



## **D7.1 Info-pack for internal communication, with tools/procedures**

Sonia SIAUVE (OIEau)

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## Project Consortium



# Executive Summary

This deliverable D7.1 is produced in the context of Work Package 7 which is dedicated to the actions concerning management and coordination. This deliverable is one output of Task 7.1 about day-to-day management of the project.

The main objective of this deliverable is to provide details, tools and procedures to all the partners to ensure a smooth communication between us and hence to ensure continued progress towards project life.

Firstly, the Governance Structures of the Fiware4Water project are described. Each governing body composition is given, being internal or external to the consortium, and its role and responsibilities are then detailed: Project Coordinator, Project Manager, Scientific and Technical Manager, Executive Board, Work Packages Leaders, Tasks Leaders and External Advisory Board.

Secondly, the different Governance procedures and tools are summarised. It is notably mentioned that Freedcamp is going to be used as Project Platform. It is free of charge, GDPR compliant and offers several apps and functionalities which will support all the partners: file repository, tasks tracker, space for discussions, milestones tracker, calendar and the possibility to upload files from Google Drive if partners would like to.

A third section is then dedicated to Internal Communication. It is explained in this section the roles that have been appointed to each partner to ease communication all along the project to deal with Administrative aspects, Communication and Dissemination activities and Technical issues. Moreover, several mailing lists have been created: one per WP and per type of governing body. Finally the different tools and procedures which will be used for email exchanges, phone calls, and web-conferences are specified.

To finish with, the meetings which will be organised with the different governing bodies are listed: organiser, frequency, objectives etc.

## Document Information

|                       |  |
|-----------------------|--|
| Programme             | H2020 – SC0511-2018  |
| Project Acronym       | <b>Fiware4Water</b>  |
| Project full name     | FIWARE for the Next Generation Internet Services for the WATER sector        |
| Deliverable           | <b>D7.1: Info-pack for internal communication, with tools and procedures</b> |
| Work Package          | <b>WP7: Coordination and project management</b>                              |
| Task                  | Task 7.1: Project day-to-day management                                      |
| Lead Beneficiary      | P1: OIEau  |
| Author(s)             | Sonia SIAUVE (OIEau),  |
| Contributor(s)        | Gilles NEVEU (OIEau)   |
| Quality check         | Lydia Vamvakeridou-Lyroudia (KWR/UNEXE)                                      |
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## List of Acronyms/Glossary

|             |  |
|-------------|--|
| <b>EAB</b>  | External Advisory Board                    |
| <b>EC</b>   | European Commission                        |
| <b>ExB</b>  | Executive Board                            |
| <b>F4W</b>  | Fiware4Water                               |
| <b>GA</b>   | General Assembly                           |
| <b>GDPR</b> | General Data Protection Regulation         |
| <b>ICT</b>  | Information and Communication Technologies |
| <b>IPR</b>  | Intellectual Property Rights               |
| <b>KoM</b>  | Kick-off meeting                           |
| <b>STM</b>  | Scientific and Technical Manager           |
| <b>TL</b>   | Task Leader                                |
| <b>WPL</b>  | Work Package Leader                        |

# Introduction

The purpose of this deliverable D7.1 is to set the basis for a correct communication among the partners of the Fiware4Water project. It is intended to serve as a roadmap to set up internal tools, procedures and communication channels to be established among the Fiware4Water partners, so that the project may be executed in a co-ordinated manner, maintaining at all times documentary evidences of their meetings.

The project governance structures, the corresponding composition of the related bodies and the main roles assigned will be first described. In addition, the organization of the internal communication among partners and the different roles affected to them will be explained. Both aspects (about governing bodies and tools and procedures followed) are important in order to guarantee an efficient implementation of the project and to provide structures, mechanisms and protocols for solving possible issues during the project.

This document complements the rules of functioning and the project governance structures already presented in the Grant Agreement and in the Consortium Agreement. It will not describes the procedures to ensure quality management and risk management. These two issues will be respectively adressed in deliverables D7.2 (M3) and D7.4(M6).

The co-operation of all the members from all the partners is a critical factor, both for the implementation of all the tools herein described and for their appropriate use.

## I. Project Governance Structures

This section describes the composition and main roles of the different governing bodies. This governance structure and the principles of management that underpin the project are formally defined in the Grant Agreement n°821036 and in the Consortium Agreement, based on DESCA 2020 Model version 1.2.4 (October 2017).

