



POWER STORAGE IN D OCEAN

D1.1. PROJECT MANAGEMENT PLAN

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Author List

Organization	Name	Contact Information
1	Rosa Martinez	rosamartinez@ctnaval.com
2	Jordi Solé	jordisole@ctnaval.com
3	Iván Felis	ivanfelis@ctnaval.com
4	Pilar Meroño	pilarmerono@ctnaval.com

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1. GOVERNANCE STRUCTURE

The POSEIDON consortium is based on the close collaboration of 11 partners from 5 EC countries. Their names and acronyms (mostly used within project communications) are listed in Table 1:

No	Role	Legal Name	Short Name	Country	Date Enter Project	Date Exit Project
1	COO	CTN	ASOCIACION CENTRO TECNOLÓGICO NAVAL Y DEL MAR	ES	M1	M48
2	BEN	CIEMAT	CENTRO DE INVESTIGACIONES ENERGÉTICAS, MEDIOAMBIENTALES Y TECNOLÓGICAS-CIEMAT	ES	M1	M48
3	BEN	EFESTO	EFESTO	FR	M1	M48
4	BEN	OCEM	ENERGY TECHNOLOGY SRL	IT	M1	M48
5	BEN	BALEARIA	BALEARIA EUROLINEAS MARITIMAS SA	ES	M1	M48
6	BEN	DAMEN	DAMEN RESEARCH DEVELOPMENT & INNOVATION BV	NL	M1	M48
7	BEN	CYCLOMED	CYCLOMED TECHNOLOGIES SL	ES	M1	M48
8	BEN	TPH	TECHNO PRO HISPANIA SRL	ES	M1	M48
9	BEN (IO)	CERN	ORGANISATION EUROPEENNE POUR LA RECHERCHE NUCLEAIRE	CH	M1	M48
10	BEN	ANTEC	ANTEC MAGNETS SOCIEDAD LIMITADA	ES	M1	M48
10.1	AE	ANTECSA	APLICACION NUEVAS TECNOLOGIAS ANTECSA	ES	M1	M48
11	BEN	UPM	UNIVERSIDAD POLITÉCNICA DE MADRID	ES	M1	M48

Table 1. List of beneficiaries

The collaboration within the consortium and with the EC is, first, based on the Grant Agreement (GA). Relevant for the proper implementation of the project work are especially Annex 1 (i.e., Description of Action Part A and B) and Annex 2 (estimated budget).

In this respect, partners have also been made acquainted with the Annotated Model Grant Agreement (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_v0.1_en.pdf) that offers additional explanations for manifold aspects of the GA in relation to project

implementation and grant management. Moreover, the consortium's work is based on the Consortium Agreement (CA) which has been duly prepared by the coordinator (CO) and signed by each partner. Both the GA and CA have been made available in the project's repository.

POSEIDON project is organized in 8 WP, 6 of which are core to the project and are distributed in three groups of activities: Block A: Marinization (WP2, WP3, WP4); Block B: Sustainability and feasibility (WP7); and Block C: Safety and regulatory evaluation (WP6). In this way, WP5 contents the case studies. Additionally, coordination (WP1) and dissemination and communication (WP8) cover the entire project duration.

