

D7.1

Info-pack for internal communication (tools/procedures)

Disclaimer: This deliverable has not yet been approved by the European Commission and should be seen as draft!

Author(s): Joep van den Broeke (KWR)

Date: 03/09/2020





Technical References

Project Acronym	ULTIMATE
Project Title	ULTIMATE: indUstry water-utiLiTy symbiosis for a sMarter wATer society
Project Coordinator	KWR
Project Duration	48 months

Deliverable No.	D7.1
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Work Package	WP7
Task	7.1
Lead beneficiary	KWR
Contributing beneficiary(ies)	KWR
Author(s)	Joep van den Broeke
Quality Assurance	Lydia Vamvakeridou-Lyroudia
Due date of deliverable	31/08/2020
Actual submission date	03-09-2020

¹ PU = Public

PP = Restricted to other programme participants (including the Commission Services)

RE = Restricted to a group specified by the consortium (including the Commission Services)

CO = Confidential, only for members of the consortium (including the Commission Services)





Document history

V	Author(s) /Reviewer(s) (Beneficiary)	Author(s) /Reviewer(s) (Beneficiary)	Description
1	01/09/2020	Joep van den Broeke (KWR)	First Draft
2	01/09/2020	Lydia Vamvakeridou-Lyroudia (KWR)	Internal Review
3.1	02/09/2020	Joep van den Broeke (KWR)	Final Version
3.2			





Executive Summary

The flow of information amongst project partners is a key element that allows for cooperation necessary for a project to succeed. To facilitate this communication the ULTIMATE project has prepared a number of tools, consisting of document templates and a collaboration platform for file sharing. This document describe the toolkit for internal communication and the tools provided, and provides instructions on how to use these tools.

Disclaimer

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1. Communication and information exchange

The flow of information amongst project partners is a key element that allows for cooperation necessary for a project to succeed. The communication may consist of organisational, operational and technical matters. For most organisational and operational communication, direct partner-to-partner means, such as telephone and email, are appropriate. Exchange of technical information, as well as more formal information, will primarily occur by exchange of documents. This type of information includes project agreements, meeting minutes, progress reports, project deliverables and milestones. It may also include technical information on project activities, including commercially sensitive information, and documents connected to IPR management.

To facilitate the communication amongst project partner, and to standardise the format of the communication internally and externally, the following tools have been prepared:

- **Template for meeting minutes**
- **Template for interim reports**
- **Template for deliverables**
- **Template for Powerpoint presentations**

- **Living documents to capture background information, project activities, results and progress (Case Studies in WP1)**

- **a secure collaboration platform for file sharing and collaboration on documents (SharePoint), and which is to be used as a repository for all important project documents.**

All documents are in English.

The tools, and instructions for use, are described in the following chapters.





2. Templates

2.1. Template for meeting minutes

A template has been prepared for the documentation of Meeting Minutes (Appendix 1). The template is to be used for the recording of the minutes of any official project meetings, including the following:

- **Project Management Team (PMT) meetings**
- **Project Steering Board (PSB) meetings**
- **Scientific and Technical Committee (STC) meetings**
- **Work Package meetings**
- **Cross-Cutting Technology Group (CTG) meetings**

The template contains the following sections:

- **Title Page**
- **Colofon (captures meeting information)**
- **Attendance List**
- **List of absentees**
- **Discussed issues**
- **Conclusions and action points** (including a table for action points, responsibilities, due date and status)

All sections should be completed, and the completed document should be stored on the SharePoint file sharing platform (see chapter 3).

Partners can download the current version of the template from the Sharepoint folder: Documents\Templates & logo.

2.2. Template for interim reports

A template has been prepared for the progress reporting to be performed both amongst project partners, as well as for progress reports to be submitted to the Commission. This template will be used by the project coordinator to collect information from the consortium partners for progress reporting, in particular for the periodic progress reports, which will be the main reporting tool to the Commission. The template contains sections for financial and technical information regarding the project progress, meetings, decisions made and any issues that need to be reported to the EC. Instruction on the information to be provided are included in the template, which is attached to this document as Appendix 2

Partners can download the current version of the template from the Sharepoint folder: Documents\Templates & logo.





