# **MANAGEMENT MANUAL**

# **E<sup>2</sup>STORMED PROJECT**

IMPROVEMENT OF ENERGY EFFICIENCY IN THE WATER CYCLE BY THE USE OF INNOVATIVE STORM WATER MANAGEMENT IN SMART MEDITERRANEAN CITIES



**MED PROGRAM** 

(2007-2013)



Acronym of the project
E <sup>2</sup> STORMED
Title of the project
Improvement of energy efficiency in the water cycle by the use of innovative storm water management in smart Mediterranean cities
MED Identification number
E <sup>2</sup> STORMED – 1C-MED12-14
Reference PRESAGE-CTE
E <sup>2</sup> STORMED (Ref: 4912 Version: 1)
Name of the Lead Partner
Polytechnic University of Valencia (UPVLC)
Date
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Version
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Edited by
Polytechnic University of Valencia (UPVLC)





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### **ABBREVIATIONS**

Lead Partner, partner in charge of the management of the project (Polytechnic LP University of Valencia) PC **Project Coordinator** RWGEE **Regional Working Group on Energy Efficiency** SC **Steering Committee** PC **Pilot Committee** DST **Decision Support Tool** JTS Joint Technical Secretariat for the MED program ERDF European Regional Development Fund FLC **First Level Control** WP Work Package UPVLC Polytechnic University of Valencia (Spain) IIAMA Research Institute on Water and Environmental Engineering (UPVLC) IIE Energy Engineering Institute (UPVLC) GMVMC Grana and Maira Valleys Mountain Community (Italy) MoB Municipality of Benaguasil (Spain) MoP Municipality of Pisa (Italy) LCA Local Councils' Association (Malta) МоН Municipality of Hersonissos (Greece) UAD University of Abertay Dundee (UK) ORCC Old Royal Capital Cetinje (Montenegro) CoZ City of Zagreb (Croatia)



#### 1. Introduction

Water and wastewater facilities are often the largest and most energy-intensive loads owned and operated by local governments, representing up to 35% of municipal energy use. E<sup>2</sup>STORMED aims to improve energy efficiency in the urban water cycle and in buildings by promoting the use of innovative storm water solutions such as Sustainable Drainage Systems (SuDS) in MED cities. Existing integrated management tools will be improved, adapted to, and tested by MED cities, which will allow them to properly incorporate energy reduction estimates in planning and decision making processes.

In the framework of the activities planning by E<sup>2</sup>STORMED project, it is foreseen to implement certain project activities and to produce a set of required deliverables, as indicated in the approved project proposal.

This Management Manual would be a guide to give support to the project partners on the implementation of the project activities. Moreover, it offers a planning of the required documents in the different steps of this project. Because project results are outputs coming from a participative approach by all the partners at the project activities, it is essential that everyone cooperate in the right documents and activities processing.

### 2. Project partners

E<sup>2</sup>STORMED project has nine project partners:

- LP. Polytechnic University of Valencia (Spain)
- P2. Grana and Maira Valleys Mountain Community (Italy)
- P3. Municipality of Benaguasil (Spain)
- P4. Municipality of Pisa (Italy)
- P5. Local Councils' Association (Malta)
- P6. Municipality of Hersonissos (Greece)
- P7. University of Abertay Dundee (UK)
- P8. Old Royal Capital Cetinje (Montenegro)
- P9. City of Zagreb (Croatia)

#### 3. Project structure

The project is divided in 4 Work Packages:

- **WP1:** Administrative and financial management of the project / coordination of the partnership, led by Polytechnic University of Valencia.
- **WP2:** Information, awareness raising and capitalization, led by Grana and Maira Valleys Mountain Community.
- **WP3:** Adaptation to MED regions of existing tools and methods for innovative energy efficiency in stormwater management. Exchange of practices and experiences.

Envisaged Integrated Management Tools (to be implemented and adapted by Polytechnic University of Valencia and University of Abertay Dundee, incorporating the

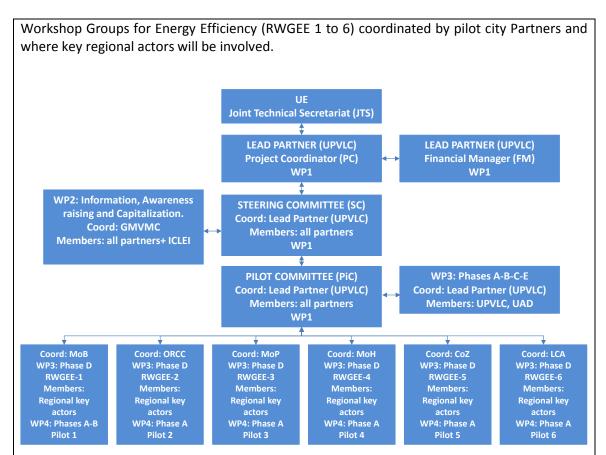


infor	mation collected in the pilot actions) are:
0	Decision Support Tool (DST) to improve energy efficiency in the urban water cycle in smart MED cities by the use of innovative storm water management systems. The DST shall allow local authorities to take better informed decisions.
0	Transition Manual for rolling out improved technologies.
0	Proposal for Municipal Ordinances for energy efficiency improvement by the use of innovative storm water management systems.
(one actor	e frame of the E <sup>2</sup> STORMED, six Regional Working Groups on Energy Efficiency on each pilot city) shall be created, allowing the participation of the main regional s related to energy, water and urban development, public as well as private, n may enable the identification of new opportunities and work niches (green
	Pilot Actions in 6 MED cities to calibrate and validate the Integrated agement Tools, so they are directly transferable to other MED cities.
repre the Lo They	activities take place in the municipalities that partners P3, P4, P5, P6, P8 and P9 esent: Benaguasil, Pisa, Msida (which will probably be the municipality chosen by ocal Councils' Association for the pilot activities), Hersonissos, Cetinje and Zagreb. are coordinated by the Lead Partner. In each pilot city, activities to be rtaken are:
a)	Selection of the case study area where the DST shall be applied. It is advisable that the chosen area comprises both an established urbanised part and some territory to be urbanised in the near future.
b)	Compilation of current energy consumption and drainage patterns in the area of study. Proposals to redevelop existing and develop new areas using conventional or innovative drainage systems.
c)	Application of the draft version of the DST to compare the different alternatives presented on b). Report on improvements to be made to the DST.
d)	Application of the final DST to compare the different alternatives presented on b). Report on energy efficiency rates achievable by the use of innovative storm water management systems, and proposal of actions for redevelopment and development in the city.
e)	Modification of the Transition Manual for rolling out improved technologies to adapt it to each city (replicable to other cities).
f)	Proposal for Municipal Ordinance for Energy Efficiency Improvement by the use of innovative storm water management systems (replicable to other cities).

#### 4. Project management structure

As can been seen in the following figure, the project management is made up from: the Lead Partner (LP) acting as Project Coordinator (PC) and Financial Manager (FM) of E<sup>2</sup>STORMED; the Steering Committee (SC) for leading, monitoring and evaluating the general progress of the project; the Pilot Committee (PiC) for technical and scientific development; the Regional





The Lead Partner is responsible for internal communication and the distribution and coordination of tasks between the partners and must ensure that these tasks are correctly fulfilled in compliance with the Partnership Agreement and periodically reported to the Programme Managing Authorities. Coordination also means the implementation of the various components, phases and actions of the project, including its technical, administrative and financial management.

The Lead Partner, UPVLC, shall appoint:

- A Project Coordinator (PC): responsible for the overall organisation of the project. The PC must act as single interlocutor for the JTS to regularly inform about progresses, results and required changes if necessary.
- A Financial Manager (FM): responsible for the accounts, financial reporting and internal handling of the ERDF funds and national co-financing.

The Lead Partner is responsible of performing a quality check over every Partner's output, in coordination with components and phases Leaders. Quality criteria are defined in section 11. UPVLC is also responsible for the drafting of the progress and final reports and their content, and the PC shall transmit these reports timely and correctly to the JTS.

The Steering Committee (SC), composed of representatives of all partners, is the decision making body. The SC should approve the Management Plan content.

The Grana and Maira Valleys Mountain Community shall coordinate the Communication and Dissemination Plan, ensuring the territorial impact and dissemination of results both within their own territory and at MED scale. Communication management must be defined in the Communication and Dissemination Manual.

The Pilot Committee (PiC) is also composed of representatives of all partners and is in charge of for technical and scientific development in the project.



	Role
LP-UPVLC	oject Coordinator (PC)
LP-UPVLC	nancial Manager (FM)
	nancial Manager (FM)

#### 5. Steering committee

The partnership will elect a Steering Committee composed of 1 member of each partner, plus the PC who will coordinate the SC. In the course of the project, some more local or external experts may be invited to some SC meetings if appropriate. The E<sup>2</sup>STORMED Steering Committee (SC) will be in charge of the general development of the project. The SC meetings allow technical monitoring and evaluation of the actions, coordinating schedules and following up deadlines for results and reports. The first task of the SC is to approve the Management Manual and the Communication Plan.

The SC shall meet at least 7 times during the project period: the first coinciding with the kickoff meeting and the first Open Day, then at each of the remaining Open Days and finally, prior to the Final Conference at the end of the project. The LP must issue the meeting schedule and related documentation in advance so that each partner can discuss internally before meeting the SC. Communication must be established mainly by email but also through the private intranet on the website where all official project documents shall be uploaded (reports, minutes, Management Manual, etc.). The minutes of the SC, approved by all the partners, must be the official reports of the SC discussions and decisions.

