

MANAGEMENT MANUAL

E²STORMED 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 ² 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 ² STORMED – 1C-MED12-14
Reference PRESAGE-CTE
E ² STORMED (Ref: 4912 Version: 1)
Name of the Lead Partner
Polytechnic University of Valencia (UPVLC)
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Polytechnic University of Valencia (UPVLC)

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ABBREVIATIONS

LP	Lead Partner, partner in charge of the management of the project (Polytechnic 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)
MoH	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. E²STORMED 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 E²STORMED 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

E²STORMED 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

information collected in the pilot actions) are:

- 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.
- Transition Manual for rolling out improved technologies.
- Proposal for Municipal Ordinances for energy efficiency improvement by the use of innovative storm water management systems.

In the frame of the E²STORMED, six Regional Working Groups on Energy Efficiency (one on each pilot city) shall be created, allowing the participation of the main regional actors related to energy, water and urban development, public as well as private, which may enable the identification of new opportunities and work niches (green jobs).

- **WP4:** Pilot Actions in 6 MED cities to calibrate and validate the Integrated Management Tools, so they are directly transferable to other MED cities.

Pilot activities take place in the municipalities that partners P3, P4, P5, P6, P8 and P9 represent: Benaguasil, Pisa, Msida (which will probably be the municipality chosen by the Local Councils' Association for the pilot activities), Hersonissos, Cetinje and Zagreb. They are coordinated by the Lead Partner. In each pilot city, activities to be undertaken are:

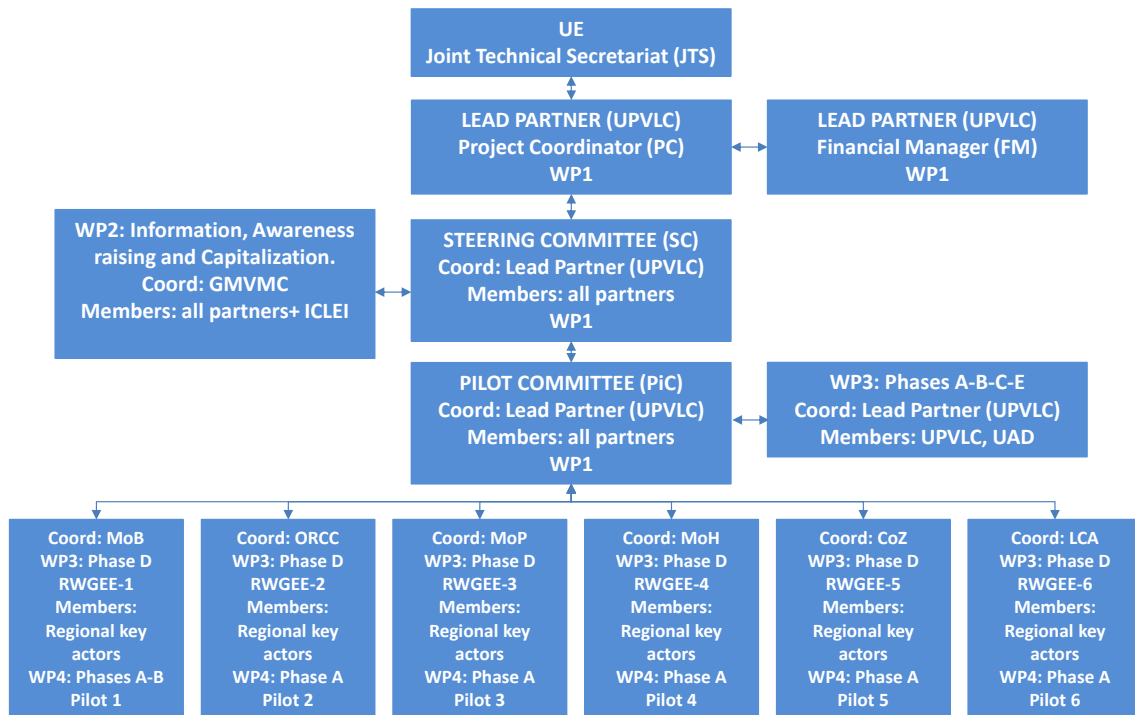
- a) Selection of the case study area where the DST shall be applied. It is advisable that the chosen area comprises both an established urbanised part and some territory to be urbanised in the near future.
- b) Compilation of current energy consumption and drainage patterns in the area of study. Proposals 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).

In addition, a green roof shall be built and monitored in Benaguasil (Spain) to quantify its energy efficiency in comparison to a conventional one.

4. Project management structure

As can be 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 E²STORMED; 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

Workshop Groups for Energy Efficiency (RWGEE 1 to 6) coordinated by pilot city Partners and where key regional actors will be involved.



