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### Dissemination Level

- **CO**: Confidential, only for members of the consortium (including the Commission Services)
- **RE**: Restricted to a group specified by the consortium (including the Commission Services)
- **PP**: Restricted to other programme participants (including the Commission Services)
- **PU**: Public

### Reviewers

- Baskent-Elek
- DTU
- EI-JKU
- ELDER
- ENAMO
- GreenPocket
- IJsfontein
- RTDS
- Tecnalia
- 220 Energia

### Status

- Draft
- WP Manager accepted
- Co-ordinator accepted

### Action requested

- to be revised by Partners involved in the preparation of the deliverable
- to be reviewed by applicable PEAKapp Partners
- for approval of the WP Manager
- for approval of the Project Coordinator

### Requested deadline for Action


### Versions

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Executive Summary

The aim of the Project Handbook for PEAKapp is to describe the management roles, rights and duties of all parties and persons involved. It serves as a reference document for all project partners. The Project Handbook will be updated by the Project Manager in regular intervals.

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1 Introduction

This document contains the management procedures and guidelines for the PEAKapp project. It is required reading for all project participants, especially for new personnel. In addition to the contractual version, due in M6, updates will be made whenever necessary.

1.1 Related documents

- Grant Agreement
- Consortium Agreement

1.2 Acronyms and abbreviations

<table>
<thead>
<tr>
<th>Acronym / Abbreviation</th>
<th>Definition</th>
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<tr>
<td>CA</td>
<td>Consortium Agreement</td>
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<tr>
<td>DM</td>
<td>Dissemination Manager</td>
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<tr>
<td>DoW</td>
<td>Description of Work</td>
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<td>EB</td>
<td>Executive Board</td>
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<td>EC</td>
<td>European Commission</td>
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<td>EM</td>
<td>Exploitation Manager</td>
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<td>GA</td>
<td>Grant Agreement</td>
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<td>IPR</td>
<td>Intellectual Property Rights</td>
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<td>PC</td>
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<td>Scientific and Technology Manager</td>
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<td>WP</td>
<td>Work Package</td>
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<tr>
<td>WPM</td>
<td>Work Package managers</td>
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2 Project Organisation

The project organisation is implemented according to the specification in the DoW (PEAKapp DOW –Annex I to the Grant Agreement Number 695945).

2.1 Roles, Structure, Bodies

To realise the implementation of the PEAKapp project, the following management roles, structures and procedures have been established.

2.1.1 Management Roles – Individual Assignments

2.1.1.1 The Project Coordinator

The Project Coordinator (PC), who is also the WP7 leader, takes responsibility for the overall project management. This includes interactions with the European Commission on contract-related issues, as well as chairing regular management meetings. The PC has amongst his responsibilities a set of administrative and financial tasks, these include, but are not limited to: representing the project to the Commission’s Project Advisor (PA); representing the consortium in workshops and official meetings; collecting administrative reports from partners and forwarding periodic reports to the PA; preparing and updating the consortium agreement between the project’s participants; administering project resources and spending; managing the overall ethical and gender issues.

The PC for PEAKapp is Mr. Johannes Reichl (reichl@energieinstitut-linz.at).

2.1.1.2 The Scientific and Technology Manager

The PC shares his technical responsibilities – monitoring the overall performance of the project, managing the technical audits, supervising the preparation of the final deliverables – with the project’s Scientific and Technology Manager (STM). The primary role of the STM is to oversee accomplishment of the scientific and technical objectives of the project, including providing guidance to the PC and work package leaders, and promote, in association with the PC, the project’s visibility in international forums. The STM is one of the main members of the Executive Board (EB), defined below.

The STM for PEAKapp is Mrs. Leire Bastide (Leire.Bastida@tecnalia.com).