### I.1. Governing bodies

As represented in Figure 1, the management of Fiware4Water activities will rely on:

- **3 main internal bodies:** the General Assembly, the Executive Board and the Project Coordinator
- in strong connection with **2 main external bodies:** the European Commission and the External Advisory Board.

The overall management of the project is the duty of Office International de l'Eau (OIEau), the Project Coordinator.

OIEau will be supported by a Scientific and Technical Manager (F4W-STM) from the University of Exceter (Unexe). The F4W-STM will work closely with the Project Coordinator in matters of Quality Management and work planning in accordance with the Project Management Plan.

The objective of the described organisation and communication structure of the project is to obtain maximum transparency for all beneficiaries concerning the technical and overall project status. All information (like minutes of meetings, visit reports, relevant publications etc.) will be communicated to the Project Coordinator, who will also take responsibility for directing this information to the beneficiaries.



The role and responsibilities of each governing body are explained in the following paragraphs.

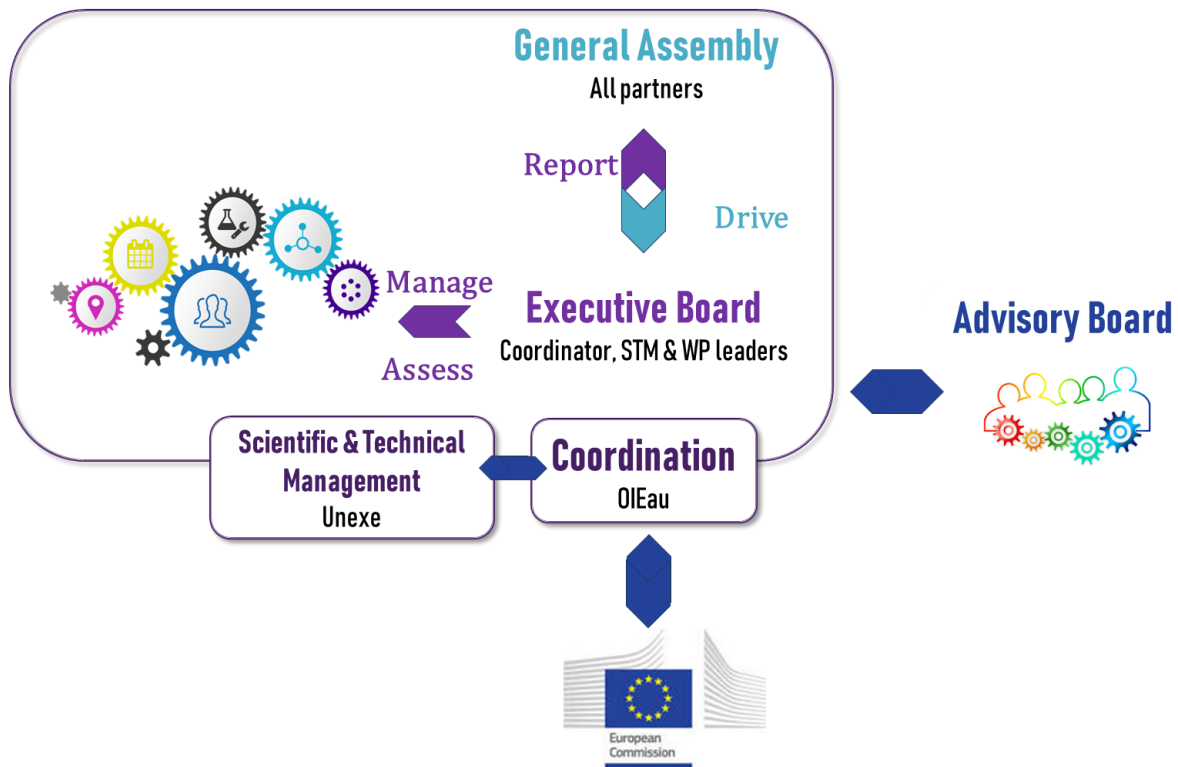


Figure 1: F4W Project management organisation and communication structure

## 1.2. Role and responsibilities of the Project Coordinator

The **Project Coordinator** is Mr Gilles Neveu, Director for Innovation and Development at OIEau. He has named as **Project Manager**: Dr Sonia Siauve, Engineer for European Projects at OIEau.