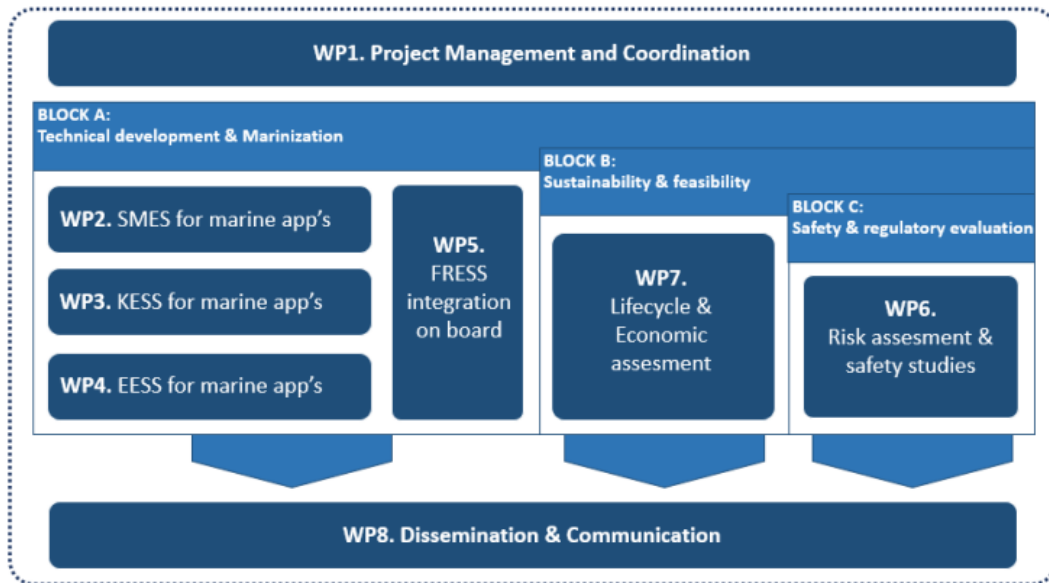


Figure 1. POSEIDON WP organization

The governance structure within the consortium is laid out in the GA and specified in the CA (Section 6) in more practical terms. Consisting of the Project Board (also called General Assembly), the Executive Board and the COO, the consortium is managed by three consortium bodies which mutually support, guide and control the implementation and achievement of the project's objectives.

Project Board executes the role of the ultimate decision-making body of the POSEIDON consortium and is responsible for the overall management, planning and control of the project's proper implementation. Its mission is to define the project strategy, to assess progress and to propose corrections if needed. Decisions to be taken by the Project Board relate to, for instance, changes of Annex 1 and 2, contractual matters, budget, timeline, deliverables, milestones, re-allocation of resources, and accession/recession of partners. The board is composed of the COO and one representative per party.

The Executive Board consists of the COO as well as the WP leaders. Its tasks are to assure the execution of all activities in accordance with the DoA and ensure the project's progress towards the attainment of targeted outcomes and objectives.

The responsibilities of the WP leads will specifically focus on the following tasks:

- ✓ Coordinate the implementation of the WP-related tasks in accordance with the objectives laid out in the DoA.
- ✓ Coordinate involved partners.
- ✓ Coordinate timely delivery of deliverables and/or full organization of workshops, challenges and community meetings.

- ✓ Identify and evaluate unforeseen risks and communicate them to the COO and
- ✓ Perform quality assurance in accordance with the Quality Assurance and Risk Assessment Plan,

WP	Lead Partner
WP1 Project management and coordination	CTN
WP2 ESS 1: Superconducting magnetic storage for marine applications	CYCLOMED
WP3 ESS 2: KESS Kinetic Energy Storage System (Flywheel) for marine applications	ANTEC
WP4 ESS 3: EESS Electric Energy Storage System (Supercapacitors) for marine applications	OCEM
WP5 Modelling & Integration of FRESS on vessel, and with other disruptive technologies	TPH
WP6 Risk assessment and safety studies	TPH
WP7 Lifecycle & Economic assessment	CTN
WP8 Dissemination & Communication	CTN

Table 2. List of WP leaders.

The COO is the main interface between the partners and the EC. All communication with the Project Officer (PO) and/or the Financial Officer (FO), for instance, is conducted via the COO. Moreover, the COO is especially responsible for the following tasks:

- ✓ Establish management procedures, communication channels, and organize regular calls,
- ✓ Gather, maintain and submit deliverables, project reports and financial statements and
- ✓ Assure achieving the project goals as defined in Annex 1 on time.