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	Member	Project partner
Project Coordinator (PC)	Ignacio Escuder Bueno	LP-UPVLC
Financial Manager (FM)	Xavier Soler Soriano	LP-UPVLC

5. Steering committee		
<p>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 E²STORMED 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.</p> <p>The SC shall 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. 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.</p> <p>Steering Committee members must be elected at the kick-off meeting. Proposed members are:</p>		
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 E²STORMED, 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).

RGWEE 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: 21st 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: 31st 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).
- E²STORMED 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):**

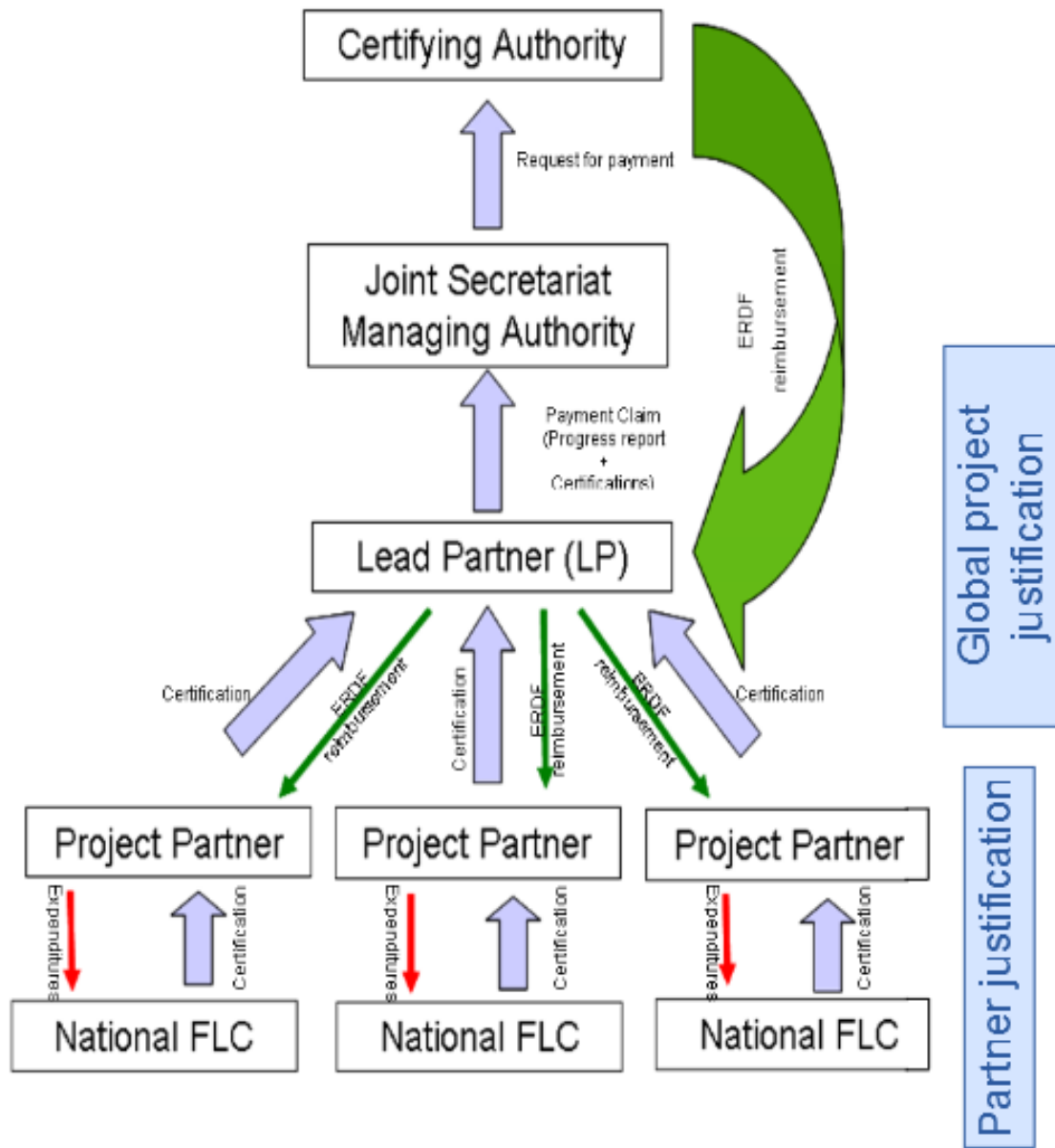
- Report of state of the Art: Energy consumption in the water cycle.
- Report of state of the Art: Stormwater management methods and techniques.
- Report of state of the Art: Management and decision assessment tools.
- Minutes of the Regional Working Groups on Energy Efficiency (RWGEE).
- Regional Working 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 E²STORMED 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

(<https://med.presage-cte.org/>).

The justification process is described in the following chart and contains 10 steps.