OIEau, as Project Coordinator, will be in charge of the administration of the project, in accordance with the Consortium Agreement. The project management will consist of:

- setting up internal communication tools and procedures, including consortium mailing list, info-pack with internal communication mechanisms, guidelines for meetings agendas, standard templates for deliverables' reporting and for communication actions to be used by all partners
- continuous monitoring of the progress of the project and corrective actions where required
- monitoring of the environment of the project (technologies, trends, standards, 3rd party involvement)
- legal management, including maintenance of consortium agreements as described in the management part, and corresponding legal issues, including monitoring of IPR
- preparation and consolidation of project periodic reports
- financial management (distribution of EC funds, control of expenses, planning and execution of payments, financial reporting)
- guiding partners, questions and answers (partners helpdesk)
- regular online management meetings between the Project Coordinator, the Project Manager and the Scientific and Technical Manager
- organising plenary teleconferences (web-based meetings) for communication with the project partners, as needed

- organising communication and meetings (3 face-to-face + on line) with the External Advisory Board (EAB)
- timely communicating with the EC
- organising, chairing and post processing both the Fiware4Water-GA and the Fiware4Water-ExB
- establishing and maintaining of a project platform.

### I.3. Role and responsibilities of the Scientific and Technical Manager

The Coordinator will be supported by the **Scientific and Technical Manager** (F4W-STM), who is Dr Lydia S. Vamvakieridou-Lyroudia, Senior Research Fellow at the Centre for Water Systems, University of Exeter (Unexe).

The STM will be responsible for:

- ensuring that the project achieves its scientific objectives
- team building among WP leaders
- facilitating the information flow, collaboration effects between partners of the Consortium,
- scientific and technical coordination and monitoring of WPs, with a focus on interlinkages, interactions, synergies but also potential bottlenecks regarding the work plan and the objectives of each WP
- monitoring the risks and adjusting manpower assignment, together with the Project Coordinator and the WP leaders
- monitoring the quality of the milestones and the deliverables from the scientific and technical point of view and coordinating and leading cross disciplinary WP-meetings
- ensuring that the technical solutions are in line with end-user requirements
- identifying synergies with other European-funded projects (members of the ICT4Water Cluster)
- ensuring a close collaboration with the working groups of the ICT4Water Cluster and reporting all the activities done during the F4W project.

### I.4. Role and responsibilities of the General Assembly

The Fiware4Water **General Assembly** (F4W-GA) gathers all the members of all the partners and is the ultimate decision-making body of the consortium. Each partner will be represented by one person with due authorisation to discuss, negotiate and decide on actions proposed by the F4W-Executive Board.

The F4W-GA is responsible for the following tasks:

- approving strategic planning and direction of the project
- approving the commitments and rights of the partners
- reviewing and resolving any difficulties in the project
- deciding upon the allocation of the project's budget to WP in accordance with the Grant Agreement and reviewing and changing if needed the budget share out
- building confidence and trust between the participating organizations
- ensuring that high standards of technical and administrative excellence are maintained throughout the activities of the project
- reviewing progress against objectives and timetable to ensure successful delivery of the project outputs
- developing close links with the working environment of the project
- approving the project outputs before their official release.

## 1.5. Role and responsibilities of WP leaders

Each of the eight Work Packages is assigned to a **Work Package Leader (WPL)**, reflecting the partners' expertise and complementarities, as well as maintaining a balance between partners, as listed in Table 1.

Each WP Leader is responsible for:

- organising the work to be done in the WP in accordance with the share of resources and efforts per partner (person months decided in the GA)
- taking the technical control of and responsibility for the proper execution of the tasks related to their WP
- organising a detailed schedule of the WP and monitoring progress towards WP objectives
- Scientific / Technical Management in close collaboration with the STM
- review and quality check of WP deliverables and reports
- uploading the final version of the deliverables in the project platform
- identifying possible risks and proposing mitigation solutions in close collaboration with the Project Coordinator and the STM
- reporting to the Project Coordinator, the Project Manager, the STM and the ExB the progress and possible deviations from the work plan
- chairing the meetings among the partners participating to their WP and communicate continuously with all partners involved in their WP.

## 1.6. Role and responsibilities of Task leaders

The work to be done in each WP is divided in several tasks to whom a **Task Leader** has been appointed among the partners, as listed in Table 1.

Each WP Leader is responsible for:

- managing the task and all the work conducted by the participants in this task, in accordance with the share of resources and efforts per partner (person months decided in the GA)
- monitoring progress towards the task's objectives
- review and quality check of the task deliverables and reports
- communicating and reporting the work done to the WP leader.

## 1.7. Role and responsibilities of the Executive Board

The Fiware4Water **Executive Board (F4W-ExB)** is a sub-group of the F4W-GA, gathering the Project Coordinator and/or the Project Manager, the STM and the Work package leaders. It takes the decisions regarding the day-to-day activities of the project, within the limits of the mandate given by the F4W-GA.