2. COMMUNICATION

2.1. COMMUNICATION WITH THE EUROPEAN COMMISSION

CTN acts as the intermediary for all communications between the beneficiaries and the Commission. This task mainly involves correspondence with the PO/FO on matters revolving around:

- ✓ The preparation, completion and submission of periodic reports and Financial Statements (FS) for the consortium,
- ✓ The preparation, completion, and submission of deliverables and
- ✓ Project- and funding-related questions raised by the consortium that need explicit feedback from or agreement with the PO/FO.

Additionally, the interaction between consortium, COO and PO/FO is mainly handled through the EC's grant management system called SyGMA. This web-based system is available through the EC's Participant Portal (PP) at <http://ec.europa.eu/research/participants/portal/desktop/en/home.html>. During the project's runtime SyGMA fully supports the grant management related to the submission of deliverables and reports, to payment execution and audit implementation as well as to potential amendments. In SyGMA partners can also find the signed PDF version of the GA and an overview of relevant project information. The digital sealing of documents complements this paperless exchange through SyGMA, allowing digital signatures for most legal transactions.

2.2. INTERNAL COMMUNICATION

Since its start in January 2023, the POSEIDON project has relied on a collaboration tool suite (MS Sharepoint Site) that supports the organization and management of the project in an easy manner and has made the communication among the partners most efficient. POSEIDON Sharepoint comprises both research and management information, as well as datasets dedicated mailing lists, events and milestones calendar, among others.

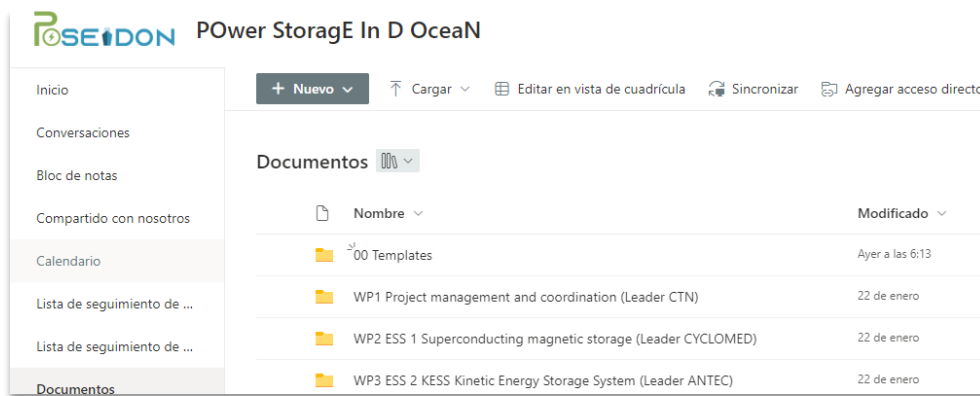


Figure 2. POSEIDON Sharepoint

2.2.1. EMAIL LISTS

Three target group-specific mailing lists have been established to address project-relevant topics and activities as well as circulate important Project news among the project members: (1) a general mailing list frequently used for internal communication; (2) a technical mailing list used to facilitate the communication between the technical members of each partner and (2) an administrative mailing list used to facilitate the communication between the coordinator and the financial and administrative personnel of each partner.

2.3. CONSORTIUM MEETING

Two times a year (one online and one face-to-face) the consortium will hold a plenary meeting in which all members involved in the project meet and discuss ongoing work, achievements so far and next steps to take.

Each meeting will be organized by the COO and the host partner who are responsible for managing on time issues such as venue, agenda, co-located events like community meetups with stakeholders and/or invitations of external guests from other EU-funded projects. The meetings will be focused on the following aspects:

- ✓ Summarize the project's achievements and lessons learned so far,
- ✓ Define actions and measures to meet the project's objectives as well as review preparations,
- ✓ Discuss the structure and organization of upcoming project work per partner and WP and especially define strategies to meet challenges identified at previous reviews or other events and
- ✓ Outline relevant dissemination and management issues for the upcoming period.