1. Each project partner, LP included, must fill in PRESAGE – CTE system with the required 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 deadline	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.

4. 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 coordination of the project											
Signing of partnership agreement	28/02/2013										
Completion of Management Manual	21/03/2013										
WORK PACKAGE 2: Information, communication and capitalisation measures											
Definition of E ² STORMED image	20/03/2013										
Launchment of E ² STORMED website	20/03/2013										
Definition of draft version for E ² STORMED brochures	20/03/2013										
Completion of Communication and Dissemination Manual	20/03/2013										
Organization of Kick off meeting	21/03/2013										
Organization of Benaguasil Open Day	22/03/2013										
WORK PACKAGE 3: Adaptation of existing tools and methods for innovative energy efficiency in storm water management											
WORK PACKAGE 4: Pilot actions											
LEGEND Done Almost done, but some changes are required 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 E²STORMED Work Plan by project partners (or by external entities under the responsibility of E²STORMED 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 E²STORMED 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 E²STORMED 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 E²STORMED 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 E²STORMED 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 co-operation 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 sent 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 E²STORMED project document.

- PP: Code to define the project partner. The following codes must be used:
 - 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).
- 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 *Year+Month+Day*. 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: E²STORMED project planning

Planning 2013-2015 E²STORMED PROJECT

	GENERAL				1. Polytechnic University of Valencia (Spain)				2. Granna and Maira Valleys Mountain Community				3. Municipality of Benaguasil				4. Municipality of Pisa				5. Local Council's Association				6. Municipality of Hersonissos				7. University of Albertay Dundee				8. Old Royal Capital Cetinje				9. City of Zagreb							
	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4	WP1	WP2	WP3	WP4				
January 2013																																												
February 2013																																												
March 2013																																												
April 2013																																												
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June 2013			3.B.				3.A.																				3.C.																	
July 2013			3.C.				3.B.																																					
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April 2014		2.B.	3.E.							2.B.																																		
May 2014			3.A.																																									
June 2014			3.B.	4.A.			3.A.								4.A.				4.A.				4.A.				4.A.				3.C.				4.A.				4.A.					
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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 maintenance of website, use of communication tools, banners, newsletters, brochures and merchandising
 2.B. Open days, 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 incorporation 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

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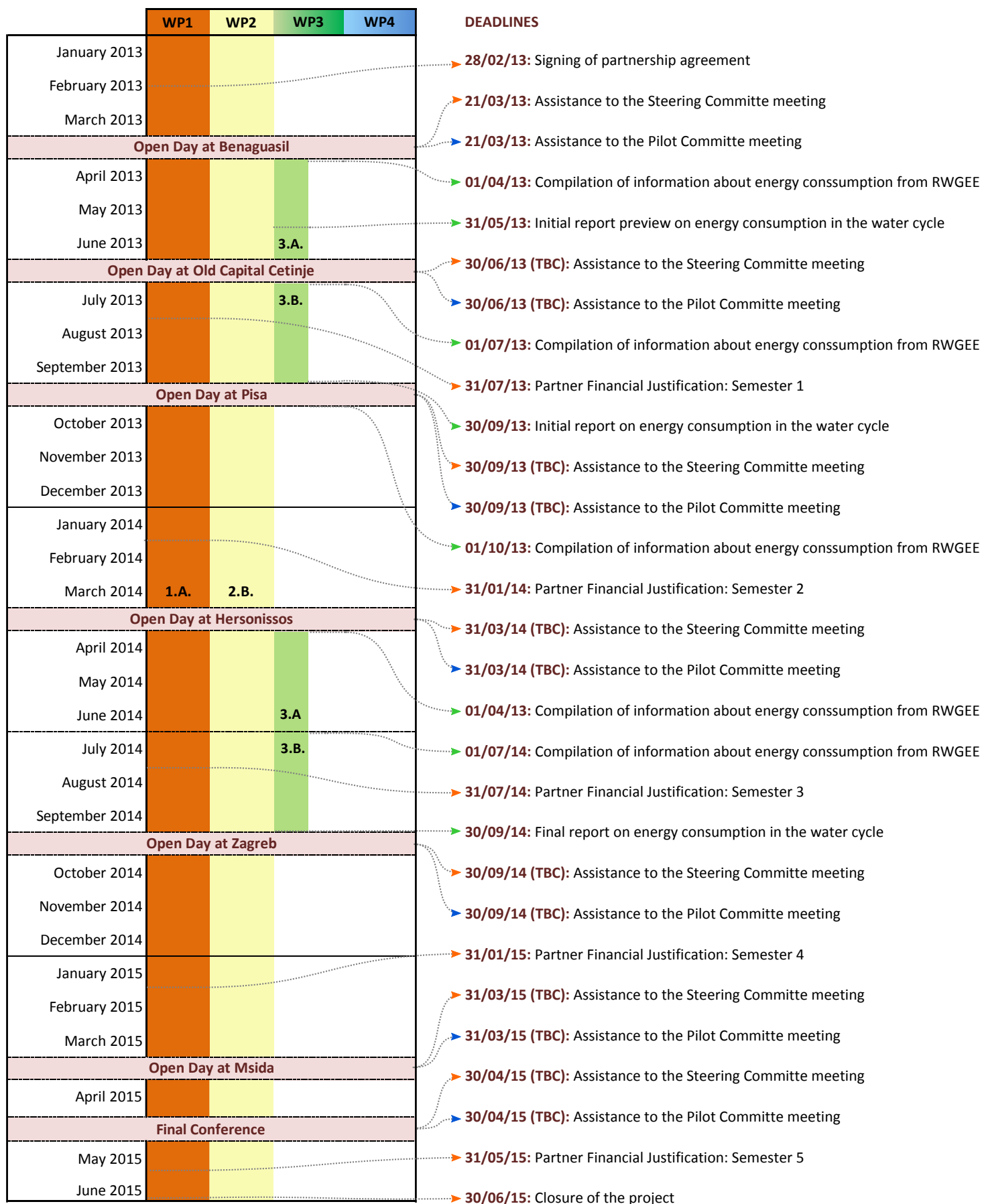
Project partner: Polytechnic University of Valencia - IIAMA (Spain)



