

# SUNSHINE



Deliverable D.8.1

## Project Handbook

WP 8 – Project Coordination

Task 8.2 – Project Coordination

**Revision:** [Final]

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Page 1 of 69

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## Table of content

<b>TABLE OF CONTENT</b>	<b>3</b>
<b>ACRONYMS</b>	<b>5</b>
<b>1 ABSTRACT</b>	<b>7</b>
<b>2 PROJECT EXECUTION</b>	<b>8</b>
<b>2.1 MAIN PHASES</b>	<b>8</b>
<b>2.2 DELIVERABLES</b>	<b>8</b>
<b>2.3 QUALITY ASSURANCE PROCEDURE FOR PROJECT DELIVERABLES</b>	<b>11</b>
<b>2.4 PERFORMANCE MONITORING</b>	<b>11</b>
<b>2.6 REPORTING</b>	<b>13</b>
<b>2.7 PROJECT MEETINGS</b>	<b>15</b>
<b>2.8 RISK ASSESSMENT AND TRACKING</b>	<b>16</b>
<b>3 MANAGEMENT STRUCTURE AND PROCEDURES</b>	<b>17</b>
<b>3.1 SUNSHINE PROJECT OFFICE</b>	<b>17</b>
<b>3.2 WORK PACKAGE LEADERS (WPL)</b>	<b>17</b>
<b>3.3 TASK LEADERS (TL)</b>	<b>18</b>
<b>3.4 GENERAL ASSEMBLY (GA)</b>	<b>21</b>
<b>3.5 INDUSTRIAL BOARD (IB)</b>	<b>22</b>
<b>3.6 ADVISORY BOARD (SB)</b>	<b>22</b>
<b>3.7 TECHNICAL BOARD (TB)</b>	<b>23</b>
<b>4 COMMUNICATION PRACTICES</b>	<b>25</b>
<b>4.1 INTERNAL COMMUNICATION</b>	<b>25</b>
4.1.1 ACCESS TO PROJECT WEBSITE	25
4.1.2 MAILING LISTS	25
4.1.3 E-MAIL COMMUNICATIONS	25
4.1.4 CONTACT LIST	26
4.1.5 OTHER COMMUNICATION INFRASTRUCTURES	26
4.1.6 FILE REPOSITORY	27
<b>4.2 EXTERNAL COMMUNICATION</b>	<b>27</b>
4.2.1 PROJECT LOGO	27
4.2.2 PRESENTATION TEMPLATE	27

4.2.3	ACKNOWLEDGEMENTS	27
4.2.4	NOTIFICATION OF DISSEMINATION OR EXPLOITATION ACTIVITY	28
<b>4.3</b>	<b>WEB 2.0 FACILITIES</b>	<b>28</b>
<b>5</b>	<b>FURTHER DOCUMENTS</b>	<b>29</b>
<b>5.1</b>	<b>PROJECT WORK PLAN</b>	<b>29</b>
<b>5.2</b>	<b>RISK ASSESSMENT FORM</b>	<b>31</b>
<b>5.3</b>	<b>PER-PARTNER REPORT TEMPLATE</b>	<b>37</b>
<b>5.4</b>	<b>PER-WP REPORT TEMPLATE</b>	<b>56</b>
<b>5.5</b>	<b>FINANCIAL REPORT</b>	<b>66</b>

## Acronyms

CA	Consortium Agreement
TRM	Technical and Risk Manager
GA	Grant Agreement
PC	Project Coordinator
GEA	General Assembly
IB	Industrial Board
AB	Advisory Board
TL	Task Leaders
WPL	Work Package Leaders
GRAPHITECH	Fondazione Graphitech
GIST	Gistandards LTD
SGIS	SinerGIS SRL
C3L	Cadzow Communications Consulting Limited
GL	Zancarli Ivo - Grafica Light Di Zancarli Ing Ivo
INFOTN	Informatica Trentina SpA
EPS	Epsilon Internasional Anonymi Etaireia Meleton Kai Symvoulon (Epsilon International SA)
ESADE	Fundación ESADE
CEIT	CEIT Alanova Gemeinnutzige GMBH
TNET	Trentino Network Srl
HEPESCO	HEP - Esco Doo Za Vodenje I Financiranje Projekata Energetske

	Ucinkovitosti
METGRID	Farisa Asesores Y Consultores S.L
URBA	Urbasofia SRL
UIRS	Urbanistični inštitut Republike Slovenije (Urban Planning Institute of the Republic of Slovenia)
GSYS	GeoSYS Limited
SET	SET Distribuzione Spa
TB	Technical Board

## 1 Abstract

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This document has been edited to support the participants through the project's different activities and it complements what already contained within the Consortium Agreement as well as within the Grant Agreement and its annexes.

The document identifies the procedures related to project execution, project management and communication. The goal of this handbook is to identify, for each of the operational need of the project, roles, procedures and best practices in order to develop a clear approach for supporting the partners throughout the development of the project. For this reason the document has been divided into five main sections.

- The first section illustrates all the issues related to project implementation, including the definition of the work plan, including the scheduled deliverable and milestones, as well as the assessment of the project progress status including activities, deliverables and risks.
- The second section presents the project management structures and lists the different organisation, as well as corresponding contact persons, responsible for the different roles defined within the management structures and procedures as defined within the CA and Annex I to the GA.
- The third section eventually illustrates all communication procedures including both communications within and outside the consortium, listing good practices, templates etc.
- The fourth and final section collects a number of further documents in order to support all the activities encompassed within the previous part of the documents.

## 2 Project execution

### 2.1 Main Phases

SUNSHINE project is articulated in the following eight Work Packages:

- WP1 Pilot preparatory activities
- WP2 Pilot information collection
- WP3 Standardisation of pilot-related activities and technologies
- WP4 Integration of SUNSHINE pilot smart urban services
- WP5 Test-bed pilots deployment and assessment
- WP6 Awareness, networking and dissemination
- WP7 Exploitation and sustainability
- WP8 Project coordination

### 2.2 Deliverables

The list of all the planned deliverables is reported in the table below (in order of delivery date).

Deliv. Number	Deliverable Title	WP number	Type of Deliv.	Nature	Delivery date
D.8.1	Project handbook	8	R	PU	M01
D.6.1	Project Website	6	R	PU	M02
D.6.2	Media Pack	6	O	PU	M02
D.1.1	SUNSHINE Use Cases	1	R	PU	M03
D.1.4	SUNSHINE system architecture - interim	1	R	PU	M05



Deliv. Number	Deliverable Title	WP number	Type of Deliv.	Nature	Delivery date
D.1.2	Project requirements	1	R	PU	M05
D.1.3	Privacy Threat Vulnerability and Risk Analysis	1	R	PU	M05
D.2.1	Survey of existing Repositories and Services for Static and Dynamic Data available to the pilots	2	O	PU	M06
D.2.2	Analysis of Adaptation of existing Repositories and Services	2	R	PU	M06
D.1.5	SUNSHINE system architecture - final	1	R	PU	M09
D.3.2	Liaison Agreements and Process Documents	3	O	PU	M09
D.2.3	SUNSHINE database loaded and interconnected with Data and Service Providers	2	O	PU	M12
D.4.1	Low-level service platform	4	P	PU	M12
D.8.2	Progress report	8	R	PU	M13
D.4.2	Meter Data Management service #1	4	P	PU	M15
D.4.3	Remote System Management service #1	4	P	PU	M15
D.4.4	Building efficiency pre-certification service #1	4	P	PU	M15
D.2.4	Report on energy baseline monitoring	2	R	PU	M21
D.4.5	Meter Data Management service #2	4	P	PU	M21
D.4.6	Remote System Management service #2	4	P	PU	M21

Deliv. Number	Deliverable Title	WP number	Type of Deliv.	Nature	Delivery date
D.4.7	Building efficiency pre-certification service #2	4	P	PU	M21
D.4.8	Citizen-oriented alert and communication management service	4	P	PU	M21
D.4.9	SUNSHINE energy web portal	4	P	PU	M21
D.4.10	SUNSHINE App	4	P	PU	M21
D.7.2	IPR/licensing policy and SLA	7	R	PU	M21
D.8.3	Progress report	8	R	PU	M25
D.3.1	SDO Submission Packages	3	R	PU	M27
D.3.3	Energy saving guidelines	3	R	PU	M27
D.5.1	Mid-term pilots evaluation assessment and recommendations for improvements	5	R	PU	M27
D.5.2	Final pilots evaluation assessment and recommendations for improvements	5	R	PU	M33
D.4.11	SUNSHINE toolkit	4	P	PU	M36
D.5.3	Socio-economic impact assessments	5	R	PU	M36
D.6.3	Proceedings and dissemination material	6	O	PU	M36
D.6.4	Training material	6	O	PU	M36
D.7.1	Short- and long-term exploitation plan	7	R	PU	M36
D.8.4	Final report	8	R	PU	M36

### 2.3 Quality Assurance procedure for project deliverables

Each deliverable will be subject to reviews before being released and forwarded to the Commission. WP leaders will be responsible for sending, **three weeks** prior to the due date, the final version of the deliverable to the Quality manager, and to select 1-2 peer reviewers designated within the Consortium members.

Moreover, the document shall be made available, through the File manager section of the website, to the Consortium members, who will then be informed via email by the WP leader and who will have **one week** so as to provide their comments to the WP leader. The Quality manager and the reviewers themselves, who will be appointed by the WP leader and who will have the responsibility of determining the acceptability of deliverable content, will send back comments to the WP leader within the following **week**.

The WP leader will have still **one week** time so as to finalise the deliverable in accordance with the comments made by the reviewers.

Then, the **last week** before the due deadline, the WP leader will send the deliverable to the Project Coordinator that will finalise it and then send it to the Project Officer.

### 2.4 Performance monitoring

The assessment of the performance and success of the project will be directly and continuously performed by the Project Coordinator and the Technical and risk manager, and will be reported in a **yearly basis** to the Commission.

