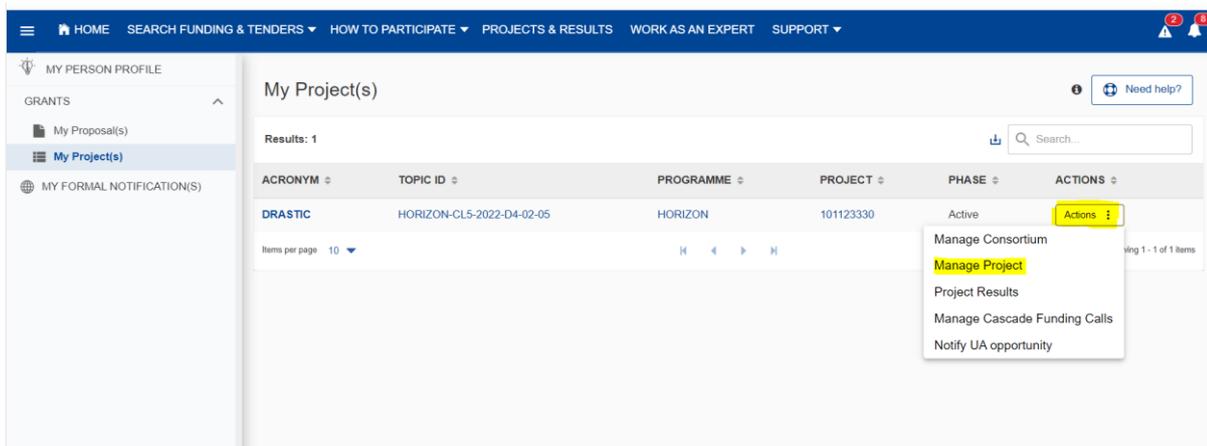


Figure 5 A management window is opened by selecting "Actions" and "Manage Projects" from the Actions list.

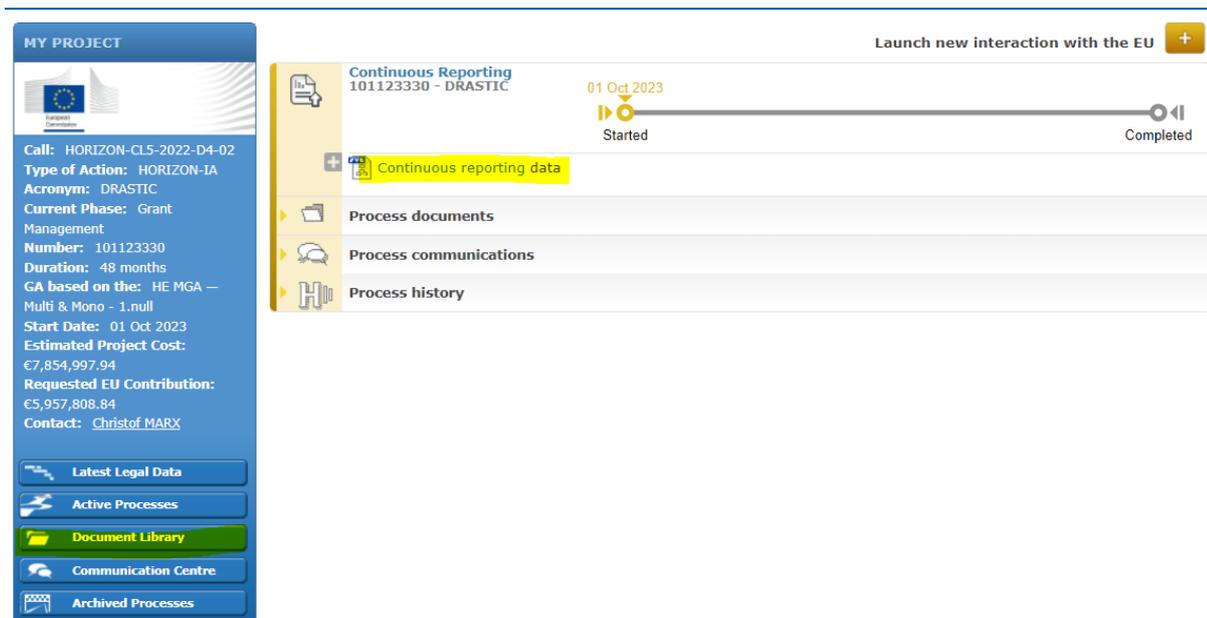


Figure 6 All formal documents can be accessed under "Document Library". A view of the project progress can be accessed under "Continuous Reporting".