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

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Project partner: Polytechnic University of Valencia - IIE (Spain)



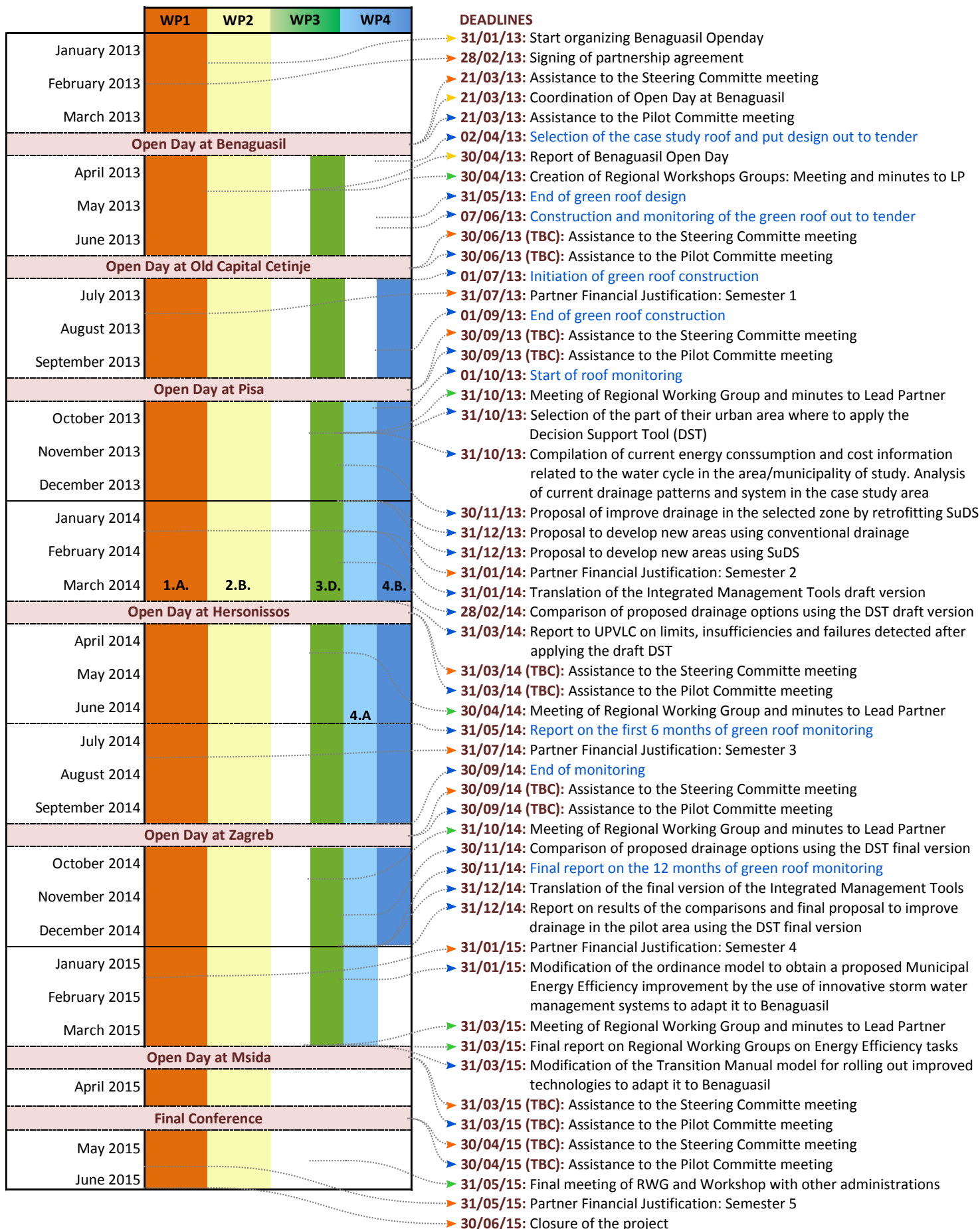
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Project partner: Grann and Maira Valleys Mountain Community (Italy)