Steering Committee members must be elected at the kick-off meeting. Proposed members are:

Member	E-mail	Project partner
Ignacio Escuder Bueno	iescuder@hma.upv.es	PC-UPVLC-IIAMA
Ignacio Andrés Doménech	igando@hma.upv.es	LP-UPVLC-IIAMA
Ángel Pérez-Navarro Gómez	anavarro@iie.upv.es	LP-UPVLC-IIE



Steering Committee members are in charge of all the management and communication part of the project (WP1 and WP2) for the partner they represent, so they may attend all the Steering Committee meetings.

Members of the Steering Committee are responsible of communication about management and communication issues (WP1 and WP2) in their project partner. Communication about WP1 and WP2 will be circulated through members of the Steering Committee, as contact persons. The internal procedures must ensure that all members have access to all information concerning the partner they represent. Any message and communication sent to/from a partner about communication and management issues shall be through the corresponding member of the Steering Committee. More specific communication rules must be defined in the Communication and Dissemination Manual.

#### 6. Pilot committee

The Pilot Committee (PiC) is formed by 1 member of each partner, plus a representative of the PC (RPC), who will coordinate the PiC. The PiC will take decisions regarding the technical implementation of the project (WP3 and WP4, as well as the coordination of each Regional Working Groups on Energy Efficiency), under the coordination of the LP who will monitor and ensure the global coherence of actions towards the overall objectives of the project.

The Pilot Committee shall also meet at least 7 times during the project period: the first coinciding with the kick-off meeting and the first Open Day, then at each of the remaining Open Days and finally, prior to the Final Conference at the end of the project.

Pilot Committee members must also be elected during the kick-off meeting. Proposed members are:

Member	E-mail	Project partner
Sara Perales Momparler	sapemom@doctor.upv.es	LP-UPVLC-IIAMA
Elisa Peñalvo López	elpealpe@upvnet.upv.es	LP-UPVLC-IIE



Pilot Committee members are in charge of all the technical part of the project (WP3 and WP4) for the partner they represent, so they may assist to all the Pilot Committee meetings.

Members of Pilot Committee are responsible of communication about technical and scientific issues (WP3 and WP4) in their project partner. Communication about WP3 and WP4 will be circulated through members of the Pilot Committee, as contact persons. The internal procedures must ensure that all members have access to all information concerning the partner they represent. Any message and communication sent to/from a partner about technical and scientific issues should be through the corresponding member of the Pilot Committee. More specific communication rules must be defined in the Communication and Dissemination Manual.

#### 7. Regional Working Groups on Energy Efficiency

In the frame of the E<sup>2</sup>STORMED, six Regional Working Groups on Energy Efficiency (RGWEE) shall be created (one in each Pilot City), allowing the participation of the main actors related to energy, water and urban development, public as well as private, which will enable the identification of new opportunities and works niches (green jobs).

RWGEE main objective is to set a platform to share knowledge from their own experiences on energy efficiency related to the urban water cycle and stormwater management. It is a two ways exchange: the group is updated on project progress and findings and their feedback can be introduced in the project outputs. The main tasks of these groups are:

- Compile data required for the related Pilot Case to contribute to the development of the Decision Support Tool (DST) adjusted to Mediterranean cities.
- Evaluate and comment on the DST application in an urban area in the Pilot City, as well as the proposed Municipal ordinances and the Transition Manual.
- Communicate and disseminate within their entities and to other stakeholders the conclusions of this project about using Sustainable Drainage Systems (SuDs) to improve energy efficiency and mitigate and adapt to climate change effects.

It is expected that each RWGEE meets 6 times over the length of the project:

- 1. April 2013: Initial meeting.
- 2. October 2013.
- 3. April 2014.
- 4. October 2014.
- 5. March 2015.
- 6. May 2015: Evaluation meeting.

The Lead Partner shall send the main discussion points to be debated in each meeting one month in advance, according to the project planning. Minutes of each meeting RWGEE meeting must be sent to the Lead Partner within one week. The Pilot Committee member of



each project partner is the responsible of RWGEE meetings. He/she has to organize each meeting and deliver the corresponding minutes to the Lead Partner.

### 8. Deliverables produced by project activities

The different deliverables produced during the project can be divided in three groups (detailed deadlines for each deliverable can be found in the Planning section):

### Management deliverables (WP1):

• Management Manual:

It establishes management and decision making structures, procedures for internal communication, how to prepare and submit progress reports and partner obligations. The Management Manual must be approved by the SC.

Who? Lead Partner: UPVLC.

*When?* It must be drafted before the kick-off meeting: 21<sup>st</sup> March, 2013.

• Start-up report:

The report confirms the beginning of the activities and has to detail the structures of management that ensures the good performance of the project (rules of procedure of the Steering Committee, Management Committee...).

Who? Lead Partner: UPVLC.

*When?* After the kick-off meeting: 31<sup>st</sup> March, 2013.

• Partner Financial Justification:

It includes a justification of all the expenses made by each project partner during each semester. These expenses have to be produced in line with the progress report deadlines, in order to be able to require payments. This justification must be made following the defined structure for MED projects, which is explained in the following section.

Who? All project partners.

*When?* This justification and certification must be made in one month after the end of each semester.

• Financial and technical progress reports:

These reports are compiled each semester to evaluate the project situation and to analyse the expenditures made. They are used to justify all the expenditures for the JST, as explained in the following section.

Who? Lead Partner: UPVLC.

When? It must be finished 45 days after the end of each semester.

• Final report and closure of the project:

This report must provide information on the achievements, the results and the impacts of the project, as well as the final detailed financial information. It will be produced from the different progress reports issued during the length of the project and it will consider the indicators identified for the project and the results



obtained respect to the expected one.

Who? Lead Partner: UPVLC.

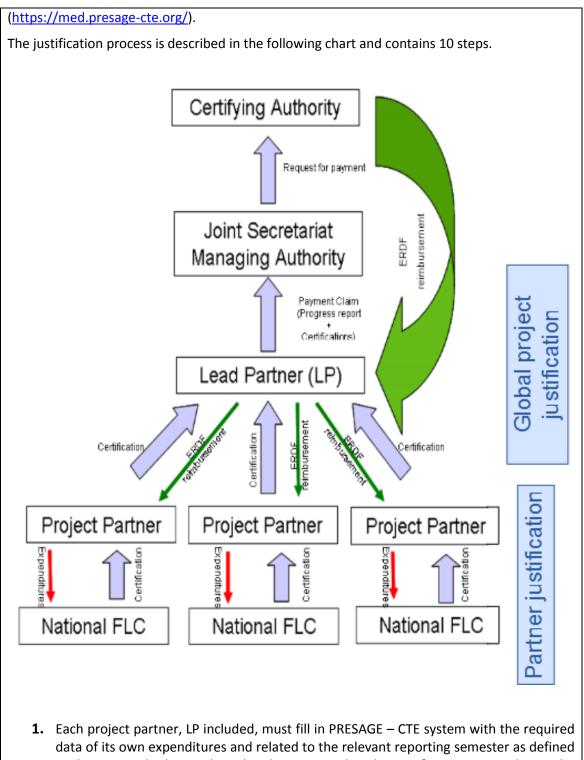
When? 15/06/2015.

- Minutes of Steering Committee (SC) meetings.
- > Diffusion and dissemination deliverables (WP2):
  - Project image (logo).
  - E<sup>2</sup>STORMED website.
  - Communication and Dissemination Plan and Manual.
  - Newsletters, brochures, merchandising and other dissemination material.
  - Project banners.
  - Open Days reports.
  - Minutes of the workshops to explain the use of the final version of the DST to other local administrations in each Pilot Municipality's region.
  - Conference articles.
  - Proceedings of the International Final Conference.
  - Communication and Dissemination Reports (6-monthly).
- > Technical and scientific deliverables (WP3 and WP4):
  - Report of state of the Art: Energy consumption in the water cycle.
  - Report of state of the Art: Stormwater management methods and techniques.
  - Report of state of the Art: Management and decision assessment tools.
  - Minutes of the Regional Working Groups on Energy Efficiency (RWGEE).
  - Regional Working Groups on Energy Efficiency final report.
  - Decision Support Tool (DST).
  - Decision Support Tool Guidelines.
  - Report on the improvement of the DST after the first stage of pilot applications.
  - Report on the final results of the DST application.
  - Proposal for Municipal Ordinance for Energy Efficiency Improvement by the use of innovative storm water management systems.
  - Transition Manual for each pilot city.
  - Report on the greenroof energy efficiency monitoring.
  - Minutes of Pilot Committee (PC) meetings.

### 9. Justification of expenditures for the JTS

During  $E^2$ STORMED project, each partner shall justify all its expenditures each semester. In the MED programme, the whole justification shall be made with the PRESAGE – CTE system





data of its own expenditures and related to the relevant reporting semester as defined in the project budget. When this data is introduced, a confirmation e-mail must be sent to the Lead Partner **within 10 days maximum by the end of each semester**.