2.3. Template for deliverables

A template has been prepared for the deliverables which are to be submitted to the Commission according to the contractual agreements as laid down in the Grant Agreement. The template contains the following sections:

- **Title Page**
- **Technical References** (colophon)
- **Document History**
- **Summary**
- **Disclaimer** (standard disclaimer, not to be changed)
- **Table of Contents** (automatically generated if provided style elements, e.g. headings, are used)
- **Table of Tables** (automatically generated if provided style elements for tables are used)
- **Table of Figures** (automatically generated if provided style elements for figures are used)
- **Empty templates for chapters, with style examples for subsections, tables and figures.**
- **Conclusions**

All sections should be completed, and the completed document should be stored on the SharePoint file sharing platform (see chapter 3). Before submission to the commission the document needs to undergo quality assurance following the quality assurance protocols defined in Deliverable 7.2.

The template is attached to this document as appendix 3.

Partners can download the current version of the template from the Sharepoint folder: Documents\Templates & logo.

2.4. Template for Powerpoint presentations

A powerpoint template has been prepared which is to be used for any presentation on behalf of the project, and for any presentation of project results. The use of the template ensures a uniform style in all communication, clear visibility of link of the presented information to the ULTIMATE project as well the proper acknowledgement of the support from the European Commission.

The template offers a number of different styles for the title page and content pages. Any combination of these slides may be used, which allows the selection of the style that best fits the content presented. Examples of the different styles are provided in Appendix 4.

Partners can download the current version of the template from the Sharepoint folder: Documents\Templates & logo





3. SharePoint file sharing platform

For the storage and exchange of project related document a Microsoft SharePoint environment has been established: <https://kwrwater.sharepoint.com/sites/eu/ultimate>
The SharePoint is hosted by KWR, and access rights are managed by KWR. All employees of consortium partners working on project related activities can request access to the SharePoint environment from KWR. The primary contact point for user access right is the Administrative Officer (Bianca.van.der.Wolf@kwrwater.nl).

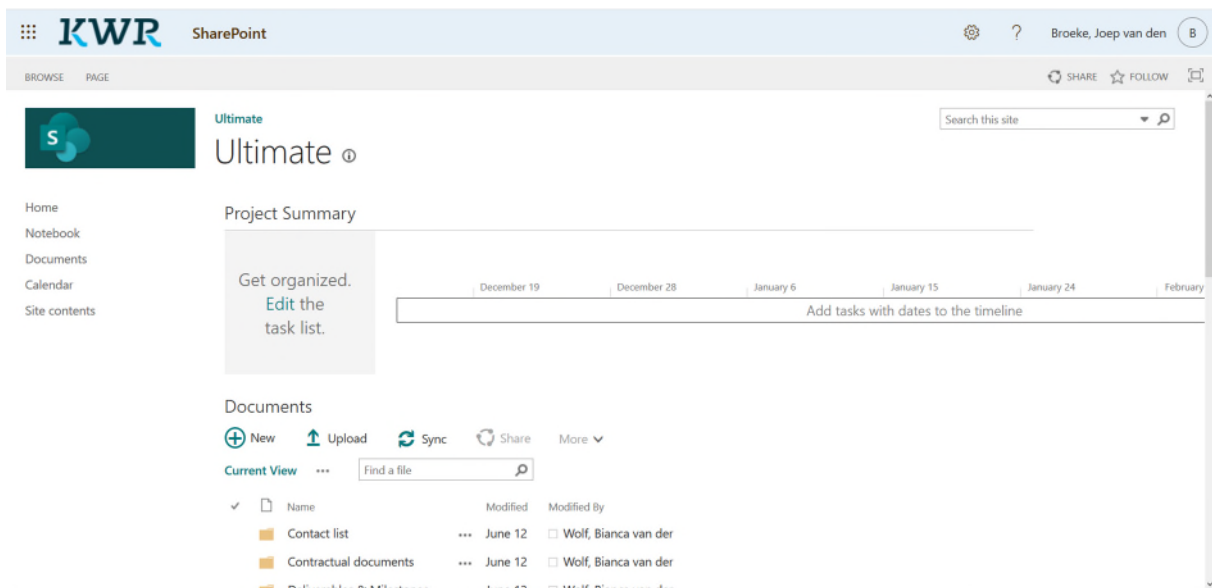


Figure 1: ULTIMATE SharePoint

3.1. Sharepoint Folder Structure

SharePoint offers various functionalities, such as file sharing (Documents), and Calendar functionality. In ULTIMATE, the file sharing part of SharePoint is being utilised. This has been structured as follows:

- **Contact List**
- **Contractual documents**
- **Deliverables & Milestones**
- **Meetings & minutes**
- **Templates & logo**
- **WP1**
- **WP2**
- **WP3**
- **WP4**
- **WP5**
- **WP6**
- **WP7**





These folders contain the following information:

3.1.1. Contact List

This folder contains an update to date overview of the contact information of people involved in the project (email, telephone number) as well as an overview of the activities in which these persons are involved.