The F4W-ExB is responsible for:

- taking decisions on the day-to-day activities of the project and regular reporting to the F4W-GA
- overseeing the planning, the implementation and the resource management of the project
- ensuring an extensive exchange of knowledge and expertise between the different WP
- detecting potential risks and proposing mitigation measures
- producing a short 6-month interim progress report, which will present the state-of-work of every WP and an updated list of deliverables and milestones
- preparing F4W-GA meetings (dates, places).

Table 1 : Table summarizing WP and tasks names and leaders

| WP and tasks   | Leader          |
|--|-----------------|
| <b>WP1 - Fiware4water User Requirements</b>  | <b>DVGW-TZW</b> |
| Task 1.1 - Requirements from the Demo Cases  | NTUA            |
| Task 1.2 - Requirements from the end-users   | EUT             |
| Task 1.3 - Requirements for Innovation   | FF              |
| Task 1.4 - Gap analysis and final requirements   | FF              |
| <b>WP2 - Architecture/data/ontology/API/Legacy links/Standards</b>   | <b>FF</b>       |
| Task 2.1 - Legacy-compatible and cyberstructure Fiware4Water Reference Architecture  | FF              |
| Task 2.2 - Big data processing and AI FIWARE GEs for Water Management  | EGM             |
| Task 2.3 - Common information models for Water Management  | EUT             |
| <b>WP3 - Smart Applications and Devices</b>  | <b>EUT</b>      |
| Task 3.1 - Smart Applications for Raw Water Supply   | NTUA            |
| Task 3.2 - Smart Applications for Water Distribution   | EUT             |
| Task 3.3 - Smart Applications for Waste Water Treatment  | KWR             |
| Task 3.4 - Smart Applications for Customers  | Unexe           |
| Task 3.5 - Advanced Water Quality Sensors  | CNRS            |
| <b>WP4 - Demonstrating FIWARE4Water in the Real (Water) World</b>  | <b>KWR</b>      |
| Task 4.1 - FIWARE4_Raw Water Supply Optimisation in Greece   | EYDAP           |
| Task 4.2 - FIWARE4_Water Distribution System Management in France  | 3S              |
| Task 4.3 - FIWARE4_Intelligent control for wastewater treatment in The Netherlands   | WATNL           |
| Task 4.4 - FIWARE4_Smart Metering and Citizen engagement in the UK   | SWW             |
| Task 4.5 - Developing the Evidence Base  | KWR             |
| <b>WP5 - Socio-political impact, end-user engagement and economic consequences of F4W</b>  | <b>EUT</b>      |
| Task 5.1 - Socio-political Engagement I: A study of the current public perception of digital water                                       | EUT             |
| Task 5.2 - Socio-political Engagement II: The Council of Citizen Engagement in Sustainable Urban Strategies in Pilot and Follower Cities | EUT             |
| Task 5.3 - Socio-political Engagement III: Follower cities and Supranational-Municipal relations   | EUT             |
| Task 5.4 - Fiware4Water Economic Impact and Exploitation Plan  | OIEau           |
| Task 5.5 - Fiware4Water Synergies with the SC05-11-2018 clustered projects   | Unexe           |
| <b>WP6 - Communication - dissemination -ecosystem building</b>   | <b>OIEau</b>    |
| Task 6.1 - Communication and dissemination of project outcomes   | OIEau           |
| Task 6.2 - SME Ecosysem building   | FF              |
| <b>WP7 - Coordination and Project Management</b>   | <b>OIEau</b>    |
| Task 7.1 - Project day-to-day management   | OIEau           |
| Task 7.2 - Data management   | OIEau           |
| Task 7.3 - Scientific coordination , quality assurance, risk management  | Unexe           |
| <b>WP8 - Ethic Requirements</b>  | <b>OIEau</b>    |
| Task 8.1 - H - Requirement No. 1   | OIEau           |
| Task 8.2 - POPD - Requirement No. 2  | OIEau           |
| Task 8.3 - EPQ - Requirement No. 3   | OIEau           |
| Task 8.4 - H - POPD - Requirement No.4   | OIEau           |

## I.8. Role and responsibilities of the External Advisory Board

The Fiware4Water **External Advisory Board** (F4W-EAB) is the body in charge of providing to the ExB expertise and recommendation on the on-going activities as well as advice on the orientations of the project.