The following table shows the estimated expenditures of each project partner in each semester as per the approved proposal (as a guide), and indicates the main deadlines for each justification:



Semester	Jan-Jun 2012	Jan-Jun 2013	Jul-Dic 2013	Jan-Jun 2014	Jul-Dic 2014	Jan-Jun 2015
Partners justification deadlline	31/07/2013	31/07/2013	31/01/2014	31/07/2014	31/01/2015	31/05/2015
Global project justification deadline	15/08/2013	15/08/2013	15/02/2014	15/08/2014	15/02/2015	15/06/2015
LP Universitat Politècnica de Valencia	15,825.39€	64,024.60€	75,734.76€	75,734.76€	75,734.76€	33,564.43€
P2 Grana and Maira Valleys Mountain Community	1,730.77€	45,477.77€	45,477.77€	45,477.77€	45,477.77€	45,477.77€
P3 University of Abertay	1,576.92€	19,418.81€	19,418.81€	19,418.81€	19,418.81€	10,856.31€
P4 Old Royal Capital Cetinje	162.69€	11,492.98€	22,246.59€	32,341.78€	32,341.78€	21,588.17€
P5 Ajuntament de Benaguasil	961.54€	16,199.43€	99,023.84€	57,500.71€	57,500.71€	30,844.30€
P6 Municipality of Hersonissos	1,153.85€	17,424.39€	34,044.84€	48,472.02€	48,472.02€	31,851.57€
P7 City of Zagreb	1,250.00€	14,907.79€	32,685.83€	48,090.32€	48,090.32€	30,312.28€
P8 Comune di Pisa	1,000.00€	16,829.41€	34,020.50€	48,813.98€	48,813.98€	31,622.90€
P9 Local Council's Association	730.77€	13,794.38€	30,545.34€	45,679.96€	45,679.96€	28,928.99€
TOTAL BUDGET PER TRIMESTER	12,195.97€	135,024.36€	225,192.81€	224,421.31€	197,108.81€	84,545.20€

- 2. LP checks the expenditures described by the partners in the PRESAGE CTE system in order to allow the following step. LP shall control that expenses are coherent with the initial distribution per activity and per budgetary lines and that they have been incurred for the purpose of implementing the operation and corresponds to the activities agreed. It shall be made within 5 days maximum after receiving the e-mail.
- **3.** When expenditures are checked by LP, these data must be sent to the national first level controller. Partners send proofs of expenditures, payments and related documents to relevant first level controller according to the defined national procedure.

Hence, first level controller validates these expenses and signs the certification of expenditures and the check list, whose models shall be filled in directly by PRESAGE – CTE.

In some countries, the certification of expenditures issued by the first level controller must be validated by the relevant national authorities as well.

- Project partners send to the LP copy of the certifications of expenditures and copy of related national validations if it is necessary. In this step, the partner justification ends. These documents must be sent within 1 month maximum by the end of each semester, as shown in the previous table.
- **5.** The LP prepares the payment claim and it sends it to the JTS **within 45 days maximum** by the end of the relevant reporting period, as shown in the previous table. This justification is included in a Financial and Technical progress report.
- **6.** The JTS checks the conformity of the payment claims with reference to the activities and expenditures specified in the Subsidy Contract/application form for the relevant reporting period and the certifications of expenditures and the respect of national procedures. If the payment claim is correct and complete the JTS sends it to the Managing Authority.



- **7.** The Managing Authority, **within 15 working days** from the reception of the payment claim confirms its correctness and it transmits a recommendation for payment to the Certifying Authority.
- **8.** The Certifying Authority controls the recommendation for payment and proceeds as soon as possible to the ERDF reimbursement to the Lead Partner.
- **9.** From the reception of funds, the Lead Partner shall transfer ERDF quota to its partners **within 1 month maximum** according to the ERDF level of expenditures declared in the concerned payment claim.
- **10.** Lead Partner and project partners fill in, through PRESAGE CTE, the date of receipt of the ERDF amounts and check that these amounts correspond to those requested in reimbursement.

In order to ensure a clear identification of expenditure; the following requirements are to be fulfilled:

- Open a specific bank account for project payments, if possible, or foresee a separate project code.
- Project specific cost-accounting analytical codes in order to clearly trace project costs by budget line, activity and payment date/reporting period in the accounting system.
- Indicate the project title/reference number directly on the invoices/equivalent documents and on all supporting documents.

### 10. Planning

In Appendix 1 the following plannings are included:

- A general planning for all project partners. During each project period, it indicates what Work Packages should concentrate the work.
- A specific planning for each project partner. It indicates the tasks that must be done for each project partner and their **deadlines**.

Deadlines indicated in these plannings must be followed by all project partners in order to ensure a proper project development. Any envisaged problem to achieve these deadlines must be notified to the Lead Partner as soon as possible.



#### 11. Evaluation and monitoring system

In order to control the activities of all the partners and the quality and consistency of the deliverables and the work done, the Lead Partner (under the responsibility of the PC) must produce an internal 3-monthly monitoring report in terms of time plan, milestones reached, outputs delivered and results achieved, high quality of scientific contents, etc.

This monitoring report shall include an evaluation table to analyse if the work of each period has been correctly made. This table has the following aspect:

EVALUATION TABLE JANUARY 2013 - MARCH 2013	DEADLINE	P1 UPVLC	P2 GMVMC	P3 MoB	P4 MoP	P5 LCA	P6 MoH	P7 UAD	P8 ORCC	P9 CoZ
WORK PACKAGE 1: Management and coordinat	ion of the pro	ject								
Signing of partnership agreement	28/02/2013	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Completion of Management Manual	21/03/2013	$\bigcirc$								
WORK PACKAGE 2: Information, communication	on and capitali	sation m	neasures							
Definition of E <sup>2</sup> STORMED image	20/03/2013		$\bigcirc$							
Launchment of E <sup>2</sup> STORMED website	20/03/2013		$\bigcirc$							
Definition of draft version for E <sup>2</sup> STORMED brochures	20/03/2013		$\bigcirc$							
Completion of Communication and Dissemination Manual	20/03/2013		$\bigcirc$							
Organization of Kick off meeting	21/03/2013	$\bigcirc$								
Organization of Benaguasil Open Day	22/03/2013			$\bigcirc$						
WORK PACKAGE 3: Adaptation of existing tool	s and method	s for inn	ovative er	nergy eff	iciency i	n storm w	vater mar	nagemen	t	
WORK PACKAGE 4: Pilot actions										
LEGEND										
Done										
Almost done, but some changes are req	uired									
Not finished yet										

Evaluation tables of each trimester must be available in the project website and LP shall update them each month.

Prior to the Final Report, the Lead Partner must coordinate a final evaluation assessment of timeliness, efficiency and effectiveness of the project towards the forecast results of the Decision Support Tool. Local and regional key actors shall be involved in this last evaluation in order to have a realistic feedback from the target.



### 12. Documentation

Documentation stands for the set of files related to the work carried out under the  $E^2$ STORMED Work Plan by project partners (or by external entities under the responsibility of  $E^2$ STORMED partners).

Documentation should follow agreements reached in the project meetings or in formal communications.

The Documentation will be intended to be used internally to the consortium and following the rules stated in the Partnership Agreement.

Project results that may be used and disseminated:

- documents in various formats,
- studies and technical reports,
- implementation of studies or pilots,
- knowledge gained by the participants.

#### Language

The official language with E<sup>2</sup>STORMED is English. All the official documents of the project must be available in English.

#### Formats

Documentation will be circulated in formats compatible with:

- MS Word
- MS Excel
- MS PowerPoint

Preferably the above mentioned software should be used in its generation.

#### Templates

For some kinds of documents, a template of E<sup>2</sup>STORMED project will be provided. These templates must be followed in order to give coherence to the global project reports. Some documents that must be elaborated using a template are:

- Slides for Open Days presentations.
- Minutes of Steering Committee and Pilot Committee meetings.
- Minutes of RWGEE meetings.
- Reports of state of the Art.
- Open Days reports.

#### Availability and storage

Project documents will have, for a limited period, its latest version available through the E<sup>2</sup>STORMED Intranet. The LP (UPVLC) will keep in its internal records the final version on paper and computer supports.

#### Confidentiality

Although the implementation of the project is of public nature, part of the information exchanged in the context of its implementation between the Lead Partner and the partners,



between the partners themselves or bodies implementing the Programme, can be confidential. In that context, only the documents and other elements explicitly provided with the mention confidential will be treated like such.

The Lead Partner and the partners take measures to ensure that all staff members carrying out the work respect the confidential nature of this information and do not disseminate it, do not pass it on to third parties or use it without prior written consent of the Lead Partner and the partners that provided it.

This clause of confidentiality shall remain in force until the E<sup>2</sup>STORMED Partnership Agreement comes to an end.

### Quality

The generation of documents must go through different phases:

- 1. Quality internal control.
- 2. Steering committee approval.

The internal control includes the assembly and integration of the contributions based on the project internal results into a coherent document. Documents are generated through the cooperation and interaction of many people working for different partners. This process depends on clear procedures, strictly adhered to by all people involved.

The process will need the interaction of:

- Authors, who generate the parts comprising the document making use of project internal results.
- Members of Steering Committee (documents for WP1 and WP2) and members of Pilot Committee (documents for WP3 and WP4) who shall check and submit documents.
- Internal reviewers in charge of quality check (LP).

When a draft has been approved by the LP, it must be delivered to the Steering Committee, which proceeds with the quality assurance process. Steering Committee members must check and approve all the final deliverables.

Finally, Partner Communication Coordinator (GMVMC) is responsible for editing, checking and preparing the document for official external review.

Furthermore, to set up and maintain a high quality level, a basic quality management system has to be implemented, for a continuous improvement of performances and satisfaction of all parts involved in the project. Hence, two basic criteria are defined:

- Respect of the planned deadlines submissions of the Progress Reports/ Studies/ Call for Proposals / Publications / Other documents
- Respect of the content of the template and structure defined for each document.

If necessary, additional criteria might be defined, and validated by the Steering Committee.