	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 ² STORMED image
March 2013					▶ 20/03/13: Desing of draft version of E ² STORMED website ▶ 20/03/13: Desing of draft version of E ² STORMED brochures
Open Day at Benaguasil					▶ 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 ² STORMED image ▶ 30/04/13: Launchment of E ² STORMED website
Open Day at Old Capital Cetinje					▶ 30/05/13: Completion of Communication and Dissemination Manual
July 2013					▶ 30/06/13: Desing of brochures, banners and merchadising in seven languages
August 2013					▶ 30/06/13: Communication and Dissemination progress report: Semester 1
September 2013					▶ 30/06/13 (TBC): Assistance to the Steering Committe meeting ▶ 30/06/13 (TBC): Assistance to the Pilot Committe meeting
Open Day at Pisa					▶ 01/07/13: Monthly update of website
October 2013					▶ 31/07/13: Partner Financial Justification: Semester 1
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: Monthly update of website
February 2014					▶ 31/12/13: Communication and Dissemination progress report: Semester 2
March 2014	1.A.	2.A.			▶ 01/01/14: Monthly update of website
Open Day at Hersonissos					▶ 31/01/14: Partner Financial Justification: Semester 2
April 2014		2.B.			▶ 31/03/14 (TBC): Assistance to the Steering Committe meeting
May 2014					▶ 31/03/14 (TBC): Assistance to the Pilot Committe meeting
June 2014					▶ 01/04/14: Monthly update of website
July 2014					▶ 30/06/14: Communication and Dissemination progress report: Semester 3
August 2014					▶ 01/07/14: Monthly update of website
September 2014					▶ 31/07/14: Partner Financial Justification: Semester 3 ▶ 30/09/14 (TBC): Assistance to the Steering Committe meeting
Open Day at Zagreb					▶ 30/09/14 (TBC): Assistance to the Pilot Committe meeting
October 2014					▶ 01/10/14: Monthly update of website
November 2014					▶ 31/12/14: Communication and Dissemination progress report: Semester 4
December 2014					▶ 01/01/15: Monthly update of website
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 ▶ 01/04/15: Monthly update of website
Open Day at Msida					▶ 30/04/15 (TBC): Assistance to the Steering Committe meeting
April 2015					▶ 30/04/15 (TBC): Assistance to the Pilot Committe meeting
Final Conference					▶ 31/05/15: Communication and Dissemination final report: Semester 5
May 2015					▶ 31/05/15: Partner Financial Justification: Semester 5
June 2015					▶ 30/06/15: Monthly update of website ▶ 30/06/15: Closure of the project