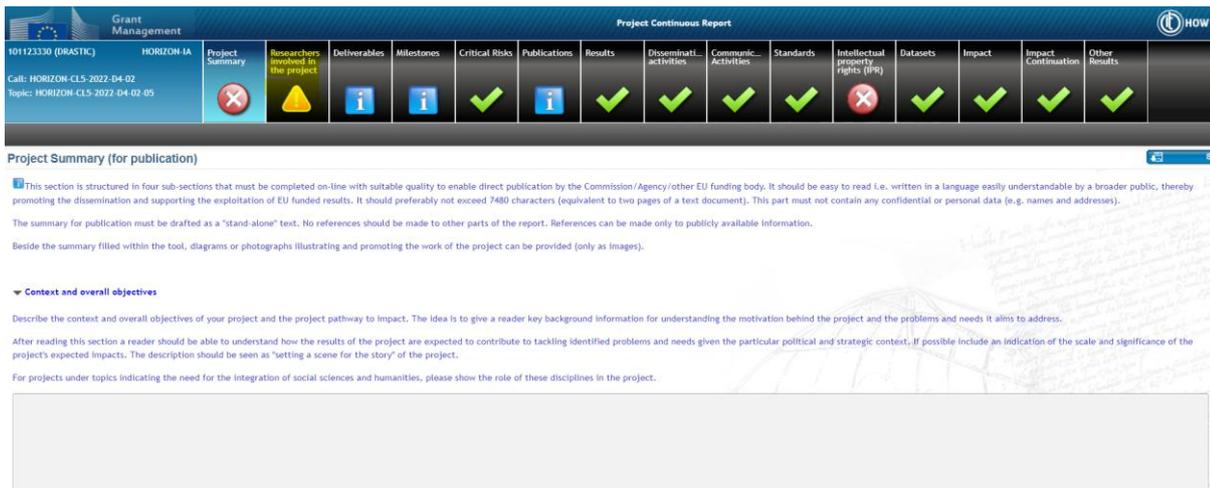


Figure 7 Project participants are responsible for keeping their personal information updated (section "Researchers involved in the project", in the module continuous reporting).

## 7.1 Horizon Europe Manual

The [Online Manual - Online Manual - Funding Tenders Opportunities \(europa.eu\)](https://europea.eu) offers guidelines on management rules and tasks processes required by EU. In Drastic project handbook we will provide links to the relevant sites in this manual where appropriate. This can also be reached from the SEDIA Participant Portal

Guidelines on the management of ongoing projects is reached under Grant management as shown in Figure 8.

### Grants

#### Applying for funding



#### Evaluation & Grant signature



#### Grant management

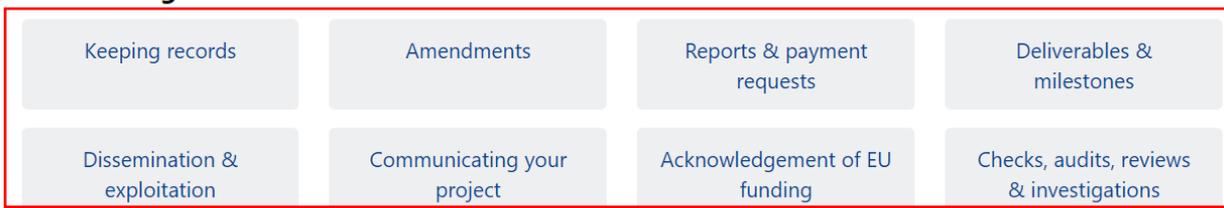


Figure 8 Guidelines for project implementation based on Horizon Europe Manual

## 8 Payments

Three types of payments are foreseen for the duration of the project.

1. Pre-financing at the start of the project:

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

Mutual Insurance Mechanism contribution: 5% of the maximum grant amount will be retained from the initial pre-financing.