The EAB is one key body of the project strategic management. As it is composed of members/networks from shared and/or complementary competences from different fields, the EAB will also play the 'multiplier' role towards their networks in terms of Fiware4Water outcomes promotion.

The current composition of the EAB is:

*Table 2: Members of the F4W - External Advisory Board*

| Organisation  | Name                  | Position   | Role in F4W project   |
|---|-----------------------|--|---|
| <b>INBO</b> (International Network of Basin Organisation)                   | Edouard Boinet        | Permanent Secretariat  | as a global network, it gathers 192 water authorities worldwide   |
| <b>APE</b> (Aqua Publica Europea)   | Milo Fiasconaro       | Executive Director   | the European association of main public water authorities   |
| <b>MASZESZ</b> (Hungarian Water Association)                                | Veronika Major        | Vice-president   | Advice with Tier#2 activities in Eastern Europe   |
| <b>EPANET-p</b> (open source project)                                       | Elad Salomons         | Member of the Open Source EPANET project                                   | advice in all matters related to advanced analysis of water distribution systems and in particular in matters related to EPANET-p |
| <b>EIP Water</b> (European Innovation Partnership on Water – The Secretary) | Guido Schmidt         | Head of the Secretariat  | ensuring the links, support and dissemination through the channels of the EIPWater  |
| <b>JRC</b> (European Join Research Centre)                                  | Dr. Alberto PISTOCCHI | Directorate D – Sustainable Resources Unit D.02 Water and Marine Resources | Advice on compliance with standards and interoperability at EU level  |

## II. Governance tools and procedures

### II.1. Decision process

All decisions of importance will be taken by the F4W-GA which gathers all the partners, with full voting rights (one partner, one voice).

It is anticipated that the decisions of the F4W-GA will normally be unanimous. However, the quorum and voting rights (should any matter prove contentious) will be set out in a Consortium Agreement signed by all partners.

But in case of durable conflict among partners, after co-ordinator's resolution efforts have failed, and in the unexpected case that the F4W-GA cannot find agreement regarding a particular matter, OIEau, together with the F4W-ExB, decide at the end in order to avoid a standstill of the project.

## II.2. Management tools

The coordinator will implement a series of procedures with dedicated documents (financial sheet, report templates) to prepare on a regular basis the financial and technical reporting. An internal platform will be set for all partners to engage, exchange and share information (including a web repository). The coordinator will also provide the facilities for "virtual" meetings for ExB meetings (once a month), GA (every two months) and Work Package management meetings when needed.

To ensure all partners are updated every month on the project progress, an internal newsletter will be issued every two other months of the GA teleconferences.

The consortium confirms its commitment to establish a consortium agreement after approval of the project to clarify the above mentioned consortium governance structure, project decision making procedures, the procedures for handling of financial transactions where appropriate between partners to finance the joint procurement and the procedures for the handling of IPR related rights among consortium members resulting from the procurement.

Finally, a quality assurance scheme will be set by the Coordinator within the first month of the project, detailing progress indicators, risk management and milestones. The scheme will be formally approved at the first Fiware4Water-GA meeting.

Fiware4Water procedures are embedded in an outcomes-driven management approach. In a complementary way to the chronological follow-up of the project tasks by tasks according to the initial plan, the outcomes-driven management emphasizes the link between outcomes of the project across the different WP.

This approach will ensure the smooth progress of the overall work and its continuous assessment and ensure the objectives are reached. Moreover, it will facilitate a good internal communication and an efficient share of responsibility among partners as it provides the WPL and TL the full space to exchange with partners.

## II.3. Project internal platform

The main objective of such a platform is to allow all the partners share a common repository for working documents.

Two free of charge possibilities were studied: Google Drive and FreedCamp. While GoogleDrive would have been most convenient for several partners who are involved in different projects, because it allows local synchronisation, the coordination team has chosen **FreedCamp**. This choice was motivated by the fact that this platform, which is considered as being subcontracted by the Coordinator, is **GDPR compliant** while Google Drive wasn't.

In terms of Data Security, it is clearly mentioned in their “Security Practices” section ([https://freedcamp.com/Freedcamp\\_LxR/Freedcamp\\_Devel\\_yOf/wiki/wiki\\_public/view/SOcab](https://freedcamp.com/Freedcamp_LxR/Freedcamp_Devel_yOf/wiki/wiki_public/view/SOcab)) that:

- We remain the only owner of the datas uploaded in the platform and that the platform give us access to our data
- They are committed to “ensuring that User Data is not seen by anyone who should not have access to it”
- Their privacy policy respects the GDPR  
(<https://www.privacyshield.gov/participant?id=a2zt000000008RAVAA2&status=Active>)

Freedcamp is an online project collaboration and management platform intended for both single and multiple users. It helps users manage and effectively work with other people through the use of the cloud. The platform is free of charge and can be utilized without any user and project limits. Freedcamp offers users with several capabilities and tools. These include critical apps that aid in delegating tasks to members of the team, pre-scheduling of events using a calendar, taking part in discussion boards, and time tracking.