### **Codification of documents**

The documents send to other project partners (included to LP) must be named according to the following code:

E2S\_PP\_WPX\_Name

• E2S: Code that indicates that is an E<sup>2</sup>STORMED project document.



• PP: Code to define the project partner. The following codes must be used:
<ul> <li>LP: Polytechnic University of Valencia (Spain).</li> </ul>
$\circ$ P2: Grana and Maira Valleys Mountain Community (Italy).
<ul> <li>P3: Municipality of Benaguasil (Spain).</li> </ul>
<ul> <li>P4: Municipality of Pisa (Italy).</li> </ul>
<ul> <li>P5: Local Councils' Association (Malta).</li> </ul>
<ul> <li>P6: Municipality of Hersonissos (Greece).</li> </ul>
<ul> <li>P7: University of Abertay Dundee (UK).</li> </ul>
<ul> <li>P8: Old Royal Capital Cetinje (Montenegro).</li> </ul>
<ul> <li>P9: City of Zagreb (Croatia).</li> </ul>
• WPX: Work Package of the document (WP1, WP2, WP3 or WP4).
• Data: The document's last modification date must be included in the name. Date must have format of <i>Year+Month+Day</i> . For instance: 130305.
• Name: Filename is a non-restricted name. Just what the author considers a logical name.
Examples:
E2S_LP_WP1_130311_Management manual
E2S_P3_WP4_130418_Minutes of meeting RWGEE
E2S_LP_WP1_130708_Progress report Semester 1 2013
The name of the document must be included in the foot of the document pages.



Appendix 1: E<sup>2</sup>STORMED project planning



# Planning 2013-2015 E<sup>2</sup>STORMED PROJECT

		GE	NERAL	1. Polyto		1. Polytechnic University of Valencia (Spain)				a Valleys N nunity	Iountain	3. N	Aunicipa	ality of B	Benaguasil		2	I. Municipalit	y of Pisa	5.	Local Coun	ncil's Asso	ociation	6. N	lunicipalit	y of Herso	onissos	7. Uni	versity of A	
	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2	2 WF	P3 W	P4	WP1	WP2	NP3 WF	94 WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2
January 2013																														
February 2013																														
March 2013																														
																			Ope	n Day at Bena	guasil									
April 2013																														
May 2013			3.A.																											
June 2013			3.B.				3.A.																							3
	1		2.6						1										Open Da	y at Old Capi	tal Cetinje				1				1	
July 2013			3.C.				3.B.																							
August 2013																														
September 2013	<u> </u>																													
October 2013	1																			)pen Day at P	ISd				1					
November 2013																														
December 2013																								_				_		
January 2014																														
February 2014																														
March 2014	1.A.	2.A.	3.D	4.B	1.A.	2.B.	3.E	•	1.A.	2.A.			1.A.	2.B.		3.D.	4.B.	1.A.	2.B.	3.D.	1.A.	2.B.	3.	.D.	1.A.	2.B.	3.D		1.A.	2.B.
Aug 12014	-1								1										Open	Day at Herse	onissos				1					
April 2014		2.B.	3.E.							2.B.																				
May 2014			3.A.																											
June 2014			3.B.	<u>4.A</u>			3.A									4.A				4.A.				4.A.				4.A.		
July 2014			3.C.				3.B.																							
August 2014																														
September 2014																														
	· 1								1										Op	en Day at Za	greb				1					
October 2014																														
November 2014																														
December 2014																														
January 2015																														
February 2015																														
March 2015																														
												· /							O	pen Day at M	sida									
April 2015																														
																			F	inal Conferer	ice				1					
May 2015																														
June 2015																														

#### WP1: Management and coordination of the project

1.A. Project Technical, Financial and Administrative Management

#### WP2: Information, communication and capitalisation measures

2.A. Development of the communication plan, setup and maintenace of website, use of communication tools, banners, newletters, brochures and merchadising 2.B. Opendays, Conferences (including Final Conference) and workshops

#### WP3: Adaptation of existing tools and methods for innovative energy efficiency in storm water management. Exchange of practices and experiences

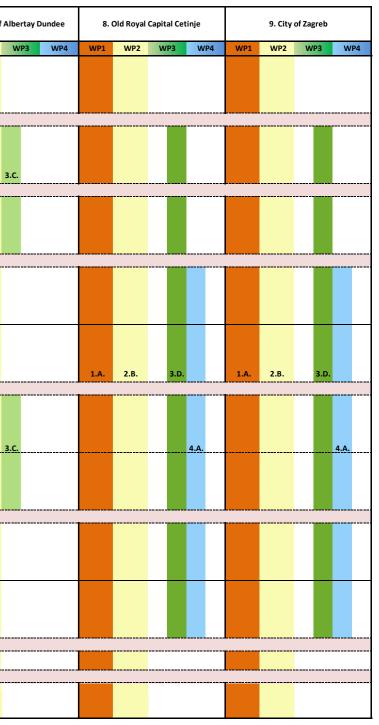
3.A. State of the art, analysis and proposed indicators and adaptation measures: Energy consumption in the water cycle: city and building scale 3.B. State of the art, analysis and proposed indicators and adaptation measures: Stormwater management methods and techniques: city and building scale 3.C. State of the art, analysis and proposed indicators and adaptation measures: Management and decision assessment tools: city and building scale 3.D. Regional Working Groups on Energy Efficiency in the water cycle: Exchange of practices and experiences and compilation of current energy consumption information related to the water cycle: city and building scale

3.E. Compilation of information: Improvement and Adaptation to MED Regions of integrated management tools for energy efficiency and ic or por at ion of pilot actions results

#### WP4: Pilot actions

4.A. Application, calibration and validation of the integrated management tools to the pilot areas 4.B. Construction and monitoring of a pilot greenroof





# **Planning 2013-2015 E<sup>2</sup>STORMED PROJECT** Project partner: Polytechnic University of Valencia - IIAMA (Spain)

	WP1	WP2	WP3	WP4	DEADLINES
January 2012					20/01/13: Start organizing Kick off meeting
January 2013					28/02/13: Signing of partnership agreement
February 2013					> 20/03/13: Completion of Management Manual
March 2013				****	21/03/13: Assistance to the Steering Committe meeting
		b Davaaa	<b>1</b>		21/03/13: Assistance to the Pilot Committe meeting
	pen Day a	t Benagua	asii		■ Startup Report
April 2013					01/04/13: Reminder to Pilot cities of activities (including Workshops Groups )
May 2013					> 30/04/13: Kick off meeting report
-			••••••		31/05/13: Initial report preview on stormwater management
June 2013			3.A.		30/06/13: Recopilation of activities information from Pilot Cities (including W 20/06 (12 (TRC)). Assistance to the Stream Contraction From Pilot Cities (including W
Open	Day at Old	d Capital (	Cetinje		<ul> <li>&gt; 30/06/13 (TBC): Assistance to the Steering Committe meeting</li> <li>&gt; 30/06/13 (TBC): Assistance to the Pilot Committe meeting</li> </ul>
July 2013			3.B.	and the second se	<ul> <li>01/07/13: Reminder to Pilot cities of activities (including Workshops Groups )</li> </ul>
August 2012			•••••••		<ul> <li>31/07/13: Partner Financial Justification: Semester 1</li> </ul>
August 2013					<ul> <li>15/08/13: Financial and Technical progress Report: Semester 1</li> </ul>
September 2013					<b>30/09/13:</b> Initial report on stormwater management methods and techniques
	Open Da	y at Pisa		· · · · · · · · · · · · · · · · · · ·	> 30/09/13: Draft version of Decision Support Tool (DST)
October 2013				······	> 30/09/13: Recopilation of activities information from Pilot Cities (including W
					> 30/09/13 (TBC): Assistance to the Steering Committe meeting
November 2013				· · · · · · · · · · · · · · · · · · ·	> 30/09/13 (TBC): Assistance to the Pilot Committe meeting
December 2013					01/10/13: Reminder to Pilot cities of activities (including Workshops Groups )
					31/12/13: Recopilation of activities information from Pilot Cities (including W
January 2014					01/01/14: Reminder to Pilot cities of activities (including Workshops Groups )
February 2014					31/01/14: Partner Financial Justification: Semester 2
March 2014	1 ^			-	15/02/14: Financial and Technical progress Report: Semester 2
March 2014		2.B.	3.	E.	► 31/03/14: Recopilation of activities information from Pilot Cities (including W
Ok	en Day at	Hersonis	sos		> 31/03/14 (TBC): Assistance to the Steering Committe meeting
April 2014				**************************************	31/03/14 (TBC): Assistance to the Pilot Committe meeting 01/04/14: Reminder to Pilot cities of activities (including Workshops Groups )
May 2014				********	<ul> <li>01/04/14: Reenhader to Phot cities of activities (including workshops groups )</li> <li>01/04/14: Feedback of Pilot cities report to ammend DST</li> </ul>
-					<ul> <li>30/06/14: Recopilation of activities information from Pilot Cities (including W</li> </ul>
June 2014			3.A		<ul> <li>01/07/14: Reminder to Pilot cities of activities (including Workshops Groups )</li> </ul>
July 2014			3.B.		> 31/07/14: Partner Financial Justification: Semester 3
August 2014					15/08/14: Financial and Technical progress Report: Semester 3
August 2014			·····		<b>30/09/14:</b> Recopilation of activities information from Pilot Cities (including W
September 2014					30/09/14: Ordinance Model for Pilot Cities
	Open Day	at Zagrel	b	and the second s	30/09/14: Final report on stormwater management methods and techniques
October 2014				*********	> 30/09/14 (TBC): Assistance to the Steering Committe meeting
				······································	> 30/09/14 (TBC): Assistance to the Pilot Committe meeting
November 2014				*****	01/10/14: Reminder to Pilot cities of activities (including Workshops Groups )
December 2014					> 31/10/14: Final ellaboration of DST and its Guidelines
					> 31/12/14: Recopilation of activities information from Pilot Cities (including W
January 2015					<ul> <li>01/01/15: Reminder to Pilot cities of activities (including Workshops Groups )</li> <li>31/01/15: Partner Financial Justification: Semester 4</li> </ul>
February 2015					51/01/15: Partner Financial Justification: Semester 4 15/02/15: Financial and Technical progress Report: Semester 4
March 2015					28/02/15: Start organizing Final Conference
March 2015					<ul> <li>31/03/15: Recopilation of activities information from Pilot Cities (including W</li> </ul>
	Open Day	at Msida	3		> 31/03/15 (TBC): Assistance to the Steering Committe meeting
April 2015					> 31/03/15 (TBC): Assistance to the Pilot Committe meeting
	Final Cor	oference			► 30/04/15 (TBC): Assistance to the Steering Committe meeting
NA-: 2015					> 30/04/15 (TBC): Assistance to the Pilot Committe meeting
May 2015					> 31/05/15: Final conference report
					<b>31/05/15:</b> Partner Financial Justification: Semester 5
June 2015					Si S