The monitoring will be based on the following indicators:

Indicator No.	Objective/expected result	Indicator name	Expected Progress		
			Year 1	Year 2	Year 3
1	Deployment of Data Metering systems at buildings	People involved	250	675	2,215
2	Deployment of Data Metering systems at buildings	People involved in testing and piloting activities	10	20	50
3	Data and services collection	Number of dataset collected and integrated into the system	50	80	90
4	Involvement of experts from different dept. of city administrations	Number of experts from different dept. of city administrations testing and using services	2	10	50

Indicator No.	Objective/expected result	Indicator name	Expected Progress		
			Year 1	Year 2	Year 3
5	Apps installed	Number of SUNSHINE App installed on mobile devices	0	10	500
6	Data repositories and services for collecting static & dynamic data	Number of existing data repositories and services available through partners (e.g. city administrations, building managers, ESCOs etc.), from public repositories, and from other ICT-PSP	10		
7	Adaptation and processing activities required	Number of existing repositories and services that need adaptation	10		
8	Static & dynamic data collection and ingestion	Number of static & dynamic data set collected and ingested in the system	100		
9	Legal and technical framework	Number of legislation collected in order to ensure to ensure that the rights of the users are properly protected	5		
10	Awareness and dissemination	Project web site home page (number of page views)	10,000	20,000	50,000
11	Awareness and dissemination	Conferences & events attended where the project is promoted	10	15	20
12	Awareness and dissemination	Articles, papers, publications	5	10	10
13	Awareness and dissemination	Conferences and events with SUNSHINE evidence	2	3	3
14	Awareness and dissemination	Perform public presentations	10	20	20
15	Project management	Tracking implementation of the workplan	200	800	1,000
16	Project management	Risks mitigated	10%	50%	100%
17	Project management	Bugs solved	80%	90%	100%
18	Project management	Communication between partners via email	1,000	2,000	3,000
19	Project management	Communication between partners via email	1,000	2,000	3,000
20	Training	Sessions organised for training activities	0	10	50

## 2.6 Reporting

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The following **reports** on regular basis are foreseen to track the project activities and risks:

- **Bi-monthly Per-Partner reports**, in which each partner communicates the on-going activities within the project and points out any relevant issue. Per-partner reports must be strictly sent within **7 calendar days** from the deadline.
- **Bi-monthly per-WP reports**: WP leaders will then further consolidate the Bi-monthly Per-Partner reports into per-WP bi-monthly reports. These reports, which will have to be finalized within further **7 calendar days**, will be used for assessing the project activities according to the predefined quality standards and success indicators. The Quality Manager will collect and process the reports, and the Task and Risk Manager, if needed, will take the corrective actions in project work.
- **Six-monthly and Yearly reports**: WP leaders will then compile six-monthly and annual reports. These reports will be further integrated into a project comprehensive report by the Technical and Risk Manager to highlight change in strategy, issues with project partners and involved key personnel, project results and resources, risk analysis as well as growth of the stakeholder community.  
The Technical and Risk Manager will verify the project results communicated in 6-month WP reports against evaluation plan, quality assurance plan and dissemination plan.

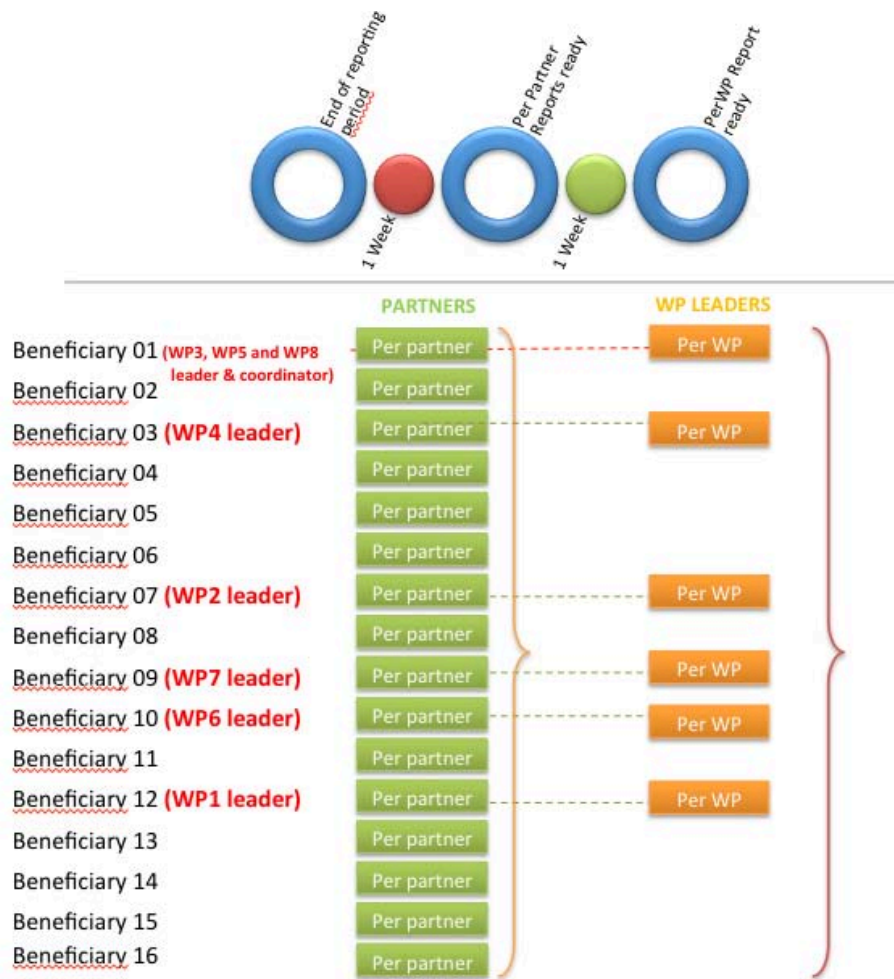


Figure 1: Bi-monthly report deadlines

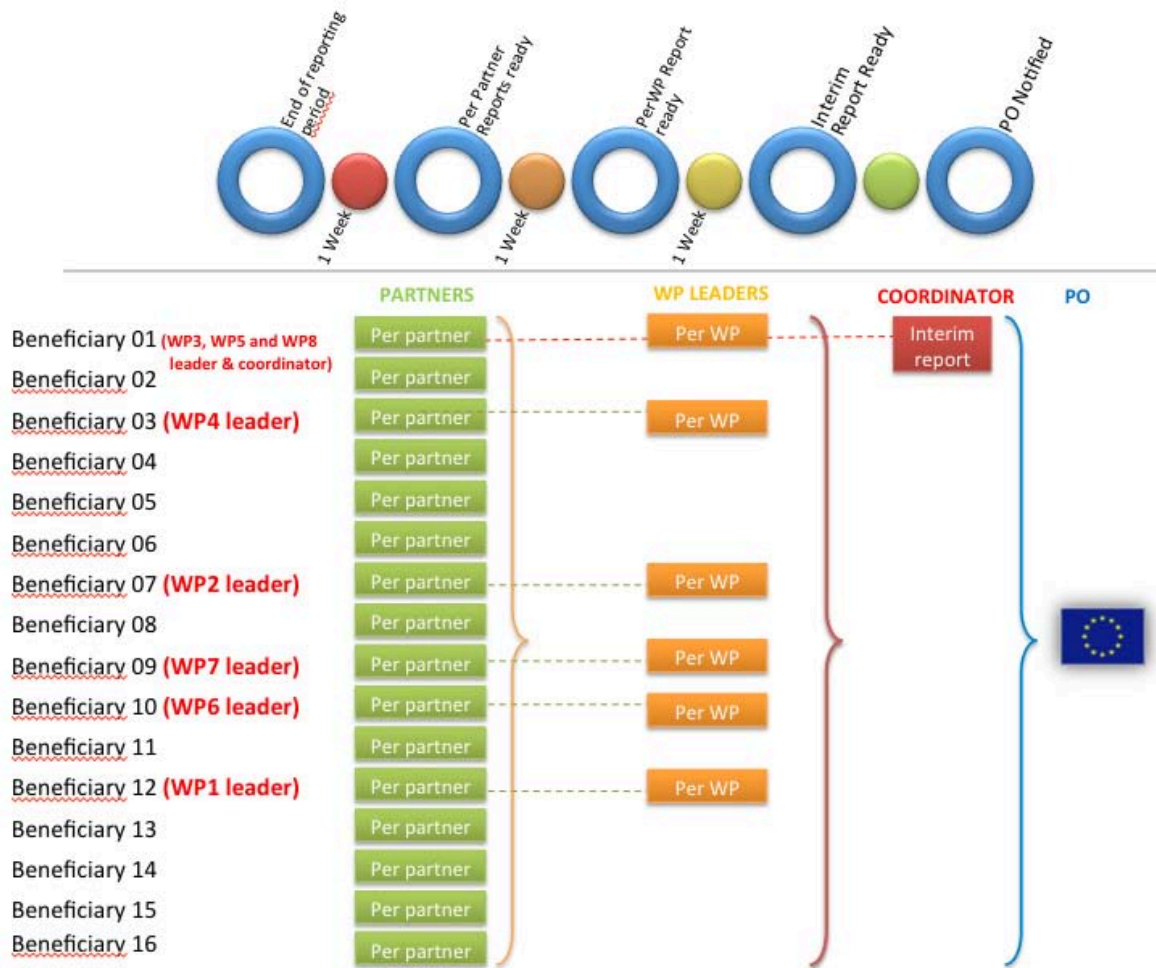


Figure 2: Six-monthly report deadlines

## 2.7 Project meetings

The following project meetings are foreseen:

N.	Meeting type	Date	Location (partner)
1	Kick-off	M1	Trento, Italy (FG)
2	Project meeting	M6	Valletta, Malta (GSYS)

3	Project meeting	M12	Indjija, Serbia (INDJ)
4	Technical meeting + mid-project review	M18	Baia Mare, Romania (BAIA)
5	Project meeting	M24	Zagreb, Croatia (ZAG)
6	Project meeting + conference	M30	Rome, Italy (LAZ)
7	Project meeting+ technical meeting + final project review	M36	Newcastle, United Kingdom (NCC)

The coordinator will call meetings not later than **30 days** from the date of the meeting itself. Each partner shall make any reasonable effort to send at least one representative person to each meeting.