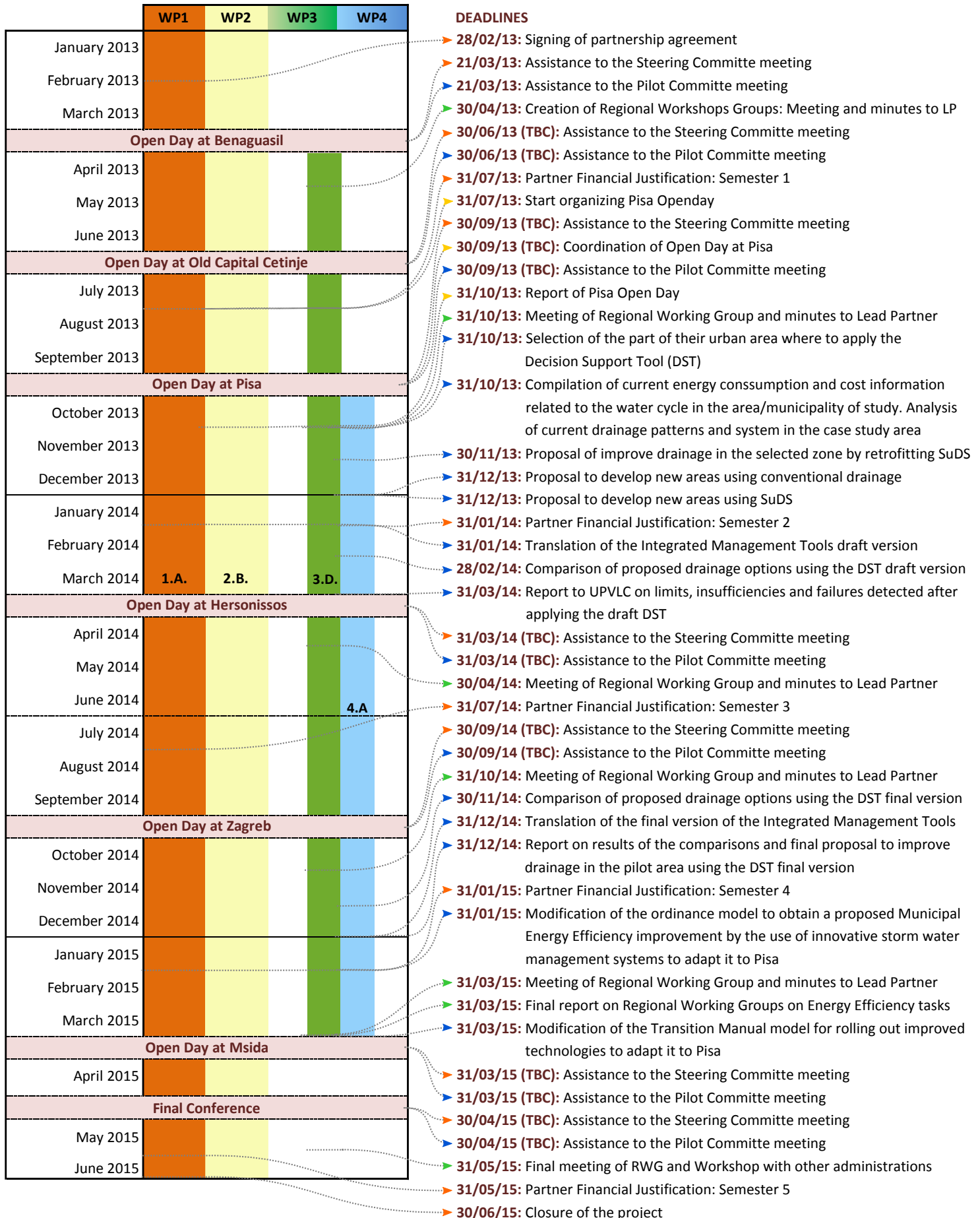
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Project partner: Municipality of Benaguasil (Spain)



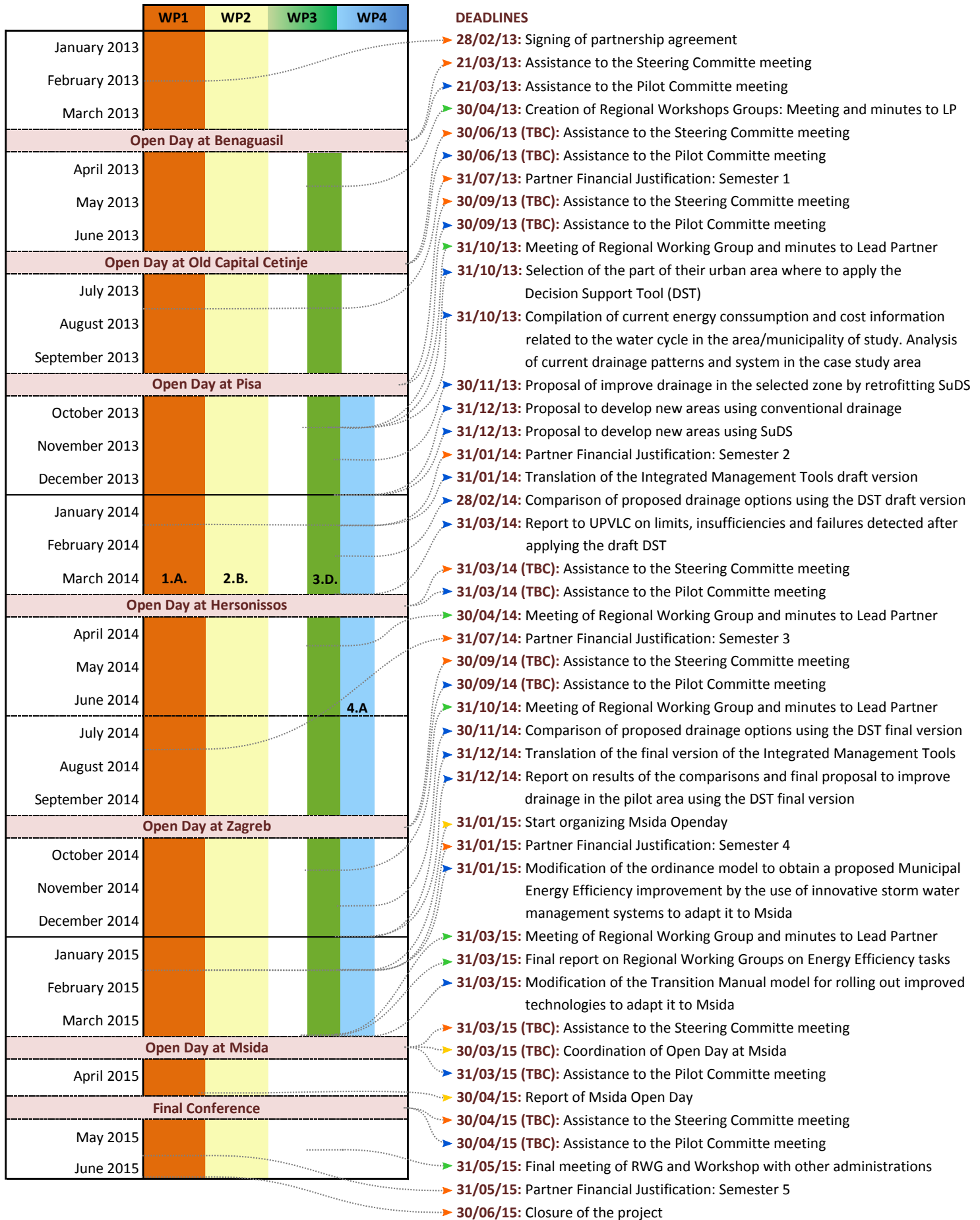
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Project partner: Municipality of Pisa (Italy)