2.4. WP LEADERS MEETING

An online meeting is organized by the COO every two months. At least one representative of each WP lead is required to participate. These calls are explicitly announced by the COO via email a week before. The COO drafts and sends the agenda to the participants by three days in advance. Partners are invited to check the agenda and add items to be discussed. Likewise, every partner is expected to participate in these calls in an active and reliable manner. If anyone is unable to be present, they ought to give prior notice to the COO and send feedback to relevant points raised in the agenda. The agenda usually focuses on the following areas of discussion:

- ✓ Progress within each work package with a particular focus on due deliverables,
- ✓ Recent and coming events attended by POSEIDON members,
- ✓ Dissemination, networking, and community building efforts
- ✓ Management, esp. reporting, organization of review and plenary meetings, etc.

Moreover, meetings, workshops, are scheduled on a regular basis for and among individual work packages according to the needs of each stage of the project.

3. REPORTING

The project consists of three reporting periods covering M1-18, M19-36 and M37-48. That is, periodic reports are due after M18, M36 and M48 within 60 days following the end of each period. All reports are coordinated and monitored by the COO who also provides guidance on required contents and style. The periodic reports will generally include the following parts:

- ✓ Progress reports per WP/task
- ✓ A list of publications
- ✓ A list of dissemination and networking activities
- ✓ A deliverable and milestones table
- ✓ A table presenting planned versus actual resource usage (PMs) per partners.

In more detail, this report provides an overview of the progress made towards the objectives of each WP/task and domain as well as of the work performed and results achieved within the reporting period. If applicable, it also specifies deviations from the work plan and outlines corrective actions to be taken. Moreover, it briefly presents plans for the next phase and illustrates major dissemination and cooperation activities carried out during the current reporting period.

Report writing will be mainly managed through the project's Sharepoint. While the COO is responsible for requesting and reviewing the reports, for verifying their accuracy and completeness and submitting them to the EC, the beneficiaries must provide in good time the data needed for these reports. That is, contributions are expected from all partners which is specifically monitored through the WP leaders. Revisions, if required for the report's final acceptance, are managed by the COO. The periodic reports are also always written with the aim to substantiate the corresponding FS for the period under review. The requirements for cost reporting and the cost reports themselves are described in more detail in the next section.

4. ADMINISTRATIVE, FINANCIAL AND LEGAL MANAGEMENT

The COO has implemented a specific role in his organization for the administrative, financial, and legal management of the project.

The COO administers the financial contribution of the EC to the project and transfers payments to the partner's bank accounts without undue delay and in conformity with the rules laid out in the GA. The COO also monitors the submission of FS (Annex 4 of the GA) and handles with Project Board any kind of re-allocation of funding within the consortium.

The COO management activities will be also largely focus on cost reports including the preparation. During the cost reporting the COO will especially give guidance in the following ways:

- ✓ By facilitating the collection of financial figures for the relevant reporting period,
- ✓ By informing about required documents such as Certificates of the Financial Statement (i.e. CFS, Annex 5 of the GA),
- ✓ By clarifying how to enter figures into SyGMa in the PP
- ✓ And by reviewing the cost explanations for consistency and completeness.

Advice will be offered via email and/or Skype. When finalized, each beneficiary enters their financial information into SyGMa as well as electronically signs their FS and submits them to the CO.

5. QUALITY ASSURANCE OF DELIVERABLE

A total of 42 deliverables are scheduled in the project. Templates for deliverables have been created in Word and are made available in the collaboration tool suite set up (MS Sharepoint Site). In order to ensure the quality of deliverables, a clearly structured review process has been defined.

One month before the submission of the deliverable to the European Commission through SyGMA, the respective WP Leader, responsible for the work package, the Task Leader, who effectively is responsible for the deliverables/documents from his/her task, will deliver an internally verified and consolidated draft of the deliverable. The internal peer review, performed among the project partners, is necessary in order to guarantee a relevant high-quality result. The document comes back to the WP (and Task) Leaders, in order to reach the final editing: it means that it is necessary to follow the suggestions and comments made by the internal peer reviewer. When the deliverable is completed and reaches its final version, will be approved by the COO, and finally it can be submitted to the SyGMA by COO.