3.1.2. Contractual documents

This folder contains the current version of the Grant Agreement, the Consortium Agreement as well as the proposals from the 1st and 2nd proposal phase.

3.1.3. Deliverables & Milestones

This folder contains an overview of the Deliverables and Milestones that have been produced in the project. The folder will contain the final versions of these documents in PDF format.

3.1.4. Meetings & minutes

This folder contains the agenda's, minutes and supporting documents for the following:

- **Project Management Team (PMT) meetings**
- **Project Steering Board (PSB) meetings**
- **Scientific and Technical Committee (STC) meetings**
- **Work Package meetings**
- **Cross-Cutting Technology Group (CTG) meetings**
- **Annual project meetings**

3.1.5. Templates & logo

The folder contains the templates prepared for the internal and external project communication, such as the document templates discussed in this Deliverable, project logos and the stylesheet to be used in for ULTIMATE documents and digital communication activities.

3.1.6. WP folders

These folders contain work package related information. The structure of each of these folders is managed by the work package leader.

3.2. Instructions on using Sharepoint

In the SharePoint environment, all users have the rights required to add, edit, move and delete documents. Therefore, it is critical to observe the correct discipline in working in Sharepoint. The following is important

- **All folders other than the WP folders contain background information and / or official documents. The content of these folders is managed by the project coordinator (KWR) and the WP leader for communication (ESCI). Do not move or delete any documents in these folders.**





- **The WP folders are specifically meant for collaboration between project partners, and not only allow sharing of files, but also the cooperative writing (SharePoint makes possible simultaneous editing of documents by different users). In the WP folders, the WP leader may create specific folders for more official documents (e.g. progress reports, living documents). In such folder also do not move or delete documents.**

For security reasons (and for avoiding accidentally deleting any files), KWR is keeping a copy of all the files at Sharepoint (latest versions).

The basic functionalities in SharePoint needed to manage documents are the following and accessed from the toolbar shown below:



Figure 2: SharePoint file management toolbar.

- **New – allows creation of a new file or a new folder**
- **Upload – allows uploading of a file or folder from a local device to SharePoint**

When a file or folder is selected the functions in the toolbar will change automatically to the following:



Figure 3: SharePoint file management toolbar – options when file or folder selected

- **Share – invite people that are a member of this SharePoint environment to work on the document**
- **Copy Link – request a hyperlink to the specific file or folder to include in email or other communication to project partners**
- **Download – downloads the file or folder to a local device**
- **Delete – deletes the file or folder**
- **Rename – change the name of the file or folder**
- **Move to – move file or folder to another folder in SharePoint**
- **Copy to – create a copy of the file or folder in another folder in Sharepoint**

If at any time there is a question about the functionality of Sharepoint or the organisation of the information contained therein, please contact the Administrative Officer.





4. Conclusion

The flow of information amongst project partners is a key element that allows for cooperation necessary for a project to succeed. To facilitate this communication the ULTIMATE project has prepared a number of tools, consisting of document templates and a collaboration platform for file sharing. This document describes the toolkit for internal communication and the tools provided, and provides instructions on how to use these tools. For any questions concerning the tools, please contact the Administrative Officer (Bianca van der Wolf). For any questions concerning the template, please contact the WP6 leader (ESCI).