Furthermore, a monitoring report must be prepared each trimester to evaluate the project progress.



## **Planning 2013-2015 E<sup>2</sup>STORMED PROJECT** Project partner: Polytechnic University of Valencia - IIE (Spain)

	WP1	WP2	W	P3 WP4	DEADLINES
January 2013					
February 2013					21/03/13: Assistance to the Steering Committe meeting
March 2013					
	pen Day a	t Benagua	asil		21/03/13: Assistance to the Pilot Committe meeting
April 2013					<b>01/04/13:</b> Compilation of information about energy conssumption from RWGEE
May 2013					→ 31/05/13: Initial report preview on energy consumption in the water cycle
June 2013	Day at Ol	d Capital (	3.A.		<b>30/06/13 (TBC):</b> Assistance to the Steering Committe meeting
July 2013	Day at On		3.B.	5	➤ 30/06/13 (TBC): Assistance to the Pilot Committe meeting
August 2013			······	······································	r.
September 2013					<b>01/07/13:</b> Compilation of information about energy conssumption from RWGEE
	Open Da	iy at Pisa			> 31/07/13: Partner Financial Justification: Semester 1
October 2013				**************************************	► 30/09/13: Initial report on energy consumption in the water cycle
November 2013					> 30/09/13 (TBC): Assistance to the Steering Committe meeting
December 2013				***	► 30/09/13 (TBC): Assistance to the Pilot Committe meeting
January 2014					
February 2014				******	<b>01/10/13:</b> Compilation of information about energy conssumption from RWGEE
March 2014	1.A.	2.B.			31/01/14: Partner Financial Justification: Semester 2
	en Day at	Hersonis	sos	·····	→ 31/03/14 (TBC): Assistance to the Steering Committe meeting
April 2014				**** ***	> 31/03/14 (TBC): Assistance to the Pilot Committe meeting
May 2014				**************************************	
June 2014			3.A		••••••••••••••••••••••••••••••••••••••
July 2014			3.B.	*******	••••••••••••••••••••••••••••••••••••••
August 2014					> <b>31/07/14:</b> Partner Financial Justification: Semester 3
September 2014	Onen Dev	at Zagral			<b>30/09/14:</b> Final report on energy consumption in the water cycle
October 2014	Open Day	at zagrei	0		> 30/09/14 (TBC): Assistance to the Steering Committe meeting
November 2014					
December 2014					> 30/09/14 (TBC): Assistance to the Pilot Committe meeting
January 2015					31/01/15: Partner Financial Justification: Semester 4
February 2015					> 31/03/15 (TBC): Assistance to the Steering Committe meeting
March 2015					→ 31/03/15 (TBC): Assistance to the Pilot Committe meeting
	Open Day	/ at Msida	9		30/04/15 (TBC): Assistance to the Steering Committe meeting
April 2015					
	Final Co	nference			<b>30/04/15 (TBC):</b> Assistance to the Pilot Committe meeting
May 2015					31/05/15: Partner Financial Justification: Semester 5
June 2015					→ 30/06/15: Closure of the project



# Planning 2013-2015 E<sup>2</sup>STORMED PROJECT

### Project partner: Grann and Maira Valleys Mountain Community (Italy)

	WP1	WP2	WP3	WP4	DEADLINES
January 2013					28/02/13: Signing of partnership agreement
February 2013			******		20/03/13: Desing of draft version of E <sup>2</sup> STORMED image
				*******	20/03/13: Desing of draft version of E <sup>2</sup> STORMED website
March 2013					20/03/13: Desing of draft version of E <sup>2</sup> STORMED brochures
	ben Day a	t Benagua	ISII		> 20/03/13: Completion of Communication and Dissemination Plan
April 2013					>21/03/13: Assistance to the Steering Committe meeting
May 2013					> 21/03/13: Assistance to the Pilot Committe meeting
June 2013					> 30/04/13: Definition of E <sup>2</sup> STORMED image
Open	Day at Ol	d Capital (	Cetinje		<b>30/04/13:</b> Launchment of E <sup>2</sup> STORMED website
July 2013				······································	> 30/05/13: Completion of Communication and Dissemination Manual
August 2013					> 30/06/13: Desing of brochures, banners and merchadising in seven languages
September 2013				******	> 30/06/13: Communication and Dissemination progress report: Semester 1
September 2015	Open Da	ay at Pisa			> 30/06/13 (TBC): Assistance to the Steering Committe meeting
October 2013	Open De	iy at 115a			> 30/06/13 (TBC): Assistance to the Pilot Committe meeting
				**.	01/07/13: Monthly update of website
November 2013					► 31/07/13: Partner Financial Justification: Semester 1
December 2013					► 30/09/13 (TBC): Assistance to the Steering Committe meeting
January 2014				*****	> 30/09/13 (TBC): Assistance to the Pilot Committe meeting
February 2014			********	*******	> 01/10/13: Monthly update of website
		~ ~		********	> 31/12/13: Communication and Dissemination progress report: Semester 2
March 2014	1.A.	2.A.		······································	> 01/01/14: Monthly update of website
	en Day at	Hersonis	sos		<ul> <li>&gt; 31/01/14: Partner Financial Justification: Semester 2</li> <li>&gt; 31/03/14 (TBC): Assistance to the Steering Committe meeting</li> </ul>
April 2014		2.B.		*****	► 31/03/14 (TBC): Assistance to the Pilot Committe meeting
May 2014				*******	<ul> <li>&gt; 01/04/14: Monthly update of website</li> </ul>
June 2014					<b>30/06/14:</b> Communication and Dissemination progress report: Semester 3
July 2014					> 01/07/14: Monthly update of website
August 2014					<b>31/07/14:</b> Partner Financial Justification: Semester 3
September 2014					> 30/09/14 (TBC): Assistance to the Steering Committe meeting
	Onon Day	ot Zagrak			> 30/09/14 (TBC): Assistance to the Pilot Committe meeting
	Open Day	at Zagreb		-	► 01/10/14: Monthly update of website
October 2014					<b>31/12/14:</b> Communication and Dissemination progress report: Semester 4
November 2014				********	••••••••••••••••••••••••••••••••••••••
December 2014			*****	***********	31/01/15: Partner Financial Justification: Semester 4
January 2015			*****	and the second	31/03/15 (TBC): Assistance to the Steering Committe meeting
February 2015					→ 31/03/15 (TBC): Assistance to the Pilot Committe meeting
					••••••••••••••••••••••••••••••••••••••
March 2015	Oner D	t of Maid			<b>30/04/15 (TBC):</b> Assistance to the Steering Committe meeting
	Open Day	/ at Msida			30/04/15 (TBC): Assistance to the Pilot Committe meeting
April 2015					> 31/05/15: Communication and Dissemination final report: Semester 5
	Final Co	nference			31/05/15: Partner Financial Justification: Semester 5
May 2015					<b>30/06/15:</b> Monthly update of website
June 2015					30/06/15: Closure of the project