The system allows for an unlimited number of users and projects to be done. Finally, the Calendar feature of the tool can be synced directly to Google Calendar.

An account have been created for all the partners beginning of July 2019.

### III. Internal Communication

#### III.1. Roles identification and mailing lists

In order to ease the communication between the whole members of the F4W consortium, the following specific roles have been defined for each one during the KoM (10<sup>th</sup> June 2019, Brussels):

- **A:** for the main contacts regarding Administrative Issues
- **C:** for the main contacts concerning Communication and dissemination activities
- **T:** for the main contacts concerning technical aspects

At least one people per partner has been designated as Administrative and Communication main contacts, and several have been appointed as Technical main contacts.

This will ensure that e-mails are not sent to the whole consortium but to specific partners, depending on the issue, and will prevent us for being burdened down with information. The objective is hence to be sure that the right message reach the right person and consequently that this message is treated instead of being lost.

Moreover, to ease internal communication, several alias have been created. They are presented in Table 3 below.

*Note:* the level of dissemination of this deliverable being public, no mailing list is put in the document to avoid disseminating personal information concerning the partners (in respect of the GDPR). All the mailing lists are however available via the project platform Freedcamp.



Table 3 : Mailing lists created for F4W internal communication

| Alias created                   | Who?   | For What?   |
|---------------------------------|--|---|
| <b>F4W_consortium@oieau.org</b> | All the people from all the partners   | <ul style="list-style-type: none"> <li>- To communicate about the general issues concerning the whole consortium, being thematic or official (messages from EC)</li> <li>- To organise the GA meetings</li> <li>- To inform the whole consortium about major events, progresses or issues concerning the work progress</li> </ul> |
| <b>F4W_Admin@oieau.org</b>      | All the main contacts regarding Administrative Issues                                      | <ul style="list-style-type: none"> <li>- for administrative requests: logos, legal documents, signatures, financial aspects ...</li> </ul>  |
| <b>F4W_Comm@oieau.org</b>       | All the main contacts regarding Communication and dissemination activities                 | <ul style="list-style-type: none"> <li>- for all the activities concerning general communication of the project; e-newsletter, press release ...</li> </ul>   |
| <b>F4W_WP1@oieau.org</b>        | OIEau, EGM, NTUA, EUT, Unexe, KWR, DVGW-TZW, CNRS, IFSTTAR, EYDAP, FF, WATNL, 3S, BDG, SWW | For all the activities concerning WP1   |
| <b>F4W_WP2@oieau.org</b>        | OIEau, EGM, NTUA, EUT, Unexe, KWR, DVGW-TZW, EYDAP, FF, WATNL, 3S, SWW                     | For all the activities concerning WP2   |
| <b>F4W_WP3@oieau.org</b>        | EGM, NTUA, EUT, Unexe, KWR, DVGW-TZW, CNRS, IFSTTAR, EYDAP, WATNL, 3S, SWW                 | For all the activities concerning WP3   |
| <b>F4W_WP4@oieau.org</b>        | EGM, NTUA, EUT, Unexe, KWR, DVGW-TZW, CNRS, EYDAP, WATNL, 3S, BDG, SWW                     | For all the activities concerning WP4   |
| <b>F4W_WP5@oieau.org</b>        | OIEau, EGM, NTUA, EUT, Unexe, KWR, DVGW-TZW, CNRS, IFSTTAR, EYDAP, WATNL, BDG, SWW         | For all the activities concerning WP5   |
| <b>F4W_WP6@oieau.org</b>        | OIEau, EGM, NTUA, EUT, Unexe, KWR, DVGW-TZW, CNRS, EYDAP, FF, WATNL, 3S, BDG, SWW          | For all the activities concerning WP6 (and not only communication activities but also task 6.2)   |
| <b>F4W_ExB@oieau.org</b>        | Coordinator, project manager, STM, WP leaders  |   |
| <b>F4W_EAB@oieau.org</b>        | EAB members (see Table 2)  | <ul style="list-style-type: none"> <li>- for regularly inform the EAB members about the progresses done in the project</li> <li>- for asking them advises when relevant</li> <li>- for organising the yearly face-to-face meetings</li> </ul>   |



## III.2. Types of internal communications

To guarantee continuous collective awareness of project goals and progress, several types and channels of communication will be implemented internally to the project consortium. This smooth internal communication will ensure collaboration, synchronization and convergence of efforts.

