

EMPIR Contracts - Reporting Guidelines
Part 10 – Writing a SCP Progress Report

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If you require further help or guidance after reading this document, please contact the helpline

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1 Introduction

EMPIR Reporting Guidelines Part 10 provides guidance on the SCP progress report which is to be completed as part of periodic and final reporting by Small Collaborative Projects (SCPs). Reporting Template 11 is linked to this part of the EMPIR Reporting Guidelines.

2 SCP Progress Report

SCP Progress Reports should be submitted at the times specified in your Annex 1. All sections of Reporting Template 10 should be completed and the font for all sections of this report is Arial 10 with headings in bold.

2.1 Cover page

<i>Example: Cover page (for a SCP)</i>			
SCP PROGRESS REPORT			
Grant Agreement number	20SCP99		
Project short name	SmartSpecs		
Project full title	Smart specialisation in dimensional metrology		
Version of the latest contracted Annexes against which the assessment will be made	Annex 1:	V1.0	
	Annex 2:	V1.0	
SCP Progress Report	1 st	<input checked="" type="checkbox"/>	2 nd <input type="checkbox"/>
Period covered (dates)	From	01 September 2021	To 31 May 2022
Project start date and duration:		01 September 2021, 18 months	
Coordinator: Hanna Slintnic, AAA		Tel: +98 256 333373333	E-mail: Hanna.Slintnic@aaa.com
Project website address: www.smartspecs.org			
SCP Funded Partners:			
1. AAA, Czech Republic			
2. BBB, Bosnia and Herzegovina			
3. CCC, Greece			
4. DDD, North Macedonia			
Linked Third Parties: 5. XYZ, Greece (linked to CCC)			
Report Status: CO Confidential, only for members of the consortium (including EURAMET and the European Commission Services)			
SCP Progress Report		1 of 9	Issued: July 2022

Please amend the cover page footer as appropriate by adding the month and year of issue. Please complete the cover page as shown in the example above and paste in the completed table from your publishable summary.

2.2 Section 1: Summary

The summary section should be a maximum of 500 words in length. It is not for publication and it should summarise all of the project's work described in this report.

Key highlights: In the first paragraph describe the key highlights including mention of the uptake and exploitation of the project's outputs by the user communities.

Issues: In the second paragraph explain any delays or problems with the project's work and if there are any knock-on effects on the rest of the project. You should also comment on problems with specific deliverables / tasks. If corrective actions are required (e.g. to deliverables, scheduling, finance, partners, tasks etc.) give full details of the proposed corrective actions and the reason/justification for the deviation. Please also comment on the impact of these corrective actions to the critical path of the project, to its deliverables and to the overall impact on the project. Any corrective actions related to the budget workbook and Annex 2 should also be described. NB the whole consortium should agree to the proposed corrective actions.

News stories: In the third paragraph detail any items that you think could be used as news stories for promoting the work of your project and the programme (e.g. on the EURAMET website homepage). Examples of news stories include: prototypes being tested in industry, publications in relevant journals, strategies developed for smart specialisation, training material developed and made available to a technical committee, successfully completed comparison. This list of examples is not exhaustive so if you are in doubt about including a potential news story please do include it.

Example: Section 1: Summary

1 Summary

Key highlights

In WP1, information on stakeholder needs, and available and planned metrology services, was collated for a total of 121 stakeholders in Bosnia and Herzegovina, Greece and North Macedonia. The stakeholders' needs were analysed, and key topics and commonalities were identified. The analysis of the alignment between these needs and the NMIs'/DIs' services that are either currently available or planned is also complete. The partners determined the highest priority areas for smart specialisation as being the calibration of the CMMs that are used to provide key underpinning traceability in: i) gear manufacturing; ii) automotive and iii) defence industries. They also identified that there is a relatively low demand for the calibration of the CMMs that are used to provide key underpinning traceability to the printing industry in the region. This analysis took into account information from EURAMET TC-L with regard to priority areas, gaps in metrology services and plans for the introduction of new services.

In WP2, an initial plan has been developed for identifying the potential barriers to smart specialisation. The review of the technical status of dimensional metrology worldwide concluded that many of the technologies used in dimensional metrology are too expensive for uptake unless resources are pooled for the creation of smart specialisation centres. The lack of harmonised legislation across the Balkan region could, however, be a major barrier to smart specialisation, although standardisation work is ongoing and this should help to resolve this. Uptake and exploitation of the project's outputs by the user communities will not take place until the end of the project.