## 2.8 Risk assessment and tracking

The Technical and Risk Manager (TRM) will overview the overall risk management of the project. In case a partner identifies a risk for the project he/she must fill the Risk Assessment Form (see Section 5 of this document). This report will also be available online from the project management website (refer to the document “project management guide” for further instructions).

Risk will be constantly evaluated by the Technical and Risk Manager (TRM) and evaluated depending on the severity of consequences and chance of happening through an overall Risk Matrix.



## 3 Management structure and procedures

### 3.1 SUNSHINE Project Office

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The Project Office, established at the premises of the coordinating organization, is in charge for the day-by-day operations of the project and it is responsible for administrative, technical, financial management of the project. The following persons compose the Project Office:

- Project Coordinator.
- Administrative assistant.
- Technical and Risk Manager (TRM).
- Quality Manager (QM).

Additionally, the following managing bodies are envisaged:

- General Assembly (GEA).
- Technical Board (TB).
- Industrial Board (IB).
- Advisory Board (AB).

The responsibilities of each of the above persons are detailed within the Annex I to the Grant Agreement and within the Consortium Agreement.

### 3.2 Work Package Leaders (WPL)

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WP Leaders (WPL) supervise the activities within their Work Package and report the advances and unforeseen events to the Project Office. Specifically, WPL are responsible, limitedly to the Work Package of their competence, for:

- Management and monitoring of tasks and overall progress of the *Work Package*.
- Ensuring adequate quality of deliverables.
- Technical soundness of developments.
- Identify possible risk and report them to the *TRM*.
- Edit 2 month and 6 month per WP reports.

WPL are listed in the table below.

WP number	WP Name	Organization	Reference Person
WP1	Pilot preparatory activities	HEPESCO	Tomislav Stasic, <a href="mailto:tomislav.stasic@hep.hr">tomislav.stasic@hep.hr</a>
WP2	Pilot information collection	EPS	Iraklis Karampourniotis, <a href="mailto:iraklis@epsilon.gr">iraklis@epsilon.gr</a>
WP3	Standardisation of pilot-related activities and technologies	GRAPHITECH	Federico Prandi, <a href="mailto:federico.prandi@graphitech.it">federico.prandi@graphitech.it</a>
WP4	Integration of SUNSHINE pilot smart urban services	SGIS	Stefano Pezzi, <a href="mailto:stefano.pezzi@sinergis.it">stefano.pezzi@sinergis.it</a>
WP5	Test-bed pilots deployment and assessment	GRAPHITECH	Stefano Piffer, <a href="mailto:stefano.piffer@graphitech.it">stefano.piffer@graphitech.it</a>
WP6	Awareness, networking and dissemination	CEIT	Linda Dörrzapf, <a href="mailto:l.doerrzapf@ceit.at">l.doerrzapf@ceit.at</a>
WP7	Exploitation and sustainability	ESADE	Esteve Almirall, <a href="mailto:esteve.almirall@esade.edu">esteve.almirall@esade.edu</a>
WP8	Project coordination	GRAPHITECH	Raffaele De Amicis, <a href="mailto:coordinator@sunshineproject.eu">coordinator@sunshineproject.eu</a>

### 3.3 Task Leaders (TL)

Task Leaders (TL) track technical and practical issues regarding the development of their tasks. Specifically TLs are responsible, limitedly to the task of their competence, for:

- Monitoring quality of deliverables and update the corresponding WPL.
- Identify possible risk and report them to the corresponding *Work Package Leader* as set forth in the CA.

The tasks are listed in the table below.

Task number	Task Name	Organization	Reference Person
<b>WP 1 - Pilot preparatory activities</b>			
<b>T.1.1</b>	Definition of use cases (UCS)	SGIS	Luigi Zanella, <a href="mailto:luigi.zanella@sinergis.it">luigi.zanella@sinergis.it</a>
<b>T.1.2</b>	Users and training requirements	HEPESCO	Miroslav Kovacec, <a href="mailto:miroslav.kovacec@hep.hr">miroslav.kovacec@hep.hr</a>
<b>T.1.3</b>	Services requirements	SGIS	Luigi Zanella, <a href="mailto:luigi.zanella@sinergis.it">luigi.zanella@sinergis.it</a>
<b>T.1.4</b>	Hardware (incl. Meters etc.) and software client/server requirements	HEPESCO	Tomislav Stasic, <a href="mailto:tomislav.stasic@hep.hr">tomislav.stasic@hep.hr</a>
<b>T.1.5</b>	Data, metadata & modelling requirements	SGIS	Stefano Pezzi <a href="mailto:stefano.pezzi@sinergis.it">stefano.pezzi@sinergis.it</a>
<b>T.1.6</b>	Privacy Threat Vulnerability and Risk Analysis	C3L	Scott Cadzow, <a href="mailto:scott@cadzow.com">scott@cadzow.com</a>
<b>T.1.7</b>	System specifications	GRAPHITECH	Stefano Piffer, <a href="mailto:stefano.piffer@graphitech.it">stefano.piffer@graphitech.it</a>
<b>WP 2 - Pilot information collection</b>			
<b>T.2.1</b>	Survey and collection of existing data repositories and services	HEPESCO	Tomislav Stasic, <a href="mailto:tomislav.stasic@hep.hr">tomislav.stasic@hep.hr</a>
<b>T.2.2</b>	Survey of dynamic data (e.g. meteo, metering, remote control systems / remote terminal units, etc.)	HEPESCO	Tomislav Stasic, <a href="mailto:tomislav.stasic@hep.hr">tomislav.stasic@hep.hr</a>
<b>T.2.3</b>	Data fitting and integration	EPS	Iraklis Karampourniotis, <a href="mailto:iraklis@epsilon.gr">iraklis@epsilon.gr</a>
<b>T.2.4</b>	Energy baseline data monitoring	GRAPHITECH	Stefano Piffer, <a href="mailto:stefano.piffer@graphitech.it">stefano.piffer@graphitech.it</a>
<b>WP 3 - Standardisation of pilot related activities and technologies</b>			
<b>T.3.1</b>	Harmonisation of pilot-relevant cross-domain standards	GIST	Martin Ford, <a href="mailto:martin@gistandards.eu">martin@gistandards.eu</a>
<b>T.3.2</b>	SDO Submission Packages for Changes to the Existing Standards	SGIS	Stefano Pezzi, <a href="mailto:stefano.pezzi@sinergis.it">stefano.pezzi@sinergis.it</a>
<b>T.3.3</b>	Standardisation of guidelines on processes and methodologies for evaluation of energy saving policies	UIRS	Barbara Mušič, <a href="mailto:barbara.music@uirsi.si">barbara.music@uirsi.si</a> Boštjan Cotič, <a href="mailto:bostjan.cotic@uirsi.si">bostjan.cotic@uirsi.si</a>
<b>WP 4 - Integration of SUNSHINE pilot smart urban services</b>			
<b>T.4.1</b>	SUNSHINE service platform	SGIS	Gianni Barrotta, <a href="mailto:gianni.barrotta@sinergis.it">gianni.barrotta@sinergis.it</a>

<b>T.4.2</b>	Meter data management service	SGIS	Tomaso Bertoli, <a href="mailto:tomaso.bertoli@sinergis.it">tomaso.bertoli@sinergis.it</a>
<b>T.4.3</b>	Remote system management service	SGIS	Tomaso Bertoli, <a href="mailto:tomaso.bertoli@sinergis.it">tomaso.bertoli@sinergis.it</a>
<b>T.4.4</b>	Building efficiency pre-certification service	SGIS	Stefano Pezzi, <a href="mailto:stefano.pezzi@sinergis.it">stefano.pezzi@sinergis.it</a>
<b>T.4.5</b>	Citizen-oriented alert and communication management service	GRAPHITECH	Federico Prandi, <a href="mailto:federico.prandi@graphitech.it">federico.prandi@graphitech.it</a>
<b>T.4.6</b>	SUNSHINE energy web portal	GRAPHITECH	Michele Andreolli, <a href="mailto:michele.andreolli@graphitech.it">michele.andreolli@graphitech.it</a>
<b>T.4.7</b>	SUNSHINE Apps (for operators and citizens)	GRAPHITECH	Federico Prandi, <a href="mailto:federico.prandi@graphitech.it">federico.prandi@graphitech.it</a>
<b>T.4.8</b>	Security and privacy enforcement	C3L	Scott Cadzow, <a href="mailto:scott@cadzow.com">scott@cadzow.com</a>
<b>T.4.9</b>	Integration of new smart services with existing service infrastructures	SGIS	Gianni Barrotta, <a href="mailto:gianni.barrotta@sinergis.it">gianni.barrotta@sinergis.it</a>
<b>T.4.10</b>	First trial of SUNSHINE components	GRAPHITECH	Federico Prandi, <a href="mailto:federico.prandi@graphitech.it">federico.prandi@graphitech.it</a>
<b>T.4.11</b>	Release and validation of the integrated system	GRAPHITECH	Federico Prandi, <a href="mailto:federico.prandi@graphitech.it">federico.prandi@graphitech.it</a>
<b>T.4.12</b>	Release of final system	SGIS	Stefano Pezzi, <a href="mailto:stefano.pezzi@sinergis.it">stefano.pezzi@sinergis.it</a>
<b>WP 5 - Pilots deployment and assessment</b>			
<b>T.5.1</b>	Pilot in Ferrara (IT)	SGIS	Veronica Lenzi, <a href="mailto:veronica.lenzi@sinergis.it">veronica.lenzi@sinergis.it</a>
<b>T.5.2</b>	Pilot in Trentino (IT)	TNET	Paolo Bertolini, <a href="mailto:paolo.bertolini@trentinonetwork.it">paolo.bertolini@trentinonetwork.it</a>
<b>T.5.3</b>	Pilot in Schwechat (AT)	CEIT	Linda Dörrzapf, <a href="mailto:l.doerrzapf@ceit.at">l.doerrzapf@ceit.at</a>
<b>T.5.4</b>	Pilot in Zagreb and Split (HR)	HEPESCO	Tomislav Stasic, <a href="mailto:tomislav.stasic@hep.hr">tomislav.stasic@hep.hr</a>
<b>T.5.5</b>	Pilot in Bassano del Grappa (IT)	GL	Ivo Zancarli, <a href="mailto:zancarli@graficalight.it">zancarli@graficalight.it</a>
<b>T.5.6</b>	Pilot in Lamia (GR)	EPS	Iraklis Karampourniotis, <a href="mailto:iraklis@epsilon.gr">iraklis@epsilon.gr</a>
<b>T.5.7</b>	Pilot in Paola (MT)	GSYS	Tim Camilleri, <a href="mailto:tim@geosys.com.mt">tim@geosys.com.mt</a>
<b>T.5.8</b>	Pilot in Rovereto (IT)	SET	Francesco Faccioli, <a href="mailto:francesco.faccioli@set.tn.it">francesco.faccioli@set.tn.it</a>
<b>T.5.9</b>	Pilot in Val di Non (IT)	INFOTN	Valentina Ferrari, <a href="mailto:valentina.ferrari@infotn.it">valentina.ferrari@infotn.it</a> Marco Combetto, <a href="mailto:marco.combetto@infotn.it">marco.combetto@infotn.it</a>
<b>T.5.10</b>	Socio-economic assessment of the pilots (incl. user's acceptance and recovery of investment)	URBA	Pietro Elisei, <a href="mailto:dr.pietro.elisei@gmail.com">dr.pietro.elisei@gmail.com</a> , <a href="mailto:pietro.elisei@urbasofia.eu">pietro.elisei@urbasofia.eu</a> Sabina Dimitriu, <a href="mailto:sabina.dimitriu@urbasofia.eu">sabina.dimitriu@urbasofia.eu</a>
<b>WP 6 - Awareness, networking and dissemination</b>			