2.1.1.3 The Exploitation Manager

The Exploitation Manager (EM) and WP6 Leader will be the coordinator of all the project exploitation and dissemination activities, as defined in WP6 on the Market Uptake Strategy and Dissemination. The EM will be supported in all the relevant decisions by the Project Coordinator, and will collaborate in the definition of the project website structure and functionalities. Furthermore, the EM will oversee the organisation of stakeholder engagement workshops, ensuring they are executed on-time and in a professional manner. If necessary, the EM will facilitate engagement with stakeholders, for example, in the PEAKapp stakeholder group and the project partners, e.g., by providing contact details and so on.

The EM for PEAKapp is Mr. Stephen Webb (webb@rtds-group.com).

2.1.1.4 The Work Package Managers and Task Leaders

Work Package managers (WPM) will be responsible for all the activities in the work packages, including following the description of activities and objectives specified in the project plan, ensuring deliverables are on time, and ensuring no delays in the accomplishment of the tasks. WP managers will coordinate the activities within work
packages and will work in close cooperation with the Project Coordinator. Within each work package, the Task leader (TL) will be the person responsible for the day-to-day work that is needed to carry out the tasks related to their specific activity. Their coordination work is not subject to any additional administrative or reporting burden; instead, they will act as team leaders of all the individuals from the different partners involved in a specific task. See chapter 2.2.2 for a list of names of the WPM in PEAKapp.

2.1.2 Management Roles – Collective Assignments

2.1.2.1 The Executive Board

The Executive Board (EB) is the ultimate decision-making body of the Consortium. It constitutes from the WP leaders, the Project Manager, and one representative from every project partner not being part of the aforementioned group. Every project partner has one vote in the Executive Board. The EB is a supervisory body for the execution of the Project which shall report to and be held accountable by the General Assembly. The Executive Board is responsible for:

- monitoring the effective and efficient implementation of the project.
- appointing members of the management support team.
- preparing meetings and preparing the agenda of the General Assembly
- supporting the coordinator in preparing meetings with the EC and in preparing related data and deliverables.
- prepare the content and timing of press releases and joint publications by the Consortium.
- content, finances and intellectual property rights.
- proposals for changes to Annex I of the Grant Agreement to be agreed by the European Commission.
- changes to the Consortium Agreement.
- evolution of the Consortium including entry and withdrawal of Parties. Declaration of a Party to be a Defaulting Party, corrective measures to be required from a Defaulting Party, and termination of a Defaulting Party’s participation in the Consortium and measures relating thereto.
- proposal to the European Commission for a change of the Coordinator.
- request to the EC for suspension or termination of all or part of the Project or the Consortium Agreement.

2.1.2.2 Responsibility of each partner

Each party is responsible for:

- carrying out the work to be performed as identified in Annex I of the Grant Agreement and ensuring that the tasks assigned to it are correctly and timely performed, in accordance with fundamental ethical principles and promoting equal opportunities between men and women in the implementation of the project.
- informing the other parties and the coordinator of any event which might affect the implementation of the project; any change with regard to its legal, financial, organisational or technical situation; as well as any change in legal name, address or legal representatives.
- promptly providing all information reasonably required by a consortium body or the coordinator to carry out its tasks, always taking reasonable measures to ensure the accuracy of such information.
- avoiding, as much as possible, any commitments or conflicts of interest that may interfere with its obligations in this project, or influence its impartial and objective performance in the project.
- taking part in relevant meetings concerning the supervision, monitoring and evaluation of the project.
- adhering to the Consortium Agreement.
See the Grant Agreement for additional details, in particular concerning the obligations of each party in relation to the EC.

2.2 Positions and Contact Points

Subsequent sections give the assignments of management roles as explained in Section 2.1.1 by August 2016. These shall serve as a reference whenever a contact point in a specific context is required.