This will be guaranteed all along the project through the following activities:

- Presentations of work progress during periodic technical meetings (by WP leaders, and the partners involved in the corresponding work items)
- Presentation of a comprehensive overview of the project status at the beginning of each periodic general meeting (by the Project Coordinator)
- At the start of major tasks that require specific knowledge not possessed by the majority of the consortium, the partner owning that expertise will be asked to prepare a tutorial presentation for the benefit of the other members, and thus facilitating the speed of building the needed competence level and improving future interactions
- Sharing of documents through the project internal platform
- Organization of web conferences (Adobe Connect or similar, Skype, etc.) allowing participants effective interactions through chat, screen sharing, remote control.

## III.3. Tools used for internal communication

It is crucial to have different tools for internal communication as it will highly support the day-to-day management of the project. All the partners being spread throughout Europe, a continuous information channel will be maintained in between face-to-face meetings thanks to email messages, file sharing, phone calls, virtual meetings and web-conferences.

### Email software

Each partner is using its own email software, being Microsoft Outlook, Thunderbird etc. These software offer large storage capacity and universal access. To ease internal communications, as described in section III.1) different roles have been attributed to the partners and many mailing lists have been created.

This will help having topic-focused internal communications.

### Phone calls

A list of phone numbers has been created in order to ease the direct contacts between partners. This list has been made available in FreedCamp. Each partner has been asked to use it only for the purpose of F4W activities, with respect of GDPR.

### Web-conferences

Depending on the number of participants and the practices of each partner, who are mainly used to organise such virtual meetings, different tools will be used all along the project, notably: Skype, GoToMeeting and AdobeConnect.

AdobeConnect has been used since the very beginning by all the partners during proposal writing. Everybody is hence accustomed to use it properly. This tool offers the possibility to share screens of each participants, to take notes, to make comments via a chat, to react (raise the hand, ask for speaking louder

or slowly, agree or disagree for voting). Moreover, it allows for registering the meeting and then send the audio-recording to the partners who were not able to assist. It is this tool that will be used by the Coordinator to organise the regular (each month) F4W-ExB and F4W-GA.

### Project Platform

FreedCamp is going to be used for F4W project (as described in section II.3). This project platform offers several apps and functionalities, among which the possibility to send messages via the platform to one or several members. It is also enable to inform the partners when a file (word document, pdf, excel, picture) is uploaded.

## IV. Forecasted meetings

### IV.1. General Assembly

The F4W-GA meetings will be organised, prepared and chaired by the Coordinator.

As it has been decided in the Grant Agreement, the F4W-GA will meet physically once a year:

- **KoM**: initially planned at M2 (July 2019), it has been held on the 10<sup>th</sup> of June, in Brussels, back to back to the ICT4Water Cluster general assembly (11<sup>th</sup> June) and the joint KoM of the 4 sister projects of the call SC05-11-2118; it has been decided to organise it earlier in order to avoid waste of time especially during the summer break period and to ensure a quick start of the action, especially concerning WP1 (which has to be finished end of M8, with 3 deliverables to be produced for M6)
- **GA n°1**: end of year 1
- **GA n°2**: end of year 2
- **final meeting**: at end of year 3.

These face-to-face meetings will be organised, as far as possible, back-to-back to major events of the water and/or ICT sectors in order to minimize the travel costs. It will also allow the partners to assist to these events and multiply our opportunities of communication and dissemination of the F4W project results.

Considering the amount of work to be done during the first 6 months of the project, especially regarding end-users requirements (WP1), end-user engagement (WP5), communication strategy (WP6) and management (WP7), the whole consortium has decided during the KoM to schedule an **additional GA** beginning of November 2019. This face-to-face meeting will be organised back-to-back to the Amsterdam International Water Week<sup>1</sup>, 4-8 Nov, in Amsterdam. This 2days-meeting will include a site visit of DC#3 facilities (0.5 day) and a 1.5 day- meeting, held on WATNL offices the 1<sup>st</sup> day and on KWR offices the second day. These dates have also been chosen to allow this additional GA being organised back-to-back to an ICT4Water Cluster meeting (exact date to be specified later).