# **Planning 2013-2015 E<sup>2</sup>STORMED PROJECT** Project partner: Municipality of Benaguasil (Spain)

	WP1	WP2	WP3	W	/P4	DEADLINES
January 2013						31/01/13: Start organizing Benaguasil Openday
January 2015						28/02/13: Signing of partnership agreement
February 2013						<ul> <li>21/03/13: Assistance to the Steering Committe meeting</li> <li>21/03/13: Coordination of Open Day at Benaguasil</li> </ul>
March 2013						<ul> <li>21/03/13: Assistance to the Pilot Committe meeting</li> </ul>
	non Dov o	+ Popogua	cil			▶ 02/04/13: Selection of the case study roof and put design out to tender
	pen Day a	t Benagua	1511			> 30/04/13: Report of Benaguasil Open Day
April 2013						<b>30/04/13:</b> Creation of Regional Workshops Groups: Meeting and minutes to
May 2013						> 31/05/13: End of green roof design
						<ul> <li>• 07/06/13: Construction and monitoring of the green roof out to tender</li> <li>• 30/06/13 (TBC): Assistance to the Steering Committe meeting</li> </ul>
June 2013						30/06/13 (TBC): Assistance to the Pilot Committe meeting
Open	Day at Ol	d Capital C	Cetinje			<b>01/07/13:</b> Initiation of green roof construction
July 2013						31/07/13: Partner Financial Justification: Semester 1
August 2013						01/09/13: End of green roof construction
August 2015						> 30/09/13 (TBC): Assistance to the Steering Committe meeting
September 2013						<ul> <li>30/09/13 (TBC): Assistance to the Pilot Committe meeting</li> <li>01/10/13: Start of roof monitoring</li> </ul>
	Open Da	ay at Pisa				<ul> <li>31/10/13: Meeting of Regional Working Group and minutes to Lead Partner</li> </ul>
October 2013						<b>31/10/13:</b> Selection of the part of their urban area where to apply the
00000012013			••••••			Decision Support Tool (DST)
November 2013						31/10/13: Compilation of current energy conssumption and cost information
December 2013						related to the water cycle in the area/municipality of study. Analy
					and the second s	of current drainage patterns and system in the case study area <b>30/11/13:</b> Proposal of improve drainage in the selected zone by retrofitting
January 2014						■ 30/11/13: Proposal to develop new areas using conventional drainage
February 2014					1000 - 1000	<ul> <li>&gt; 31/12/13: Proposal to develop new areas using SuDS</li> </ul>
					······································	> 31/01/14: Partner Financial Justification: Semester 2
March 2014	1.A.	2.B.	3.0	).	4.B.	> 31/01/14: Translation of the Integrated Management Tools draft version
Ομ	en Day at	Hersonis	sos			28/02/14: Comparison of proposed drainage options using the DST draft ver
April 2014						31/03/14: Report to UPVLC on limits, insufficiencies and failures detected af applying the draft DST
May 2014					· · · · · · · · · · · · · · · · · · ·	> 31/03/14 (TBC): Assistance to the Steering Committe meeting
1viay 2014						► 31/03/14 (TBC): Assistance to the Pilot Committe meeting
June 2014				4.A		30/04/14: Meeting of Regional Working Group and minutes to Lead Partner
July 2014						31/05/14: Report on the first 6 months of green roof monitoring
July 2014						■ 31/07/14: Partner Financial Justification: Semester 3
August 2014						<ul> <li>&gt; 30/09/14: End of monitoring</li> <li>&gt; 30/09/14 (TBC): Assistance to the Steering Committe meeting</li> </ul>
September 2014						<b>30/09/14 (TBC):</b> Assistance to the Pilot Committee meeting
	Onen Dav	at Zagreb				31/10/14: Meeting of Regional Working Group and minutes to Lead Partner
	open buy	ut Lugica			~	> 30/11/14: Comparison of proposed drainage options using the DST final vers
October 2014					· · · · · · · · · · · · · · · · · · ·	→ 30/11/14: Final report on the 12 months of green roof monitoring
November 2014						31/12/14: Translation of the final version of the Integrated Management To 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report on results of the comparisons and final proposal to improve 31/12/14: Report of the comparisons and final proposal to improve 31/12/14: Report of the comparisons and final proposal to improve and final proposal to
December 2014						31/12/14: Report on results of the comparisons and final proposal to improve drainage in the pilot area using the DST final version
December 2014					and a set of the set o	→ 31/01/15: Partner Financial Justification: Semester 4
January 2015						31/01/15: Modification of the ordinance model to obtain a proposed Munic
February 2015						Energy Efficiency improvement by the use of innovative storm wa
1051001 y 2015						management systems to adapt it to Benaguasil
March 2015						31/03/15: Meeting of Regional Working Group and minutes to Lead Partner 21/03/15: Final report on Pagingal Working Groups on Energy Efficiency tool
	Open Day	/ at Msida				<ul> <li>31/03/15: Final report on Regional Working Groups on Energy Efficiency tasl</li> <li>31/03/15: Modification of the Transition Manual model for rolling out improving the transition of the Transition Manual model for rolling out improving the transition Manual model for rolling the transition manua</li></ul>
April 2015						technologies to adapt it to Benaguasil
						> 31/03/15 (TBC): Assistance to the Steering Committe meeting
	Final Co	nference				31/03/15 (TBC): Assistance to the Pilot Committe meeting
						► 30/04/15 (TBC): Assistance to the Steering Committe meeting
May 2015						SUVU/15 (TBC): Assistance to the Pilot Committe meeting
May 2015 June 2015					·····	<ul> <li>&gt; 30/04/15 (TBC): Assistance to the Pilot Committe meeting</li> <li>&gt; 31/05/15: Final meeting of RWG and Workshop with other administrations</li> </ul>



# Planning 2013-2015 E<sup>2</sup>STORMED PROJECT

# Project partner: Municipality of Pisa (Italy)

	WP1	WP2	WP3	WP4	DEADLINES
January 2013					28/02/13: Signing of partnership agreement
				********	21/03/13: Assistance to the Steering Committe meeting
February 2013					21/03/13: Assistance to the Pilot Committe meeting
March 2013					> 30/04/13: Creation of Regional Workshops Groups: Meeting and minutes to I
0	pen Day a	t Benagua	sil		<b>30/06/13 (TBC):</b> Assistance to the Steering Committe meeting
April 2013					> 30/06/13 (TBC): Assistance to the Pilot Committe meeting
			••••••		31/07/13: Partner Financial Justification: Semester 1
May 2013					> 31/07/13: Start organizing Pisa Openday
June 2013					> 30/09/13 (TBC): Assistance to the Steering Committe meeting
Open	Day at Ol	d Capital (	etinie		> 30/09/13 (TBC): Coordination of Open Day at Pisa
July 2013	,				> 30/09/13 (TBC): Assistance to the Pilot Committe meeting
July 2015					31/10/13: Report of Pisa Open Day 31/10/13: Machine of Decised Working Crown and minutes to lead Partners
August 2013					> 31/10/13: Meeting of Regional Working Group and minutes to Lead Partner
September 2013					31/10/13: Selection of the part of their urban area where to apply the Decision Support Tool (DST)
	Open Da	ay at Pisa			31/10/13: Compilation of current energy conssumption and cost information
	Open Da	y at Fisd			related to the water cycle in the area/municipality of study. Analys
October 2013					of current drainage patterns and system in the case study area
November 2013					→ 30/11/13: Proposal of improve drainage in the selected zone by retrofitting S
December 2013					<ul> <li>&gt; 31/12/13: Proposal to develop new areas using conventional drainage</li> </ul>
December 2013					<ul> <li>31/12/13: Proposal to develop new areas using suDS</li> </ul>
January 2014					<ul> <li>31/01/14: Partner Financial Justification: Semester 2</li> </ul>
February 2014					<ul> <li>31/01/14: Translation of the Integrated Management Tools draft version</li> </ul>
					28/02/14: Comparison of proposed drainage options using the DST draft vers
March 2014		2.B.	3.D	).	31/03/14: Report to UPVLC on limits, insufficiencies and failures detected aft
Op	en Day at	Hersonis	sos		applying the draft DST
April 2014					> 31/03/14 (TBC): Assistance to the Steering Committe meeting
May 2014					> 31/03/14 (TBC): Assistance to the Pilot Committe meeting
				****	<b>30/04/14:</b> Meeting of Regional Working Group and minutes to Lead Partner
June 2014				4.A	31/07/14: Partner Financial Justification: Semester 3
July 2014					30/09/14 (TBC): Assistance to the Steering Committe meeting
August 2014					30/09/14 (TBC): Assistance to the Pilot Committe meeting
August 2014					> 31/10/14: Meeting of Regional Working Group and minutes to Lead Partner
September 2014					> 30/11/14: Comparison of proposed drainage options using the DST final version
	Open Day	at Zagreb	)		<b>31/12/14:</b> Translation of the final version of the Integrated Management Too
October 2014					> 31/12/14: Report on results of the comparisons and final proposal to improv
November 2014			•		drainage in the pilot area using the DST final version
November 2014					31/01/15: Partner Financial Justification: Semester 4
December 2014					> 31/01/15: Modification of the ordinance model to obtain a proposed Munici
January 2015					Energy Efficiency improvement by the use of innovative storm wa
					management systems to adapt it to Pisa 31/03/15: Meeting of Regional Working Group and minutes to Lead Partner
February 2015					<ul> <li>31/03/15: Final report on Regional Working Groups on Energy Efficiency task</li> </ul>
March 2015					<ul> <li>31/03/15: Modification of the Transition Manual model for rolling out improv</li> </ul>
	Open Day	/ at Msida			technologies to adapt it to Pisa
April 2015					> 31/03/15 (TBC): Assistance to the Steering Committe meeting
April 2015					<ul> <li>31/03/15 (TBC): Assistance to the Pilot Committe meeting</li> </ul>
	Final Co	nference			> 30/04/15 (TBC): Assistance to the Steering Committe meeting
					<ul> <li>&gt; 30/04/15 (TBC): Assistance to the Pilot Committe meeting</li> </ul>
May 2015					
May 2015 June 2015					■ 31/05/15: Final meeting of RWG and Workshop with other administrations