<b>T.6.1</b>	Project website, web 2.0 social networks and SUNSHINE community	GRAPHITECH	Michele Andreolli, <a href="mailto:michele.andreolli@graphitech.it">michele.andreolli@graphitech.it</a>
<b>T.6.2</b>	Large scale dissemination and openness activities	URBA	Pietro Elisei, <a href="mailto:dr.pietro.elisei@gmail.com">dr.pietro.elisei@gmail.com</a> , <a href="mailto:pietro.elisei@urbasofia.eu">pietro.elisei@urbasofia.eu</a> Sabina Dimitriu, <a href="mailto:sabina.dimitriu@urbasofia.eu">sabina.dimitriu@urbasofia.eu</a>
<b>T.6.3</b>	Training	SGIS	Marta Perbellini, <a href="mailto:marta.perbellini@sinergis.it">marta.perbellini@sinergis.it</a>
<b>WP 7 - IPR management and exploitation</b>			
<b>T 7.1</b>	Short- and long-term exploitation	ESADE	Esteve Almirall, <a href="mailto:esteve.almirall@esade.edu">esteve.almirall@esade.edu</a>
<b>T 7.2</b>	IPR & licensing policy	SGIS	Luigi Zanella, <a href="mailto:luigi.zanella@sinergis.it">luigi.zanella@sinergis.it</a>
<b>WP 8 - Project coordination</b>			
<b>T 8.1</b>	Administrative project management	GRAPHITECH	Irene Facchin, <a href="mailto:irene.facchin@graphitech.it">irene.facchin@graphitech.it</a>
<b>T 8.2</b>	Project Coordination	GRAPHITECH	Raffaele De Amicis, <a href="mailto:coordinator@sunshineproject.eu">coordinator@sunshineproject.eu</a>
<b>T 8.3</b>	Project quality control and risk management	GRAPHITECH	Irene Facchin, <a href="mailto:irene.facchin@graphitech.it">irene.facchin@graphitech.it</a>
<b>T 8.4</b>	Project financial management	GRAPHITECH	Letizia Santato, <a href="mailto:letizia.santato@graphitech.it">letizia.santato@graphitech.it</a>

### 3.4 General Assembly (GA)

The General Assembly is the decision-making body for all the issues concerning matters not considered within the Annex I of Grant Agreement and the Consortium Agreement, and comprises one representative by each Organisation as listed in the following table.

It is composed of one representative from each partner. The Coordinator (PC) will chair the **General Assembly** while the TRM will act as rapporteur.

Organisation	Reference person
Chairman	Raffaele De Amicis, <a href="mailto:coordinator@sunshineproject.eu">coordinator@sunshineproject.eu</a>
Rapporteur	Federico Prandi, <a href="mailto:federico.prandi@graphitech.it">federico.prandi@graphitech.it</a>
GIST	Martin Ford, <a href="mailto:martin@gistandards.eu">martin@gistandards.eu</a>
SGIS	Luigi Zanella, <a href="mailto:luigi.zanella@sinergis.it">luigi.zanella@sinergis.it</a>
C3L	Scott Cadzow, <a href="mailto:scott@cadzow.com">scott@cadzow.com</a>
GL	Ivo Zancarli, <a href="mailto:zancarli@graficalight.it">zancarli@graficalight.it</a>
INFOTN	Valentina Ferrari, <a href="mailto:valentina.ferrari@infotn.it">valentina.ferrari@infotn.it</a>
EPS	Marc Bonazountas, <a href="mailto:bonazountas@epsilon.gr">bonazountas@epsilon.gr</a>
ESADE	Esteve Almirall, <a href="mailto:esteve.almirall@esade.edu">esteve.almirall@esade.edu</a>

CEIT	Linda Dörrzapf, <a href="mailto:l.doerrzapf@ceit.at">l.doerrzapf@ceit.at</a>
TNET	Paolo Bertolini, <a href="mailto:paolo.bertolini@trentinonetwork.it">paolo.bertolini@trentinonetwork.it</a>
HEPESCO	Tomislav Stasic, <a href="mailto:tomislav.stasic@hep.hr">tomislav.stasic@hep.hr</a> Miroslav Kovacec, <a href="mailto:miroslav.kovacec@hep.hr">miroslav.kovacec@hep.hr</a>
METGRID	<a href="mailto:David@meteogrid.com">David@meteogrid.com</a> Luis Torres, <a href="mailto:luis@meteogrid.com">luis@meteogrid.com</a>
URBA	Pietro Elisei, <a href="mailto:pietro.elisei@urbasofia.eu">pietro.elisei@urbasofia.eu</a>
UIRS	Barbara Mušič, <a href="mailto:barbara.music@uirsi.si">barbara.music@uirsi.si</a> Boštjan Cotič, <a href="mailto:bostjan.cotic@uirsi.si">bostjan.cotic@uirsi.si</a>
GSYS	Tim Camilleri, <a href="mailto:tim@geosys.com.mt">tim@geosys.com.mt</a>
SET	Francesco Faccioli, <a href="mailto:francesco.faccioli@set.tn.it">francesco.faccioli@set.tn.it</a>

### 3.5 Industrial Board (IB)

The Industrial Board will provide recommendations to the project from different standpoints. In particular, it will supervise and review the exploitation activities, as from WP7.

It will be formed by:

- Key representatives from ESCOs,
- Industries from the consortium,
- Representatives from other industrial stakeholders identified through the project's openness and linking activities (as planned in WP6),
- Representatives from relevant standardisation bodies.

The chairmen of this Board will be Tomislav Stasic and Miroslav Kovacec from HEPESCO, while Esteve Almirall, partner ESADE (WP7 leader), will act as rapporteur.

At the beginning of the project, each appointed member of the Industrial Board will be asked to sign an agreement (including Non Disclosure Agreement), to be edited by GRAPHITECH, that will formally defines their tasks and responsibilities.

### 3.6 Advisory Board (SB)

Advisory Board is an advisory body whose aims are to:

- Provide recommendation on scientific development of the project,

- Provide consultation on selected project activities,
- Validate at high-level results of the project,
- Provide critical input on activities of the project,
- Provide input to identify developments and technologies of strategic interest,
- Help identify new fields of application and market potential,
- Amplify the dissemination and awareness of the initiative,
- Contribute to clustering process among the community of European stakeholders.

The Advisory Board is composed by:

- Key representatives from other EC-funded projects,
- Representative from academia,
- Representatives from other stakeholders identified through the project’s openness and linking activities (as planned in WP6).

The chairman of this Board will be Prof. José Luis Encarnaç o.

At the beginning of the project, each appointed member of the Advisory Board will be asked to sign an agreement (including Non Disclosure Agreement), to be edited by GRAPHITECH, that will formally defines their tasks and responsibilities.

### 3.7 Technical Board (TB)

The Technical Board is the project’s decision-making body on technical matters and issues.

The Technical Board shall consist of one representative of each **technical** WP Leader and chaired by the Technical and Risk Manager.

Work package	Reference person
Chairman	Federico Prandi, <a href="mailto:trm-sunshine@sunshineproject.eu">trm-sunshine@sunshineproject.eu</a>
WP 1	Tomislav Stasic, <a href="mailto:tomislav.stasic@hep.hr">tomislav.stasic@hep.hr</a>
WP 2	Iraklis Karampourniotis, <a href="mailto:iraklis@epsilon.gr">iraklis@epsilon.gr</a>
WP 3	Federico Prandi, <a href="mailto:federico.prandi@graphitech.it">federico.prandi@graphitech.it</a>
WP 4	Stefano Pezzi, <a href="mailto:Stefano.Pezzi@sinergis.it">Stefano.Pezzi@sinergis.it</a>
WP 5	Stefano Piffer, <a href="mailto:stefano.piffer@graphitech.it">stefano.piffer@graphitech.it</a>
WP 6	Linda D�rrzapf, <a href="mailto:l.doerrzapf@ceit.at">l.doerrzapf@ceit.at</a>

WP 7	Esteve Almirall, <a href="mailto:esteve.almirall@esade.edu">esteve.almirall@esade.edu</a>
	Luis Torres, <a href="mailto:luis@meteogrid.com">luis@meteogrid.com</a>



## 4 Communication practices

### 4.1 Internal communication

#### 4.1.1 Access to project website

Access to the project website ([www.sunshineproject.eu](http://www.sunshineproject.eu)) can be requested by team members by sending a request, via email, to: [webmaster@sunshineproject.eu](mailto:webmaster@sunshineproject.eu)

#### 4.1.2 Mailing lists

Communication supporting daily activities will be managed through mailing lists, these include, namely:

- A mailing list per Work Package.
- A mailing list for pilot-related issues.
- A mailing list for administrative issues.