Issues

Although Task 2.1 and D2 are on schedule, corrective action is needed to change the title of this deliverable from 'Summary report identifying the potential barriers (technical, logistical, legal and financial) to smart specialisation which need to be overcome' to 'Summary report identifying the potential barriers (technical, logistical and legal) to smart specialisation which need to be overcome' as financial data cannot be easily obtained without hiring a consultant as a subcontractor. As the project did not include costs for this, this part of the deliverable cannot be completed. This deviation will not significantly affect the completion of the project's objectives as estimated data can be used. Other tasks and deliverables will not be affected. Otherwise all other tasks and deliverables are on schedule and there are no other requests for changes to the scope of the tasks.

News stories

The project's article titled "Smart specialisation set to improve access to dimensional metrology in the Balkans", which was co-authored by all partners, has been published in the trade journal *Manufacturing Today*.

2.4 Section 2: Objective(s) of the project

Please insert the list of objective(s) from your SCP protocol into this section. An example is provided below:

Example: Section 2: Objective(s) of the project

2 Objective(s) of the project (as per Annex 1)

The specific objective of the project is:

1. To develop a strategy and mechanisms to support smart-specialisation in dimensional metrology through the coordination and sharing of resources and services across national borders including (i) analysing the alignment of stakeholders' high level needs for dimensional metrology in the region against the metrology services provided or planned by NMIs/DIs in the region, (ii) identifying any barriers to smart specialisation and (iii) developing a strategy, mechanisms and a plan for implementation to enable smart-specialisation in dimensional metrology. (WP1, WP2)

2.5 Section 3: Deliverable status and progress towards objectives

The 'deliverable status and progress towards objectives' table is used to show the status and progress towards completing the project's deliverables and objective(s) as listed in the SCP protocol (Annex 1). This table should be set up by the coordinator at the beginning of the project, and then updated at the end of each reporting period (including any deliverable/objective changes made in amendments to the EMPIR SCP Grant Agreement). Deliverables should be listed in numerical order with their associated objective and activity delivering the deliverable (the activity should be included in brackets), deliverable description, partners and delivery dates as per the list of deliverables in Annex 1. The remaining 3 columns should be completed as follows:

- **Actual delivery date to EURAMET:** enter the date (month and year e.g. Aug 2021) that the deliverable was submitted to EURAMET. Do not include dates after the end of the reporting period, even if delivery occurred during the 45/60 day period allowed for the preparation of the SCP progress report. The latest date that can be included in this column is the final month of the project.
- *Please note* that at project completion, project reports may not be reviewed until all outstanding deliverables (with the exception of the reporting deliverable) have been submitted to EURAMET.
- **Status:** enter a status statement from the list provided (i.e. inactive, on schedule, delayed to... or completed & submitted to EURAMET) and ensure that this corresponds with the delivery date, and with the list of deliverables in Annex 1.
- **Summary of the progress towards each deliverable and how the project's objectives are being met in this reporting period (one paragraph, include all partners):**
 - Describe in a single paragraph (**text only, maximum 250 words per deliverable**) the progress that each partner made towards its completion within the reporting period, matching text to the selected 'status'. **Descriptions should be provided for all deliverables where the associated task had at least one activity being undertaken during the reporting period (in this case a description should be provided, regardless of whether the activity delivering the deliverable to EURAMET was active or not, so that progress towards each deliverable and its associated objective(s) can be monitored).**
 - For partners who have been inactive in a deliverable during the reporting period, please state that they did not participate in the deliverable during the reporting period.
 - For deliverables that have been completed within the reporting period, include a statement on whether its target was met (or not) and describe progress towards the relevant objective(s).
 - If there are discrepancies or delays (to deliverables, the cause, impact and/or knock-on effects of these should be stated.
 - This column should be left blank for those deliverables that were reported as being completed & submitted to EURAMET in a previous SCP progress report.

If a deliverable has been amended and the amendment has been accepted by EURAMET, but the revised and approved Annex 1 (SCP protocol) has not yet been issued, amend the table according to the agreed revision and include a footnote to advise that the change has been accepted, stating the date when this change was requested or accepted. Only authorised changes to deliverables may be included.



Deliverables should be submitted to EURAMET on their due date as specified in the project's Annex 1: see EMPIR Reporting Guidelines Part 5.