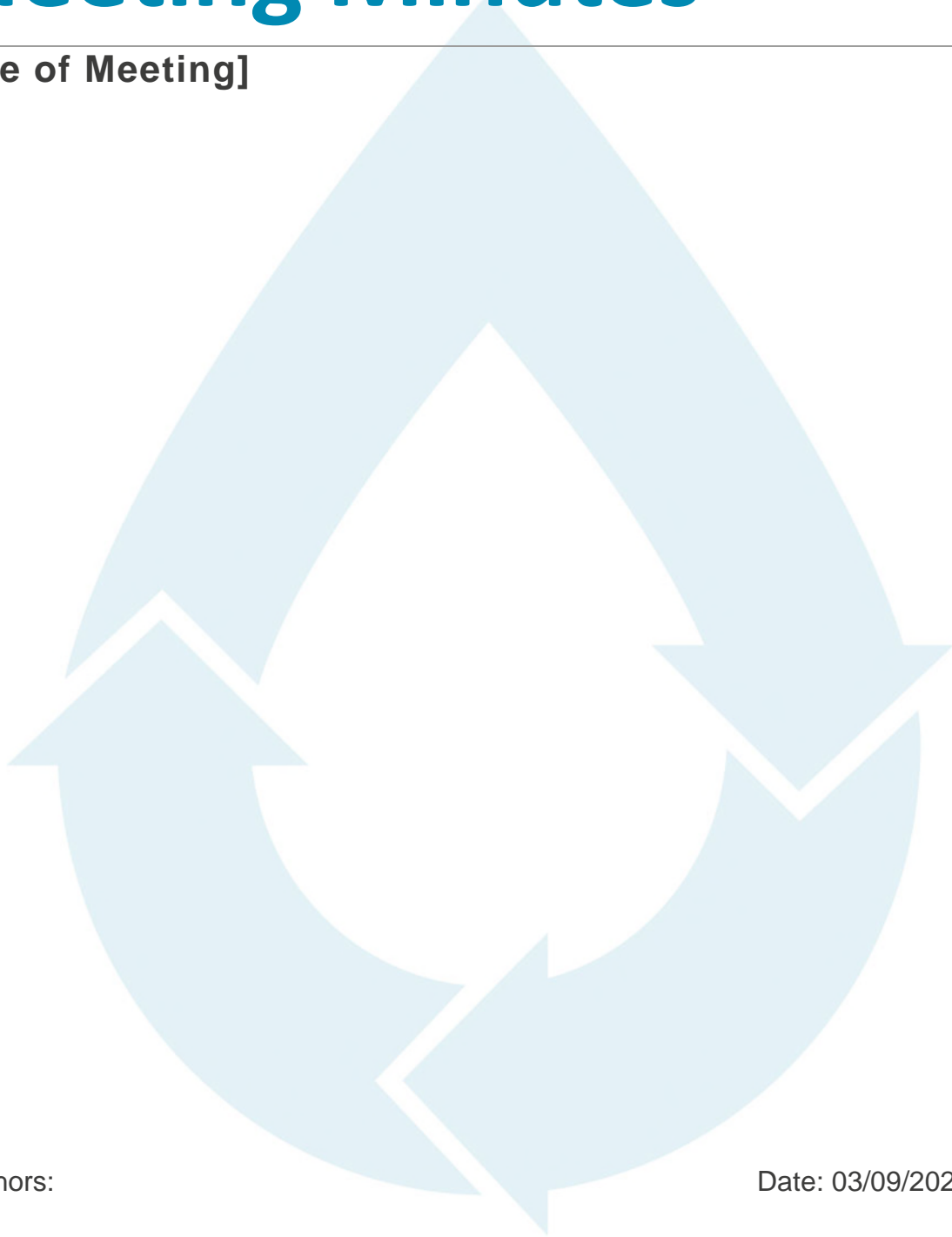


Annex 1: Template Meeting Minutes



Meeting Minutes

[Title of Meeting]



Authors:

Date: 03/09/2020





List of absentees

Company	Attendee	Comment





1. Discussed issues

- **First point**

Review of the status of the previous meeting actions:

#	TOPIC	WPs	In charge	Date	Status
					Pending
					Done
					Overdue

- **Second point**

Text

- **Administrative issues**

Text

2. Conclusion and Action Points

#	TOPIC	WPs	In charge	Date	Status
					Pending
					Done
					Overdue





Annex 2: Template Interim Report



Interim Report

Date of deliverable	Date
Responsible partner of deliverable	European Science Communication Institute (ESCI)
Revision	YYYY/MM/DD, Version x.x

Authors:

Date: 03/09/2020





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4. Document History

Version	Status	Date
V0.1	Draft	YYYY/MM/DD
V1.0	Release	YYYY/MM/DD

Approval		
	Name	Date
Prepared		YYYY/MM/DD
Reviewed		YYYY/MM/DD
Authorised		YYYY/MM/DD
Circulation		
Recipient	Date of submission	
Project partners	YYYY/MM/DD	
European Commission	YYYY/MM/DD	

Dissemination level (please indicate with a cross)	
PU (Public)	
PP = Restricted to other programme participants (including the Commission Services)	
RE = Restricted to a group specified by the consortium (including the Commission Services)	
CO = Confidential, only for members of the consortium (including the Commission Services)	

1. Publishable summary

This section should be of suitable quality to enable direct publication by the Commission. Please ensure that it is set out and formatted so that it can be printed as a stand-alone paper document not exceeding four pages. It shall also reflect the website of the project (if applicable).