Further mailing lists may be setup whenever required, according to the project needs, throughout the development of the project.

Different team members must register to the mailing lists of interest by logging in at the project website ([www.sunshineproject.eu](http://www.sunshineproject.eu)).

#### 4.1.3 E-mail communications

Partners must keep the project office updated on any relevant communication by adding, in copy, one or more (as applicable) of the following addresses:

E-mail address	Type of communication
<a href="mailto:coordinator@sunshineproject.eu">coordinator@sunshineproject.eu</a>	For all the communications addressed to the SUNSHINE project Coordinator
<a href="mailto:technical@sunshineproject.eu">technical@sunshineproject.eu</a>	For all the communications addressed to the Technical and Risk Manager
<a href="mailto:webmaster@sunshineproject.eu">webmaster@sunshineproject.eu</a>	For all the communications related to the web site (updates, news, events, calendars...), mailing lists etc.
<a href="mailto:quality@sunshineproject.eu">quality@sunshineproject.eu</a>	For all the communications about reports, deadlines, dissemination practices etc.

**administrative@sunshineproject.eu** For all the communications addressed to the Administrative assistant.

Partners shall immediately inform the coordinator of any changes occurring to project activities, as detailed within the projects documents, as well as of any change at the team level structure.

All project-related emails must report, within the subject, the “[SUNSHINE]” tag, followed by the [WPnumber] tag, and the subject text.

With regard to operational activities of the project the following mailing lists have been created.

e-mail address	Type of communication
WP1@sunshineproject.eu	Activities related to WP1
WP2@sunshineproject.eu	Activities related to WP2
WP3@sunshineproject.eu	Activities related to WP3
WP4@sunshineproject.eu	Activities related to WP4
WP5@sunshineproject.eu	Activities related to WP5
WP6@sunshineproject.eu	Activities related to WP6
WP7@sunshineproject.eu	Activities related to WP7

**4.1.4 Contact list**

The updated contact list, including telephone number(s) and email address, can be accessed from the project website ([www.sunshineproject.eu](http://www.sunshineproject.eu)).

**4.1.5 Other communication infrastructures**

Whenever appropriate Skype, WebEx (one-to-one or multi-party) teleconferences, as well as dial-in conference call shall be set up among partners of the consortium. The person convening the conference is responsible for:

1. Informing in advance the partners involved, as well as the coordinator and relevant WP leader(s).
2. Sending the agenda prior to the conference call.
3. Sending out the minutes detailing the outcome of the conference call.



#### 4.1.6 File repository

A document repository has been set-up within the project website ([www.sunshineproject.eu](http://www.sunshineproject.eu)). This can be accessed by clicking on “file manager”. Note this section is only available to registered users therefore login is required.

All project-related documents (including working versions) shall be uploaded by the different partners within the relevant folder corresponding to the Work Package of interest.

## 4.2 External communication

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### 4.2.1 Project Logo

All communication material should use the official project logo, which will be made available from the project, website ([www.sunshineproject.eu](http://www.sunshineproject.eu)) within the private section and within the following folders: [SUNSHINE](#) > [Templates](#) > [Logos](#).

### 4.2.2 Presentation template

Communications, wherever possible, should use the power point presentation template, which will be made available from the project website ([www.sunshineproject.eu](http://www.sunshineproject.eu)) within the private section and within the following folders: [SUNSHINE](#) > [Templates](#) > [Templates](#).

### 4.2.3 Acknowledgements

Every communication (e.g. paper, abstract etc.) resulting from the dissemination activities must:

- Quote the following sentence:  
*“The project has received funding from the European Community, and it has been co-funded by the CIP-ICT Policy Support Programme as part of the Competitiveness and innovation Framework Programme by the European Community ([http://ec.europa.eu/ict\\_psp](http://ec.europa.eu/ict_psp)), contract number 325161. The author is solely responsible for it and that it does not represent the opinion of the Community and that the Community is not responsible for any use that might be made of information contained therein.”*
- Add the following reference:  
*“For more information, please contact the SUNSHINE Project Coordinator, Dr. Raffaele De Amicis, [coordinator@sunshineproject.eu](mailto:coordinator@sunshineproject.eu), or visit the project website at the following address: [www.sunshineproject.eu](http://www.sunshineproject.eu).”*

- Presentations, posters, flyers, media briefing etc., must show the official European flag. Official graphical specifications for the European Emblem, official images to be used for color or black and white reproduction, as well as a comprehensive graphical manual, can be accessed at: [http://europa.eu/abc/symbols/emblem/graphics1\\_en.htm](http://europa.eu/abc/symbols/emblem/graphics1_en.htm)

Acknowledgment of funding and the EU flag must be included within the website of each beneficiary.

#### 4.2.4 Notification of dissemination or exploitation activity

To ensure maximum visibility of any relevant dissemination or exploitation activity through the project website, partners should send to the address [webmaster@sunshineproject.eu](mailto:webmaster@sunshineproject.eu) the following information:

- Event details: 1) type of event, 2) location, 3) dates, 4) website of the event, 5) agenda / program of the event.
- Person(s) participating to the event.
- In case of publications: full reference of the published paper.
- If possible: presentation given during the event.
- In case of poster: poster presented.

### 4.3 Web 2.0 facilities

The following web 2.0 facilities have been established by the coordinator to support communication within and outside the consortium and should be used by all partners ensuring widest public access:

- A YouTube specific channel at: <http://www.youtube.com/user/SunshineProjectEu>
- A Facebook page at: <http://www.facebook.com/SunshineProjectEu>
- A Linked-in group at: <http://www.linkedin.com/groups/Sunshine-Project-4863590>
- A twitter feed at: [https://twitter.com/sunshine\\_EU](https://twitter.com/sunshine_EU)

## 5 Further documents

### 5.1 Project work plan

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	Year 1												year 2												year 3											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
<b>WP 1 Pilot preparatory activities</b>	M2 M3																																			
T.1.1 Definition of use cases (UCs)																																				
T.1.2 Users and training requirements																																				
T.1.3 Services requirements																																				
T.1.4 Hardware (incl. Meters etc.) and software client/server requirements																																				
T.1.5 Data, metadata & modelling requirements																																				
T.1.6 Regulatory requirements																																				
T.1.7 Privacy Threat Vulnerability and Risk Analysis																																				
T.1.8 System specifications																																				
<b>WP 2 Pilot information collection</b>													M4																							
T.2.1 Survey and collection of existing data repositories and services																																				
T.2.2 Survey of dynamic data (e.g. meteo, metering, remote control systems / remote terminal units, etc.)																																				
T.2.3 Data fitting and integration																																				
T.2.4 Energy baseline data monitoring																																				
<b>WP 3 Standardisation of pilot-related activities and technologies</b>																									M11											
T.3.1 Harmonisation of pilot-relevant cross-domain standards																																				
T.3.2 SDO Submission Packages for Changes to the Existing Standards																																				
T.3.3 Standardisation of guidelines on processes and methodologies for evaluation of energy saving policies																																				
<b>WP 4 Integration of SUNSHINE pilot smart urban services</b>													M5 M7 M8												M14											
T.4.1 SUNSHINE service platform																																				
T.4.2 Meter data management service																																				
T.4.3 Remote system management service																																				
T.4.4 Building efficiency pre-certification service																																				
T.4.5 Citizen-oriented alert and communication management service																																				
T.4.6 SUNSHINE energy web portal																																				
T.4.7 SUNSHINE Apps (for operators and citizens)																																				
T.4.8 Security and privacy enforcement																																				
T.4.9 Integration of new smart services with existing service infrastructures																																				
T.4.10 First trial of SUNSHINE components																																				
T.4.11 Release and validation of the integrated system																																				
T.4.12 Release of final system																																				
<b>WP 5 Test-bed pilots deployment and assessment</b>																									M12 M13											
T.5.1 Pilot in Ferrara (IT)																																				
T.5.2 Pilot in Trentino (IT)																																				
T.5.3 Pilot in Schwechat (AT)																																				
T.5.4 Pilot in Zagreb and Split (HR)																																				
T.5.5 Pilot in Bassano del Grappa (IT)																																				
T.5.6 Pilot in Lamia (GR)																																				
T.5.7 Pilot in Paola (MT)																																				
T.5.8 Pilot in Rovereto (IT)																																				
T.5.9 Pilot in Val di Non (IT)																																				
T.5.10 Socio-economic assessment of the pilots (incl. user's acceptance and recovery of investment)																																				
<b>WP 6 Awareness, networking and dissemination</b>																									M15											
T.6.1 Project website, web 2.0 social networks and SUNSHINE community																																				
T.6.2 Large scale dissemination and openness activities																																				
T.6.3 Training																																				
<b>WP 7 Exploitation and sustainability</b>													M9												M16											
T.7.1 Short- and long-term exploitation																																				
T.7.2 IPR and Licensing Policy																																				
<b>WP 8 Project coordination</b>	M1												M6												M10 M17											
T.8.1 Administrative project management																																				
T.8.2 Project Coordination																																				
T.8.3 Project quality control and technical management																																				
T.8.4 Project financial management																																				

## 5.2 Risk assessment form

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[http://ec.europa.eu/ict\\_psp](http://ec.europa.eu/ict_psp).