### **Planning 2013-2015 E<sup>2</sup>STORMED PROJECT** Project partner: Local Councils' Association (Malta)

	WP1	WP2	WP3	WP4	DEADLINES
January 2013					28/02/13: Signing of partnership agreement
-				*********	21/03/13: Assistance to the Steering Committe meeting
February 2013					21/03/13: Assistance to the Pilot Committe meeting
March 2013					> 30/04/13: Creation of Regional Workshops Groups: Meeting and minutes to L
0	pen Day a	t Benagua	sil		<b>30/06/13 (TBC):</b> Assistance to the Steering Committe meeting
April 2013					<b>30/06/13 (TBC)</b> : Assistance to the Pilot Committe meeting
			••••••		> 31/07/13: Partner Financial Justification: Semester 1
May 2013					> 30/09/13 (TBC): Assistance to the Steering Committe meeting
June 2013					> 30/09/13 (TBC): Assistance to the Pilot Committe meeting
Open	Day at Ol	d Capital C	Cetinje		<ul> <li>31/10/13: Meeting of Regional Working Group and minutes to Lead Partner</li> <li>31/10/13: Selection of the part of their urban area where to apply the</li> </ul>
July 2013					Decision Support Tool (DST)
					31/10/13: Compilation of current energy conssumption and cost information
August 2013					related to the water cycle in the area/municipality of study. Analys
September 2013					of current drainage patterns and system in the case study area
	Open Da	y at Pisa			30/11/13: Proposal of improve drainage in the selected zone by retrofitting Su
October 2013					31/12/13: Proposal to develop new areas using conventional drainage
					> 31/12/13: Proposal to develop new areas using SuDS
November 2013					31/01/14: Partner Financial Justification: Semester 2
December 2013					> 31/01/14: Translation of the Integrated Management Tools draft version
January 2014					> 28/02/14: Comparison of proposed drainage options using the DST draft versions
-			••••••		31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after 31/03/14: Report to UPVLC on limits, insufficiencies after 31/03/14: Report to UPVLC on limits, insuffici
February 2014					applying the draft DST
March 2014	1.A.	2.B.	3.D	).	> 31/03/14 (TBC): Assistance to the Steering Committe meeting
Ор	en Day at	Hersonis	sos		> 31/03/14 (TBC): Assistance to the Pilot Committe meeting
April 2014					► 30/04/14: Meeting of Regional Working Group and minutes to Lead Partner
					<ul> <li>&gt; 31/07/14: Partner Financial Justification: Semester 3</li> <li>&gt; 30/09/14 (TBC): Assistance to the Steering Committe meeting</li> </ul>
May 2014					<ul> <li>&gt;&gt; 30/09/14 (TBC): Assistance to the steering committe meeting</li> <li>&gt;&gt; 30/09/14 (TBC): Assistance to the Pilot Committe meeting</li> </ul>
June 2014				4.A	<ul> <li>&gt; 31/10/14: Meeting of Regional Working Group and minutes to Lead Partner</li> </ul>
July 2014					<ul> <li>&gt; 30/11/14: Comparison of proposed drainage options using the DST final version</li> </ul>
July 2014			*****		31/12/14: Translation of the final version of the Integrated Management Tool
August 2014					▶ 31/12/14: Report on results of the comparisons and final proposal to improve
September 2014					drainage in the pilot area using the DST final version
	Open Day	at Zagreb	)		31/01/15: Start organizing Msida Openday
October 2014	,				<b>31/01/15:</b> Partner Financial Justification: Semester 4
			• • • • • • • • • • •		31/01/15: Modification of the ordinance model to obtain a proposed Municip
November 2014					Energy Efficiency improvement by the use of innovative storm wat
December 2014					///// management systems to adapt it to Msida
120100 201E				a a a a a a a a a a a a a a a a a a a	> 31/03/15: Meeting of Regional Working Group and minutes to Lead Partner
January 2015					31/03/15: Final report on Regional Working Groups on Energy Efficiency tasks
February 2015					31/03/15: Modification of the Transition Manual model for rolling out improve tasks along a start is to Maida
March 2015					technologies to adapt it to Msida
	Open Day	at Msida		and the second	> 31/03/15 (TBC): Assistance to the Steering Committe meeting
	open bay	at Ivisida			30/03/15 (TBC): Coordination of Open Day at Msida 31/03/15 (TBC): Assistance to the Pilot Committe meeting
April 2015					31/03/15 (TBC): Assistance to the Pilot Committe meeting 30/04/15: Report of Msida Open Day
	Final Co	nference			→ 30/04/15 (TBC): Assistance to the Steering Committe meeting
May 2015					<ul> <li>30/04/15 (TBC): Assistance to the Pilot Committe meeting</li> <li>30/04/15 (TBC): Assistance to the Pilot Committe meeting</li> </ul>
June 2015			************		<b>31/05/15:</b> Final meeting of RWG and Workshop with other administrations



### **Planning 2013-2015 E<sup>2</sup>STORMED PROJECT** Project partner: Municipality of Hersonissos (Greece)

	WP1	WP2	WP3	WP4	DEADLINES
January 2013					28/02/13: Signing of partnership agreement
				**********	21/03/13: Assistance to the Steering Committe meeting
February 2013					> 21/03/13: Assistance to the Pilot Committe meeting
March 2013					> 30/04/13: Creation of Regional Workshops Groups: Meeting and minutes to LP
0	pen Dav a	t Benagua	sil		30/06/13 (TBC): Assistance to the Steering Committe meeting
April 2013					> 30/06/13 (TBC): Assistance to the Pilot Committe meeting
					> 31/07/13: Partner Financial Justification: Semester 1
May 2013					> 30/09/13 (TBC): Assistance to the Steering Committe meeting
June 2013					> 30/09/13 (TBC): Assistance to the Pilot Committe meeting
Open	Day at Ol	d Capital C	Cetinje		> 31/10/13: Meeting of Regional Working Group and minutes to Lead Partner
July 2013					31/10/13: Selection of the part of their urban area where to apply the Decision Support Tool (DST)
					31/10/13: Compilation of current energy conssumption and cost information
August 2013					related to the water cycle in the area/municipality of study. Analysis
September 2013					of current drainage patterns and system in the case study area
	Open Da	ay at Pisa			<b>30/11/13:</b> Proposal of improve drainage in the selected zone by retrofitting SuDS
October 2013					31/12/13: Proposal to develop new areas using conventional drainage
					31/12/13: Proposal to develop new areas using SuDS
November 2013					>31/01/14: Start organizing Hersonissos Openday
December 2013					> 31/01/14: Partner Financial Justification: Semester 2
January 2014					<b>31/01/14</b> : Translation of the Integrated Management Tools draft version
			••••••		<b>28/02/14:</b> Comparison of proposed drainage options using the DST draft version
February 2014					> 31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after
March 2014	1.A.	2.B.	3.D.		applying the draft DST
Ор	en Day at	: Hersonis	sos		> 31/03/14 (TBC): Assistance to the Steering Committe meeting
April 2014					<ul> <li>&gt; 31/03/14 (TBC): Coordination of Open Day at Hersonissos</li> <li>&gt; 31/03/14 (TBC): Assistance to the Pilot Committe meeting</li> </ul>
				and the second s	> 30/04/14: Report of Hersonissos Open Day
May 2014					<ul> <li>&gt; 30/04/14: Meeting of Regional Working Group and minutes to Lead Partner</li> </ul>
June 2014				4.A	> 31/07/14: Partner Financial Justification: Semester 3
July 2014					> 30/09/14 (TBC): Assistance to the Steering Committe meeting
					> 30/09/14 (TBC): Assistance to the Pilot Committe meeting
August 2014					> 31/10/14: Meeting of Regional Working Group and minutes to Lead Partner
September 2014					> 30/11/14: Comparison of proposed drainage options using the DST final version
	Open Day	at Zagreb	)		<b>31/12/14</b> : Translation of the final version of the Integrated Management Tools
October 2014					> 31/12/14: Report on results of the comparisons and final proposal to improve
No			• • • • • • • • • • • •		drainage in the pilot area using the DST final version
November 2014					> 31/01/15: Partner Financial Justification: Semester 4
December 2014					> 31/01/15: Modification of the ordinance model to obtain a proposed Municipal
January 2015					Energy Efficiency improvement by the use of innovative storm water management systems to adapt it to Hersonissos
			•••••••		<b>31/03/15:</b> Meeting of Regional Working Group and minutes to Lead Partner
February 2015					<ul> <li>31/03/15: Final report on Regional Working Groups on Energy Efficiency tasks</li> </ul>
March 2015					<ul> <li>31/03/15: Modification of the Transition Manual model for rolling out improved</li> </ul>
	Open Day	/ at Msida			technologies to adapt it to Hersonissos
April 2015					> 31/03/15 (TBC): Assistance to the Steering Committe meeting
	Final Co	ofores			> 31/03/15 (TBC): Assistance to the Pilot Committe meeting
	Final Col	nference			> 30/04/15 (TBC): Assistance to the Steering Committe meeting
May 2015					> 30/04/15 (TBC): Assistance to the Pilot Committe meeting
June 2015			******	·····.	<b>31/05/15:</b> Final meeting of RWG and Workshop with other administrations
				·····	31/05/15: Partner Financial Justification: Semester 5
					► 30/06/15: Closure of the project