2. Interim payment following the approval of the periodic reports:

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

First Periodic Report: 01 October 2023 (M1) – 30 September 2024 (M12)

Second Periodic Report: 01 October 2024 (M13) – 31 March 2026 (M30)

Interim payment ceiling (per partner): 90% of the maximum grant amount

3. Final payment following the approval of the final report (01 April 2026 (M31) – 01 September 2027 (M48)):

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. The costs for the submission of the final report or final review meetings are eligible so that final submission will be coordinated after the review meeting.

## 9 Risk Management

To address (potential) risks in Drastic implementation, this Risk Management Plan (D1.2) defines an overall risk management strategy that explains how to identify and avoid risks, provide contingency plans, and overcome any problem with appropriate risk-mitigation measures.

The Risk Management Plan is intended for internal use by the Drastic project consortium as a whole, and particularly for the Coordination Team, the WP Leaders and demonstrator leaders. The Risk Management Plan is based on following guiding principles:

- Organisation: Clear definition, agreement and update of roles and responsibilities;
- Planning: Preparation of achievable and agreed statement of what the project is to produce, when and how it is to be produced, assigned to the different WPs and partners;
- Controls: Regular review of the status and update of the work plan;
- Quality reviews: Project deliverables will be reviewed according to the predefined procedures and criteria to ensure a standard high quality before delivery;
- Risks initially identified are summarized below, including the mitigation actions and contingency plans.

The risk management plan will be further elaborated in Deliverable D1.2: Quality and risk management report.

Project deliverables will be prepared and reviewed in advance to ensure their accordance with content and quality. Table 2 provides an overview of the designated reviewer for each deliverable. This table applies to deliverables from month 4 to avoid delays in the submission of first deliverables that will be reviewed only by the coordination team.

The Peer Review Table is intended as a static guidance document, but specific adjustments may be made in the future if considered necessary.

*Table 5 Overview of the different deliverables and corresponding main 'external' reviewer*

<b>Del. No.</b>	<b>Deliverable description</b>	<b>WP No.</b>	<b>Lead</b>	<b>Review date</b>	<b>Due date</b>	<b>Reviewer</b>
<b>D1.1</b>	Drastic Project Handbook	1	VITO	-	30 NOV 2023	Internal (VITO) reviewer
<b>D1.2</b>	Quality and risk management report	1	VITO	8 DEC 2023	22 DEC 2023	David Garcia
<b>D1.2</b>	Quality and risk management report	1	VITO	10 MAR 2025	31 MAR 2025	David Garcia
<b>D1.2</b>	Quality and risk management report	1	VITO	9 SEP 2027	30 SEP 2027	David Garcia

<b>D1.3</b>	Data Management Plan	1	VITO	10 MAR 2025	31 MAR 2025	Jose Luis Galvez
<b>D1.3</b>	Data Management Plan	1	VITO	8 DEC 2023	22 DEC 2023	Jose Luis Galvez
<b>D1.3</b>	Data Management Plan	1	VITO	9 SEP 2027	30 SEP 2027	Jose Luis Galvez
<b>D1.4</b>	Ethics Assessment Report	1	VITO	10 MAR 2025	31 MAR 2025	Wendy Wuyts
<b>D1.4</b>	Ethics Assessment Report	1	VITO	8 DEC 2023	22 DEC 2023	Wendy Wuyts
<b>D1.4</b>	Ethics Assessment Report	1	VITO	9 SEP 2027	30 SEP 2027	Wendy Wuyts
<b>D1.5</b>	Gender Analysis Report	1	VITO	10 MAR 2025	31 MAR 2025	Lidia Zulema Borjas Hernandez
<b>D1.5</b>	Gender Analysis Report	1	VITO	8 DEC 2023	22 DEC 2023	Lidia Zulema Borjas Hernandez
<b>D1.5</b>	Gender Analysis Report	1	VITO	9 SEP 2027	30 SEP 2027	Lidia Zulema Borjas Hernandez
<b>D2.1</b>	Design guidance framework based on multi-cycle sustainability and circularity assessment, including product and building level	2	VITO	5 JUL 2024	26 JUL 2024	Marie Lamblet