Example: Section 3

3 Deliverables status and progress towards objective(s)

Relevant objective (Activity delivering the deliverable)	Deliverable Number	Deliverable description	Partners (Lead in bold)	Delivery date in Annex 1	Actual delivery date to EURAMET	Status <i>inactive, on schedule, delayed to..., or completed & submitted to EURAMET</i>	Summary of the progress towards each deliverable and how the project's objective(s) are being met in this reporting period (one paragraph, include all partners) (max 250 words per deliverable)
1 (A1.2.2)	D1	Report detailing the alignment between stakeholders' high-level needs for dimensional metrology in the region and the metrology services provided or planned by NMIs/DIs, together with analysis identifying the highest priority areas for smart specialisation	BBB , AAA, CCC, DDD	Feb 2022	Feb 2022	Completed & submitted to EURAMET	<p>Prior to the start of the project, the partners collected information about the high-level dimensional metrology needs of the stakeholders in their respective countries in the Balkan region.</p> <p>CCC, AAA, BBB and DDD agreed on the format for the template for collecting the information on stakeholder needs. CCC developed and circulated it to the partners and it was approved. It was carefully designed to enable the data to be collected in a consistent manner and to enable easy analysis. Each emerging NMI/DI partner in this task (BBB, CCC, DDD) completed a template for their respective countries (i.e. Bosnia and Herzegovina, Greece, North Macedonia).</p> <p>The information was collated by DDD. A total of 121 stakeholders were listed. The information was presented by stakeholder need, by technology / measurement area, by stakeholder</p>

							<p>grouping, by industry and by country. The stakeholders' needs were analysed, and key topics and commonalities were identified by DDD, AAA, BBB and CCC.</p> <p>AAA, BBB, CCC and DDD agreed on the format for the template for collecting the information on available and planned metrology services. AAA developed and circulated it to the partners, and it was approved. It was carefully designed to enable the data to be collected in a consistent manner and to enable easy analysis. Each emerging NMI/DI partner in this task (BBB, CCC, DDD) completed a template for their respective countries (i.e. Bosnia and Herzegovina, Greece, North Macedonia).</p> <p>The information was collated by BBB and a brief review of the CMCs in the BIPM KCDB was undertaken and the missing information was clarified by AAA, BBB, CCC and DDD.</p> <p>The D1 report was prepared and submitted. This contributed to objective 1. This part of objective 1 is complete.</p>
1 (A2.1.4)	D2	Summary report identifying the potential barriers (technical, logistical, legal and financial) to smart specialisation which need to be overcome	DDD, AAA, BBB, CCC	Jun 2022		<i>On schedule</i>	<p>An initial plan to identify the potential barriers to smart specialisation was developed by DDD, AAA and CCC at the kick-off meeting. The first step was to review the technical status of dimensional metrology worldwide. The main conclusion of the report was that dimensional metrology is a highly developed area in major industrialised</p>

							<p>nations. However, many of the technologies used are too expensive for uptake in less developed countries. There is, however, significant scope for the pooling of resources to create smart specialisation centres in the Balkans and in other regions. DDD, AAA and CCC then investigated the national dimensional metrology legislation in use in the countries involved in the project. It was concluded that the lack of harmonised legislation across the Balkan region could be a major barrier to smart specialisation. However, standardisation work is ongoing. Initial work on the financial barriers to smart specialisation by AAA showed that financial data cannot be easily obtained without hiring a consultant as a subcontractor. As the project did not include costs for this, this part of the deliverable cannot be completed. Consequently, a change of deliverable title is being requested. This deviation will not significantly affect the completion of the project's objectives as estimated data can be used. Logistical barriers will be investigated in the next reporting period by BBB who did not participate during this reporting period.</p> <p>The progress made contributed to objective 1 by studying the barriers to smart specialisation. This part of objective 1 is on schedule.</p>
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1 (A2.2.5)	D3	Strategy and implementation plan for smart specialisation in dimensional metrology in the region	AAA, BBB, CCC, DDD	Feb 2023		<i>Inactive</i>	
n/a	D4	Delivery of all technical and financial reporting documents as required by EURAMET	AAA, all partners	Feb 2023	n/a	n/a	n/a

2.6 Section 4: Explanation of the work carried out

Please list all tasks, excluding the 'management and coordination' tasks, in task number order in the 'Explanation of the work carried out' table and ensure that this table is up to date to the end of the reporting period including any task-related changes made in amendments to the EMPIR SCP Grant Agreement. The columns in this table should be completed as follows:

- **Actual task completion date:** when each task is completed enter the date (month and year e.g. – Aug 2021) in this column. Please note that 'Actual task completion dates' must be within the reporting period. Do not include dates after the end of the reporting period, even if the tasks completed during the 45/60 day period allowed for the preparation of the SCP progress report). The latest date that can be included in this column is the final month of the project.
- **Status:** enter a status statement from the list provided (i.e. inactive, on schedule, delayed to..., completed) and ensure that this corresponds with the 'Actual task completion date', and with the 'Explanation of the work carried out in each task in this reporting period'.
- **Explanation of the work carried out in each task in this reporting period:** these 2 columns are for summarising the progress towards the aim of each task in the reporting period and to explain any issues affecting the completion of the task (e.g. the cause of delays / deviations etc. and any knock-on effects) and corrective actions.
- **Summary of the progress towards the aim of each task in this reporting period:**
 - **For active tasks:** summarise (text only, **maximum 700 words per task**) the overall progress made towards the aim of each task in this reporting period, **without reference to individual partners or specific activities** listed in the Annex 1, however for each task please arrange your paragraphs in logical activity order (where possible). The description should match the 'status' selected. Also for completed tasks include a statement of whether the task met its target or not.
 - For tasks that completed in a previous reporting period or inactive tasks: leave this column blank.
- **Explain any issues affecting the completion of the task (e.g. describe the cause of delays / deviations etc. and any knock-on effects)**
 - **For delayed tasks,** please provide a revised task completion date, an explanation of the reason for the delay, and an explanation of how the consortium will get the task back on schedule (if possible).
 - **For deviating tasks** that will not meet their original targets please include explanations justifying the deviation from the original plan and any knock-on effects that this will have on other tasks.

If a task has been added, amended or deleted (including a change to its end date), and the amendment has been accepted by EURAMET but the approved Annex 1 (SCP protocol) has not yet been issued, amend the table according to the agreed revision and include a footnote to advise that the change was accepted, stating when this change has been requested (if appropriate) and the date of acceptance. Only authorised changes to tasks may be included.

If you wish to include data, tables, histograms, or pictures to highlight the technical strength of the progress in this period, these may be included as a separate document containing this information. Inclusion of such an annex is optional.

Please note that although this section asks for an explanation of the work carried out on a task by task basis, coordinators / project managers are advised to maintain their own reports on an activity by activity basis and it is also recommended that coordinators use a traffic light system to highlight delayed activities.

Example: Section 4.1: Explanation of the work carried out

4.1 Explanation of the work carried out

Task number & title <i>excluding the management & coordination tasks</i>	Task end date in Annex 1	Actual task completion date	Status: <i>inactive, on schedule, delayed to..., or completed</i>	Explanation of the work carried out in each task in this reporting period	
				Summary of the progress towards the aim of each task in this reporting period <i>(max 700 words per task)</i>	Explain any issues affecting the completion of the tasks (e.g. describe the cause of delays / deviations etc. and any knock-on effects) <i>(max 300 words per task)</i>
1.1 Collation of information about stakeholders' high-level needs for dimensional metrology and available and planned metrology services in the region	Feb 2022	Feb 2022	<i>completed</i>	<p>Prior to the start of the project, the partners collected information about the high-level dimensional metrology needs of the stakeholders in their respective countries in the Balkan region. A template for collecting the information on stakeholder needs was developed, circulated and approved. It was carefully designed to enable the data to be collected in a consistent manner and to enable easy analysis. Each emerging NMI/DI partner in this task completed a template for their respective countries (i.e. Bosnia and Herzegovina, Greece, North Macedonia).</p> <p>The information was collated. A total of 121 stakeholders were listed. It was presented by stakeholder need, by technology / measurement area, by stakeholder grouping, by industry and by country. The stakeholders' needs were analysed, and key topics and commonalities were identified.</p> <p>A template for collecting the information on available and planned metrology services was developed, circulated to the partners and approved. It was carefully designed to enable the data to be collected in a consistent manner and to enable easy analysis. Each emerging NMI/DI partner in this task completed a template for their respective countries (i.e. Bosnia and Herzegovina, Greece, North Macedonia).</p> <p>The information was collated and a brief review of the CMCs in the BIPM KCDB was undertaken and the missing information was clarified by the relevant partners.</p>	