### **Planning 2013-2015 E<sup>2</sup>STORMED PROJECT** Project partner: Old Royal Capital Cetinje (Montenegro)

I	WP1	WP2	WP3	WP4	1	D	EADLINES
January 2013					)		28/02/13: Sig
				*******	<b>&gt;</b>		21/03/13: Ass
February 2013							21/03/13: Ass
March 2013							<b>30/04/13:</b> Sta
Or	oen Day a	t Benagua	asil				30/04/13: Cre
April 2013							- 30/06/13 (TB) - 30/06/13 (TB)
May 2013			••••••				- 30/06/13 (TBC
iviay 2013							31/07/13: Rep
June 2013						>	31/07/13: Rep 31/07/13: Par
Open I	Day at Ol	d Capital (	Cetinje			>	► 30/09/13 (TB
July 2013						/>	> 30/09/13 (ТВ
August 2013			••••••			>	<b>31/10/13:</b> Me
						lŀ	<b>31/10/13</b> : Sel
September 2013					//		Dec Dec
r	Open Da	ay at Pisa			- - -	//>	<b>31/10/13:</b> Cor
October 2013							rela
November 2013							of c
							> 30/11/13: Pro > 31/12/13: Pro
December 2013							> 31/12/13: Pro
January 2014							→ 31/01/14: Par
February 2014							> 31/01/14: Tra
					•		> 28/02/14: Cor
March 2014	1.A.	2.B.	3.0	).			
Ор	en Day at	Hersonis	sos			· · · · · · · · · · · · · · · · · · ·	apr
April 2014						>	► 31/03/14 (TB
May 2014							> 31/03/14 (ТВ
						······	<b>→→→ 30/04/14:</b> Me
June 2014				4.A			<b>&gt; 31/07/14:</b> Par
July 2014				and the second		1	► 30/09/14 (TBC
August 2014							> 30/09/14 (TBC
-							> 31/10/14: Me
September 2014						S 1 1	<ul> <li>30/11/14: Cor</li> <li>31/12/14: Tra</li> </ul>
	Open Day	at Zagreb	0		-		> 31/12/14: Ira
October 2014							dra
November 2014						$/ _{\flat}$	> 31/01/15: Par
December 2014						//>	> 31/01/15: Mo
December 2014						_//	Ene
January 2015				******	2	N. T.	ma
February 2015							> 31/03/15: Me
March 2015					-	***	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
I						>	<b>&gt; 31/03/15:</b> Mo
	Open Day	/ at Msida					tec
April 2015						5. St.	► 31/03/15 (TBC
	Final Co	nference			-	and the second sec	> 31/03/15 (TB
May 2015						N 1	> 30/04/15 (TB
						· • •	
June 2015			and the second sec		· · · · ·		>> 30/04/15 (TBC) >> 31/05/15: Final



## **Planning 2013-2015 E<sup>2</sup>STORMED PROJECT** Project partner: University of Albertay Dundee (United Kingdom)

	WP1	WP2	W	P3 WP4	DEADLINES
January 2013					28/02/13: Signing of partnership agreement
February 2013					▶ 21/03/13: Assistance to the Steering Committe meeting
March 2013					
	pen Day a	t Benagua	asil		21/03/13: Assistance to the Pilot Committe meeting
April 2013					<b>01/04/13:</b> Compilation of information about water management from RWGEE
May 2013					<b>31/05/13:</b> Initial report preview on management and decision assessment tools
June 2013			3.A.		
	Day at Ol	d Capital (		e	<b>30/06/13 (TBC):</b> Assistance to the Pilot Committe meeting
July 2013			3.B.	**************************************	
August 2013					<b>01/07/13:</b> Compilation of information about water management from RWGEE
September 2013	Onen Da	ay at Pisa			31/07/13: Partner Financial Justification: Semester 1
October 2013	open be	<i>iy at 115a</i>			30/09/13: Initial report on management and decision assessment tools
November 2013					> 30/09/13 (TBC): Assistance to the Steering Committe meeting
December 2013					30/09/13 (TBC): Assistance to the Pilot Committe meeting
January 2014					• 01/10/13: Compilation of information about water management from RWGEE
February 2014					■ <b>31/01/14:</b> Partner Financial Justification: Semester 2
March 2014	1.A.	2.B.			
Op	en Day at	Hersonis	sos		31/03/14 (TBC): Assistance to the Steering Committe meeting
April 2014				······································	> 31/03/14 (TBC): Assistance to the Pilot Committe meeting
May 2014				· · · · ·	• • • • • • • • • • • • • • • • • • •
June 2014			3.A		■ 01/07/14: Compilation of information about water management from RWGEE
July 2014			З.В.		
August 2014					31/07/14: Partner Financial Justification: Semester 3
September 2014					<b>30/09/14:</b> Transition Manual model for Pilot Cities
	Open Day	at Zagrel	b		<b>30/09/14:</b> Final report on management and decision assessment tools
October 2014					> 30/09/14 (TBC): Assistance to the Steering Committe meeting
November 2014					> 30/09/14 (TBC): Assistance to the Pilot Committe meeting
December 2014					
January 2015					31/01/15: Partner Financial Justification: Semester 4
February 2015					> 31/03/15 (TBC): Assistance to the Steering Committe meeting
March 2015					> 31/03/15 (TBC): Assistance to the Pilot Committe meeting
	Open Day	/ at Msida	9		- 30/04/15 (TBC): Assistance to the Steering Committe meeting
April 2015					- <b>30/04/15 (TBC):</b> Assistance to the Pilot Committe meeting
May 2015	Final Co	nference			
May 2015 June 2015					31/05/15: Partner Financial Justification: Semester 5
June 2015					■ 30/06/15: Closure of the project



# Planning 2013-2015 E<sup>2</sup>STORMED PROJECT

### Project partner: City of Zagreb (Croatia)

	WP1	WP2	WP3	WP4	DEADLINES
January 2013					28/02/13: Signing of partnership agreement
				***********	21/03/13: Assistance to the Steering Committe meeting
February 2013					21/03/13: Assistance to the Pilot Committe meeting
March 2013					> 30/04/13: Creation of Regional Workshops Groups: Meeting and minutes to L
0	oen Dav a	at Benagua	sil		<b>30/06/13 (TBC)</b> : Assistance to the Steering Committe meeting
					> 30/06/13 (TBC): Assistance to the Pilot Committe meeting
April 2013					31/07/13: Partner Financial Justification: Semester 1
May 2013					> 30/09/13 (TBC): Assistance to the Steering Committe meeting
June 2013					> 30/09/13 (TBC): Assistance to the Pilot Committe meeting
	Day at O	d Capital C	`otinio		31/10/13: Meeting of Regional Working Group and minutes to Lead Partner
	Day at O		etinje		> 31/10/13: Selection of the part of their urban area where to apply the
July 2013					Decision Support Tool (DST)
August 2013					> 31/10/13: Compilation of current energy conssumption and cost information
September 2013					related to the water cycle in the area/municipality of study. Analys
September 2013	0				of current drainage patterns and system in the case study area
	Open D	ay at Pisa			30/11/13: Proposal of improve drainage in the selected zone by retrofitting S
October 2013					31/12/13: Proposal to develop new areas using conventional drainage
November 2013					> 31/12/13: Proposal to develop new areas using SuDS
				· · · · · · · · · · · · · · //	31/01/14: Partner Financial Justification: Semester 2
December 2013				astronomic a	<ul> <li>31/01/14: Translation of the Integrated Management Tools draft version</li> <li>28/02/14: Comparison of proposed drainage options using the DST draft vers</li> </ul>
January 2014					
February 2014					31/03/14: Report to UPVLC on limits, insufficiencies and failures detected after applying the draft DST
1 ebi dai y 2014					31/03/14 (TBC): Assistance to the Steering Committe meeting
March 2014	1.A.	2.B.	3.0	<b>).</b>	→ 31/03/14 (TBC): Assistance to the Pilot Committe meeting
Op	en Day a	t Hersonis	sos		<ul> <li>&gt; 30/04/14: Meeting of Regional Working Group and minutes to Lead Partner</li> </ul>
April 2014					→ 31/07/14: Start organizing Zagreb Openday
					→ 31/07/14: Partner Financial Justification: Semester 3
May 2014					> 30/09/14 (TBC): Assistance to the Steering Committe meeting
June 2014				4.A	> 30/09/14 (TBC): Coordination of Open Day at Zagreb
July 2014				A STATE OF THE OWNER	► 30/09/14 (TBC): Assistance to the Pilot Committe meeting
					> 31/10/14: Report of Zagreb Open Day
August 2014					> 31/10/14: Meeting of Regional Working Group and minutes to Lead Partner
September 2014					> 30/11/14: Comparison of proposed drainage options using the DST final versi
	Open Day	y at Zagrek	)		31/12/14: Translation of the final version of the Integrated Management Too
October 2014					31/12/14: Report on results of the comparisons and final proposal to improve
0000001 2014					drainage in the pilot area using the DST final version
November 2014					31/01/15: Partner Financial Justification: Semester 4
December 2014					/// > 31/01/15: Modification of the ordinance model to obtain a proposed Municip
					Energy Efficiency improvement by the use of innovative storm wat
January 2015					management systems to adapt it to Zagreb
February 2015					> 31/03/15: Meeting of Regional Working Group and minutes to Lead Partner
March 2015					31/03/15: Final report on Regional Working Groups on Energy Efficiency task
	Onen De	. at Dúaida			31/03/15: Modification of the Transition Manual model for rolling out improvements
	Open Da	y at Msida			technologies to adapt it to Zagreb
April 2015					> 31/03/15 (TBC): Assistance to the Steering Committe meeting
	Final Co	onference			> 31/03/15 (TBC): Assistance to the Pilot Committe meeting
May 2015					> 30/04/15 (TBC): Assistance to the Steering Committe meeting
					> 30/04/15 (TBC): Assistance to the Pilot Committe meeting
June 2015				· · · · · · · · · · · · · · · · · · ·	> 31/05/15: Final meeting of RWG and Workshop with other administrations
			11111111111		31/05/15: Partner Financial Justification: Semester 5