<b>D2.2</b>	Data collection protocol	2	CAALA	9 SEP 2024	30 SEP 2024	Sander Hoek
<b>D2.3</b>	Benchmark/BAU sustainability and sufficiency assessment report including both product and building level	2	VITO	10 MAR 2025	31 MAR 2025	Rune Kongshaug
<b>D2.4</b>	Sustainability and sufficiency assessment report of the screened Drastic solutions, including both product and building level	2	VITO	10 MAR 2026	31 MAR 2026	Targo Kalamees
<b>D2.5</b>	Sustainability and sufficiency assessment report of the validated Drastic solutions, including both product and building level	2	VITO	9 SEP 2027	30 SEP 2027	Francisco Tienda
<b>D3.1</b>	In depth inventory of the demonstrators based on WP2 and WP4 framework	3	OMTRE	9 SEP 2025	30 SEP 2025	Veronique Vasseur
<b>D3.2</b>	New product development	3	WEBER	9 SEP 2026	30 SEP 2026	Eero Nigumann
<b>D3.3</b>	Protocol for pre demolition / deconstruction diagnostics, quality check and tagging	3	SGR	9 SEP 2026	30 SEP 2026	Raymond Sheen
<b>D3.4</b>	Implementation of the selected solutions in real building	3	TIMBECO	10 MAR 2027	31 MAR 2027	Barbara Fernandez

<b>D3.5</b>	Drastic technical performance evaluation report in real buildings	3	CELSA	9 SEP 2027	30 SEP 2027	Florian Quentin
<b>D4.1</b>	Technical and functional specifications	4	TECNALIA	9 SEP 2024	30 SEP 2024	Esther Real
<b>D4.2</b>	Diagnostics, identification, quality control and data entry	4	TECNALIA	9 SEP 2025	30 SEP 2025	Elie Falcand
<b>D4.3</b>	Multi-cycle traceability platform (preliminary functional version with MLCA/ M-LCC, circularity indicators' focus)	4	CAALA	9 SEP 2026	30 SEP 2026	Lisa Damen
<b>D4.4</b>	Multi-cycle traceability platform (integrated and fully operational)	4	MADASTER	05 FEB 2027	26 FEB 2027	Alexander Hollberg
<b>D5.1</b>	Report on the complete ecosystem for innovative solutions in the construction industry	5	UM	10 MAR 2025	31 MAR 2025	Florian Quentin
<b>D5.2</b>	Comparison of the different demonstrators analysed with the consumer-centred business models	5	UM	10 MAR 2027	31 MAR 2027	Laura Pallares
<b>D5.3</b>	Report on the innovative circular business model	5	UM	9 SEP 2027	30 SEP 2027	Anna Domenech Abella
<b>D5.4</b>	Report on the social acceptability of the Drastic solutions in	5	SGR	9 SEP 2027	30 SEP 2027	Veronique Vasseur

	the construction industry					
<b>D6.1</b>	Dissemination, communication and exploitation plan	6	WGBC	9 SEP 2024	30 SEP 2024	Carolin Spirinckx
<b>D6.1</b>	Dissemination, communication and exploitation plan	6	WGBC	9 SEP 2025	30 SEP 2025	Carolin Spirinckx
<b>D6.2</b>	Drastic project webpage	6	WGBC	10 JAN 2024	31 JAN 2024	Joana Gonçalves
<b>D6.3</b>	Drastic project identity (digital communication asSEPs: logo, brand guidelines, PPT template, social media asSEPs and report template)	6	WGBC	10 JAN 2024	31 JAN 2024	Marie Lamblet
<b>D6.4</b>	Drastic exploitation roadmaps/booster kits	6	WGBC	9 SEP 2026	30 SEP 2026	Veronique Vasseur
<b>D6.5</b>	Drastic Stakeholder community map	6	WGBC	9 MAR 2024	29 MAR 2024	Carolin Spirinckx
<b>D6.6</b>	Report summarising minutes of all Drastic stakeholder engagement workshops	6	WGBC	9 SEP 2026	30 SEP 2026	Wendy Wuyts



# Drastic

Demonstrating affordability,  
sustainability and circularity

[www.drasticproject.eu](http://www.drasticproject.eu)