**SUNSHINE**

CIP-ICT-PSP-2012-6 – 325161

SUNSHINE – Smart Urban Services for Higher energy Efficiency

WP8 – Project coordination

T.8.3 – Project Quality Control and Risk management



**Risk Assessment Form**

<b>Date</b> <sup>1</sup> :	<b>Assessed by</b> <sup>2</sup> :	<b>Assessor Organisation</b> <sup>3</sup> :	<b>Notified to</b> <sup>4</sup> :
<b>WP and Task</b> <sup>5</sup> :			

ID <sup>6</sup>	Activity <sup>7</sup>	Risk <sup>8</sup>	Potential consequences <sup>9</sup>	Existing measures to control risk <sup>10</sup>	Severity <sup>11</sup>	Probability <sup>12</sup>	Risk level <sup>13</sup>	Level of assessment <sup>14</sup>







Action plan				
No	Further action required <sup>14</sup>	Action by whom <sup>14</sup>	Action by when <sup>15</sup>	Completed (Y/N) <sup>16</sup>
1				
2				
3				
4				
5				
6				
...				

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## Notes

<sup>1</sup> **Date:** insert date that assessment form is completed.

<sup>2</sup> **Assessed by:** Insert the name and surname of the person assessing the risk.

<sup>3</sup> **Assessor Organisation:** name of the organisation to which the assessor belongs.

<sup>4</sup> **Notified to:** representative from the project management team from the project coordinator who has been notified of the risk.

<sup>5</sup> **WP and Task:** Work package(s) number and title and Task(s) number and title subject of the risk.

<sup>6</sup> **ID:** progressive identification number starting from 1

<sup>7</sup> **Activity:** detail the activity subject of the risk.

<sup>8</sup> **Risk:** detail the nature of the risk.

<sup>9</sup> **Potential consequences:** for each activity, list the risk. Identify which consequences there might be on other tasks or work packages as well as on deliverables and milestones.

<sup>10</sup> Existing measures to control risk: list all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk.

<sup>11</sup> **Risk severity:** Insert a value from 1 to 5 according to the following table:

Severity	Impact on Performances	Impact on Time	Impact on Costs
<b>5 (Critical)</b>	Maximum: Unacceptable (no alternatives)	Maximum: A milestone can't be reached	Maximum: Cost overhead > 15%
<b>4 (Severe)</b>	High: Sensitive degradation, but there are means of recovering	High: Milestone delay is $\geq 1$ month or it's about a mission-critical phase of the project	High: Cost overhead > 10%
<b>3 (Major)</b>	Medium: Moderate degradation, with clear means of recovery	Medium: Milestone delay $\leq 1$ month	Medium: Cost overhead > 5%
<b>2 (Significant)</b>	Low: Moderate degradation with ready solutions	Low: More activities needed, but the milestones are kept.	Low: Cost overhead < 5%
<b>1 (Insignificant)</b>	Very low: no degradation	Very low: no activity needed, and milestones are kept.	Low: Cost overhead close to null

<sup>12</sup> **Probability:** Insert a value from 1 to 5 to assess likelihood of the risk occurring according to the following table:

Probability	Description
5 (Maximum)	Will surely happen: "1 on 1" chance
4 (High)	May happen frequently, chances are between "1:1" and "1:10"
3 (Medium)	May happen, chances between "1:10" and "1:100"
2 (Low)	May happen rarely, chances between "1:100" and "1:1000"
1 (Minimum)	Very rare chance, less than "1:1000"

<sup>13</sup> **Risk level:** product between **risk severity** and **probability**

<sup>14</sup> **Level of assessment:** state if the risk is in one of the following states:

**A = adequately controlled**, no further action necessary.

**N = not adequately controlled**, actions required.

**U = unable to decide**, this implies that further information is to be collected by the QRM.

<sup>15</sup> **Further action required:** detail as much as possible action(s) to be taken to mitigate the risk.

<sup>16</sup> **Action by whom:** list which person or organisation should carry on the mitigation action.

<sup>17</sup> **Action by whom:** enter the latest date the action needs to be taken before generating new risks.

<sup>18</sup> **Completed (Y/N):** to be completed by Quality and Risk Manager.

### 5.3 Per-Partner report template

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[http://ec.europa.eu/ict\\_psp](http://ec.europa.eu/ict_psp).



**Per-Partner bi-monthly report**  
(version 2.0 – updated Feb. 2013)

<b>Delivery Date:</b> <b>DD/MM/YYYY</b>	<b>Reporting period (start-end):</b> <b>DD/MM/YYYY – DD/MM/YYYY</b>
<b>Author(s):</b> <b>NAME SURNAME OF PERSON AT [INSTITUTION]</b>	<b>Organization:</b> <b>[INSTITUTION]</b>
<b>Reviewed by:</b> <b>NAME SURNAME OF PERSON AT [INSTITUTION]</b>	
<b>Approved by:</b> <b>NAME SURNAME OF PERSON AT [INSTITUTION]</b>	

**Table of content**

<b>1. INTRODUCTION</b>	<b>3</b>
<b>2. DECLARATION BY EACH BENEFICIARIES</b>	<b>4</b>
<b>3. MAIN ACHIEVEMENTS AND USE OF PERSONNEL PER WP</b>	<b>5</b>
PARTNER GLOBAL EFFORT INFORMATION	5
PARTNER EFFORT PER REPORTING PERIOD	5
GENERAL COMMENTS ON THE EFFORT BY THE PARTNER:	6
MAJOR DEVIATIONS FROM THE PLANNED PROGRESS AND ACHIEVEMENTS	6
DEVIATIONS IN PERSONNEL	6
<b>4. DISSEMINATION OF KNOWLEDGE</b>	<b>7</b>
PROJECT PRESENTATIONS AND PARTICIPATION TO CONFERENCES, MEETINGS, WORKSHOPS...	7
MEETINGS OR OTHER EVENTS <b>PLANNED</b> FOR THE NEXT MONTHS	7
CONFERENCES, SPECIAL SESSIONS, AND OTHER EVENTS CO-ORGANIZED (INCL. LIAISON WITH OTHER PROJECTS)	8
SCIENTIFIC PUBLICATIONS	8
OTHER PUBLICATIONS (E.G. PRESS RELEASES, NEWSLETTERS, INTERVIEWS...)	9
<b>5. PERFORMANCE MONITORING</b>	<b>10</b>
<b>6. DETAILED DESCRIPTION OF THE PROJECT ACTIVITIES</b>	<b>12</b>
<b>7. INNOVATIVE CHARACTER</b>	<b>18</b>
<b>8. IMPACT DIMENSION</b>	<b>18</b>
<b>9. QUALITY OF VALORISATION PLAN</b>	<b>18</b>
<b>10. ANY OTHER ISSUE TO BE BROUGHT TO THE ATTENTION OF THE COORDINATOR AND RISKS</b>	<b>18</b>

## 1. Introduction



The PerPartner Report is usually due by each Institution **7 calendar days** after the end of the reporting period (which is every two months, starting from the project start date), with small adjustments, which may due to weekends and holidays. A reminder mail, also pointing out items that need special attention for this period, is sent out by the **Coordinator** just after the end of the period.

The information in this bi-monthly report is first used by the Work Package Leaders to edit their bi-monthly PerWP reports. This second report must be released after further **7 calendar days**.

**It is very important that the PerPartner reports are completed and uploaded ON TIME to the project management portal (see document “project management portal guide”).**

It should be noted that information in the PerPartner reports is only partially used in the official six-monthly report, namely those information recorded within the section “Main achievements and use of personnel per WP”. In fact, although some of this information is not required in the bi-monthly reports, this is essential for the Six-monthly and Annual Activity Report. It has turned out that this information is much better gathered every bi-monthly months, when memories are still fresh, than in the hectic period after a year is completed and preparations of financial statements, audit certificates and the official review are going on, and a number of deliverables need to be submitted.



## 2. Declaration by each beneficiaries

The undersigned \_\_\_\_\_ *(name and surname)* \_\_\_\_\_ from partner \_\_\_\_\_ *(institution)* \_\_\_\_\_ declares herewith:

- This periodic report represents an accurate description of the work carried out in this project for this reporting period.
- (remove if not applicable) To the my best knowledge, the information contained in the financial statement(s) submitted as part of this report is in line with the actual work carried out and it is consistent with the reported resources and if applicable with the certificates on financial statements.

Date, Place

Signature

\_\_\_\_\_

\_\_\_\_\_

*(please upload to the project management website both an editable version of this document –for WP leaders to be able to extract relevant information- as well as a signed scanned PDF)*

### 3. Main achievements and use of personnel per WP

General remarks: This part is included in the official deliverables Six-month Report and Annual Activity Report and thus this should consider the official information of what your institution worked on in this period, the effort it spent on this and by whom. You will be given the opportunity to check and validate your input before the deliverables are submitted, and the Quality and Risk Manager will inquire about perceived inconsistencies or gaps. In the end, however, each institution is responsible for this Per Partner content.

Reporting an effort, especially a large one, without any description of work done will draw attention.

#### Partner Global Effort Information

Partner name	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	WP 8	Total
Effort in MM charged									0
Effort in MM planned									0
Difference	0	0	0	0	0	0	0	0	0

#### Partner Effort per reporting period

Partner name	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	WP 8	Total
Effort in MM charged									0
Effort in MM planned									0
Difference	0	0	0	0	0	0	0	0	0

### **General comments on the effort by the partner:**

- List whatever you think is **important** to communicate

### **Major deviations from the planned progress and achievements**

- Anything that is a problem now or could become one soon, seen in relation to what was originally planned.

### **Deviations in personnel**

List:

- Major changes of scientist-in-charge, WP or task leader (if any).
- Changes in task contact points:
  - Example (NAME SURNAME became contact point for PARTNER NAME for the WP or TASK, replacing NAME SURNAME).
- Researchers/PhD students added or removed from the Partner team:
  - Example (Added: NAME SURNAME, removed: NAME SURNAME).

#### 4. Dissemination of knowledge

##### Project presentations and participation to conferences, meetings, workshops...

(example)

General Project Presentation to COMPANY XXXX, July 8, XYZ Research Center, Helsinki, Finland, by NAME SURNAME (PARTNER NAME)

Type of audience: researchers (or industry, general public, researchers & industry, etc.)