<p>1.2 Analysis of alignment between the stakeholders' high-level needs for dimensional metrology and the services currently available at NMIs/DIs or planned in the region</p>	<p>Feb 2022</p>	<p>Feb 2022</p>	<p><i>completed</i></p>	<p>The analysis in this task comprises three technical areas where i) there are currently unfulfilled stakeholder needs; ii) metrology services are available, but the demand for them is relatively low; iii) services are available from many NMIs/DIs. The analysis has been completed. The partners determined that there is a relatively low demand for the calibration of the CMMs that are used to provide key underpinning traceability to the printing industry in the region. Whilst the highest priority areas for smart specialisation were identified as being the calibration of the CMMs that are used to provide key underpinning traceability in: i) gear manufacturing; ii) automotive and iii) defence industries. This analysis took into account information from EURAMET TC-L with regard to priority areas, gaps in metrology services and plans for the introduction of new services. Based on this, the D1 report was written detailing the alignment between stakeholders' high level needs for dimensional metrology in the region and the metrology services provided or planned by NMIs/DIs together with analysis identifying the highest priority areas for smart specialisation.</p>	
<p>2.1 Identification of potential barriers, to smart specialisation, which need to be overcome</p>	<p>Apr 2022</p>		<p><i>on schedule</i></p>	<p>An initial plan to identify the potential barriers to smart specialisation was developed at the kick-off meeting. The first step was to review the technical status of dimensional metrology worldwide. The main conclusion of the report was that dimensional metrology is a highly developed area in major industrialised nations. However, many of the technologies used are too expensive for uptake in less developed countries. There is, however, significant scope for the pooling of resources to create smart specialisation centres in the Balkans and in other regions.</p> <p>The national dimensional metrology legislation that is in use in the countries involved in the project was investigated. It was concluded that the lack of harmonised legislation across the Balkan region could be a major barrier to smart specialisation. However, standardisation work is ongoing, especially in ISO TC999 Dimensional metrology and these barriers are expected to be resolved within the next few years.</p>	<p>As the project does not include costs for subcontracting the financial analysis of the barriers to smart specialisation, A2.1.3 cannot be fully completed. Consequently, it is requested that this activity is amended. This deviation will not affect the completion of the project's tasks and objectives as estimated data can be used. Once amended, this task will remain on schedule.</p>

				<p>Initial work on the financial barriers to smart specialisation showed that financial data cannot be easily obtained without hiring a consultant as a subcontractor. This activity needs to be amended.</p> <p>Logistical barriers to smart specialisation will be investigated in the next reporting period.</p>	
2.2 Development of an implementation plan for smart specialisation in dimensional metrology	Feb 2023		<i>inactive</i>		
3.1 Knowledge transfer, training, uptake and exploitation	Feb 2023		<i>on schedule</i>	<p>A project webpage was created on the BBB website with both a public access part and a part restricted for partners only. The webpage has been regularly updated with project reports, information published by the partners, and with information about project meetings.</p> <p>The exploitation plan was created at the start of the project and it has been updated at each project meeting.</p> <p>The partners presented the project and its outcomes at the XYZM Workshop on dimensional metrology and at the 99th Conference on industrial dimensional metrology (see output and impact report for further details). Feedback from stakeholders was positive and they confirmed the need for the new regional centre for dimensional metrology in the Balkans.</p> <p>An article titled “Smart specialisation set to improve access to dimensional metrology in the Balkans”, which was co-authored by all partners, has been published in the trade journal Manufacturing Today.</p> <p>A half day training and discussion session was run for the partners</p>	

				<p>as part of the kick-off meeting. It covered the issues identified and lessons learnt from their previous experience in establishing a smart specialisation scheme.</p> <p>The plan to communicate the smart specialisation strategy and its implications to stakeholders has been updated at each project meeting. In addition to the concepts set out in the first version of the plan, several of the project's stakeholders (ABB, BCC, CDD, DEE) have already expressed an interest in using the new regional centres for dimensional metrology.</p>	
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Section 4.2: Consortium performance

Complete the consortium performance section by either providing a statement confirming that all partners have contributed satisfactorily to the activities specified in Annex 1 for this reporting period or list any exceptions to this by naming the defaulting partner(s) and the activities that they were required to do. An example is provided below.

<i>Example: Section 4.2</i>	
4.2 Consortium performance	
<p>Provide a statement confirming that all partners have contributed satisfactorily to the activities specified in Annex 1 for this reporting period</p> <p>OR</p> <p>List any exceptions to this by naming the defaulting partner(s) and the activities that they were required to do</p>	<p>All partners have contributed satisfactorily to the activities specified in Annex 1 for this reporting period.</p>