2.2.1 General management roles

- **The Project Coordinator**: Johannes Reichl (EI-JKU)
- **The Scientific and Technology Manager**: Leire Bastida (Tecnalia)
- **The Exploitation Manager**: Stephen Webb (RTDS)

2.2.2 Work Package related management roles

- **WP 1 Manager**: Leire Bastida (Tecnalia)
  - **Task 1.1 Leader**: Leire Bastida (Tecnalia)
  - **Task 1.2 Leader**: Andreas Binder (GreenPocket)
  - **Task 1.3 Leader**: Johannes Reichl (EI-JKU)
  - **Task 1.4 Leader**: Hayo Wagenaar (Ijsfontein)
  - **Task 1.5 Leader**: Andrea Kollmann (EI-JKU)

- **WP 2 Manager**: Andreas Binder (GreenPocket)
  - **Task 2.1 Leader**: Andreas Binder (GreenPocket)
  - **Task 2.2 Leader**: Andreas Binder (GreenPocket)
  - **Task 2.3 Leader**: Andreas Binder (GreenPocket)

- **WP 3 Manager**: Johannes Reichl (EI-JKU)
  - **Task 3.1 Leader**: Hayo Wagenaar (Ijsfontein)
  - **Task 3.2 Leader**: Johannes Reichl (EI-JKU)
  - **Task 3.3 Leader**: Andreas Binder (GreenPocket)
  - **Task 4.4 Leader**: Johannes Reichl (EI-JKU)

- **WP 4 Manager**: Andrea Kollmann (EI-JKU)
  - **Task 4.1 Leader**: Geraldine Henningsen (DTU)
  - **Task 4.2 Leader**: Andrea Kollmann (EI-JKU)
  - **Task 4.3 Leader**: Walter Czetsch (ENAMO)

- **WP 5 Manager**: Simon Bolwig (DTU)
  - **Task 5.1 Leader**: Marie-Theres Holzleitner (Ijsfontein)
  - **Task 5.2 Leader**: Geraldine Henningsen (DTU)
  - **Task 5.3 Leader**: Andrea Kollmann (EI-JKU)
- **Task 5.4 Leader:** Leire Bastida (Tecnalia)

- **WP 6 Manager:** Stephen Webb (RTDS)
  - **Task 6.1 Leader:** Stephen Webb (RTDS)
  - **Task 6.2 Leader:** Joachim Schreiber (RTDS)
  - **Task 6.3 Leader:** Joachim Schreiber (RTDS)
  - **Task 6.4 Leader:** Juan Luis Rodrigues (RTDS)

- **WP 7 Manager:** Johannes Reichl (EI-JKU)
  - **Task 7.1 Leader:** Johannes Reichl (EI-JKU)
  - **Task 7.2 Leader:** Johannes Reichl (EI-JKU)
  - **Task 7.3 Leader:** Istemi Mavi (ELDER)
  - **Task 7.4 Leader:** Marie-Theres Holzleitner (EI-JKU)
  - **Task 7.5 Leader:** Johannes Reichl (EI-JKU)
3 Project Reporting Guidelines

The PEAKapp project has two (2) reporting periods, with project reports due in M18 and M36 of the project. Furthermore, the project must supply one intermediate report, which is a WP7 deliverable in M13 of the project. These reports have to follow the Horizon 2020 requirements, with the caveat that the interim report only requires an approximation of the budget. The structure of these reports is as follows:

- **Publishable summary**
  - Project context and objectives
  - Highlights achieved so far
  - Expected next major steps

- **Core of the report for the period**
  - Project objectives for the period
  - Work progress and achievements during the period
  - Project management during the period

- **Deliverables and milestones tables**
  - Deliverables
  - Milestones

Activities and the use of resources shall be reported by each partner. The report shall be reviewed by the relevant WP leaders and should list the following points for each individual task:

- A summary of activities including all names of the people involved (from the reporting partner)
- The contribution to objectives:
  1. How do the reported activities contribute to the overall objectives of PEAKapp.
  2. How do the reported activities contribute to the WP relevant objectives.
- Information on to which deliverable and milestone the activities in this task contributes
- An explanation of the original objectives for this task and, if applicable, how this has changed
- The anticipated progress at the time of reporting and, if applicable, explanation of difference
- The output and impact of the work carried out for the individual tasks
- The Plans for the next reporting period and potential problems

Templates for these reports are provided via the PEAKapp Project Portal in EMDESK, which is described next.
4 The PEAKapp Project Portal in EMDESK

PEAKapp has established a project portal in the online project management tool EMDESK. The project portal enables an easy-to-use and transparent way of sharing documents, communicating within the consortium, and reporting the status of deliverables. Manuals how to navigate the EMDESK portal are found here: http://www.emdesk.com/en/Webinar.html. The starting screen of the PEAKapp portal is displayed in Figure 1.