In addition, the Coordinator will organise virtual GA every 2 months, via web-conferences, thanks to the Adobe Connect tool described in chapter III.2. The objective is to provide the time to share the progress of the project, foreseen difficulties and related mitigation measures.

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<sup>11</sup> More information at <https://www.amsterdamiww.com/>

The rules followed to prepare these meetings (invitation, agenda, minutes) are explained in the Consortium Agreement.

## IV.2. Executive Board

The F4W-ExB meetings will be organised, prepared and chaired by the Coordinator.

As explained in the Grant Agreement, the F4W-ExB will meet physically once a year back to back with the F4W-GA.

In addition, virtual meetings will be organised every 2 months, in alternation with virtual F4W-GA, using the same tool.

The rules followed to prepare these meetings (invitation, agenda, minutes) are explained in the Consortium Agreement.

## IV.3. Technical meetings

Technical meetings could be organised all along the project, at fixed times or more spontaneously, depending on the topics, by the STM, the WP leaders and the task leaders.

Their preparation are the duty of the organiser, being STM, WP or Task leaders. Minutes will be produced if relevant, depending on the purpose of the meeting.

The main objectives of these meetings is to ensure that the work is progressing properly, to share a common view on our objectives, to spread the workload among the partners with respect of the budget, the planning and the respective skills of the partners. These meetings will also be the occasion to build upon synergies between WPs and to identify and anticipate potential risks in achieving the expected impacts of the project. All these possible risks and bottlenecks will then be discussed internally to the F4W-ExB (bi-monthly meetings) in order to implement mitigation measures.

## IV.4. External Advisory Board

The F4W-EAB meetings will be organised, prepared and chaired by the Scientific and Technical Manager.

F4W-EAB meetings will be set once a year (planned to be joint to the ExB and GA meeting).

In between, regular communication will be maintained by the STM in order to keep the F4W-EAB members aware of the latest progress made within the project.

The rules followed to prepare these meetings (invitation, agenda, minutes) are explained in the Consortium Agreement.

Before the first meeting, the Coordinator will send a non-disclosure agreement (see Annex 1) to each F4W-EAB member.

# Annexe 1: Non Disclosure Agreement for F4W-EAB members

**To the attention of:**  
Fiware4Water Project Coordinator:  
(postal address)

**Object: NON DISCLOSURE AGREEMENT concerning the participation as member of  
Fiware4Water External Advisory Board (F4W-EAB)**

I, the undersigned **NAME SURNAME**, born in **CITY, Country on DD-MM-YYYY**, through this document, concerning our meetings and the agreements achieved, recognize that I have acquired or I am going to acquire information including data and/or other pieces of information, which may be confidential even if not covered by industrial property right protection (hereinafter "the information"), related i) to the Fiware4Water project, ii) other related projects and/or ideas and/or iii) related to the Fiware4Water project beneficiaries involved and/or iiiii) related to the activity performed.

With regard to the information that I have received and/or that will be made available to me or of which I will, in any case, become aware as member of F4W-EAB, I undertake to:

- 1) keep the information strictly confidential;
- 2) limit the disclosure of the information to other people unless required for fulfilling my role as F4W-EAB member
- 3) in case of disclosure, ensure that the people who will be made aware of the information - whether they are my employees or collaborators (in any capacity) or consultants (even external) - will be notified by me in advance, and in any case before disclosure of the information, of the constraints arising from this agreement to which they will also be subjected; and therefore take the responsibility to ensure that these same persons comply with the provisions of this confidentiality agreement;
- 4) keep all the material concerning the information Fiware4Water project provides to me with diligence or, in any case, with the same care with which the confidential information above mentioned must be treated;
- 5) do not refer, in whole or in part, to the information in communications to others, without Fiware4Water Project Coordinator previous authorization;
- 6) do not use the information to the detriment of the Fiware4Water Project beneficiaries;
- 7) return all the documentation delivered to me containing the information, including any copies, at the end of the project.

The provisions set out in paragraphs 1) to 7) of this Agreement will not be applied to the information:

- a) which is already in the public domain at the time of disclosure;
- b) that, after the disclosure, come to the public domain, except for causes dependent on my acts or omissions, or the ones of my employees and/or collaborators and/or consultants;
- c) that have come into my possession from others not exposed to the confidentiality constraint;
- d) that I will, if necessary, be obliged to disclose pursuant to laws, regulations and provisions of the judicial authority.

The obligations under this agreement will remain in force and will continue to be effective for the 36 months following the signature of this document, even in the event of interruption, for any type of reason, of the mentioned relation.

**Place, date**

Signature