Please include a summary description of the project objectives, a description of the work performed since the beginning of the project, a description of the main results achieved so far, the expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far). You should update this publishable summary at the end of each reporting period.

Please include also, as appropriate, diagrams or photographs illustrating and promoting the work of the project, the project logo and relevant contact details. The address of the project public website should also be indicated, if applicable.





2. Project objectives for the period

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the Grant Agreement. These objectives are required so that this report is a stand-alone document.

Please include a summary of the recommendations from the previous reviews (if any) and indicate how these have been taken into account.

3. Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement.

For each work package -- except project management, which will be reported in section 3.5-- please provide the following information:

- A summary of progress towards objectives and details for each task;

- Highlight clearly significant results;

- If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;

- If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator);

- a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex 1 (Description of Work)

If applicable, propose corrective actions.

4. Deliverables and milestones tables

5.

4.1 Deliverables (excluding the periodic and final reports)

Please list all the deliverables due in this reporting period, as indicated in Annex I of the Grant Agreement.

Deliverables that are of a nature other than written "reports", such as "prototypes", "demonstrators" or "others", should also be accompanied by a short report, so that the European Commission has a record of their existence.

If a deliverable has been cancelled or regrouped with another one, please indicate this in the column "Comments".





If a new deliverable is proposed, please indicate this in the column "Comments".
This table is cumulative, that is, it should always show all deliverables from the beginning of the project.





Del. No.	Deliverable name	WP No.	Lead beneficiary	Nature	Dissemination level	Delivery date from Annex I (project month)	Delivered Yes/No	Actual / Forecast delivery date	Comments





4.2 Milestones

Please complete this table if milestones are specified in Annex I of the Grant Agreement. Milestones will be assessed against the specific criteria and performance indicators as defined in Annex I

Milestone No.	Milestone name	Work package No.	Lead beneficiary	Delivery date from Annex I	Achieved Yes/No	Actual / Forecast achievement date	Comments





6. Project management

Please use this section to summarise management of the consortium activities during the period. Management tasks are indicated in Articles II.2.3 and Article II.16.5 of the Grant Agreement.

Amongst others, this section should include the following:

- Consortium management tasks and achievements;
- Problems which have occurred and how they were solved or envisaged solutions;
- Changes in the consortium, if any;
- List of project meetings, dates and venues;
- Project planning and status;
- Impact of possible deviations from the planned milestones and deliverables, if any;
- Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs;
- Development of the Project website, if applicable;
- Use of foreground and dissemination activities during this period (if applicable).

The section should also provide short comments and information on co-ordination activities during the period in question, such as communication between beneficiaries, possible co-operation with other projects/programmes etc.

For Grant Agreements related to infrastructures (Annex III of the Grant Agreement), the access provider shall include a section in the periodic reports on the access activity, indicating the membership of the selection panel as well as the amount of access provided to the user groups, with the description of their work, and the names and home institutions of users.

7. Explanation of the use of the resources

Please provide an explanation of personnel costs, subcontracting and any major direct costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc. linking them to work packages.

There is no standard definition of "major direct cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

These can be listed in the following tables (one table by participant):





Work Package	Item description	Amount	Explanations
Ex: 2,5, 8, 11, 17	Personnel costs	235000 €* <i>235000</i>	Salaries of 2 postdoctoral students and one lab technician for 18 months each*
5	Subcontracting	11000 €* <i>11000</i>	Maintenance of the web site and printing of brochure*
8, 17	Major cost item 'X'	75000 €* <i>75000</i>	NMR spectrometer*
11	Major cost item 'Y'	27000 €* <i>27000</i>	Expensive chemicals xyz for experiment abc*
	Remaining direct costs	15000 €* <i>15000</i>	
TOTAL DIRECT COSTS ¹		363000 €* <i>363000</i>	

* *The entries in italics are examples and purely for illustration*

¹ Total direct costs have to be coherent with the direct costs claimed in form





Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'		
	Remaining direct costs		
TOTAL DIRECT COSTS ²			

² Total direct costs have to be coherent with the direct costs claimed in Form





The following table is required only for the funding schemes for Research for the benefit of SMEs

THE TRANSACTION

Please provide a list of the actual cost incurred by the RTD performers during the performance of the work subcontracted to them. These costs refer only to the agreed 'Transaction'.