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Project partner: Local Councils' Association (Malta)



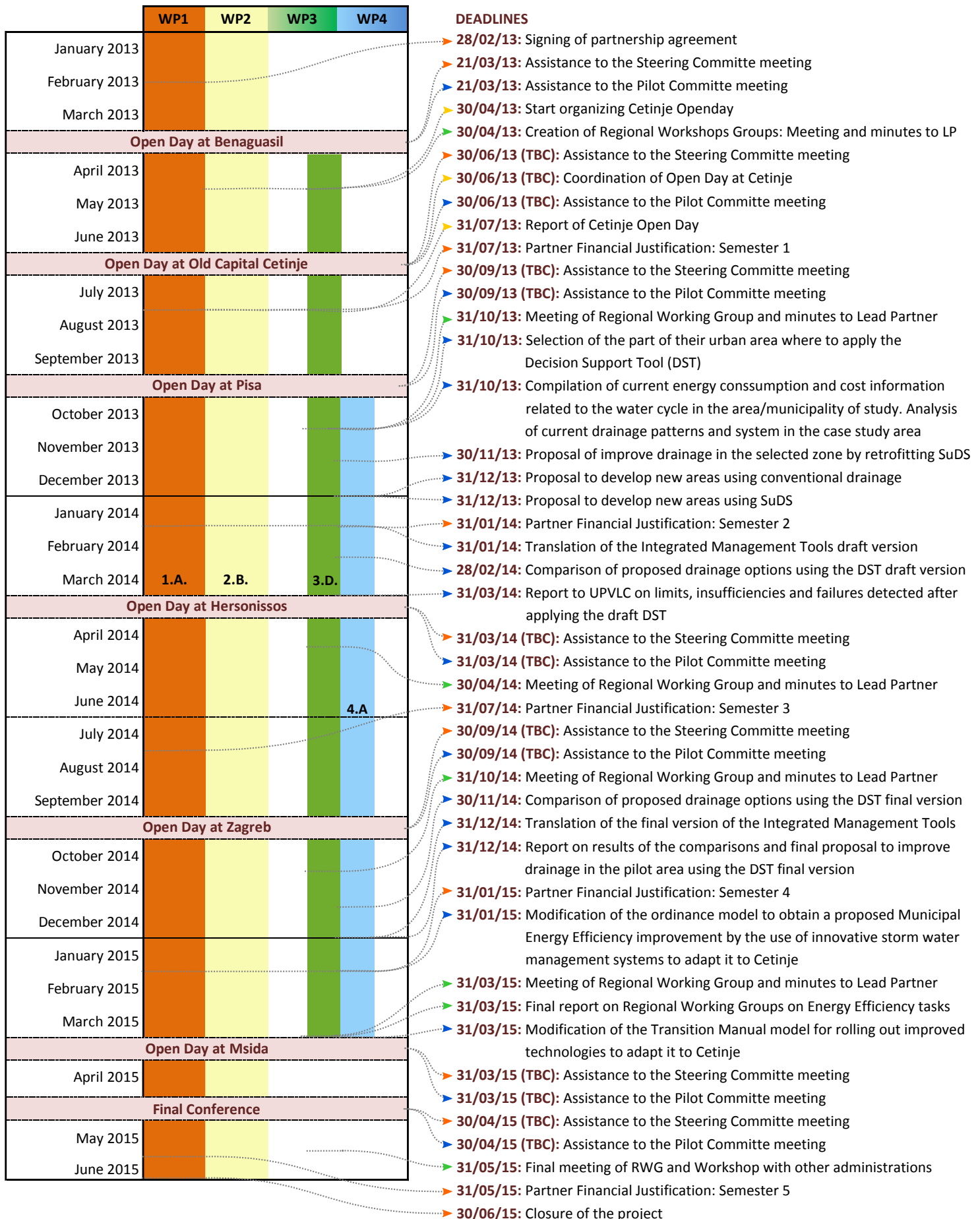
Planning 2013-2015 E²STORMED PROJECT

Project partner: Municipality of Hersonissos (Greece)