Number of participants: ca. 10

##### Important Note:

- 1) This text will be copied into the general report file, and must have a uniform appearance. So please follow this style (font, order of items, etc.), and indicate the partner institution of the speaker.
- 2) The presentation in PowerPoint, should be made available from the website at: File manager / SUNSHINE / Presentations to Events / whenever they become available. All partners are free to use the template available from: File manager / SUNSHINE / Templates / whenever they need to give a project presentation, changing or adding what is necessary.
- 3) The number of participants must be included at the request of the European Commission. This allows non-specialists and bureaucrats an idea if this was a small event or the biggest annual meeting in the field. Otherwise a layman does not see the difference between a small, focussed workshop, and INSPIRE Conference.

##### Meetings or other events **planned** for the next months<sup>1</sup>

Meeting subject	Participants	Venue	Date held	Date planned

<sup>1</sup> Including but not limited to project meetings, workshops, conferences etc.

### **Conferences, special sessions, and other events co-organized (incl. liaison with other projects)**

(example)

Event type and title: Workshop Computational Methods for XYZ

Website, if available: <http://www.eventwebsite.com>

Place and date (in that order): University of XXXX, July 14-16, 2010

Connection of the event to the project activities: As part of the research activities, results of the co-operation on between partner XXXX and YYYY on topic ZZZZZZ, related to Task 1.1, were presented.

Main organizer: NAME SURNAME (ORGANISATION)

Project participants, including affiliation: NAME SURNAME (ORGANISATION), NAME SURNAME (ORGANISATION), NAME SURNAME (ORGANISATION), NAME SURNAME (ORGANISATION)

Type of audience (industry, general public, researchers & industry, etc.): researchers

Number of participants: ca. 35

**Note: This text will be copied into the general report file, and must have a uniform appearance. So please follow this style (font, order of items, etc.), and indicate the partner institution of the speaker.**

### **Scientific Publications**

#### **Important Note:**

- 1) all papers **MUST** have SUNSHINE funding acknowledged and they should be uploaded within the reporting period to the project website at: File manager / SUNSHINE / Publications /
- 2) Papers that will not be uploaded to the project website when this PerPartner report is delivered will not be included in the general report.

Title of Publication	Title	Authors	Other reference information

### Other Publications (e.g. press releases, newsletters, interviews...)

Title of Publication	Title	Authors	Other reference information

## 5. Performance monitoring

Provide a description in quantitative form of how you contributed to the performance indicators as set out in the DoW.

Indicator No.	Objective/expected result	Indicator name	Expected Progress			Additional information
			2013	2014	2015	
1	Deployment of Data Metering systems at buildings	People involved				
2	Deployment of Data Metering systems at buildings	People involved in testing and piloting activities				
3	Data and services collection	Number of dataset collected and integrated into the system				
4	Involvement of experts from different dept. of city administrations	Number of experts from different dept. of city administrations testing and using services				
5	Apps installed	Number of SUNSHINE App installed on mobile devices				
6	Data repositories and services for collecting static & dynamic data	Number of existing data repositories and services available through partners (e.g. city administrations, building managers, ESCOs etc.), from public repositories, and from other ICT-PSP				
7	Adaptation and processing activities required	Number of existing repositories and services that need adaptation				
8	Static & dynamic data collection and ingestion	Number of static & dynamic data set collected and ingested				

10

Indicator No.	Objective/expected result	Indicator name	Expected Progress			Additional information
			2013	2014	2015	
		in the system				
9	Legal and technical framework	Number of legislation collected in order to ensure to ensure that the rights of the users are properly protected				
10	Awareness and dissemination	Project web site home page (number of page views)				
11	Awareness and dissemination	Conferences & events attended where the project is promoted				
12	Awareness and dissemination	Articles, papers, publications				
13	Awareness and dissemination	Conferences and events with SUNSHINE evidence				
14	Awareness and dissemination	Perform public presentations				
15	Project management	Tracking implementation of the workplan				
16	Project management	Risks mitigated				
17	Project management	Bugs solved				
18	Project management	Communication between partners via email				
19	Project management	Communication between partners via email				
20	Training	Sessions organised for training activities				



## 6. Detailed description of the project activities

Describe the concrete work performed in detail.

### **WP 1 Pilot preparatory activities**

#### **T.1.1 Definition of use cases (UCS)**

#### **T.1.2 Users and training requirements**

#### **T.1.3 Services requirements**

#### **T.1.4 Hardware (incl. Meters etc.) and software client/server requirements**

#### **T.1.5 Data, metadata & modelling requirements**

#### **T.1.6 Privacy Threat Vulnerability and Risk Analysis**

#### **T.1.7 System specifications**

### **WP 2 Pilot information collection**

12

**T.2.1 Survey and collection of existing data repositories and services**

**T.2.2 Survey of dynamic data (e.g. meteo, metering, remote control systems / remote terminal units, etc.)**

**T.2.3 Data fitting and integration**

**T.2.4 Energy baseline data monitoring**

**WP 3 Standardisation of pilot related activities and technologies**

**T.3.1 Harmonisation of pilot-relevant cross-domain standards**

**T.3.2 SDO Submission Packages for Changes to the Existing Standards**

**T.3.3 Standardisation of guidelines on processes and methodologies for evaluation of energy saving policies**

**WP 4 Integration of SUNSHINE pilot smart urban services**

**T.4.1 SUNSHINE service platform**

**T.4.2 Meter data management service**

**T.4.3 Remote system management service**

**T.4.4 Building efficiency pre-certification service**

**T.4.5 Citizen-oriented alert and communication management service**

**T.4.6 SUNSHINE energy web portal**

**T.4.7 SUNSHINE Apps (for operators and citizens)**

**T.4.8 Security and privacy enforcement**

**T.4.9 Integration of new smart services with existing service infrastructures**

**T.4.10 First trial of SUNSHINE components**

**T.4.11 Release and validation of the integrated system**

### **T 4.12 Release of final system**

### **WP 5 Pilots deployment and assessment**

#### **T.5.1 Pilot in Ferrara (IT)**

#### **T.5.2 Pilot in Trentino (IT)**

#### **T.5.3 Pilot in Schwechat (AT)**

#### **T.5.4 Pilot in Zagreb and Split (HR)**

#### **T 5.5 Pilot in Bassano del Grappa (IT)**

#### **T.5.6 Pilot in Lamia (GR)**

#### **T.5.7 Pilot in Paola (MT)**

#### **T.5.8 Pilot in Rovereto (IT)**

## **T 5.9 Pilot in Val di Non (IT)**

## **T 5.10 Socio-economic assessment of the pilots (incl. user's acceptance and recovery of investment)**

## **WP 6 Awareness, networking and dissemination**

### **T.6.1 Project website, web 2.0 social networks and SUNSHINE community**

### **T.6.2 Large scale dissemination and openness activities**

### **T.6.3 Training**

## **WP 7 IPR management and exploitation**

### **T 7.1 Short- and long-term exploitation**

### **T 7.2 IPR & licensing policy**

## **WP 8 Project coordination**

**T 8.1 Administrative project management**

**T 8.2 Project Coordination**

**T 8.3 Project quality control and risk management**

**T 8.4 Project financial management**

## 7. Innovative character

Illustrate how the project is providing innovative solutions to clearly point out needs for clearly identified target groups. This may be achieved either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the CIP Programme. Innovation does not necessarily mean to invent something completely new but can also occur when a methodology or approach that has proved to be good practice is adapted.

## 8. Impact Dimension

Illustrate how the foreseeable impact on the approaches, target groups and systems concerned, highlighting the measures in place to ensure that the impact can be achieved. The results of the activities should be significant. Since the Project has the ultimate aim to change the situation of our specific target group for the better, this envisaged change ought to be carefully reflected, demonstrated and highlighted.

## 9. Quality of valorisation plan

Illustrate how the planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the project, during and beyond the lifetime of the project. We should not only develop innovative products (services) but also spread them and make sure they will be used by the target users both during and after the EU funding period.

## 10. Any other issue to be brought to the attention of the coordinator and risks

(if necessary) Please use fill in as appropriate the “Issue Assessment Form” or the “Risk Assessment Form” (both available from the project management website) and annex them to this report.

## 5.4 Per-WP report template

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*"This project is partially funded under the ICT Policy Support Programme (ICT PSP) as part of the Competitiveness and Innovation Framework Programme by the European Community"*  
[http://ec.europa.eu/ict\\_psp](http://ec.europa.eu/ict_psp).





**Per-WP bi-monthly report**  
(version 2.0 – updated Feb. 2013)

<b>Delivery Date:</b>  <b>DD/MM/YYYY</b>	<b>Reporting period (start-end):</b>  <b>DD/MM/YYYY – DD/MM/YYYY</b>
<b>Author(s):</b>  <b>NAME SURNAME OF PERSON AT [INSTITUTION]</b>	<b>Organization:</b>  <b>[INSTITUTION]</b>
<b>Reviewed by:</b>  <b>NAME SURNAME OF PERSON AT [INSTITUTION]</b>	
<b>Approved by:</b>  <b>NAME SURNAME OF PERSON AT [INSTITUTION]</b>	

## Table of content

<b>1. INTRODUCTION</b>	<b>3</b>
<b>2. MAIN ACHIEVEMENTS AND USE OF PERSONNEL PER WP</b>	<b>4</b>
WP GLOBAL EFFORT INFORMATION	5
WP EFFORT PER REPORTING PERIOD	5
GENERAL COMMENTS BY THE WP LEADER ON THE EFFORT	6
MAJOR DEVIATIONS FROM THE PLANNED ACHIEVEMENTS AND DELIVERABLES FOR THE WP	6
DELIVERABLE STATUS OF RELEVANCE FOR THE WP (SORTED ON DUE DATE)	6
FURTHER DETAILS ON DELIVERABLE STATUS	7
MEETINGS AND EVENTS HELD IN THE PERIOD	8
MEETINGS AND EVENTS FORESEEN FOR THE NEXT PERIOD	8
<b>3. INNOVATIVE CHARACTER</b>	<b>9</b>
<b>4. IMPACT DIMENSION</b>	<b>9</b>
<b>5. QUALITY OF VALORISATION PLAN</b>	<b>9</b>
<b>6. ANY OTHER ISSUE TO BE BROUGHT TO THE ATTENTION OF THE COORDINATOR AND RISKS</b>	<b>9</b>

## 1. Introduction

**Most of the information is taken from the PerPartner reports of each institution, so it is very important that these are submitted ON TIME!**

The PerPartner report is scheduled to be submitted **7 calendar days** after the end of each period, and then the WP leaders have further **7 calendar days** to compile the PerWP report.