Name of RTD Performer	Number of person months	Personnel Costs	Durable equipment	Consumables	Computing	Overhead Costs	Other Costs	Total by RTD performer
TOTAL								





Annex 3: Template Deliverable



Title

Subtitle

Authors:

Date: 03/09/2020





Technical References

Project Acronym	ULTIMATE
Project Title	ULTIMATE: indUstry water-utiLiTy symbiosis for a sMarter wATer society
Project Coordinator	Gerard van den Berg KWR
Project Duration	01.06.2020 – 31.05.2024 (48 months)

Deliverable No.	
Dissemination level ¹	
Work Package	
Task	
Lead beneficiary	
Contributing beneficiary(ies)	
Author(s)	
Quality Assurance	
Due date of deliverable	
Actual submission date	

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PP = Restricted to other programme participants (including the Commission Services)

RE = Restricted to a group specified by the consortium (including the Commission Services)

CO = Confidential, only for members of the consortium (including the Commission Services)





Document history

V	Date	Author(s) /Reviewer(s) (Beneficiary)	Description
1			
2			
3.1			
3.2			





Executive Summary

Summary of Deliverable

Disclaimer

This publication reflects only the author's views and the European Union is not liable for any use that may be made of the information contained therein.





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DOCUMENT HISTORY ERROR! BOOKMARK NOT DEFINED.

SUMMARY ERROR! BOOKMARK NOT DEFINED.

 SUMMARY OF DELIVERABLE **ERROR! BOOKMARK NOT DEFINED.**

DISCLAIMER ERROR! BOOKMARK NOT DEFINED.

 TABLE OF TABLES **ERROR! BOOKMARK NOT DEFINED.**

 TABLE OF FIGURES **ERROR! BOOKMARK NOT DEFINED.**

1. MAIN PART ONE ERROR! BOOKMARK NOT DEFINED.

 1.1. SUBSECTION ONE **ERROR! BOOKMARK NOT DEFINED.**

 1.2. SUBSECTION TWO **ERROR! BOOKMARK NOT DEFINED.**

 1.2.1. SUBSECTION OF SUBSECTION TWO **ERROR! BOOKMARK NOT DEFINED.**

2. MAIN PART TWO ERROR! BOOKMARK NOT DEFINED.

 2.1. SUBSECTION OF MAIN PART TWO **ERROR! BOOKMARK NOT DEFINED.**

3. CONCLUSION ERROR! BOOKMARK NOT DEFINED.

 3.1 TARGETS FOR EXAMPLE **ERROR! BOOKMARK NOT DEFINED.**

 3.2 SUBSECTION TWO OF CONCLUSION **ERROR! BOOKMARK NOT DEFINED.**

ANNEX 1: TITLE ERROR! BOOKMARK NOT DEFINED.

 A.1 TITLE **ERROR! BOOKMARK NOT DEFINED.**

Table of tables

Table 1 description 36

Table 2 description 37

Table of figures

Figure 1 this is an example **Error! Bookmark not defined.**





1. Main Part One

1.1. Subsection One

Text about Subsection one of Main Part One. ...

To point something out you can insert text here

...
...

Including:

- **One**
- **Two**
- **And one more**

In addition, some more information ...

1.2. Subsection Two

Text about Subsection Two.

1.2.1. Subsection of Subsection Two

Text about Subsection of Subsection Two.

Info 1	Info 2	Info 3	Info 4
Text	Text	Text	Text

Table 1 description





Another Table

Info	Info 2
Area 1	Text
Area 2	Text

Table 2 description here

More text about Subsection of Subsection Two.

Another Table

Info	Info 2
Area 1	Text
Area 2	Text





2. Main Part Two

Text about Main Part Two....

2.1. Subsection of Main Part Two

Text about Subsection of Main Part Two...



Figure 4 this is image is an example





3. Conclusion

Text describing conclusions.

3.1 Targets for example

Text about targets.

3.2 Subsection Two of Conclusion

Text about Subsection Two of Conclusion





Annex 1: Title

A.1 Title

Text about Subsection of Annex 1





Annex 4: Powerpoint Template





ULTIMATE

WATER SMART INDUSTRIAL SYMBIOSIS















4



The project leading to this application has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 869318



The project leading to this application has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 869703