4.1 Sharing documents

Path: tab “MyEMDESK” (topmost row) -> tab “Documents” (at the bottom of the window) -> tab “Document Manager” (in appearing grey scaled box), see Figure 5.
The PEAKapp portal offers a document manager [https://emdesk.eu/cms/?p=334](https://emdesk.eu/cms/?p=334). The document manager provides a number of folders having different access rights. These folders are:

**Consortium:** all persons registered as a project team member can access this folder. This is the main platform for sharing documents among consortium members, like draft versions of deliverables and the document finally submitted to the EC.

**Executive Board:** only members of the EB can access this folder. It contains contractual issues and documents related to conflict resolution.

**Market Uptake Acceleration Board:** all persons registered as a project team member and the members of the MUAB can access this folder. It contains material produced by the MUAB.

**Privacy and Security Advisory Board:** all persons registered as a project team member and the members of the PSAB can access this folder. It contains material produced by the PSAB.

The Consortium folder as well as the Executive Board folder have subdirectories. These are given in Figure 3 and Figure 4.

**Figure 3:** The consortium folder and its subdirectories

**Figure 4:** The Executive Board folder and its subdirectories
The document manager is used not only to store final versions (e.g. submitted deliverables in Consortium/Deliverables/), but also to store draft versions thereof.

4.2 Communication with the consortium

Path: tab “MyEMDESK” (topmost row) -> tab “Communication” (at the bottom of the window) -> tab “Email” (in appearing grey scaled box), see Figure 5.

![Path to the email tool in the PEAKapp portal](image)

Figure 5: Path to the email tool in the PEAKapp portal

The communication tool in the PEAKapp portal allows emailing between partners and to the consortium as a whole without the need to keep the email addresses of all people involved in the project up-to-date. The email tool stores all email addresses of the project team, and updates the list whenever a new person joins the team. Therefore, the communication can be done either by selecting the recipients of the email individually, or all team members from one institution, or the consortium as a whole. The messaging tool is found under [https://emdesk.eu/cms/?p=294&](https://emdesk.eu/cms/?p=294&), and the selection of recipients is displayed in Figure 6.
4.3 Reporting the status of deliverables

**Path:** tab “Implementation” (topmost row) -> tab “Reporting” (row below) -> tab “Deliverables” (topmost row in grey scaled box), see Figure 7.

**Figure 6:** Selection of recipients of emails

**Figure 7:** Reporting the status of deliverables
All deliverables as in the GA are registered in the PEAKapp portal with their due date. Additional to the due date, a number of dates for the provision of draft versions are provided as well. These draft versions indicate a possible work flow for submitting the consortium approved deliverable in due time.

Once approved through the coordinator and the internal reviewers, a deliverable is uploaded to the EC’s Participant Portal. Only after this submission, a deliverable is completed and the respective submission date needs to be marked in EMDESK through the submitting party. This done by selecting the respective WP of the deliverable (in the blue box entitled “Work Plan”), and clicking on the deliverable. Via the “Report status” button, the “Date” of the submission, its “Status”, and the “Expected completion” can be changed. For submitted deliverables the “Status” is ‘submitted’, and the “Expected completion” is ‘100%’.

In addition to the status ‘submitted’, the tab “Status” allows to report the “Expected completion” for a number of preliminary statuses as well, like ‘2nd Draft’ or ‘Consolidated’. However, in PEAKapp reporting the status ‘submitted’ is considered as mandatory, while reporting the status of preliminary versions is upon the responsible partner’s choice.

Using the tab “Controlling” and then “Deliverables” allows to check whether the colour of the deliverable has changed to green, which indicates its submission.