**The PerWP information is an important part of the reporting for the whole project, therefore it is also very important that the PerWP report is produced and uploaded to website on time!**

## 2. Main achievements and use of personnel per WP

For each task list the information should be obtained from the PerPartner reports, from communications by the task leaders which the WP leader should solicit regularly and from the own observations of the WP leader. The list of task achievements, once compiled for this PerWP report, should be sent to the task leader for comments and checks.

If the WP leader wishes to change a task description because of some valid comments of the task leader, this is still possible until the final submission of the six-monthly report by the PC. For the sake of his sanity, it is recommended to do this only when it is really necessary.

### T.X.Y      TASK NAME (for each of the tasks of which the WP is composed)

#### Description of the activities:

(Example)

The Glossary Steering Committee led the work on the insertion of terms and descriptions into the Glossary. A web application has been developed based on a simple database repository for submitting and searching terms. The deliverable D1.2.1 is delayed, but expected to be submitted together with this report in mid-October. Completion of the deliverable D1.2.2 on shape ontologies requirements and preliminary design

#### Specific comments on this task:

Describe here what you consider useful information about this task, for example that it began in this period, ended in this period, was split into several tasks, was moved to a different WP, etc.

(Example)

From July onward, the work of Task 1.2 will be continued in three separate tasks corresponding to the three clusters defined in the project. Task 1.2 will be concluded with the submission of its last deliverable D1.2.1.

**WP Global effort information**

The information in this table is copied into an excel file for the whole project. Note: in the official reports to the Project Officer all numbers are rounded to one decimal, but they are kept in the internal project records with the accuracy you normally provide: one, two or even three decimals.

WP ID and Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
	FG	EPS	GEOF	EGEO	CEIT	VUB	MOSS	GIST	IND	C3L	REG	GSYS	OS	INDJ	BAIA	ZAD	ZAG	WIEN	DRAMA	NEWC	INFOTN	LAZ	TOTAL
<b>Person-months planned</b>																							0
<b>Person-months spent</b>																							0

**WP Effort per reporting period**

WP ID and Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
	FG	EPS	GEOF	EGEO	CEIT	VUB	MOSS	GIST	IND	C3L	REG	GSYS	OS	INDJ	BAIA	ZAD	ZAG	WIEN	DRAMA	NEWC	INFOTN	LAZ	TOTAL
<b>Person-months planned</b>																							0
<b>Person-months spent</b>																							0

**General comments by the WP leader on the effort**

xxxxxx

**Major deviations from the planned achievements and deliverables for the WP**

xxxxxx



**Deliverable status of relevance for the WP (sorted on due date)**

Del. number	Deliverable Name	Lead participant	Type	Due at month	Due date	Foreseen or actual delivery date

**Further Details on deliverable status**

**Deliverables submitted in the period:**

**Detailed assessment for all WP deliverables due in less than two months:**

**Short assessment for all other WP deliverables that are listed for this WP in the DoW:**



## Meetings and events held in the Period

### Main meetings and events at WP level:

- list if any

### Technical meetings at task level or other purposes:

- list if any

## Meetings and events foreseen for the next Period

### Main meetings and events at WP level:

- list if any

### Technical meetings at task level or other purposes:

- list if any



### 3. Innovative character

Illustrate how the project is providing innovative solutions to clearly point out needs for clearly identified target groups. This may be achieved either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the CIP Programme. Innovation does not necessarily mean to invent something completely new but can also occur when a methodology or approach that has proved to be good practice is adapted.

### 4. Impact Dimension

Illustrate how the foreseeable impact on the approaches, target groups and systems concerned, highlighting the measures in place to ensure that the impact can be achieved. The results of the activities should be significant. Since the Project has the ultimate aim to change the situation of our specific target group for the better, this envisaged change ought to be carefully reflected, demonstrated and highlighted.

### 5. Quality of valorisation plan

Illustrate how the planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the project, during and beyond the lifetime of the project. We should not only develop innovative products (services) but also spread them and make sure they will be used by the target users both during and after the EU funding period.

### 6. Any other issue to be brought to the attention of the coordinator and risks

Please use fill in as appropriate the "Issue Assessment Form" or the "Risk Assessment Form" (both available from the project management website) and annex them to this report.

## 5.5 Financial Report

<b>SUNSHINE</b>		<b>Financial Statement</b>	
<b>From:</b>		<b>To:</b>	
<b>Project Acronym:</b>	<b>SUNSHINE</b>	<b>Project type:</b>	<b>Pilot B</b>
<b>Grant Agreement No:</b>	<b>325161</b>		
<b>Name of beneficiary:</b>		<b>Short name:</b>	
<b>Percentage of Community contribution<sup>2</sup>:</b>	<b>0%</b>		
<b>Eligible costs</b>		<b>Amount</b>	
		currency <sup>1</sup>	euro
<b>Direct costs</b>			
	Personnel .....	0.00	0.00
	Subcontracting .....	0.00	0.00
	Travel and subsistence expenses .....	0.00	0.00
	Other specific costs .....	0.00	0.00
<b>Indirect costs</b>			
	Overheads .....	0.00	0.00
<b>Total</b>		<b>0.00</b>	<b>0.00</b>
<b>Financing</b>		<b>Amount</b>	
		currency <sup>1</sup>	euro
<b>Other contributions</b>			
	Direct revenue/receipts from the project for:		
	- period No. 1 .....		0.00
	- period No. 2 .....		0.00
	- period No. 3 .....		0.00
	- period No. 4 .....		0.00
	Contribution by other organizations for:		
	- period No. 1 .....		0.00
	- period No. 2 .....		0.00
	- period No. 3 .....		0.00
	- period No. 4 .....		0.00
<b>Community contribution</b>			
	Interest yielded by pre-financing for:		
	- period No. 1 .....		0.00
	- period No. 2 .....		0.00
	- period No. 3 .....		0.00
	- period No. 4 .....		0.00
	Community contribution .....		<b>0.00</b>
We certify that the above declared costs are in line with the provisions of the grant agreement.			
Date: _____		Date: _____	
Name of the person in charge of the work <sup>3</sup> : _____		Name of duly authorised financial officer <sup>3</sup> : _____	
Signature of the person in charge of the work: _____		Signature of duly authorised financial officer: _____	
1. The financial statement must be drawn up in the beneficiary's accounting currency and converted into euro (Article II.3.2). See <a href="http://ec.europa.eu/budget/index_en.htm">http://ec.europa.eu/budget/index_en.htm</a> 2. Insert percentage of the Community financial contribution (Article II) 3. The person in charge of the work (Article II.2.2.a) and duly authorised financial officer if the beneficiary must sign the statement.			



**INDIRECT COSTS (Art. II.15)**

Overhead percentage	0%	0.00	0.00
---------------------	----	------	------

**SUBCONTRACTING (Art. II.14.2 and II.5)**

Period	Subcontractors	Description of the task	Amount	Amount in euro
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
<b>Total</b>			<b>0.00</b>	<b>0.00</b>

**OTHER SPECIFIC COSTS (Art. II.14.4)**

Period	Description	Amount	Amount in euro
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
<b>Total</b>		<b>0.00</b>	<b>0.00</b>

**TRAVEL AND SUBSISTENCE (Art. II.14.3)**

Period	Reason for journey	Destination (obj. country)	Travel period (DD/MM/YY - DD/MM/YY)	Name/Organisation	Amount	Amount in euro
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
<b>Total</b>					<b>0.00</b>	<b>0.00</b>

1. Staff Categories should correspond to those agreed during negotiations  
 2. The financial statement must be drawn up in the beneficiary's accounting currency and converting into euro ([http://ec.europa.eu/budget/index\\_en.htm](http://ec.europa.eu/budget/index_en.htm))



**Annex 1 - Financial Statement - Pilot Type A and Pilot Type B**

Model of Financial Statement (to be filled in by each beneficiary)			
Project Nb	325161		
Project Acronym	SUNSHINE		
Period from :	01/02/2013		
to :	01/02/2014		
Beneficiary Legal Name	Beneficiary Name and type of firm (e.g. Company S.A.)		
Beneficiary Short Name	Short Name (e.g. FG)	Beneficiary Nb	
If flat-rate for indirect costs, specify %	30%		
<b>1- Declaration of eligible costs (in €)</b>			
	This period	Adjustments	TOTAL
Personnel costs			0
Subcontracting			0
Other specific direct costs			0
Indirect costs	0		0
<b>Total</b>	0		0
Maximum Community contribution	0		0
Requested Community contribution			0
<b>2- Declaration of receipts</b>			
Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art. II.24 of the grant agreement ?			NO
If yes, please mention the amount (in €)			
<b>3- Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)</b>			
Did the pre-financing you received generate any interest according to Art. II.27 ?			NO
If yes, please mention the amount (in €)			
<b>4- Certificate on the financial statements</b>			
Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.7 ?			NO
Name of the auditor		Cost of the certificate (in €)	
<b>5- Beneficiary's declaration on its honour</b>			
<b>We declare on our honour that:</b>			
- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.20, II.21 and II.22 of the grant agreement, and, if relevant, Article B (special conditions) of the grant agreement ;			
- the receipts declared above are the only income generated by the project which could be considered as receipts according to Art. II.24 of the grant agreement;			
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.27 of the grant agreement ;			
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.			
Beneficiary's Stamp (if applicable)	Name of the Person(s) authorised to sign this Financial Statement		
	Date & Signature		