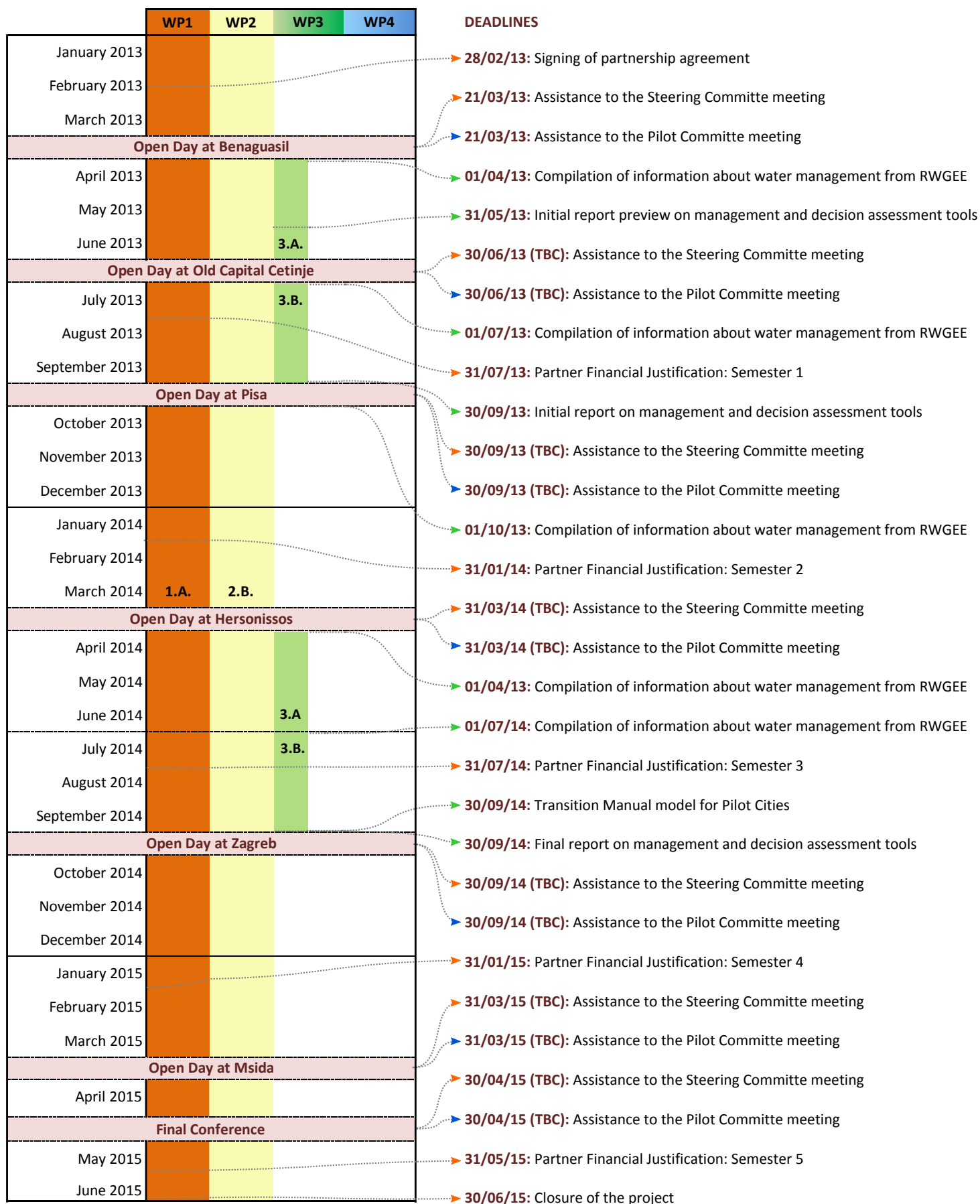
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Project partner: Old Royal Capital Cetinje (Montenegro)



Planning 2013-2015 E²STORMED PROJECT

Project partner: University of Albertay Dundee (United Kingdom)



Planning 2013-2015 E²STORMED PROJECT

Project partner: City of Zagreb (Croatia)

