Horizon Europe Programme
Research and Innovation Action

Flexibility services based on Connected and Interoperable Hybrid Energy Storage Systems

FlexCHESS

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Duration: 36 months

D6.6 Project management plan

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	Contributing partners	
1.	AMU	AIX MARSEILLE UNIVERSITY – France (Coordinator)
2.	ALWA	ALGOWATT SPA – Italy
3.	RDIUP	RDIUP – France
4.	ARC	ARCELIK A.S. – Turkey
5.	EL	ELEKTRO LJUBLJANA PODJETJE ZADISTRIBUCIJO – Slovenia
6.	CIP	C.I.P. CITIZENS IN POWER – Cyprus
7.	LASOLAR	LA SOLAR ENERGIA SOCIEDAD COOPERATIVA – Spain
8.	MIW	My Energia ONER, S.L. – Spain
9.	IREN	IREN SPA – Italy
9.1.	IEN	IREN ENERGIA SPA – Italy
10.	UNIGE	UNIVERSITA DEGLI STUDI DI GENOVA – Italy
11.	UEDAS	ULUDAG ELEKTRIK DAGITIM ANONIM SIRKKETI – Turkey

Associated partners	
12.	TOSHIBA EUROPE LIMITED – UK
13.	CARDIFF UNIVERSITY – UK

Project Management Plan

Summary

The management of the FlexCHESS project takes into account the requirements that are inherent inter-organisational collaboration:

- The FlexCHESS partners collaborate to achieve a common objective, share experience and know-how and develop results with complementary and intredisciplinary skills.

- Collaboration between participants is largely based on consensus in the different decision-making bodies. Therefore, the organisational structure and rules for making decisions must be clearly defined as the publication policies.

- The internal organisation is the matter of each partner (as long as commitments are met). The interactions between partners working at distance must be efficiently planned for and followed up based on the results flow. Common planning must be a reference for everybody and always be up-to-date.

- The effectiveness of meetings between partners is vital to the work progress.

This document describes the project management and collaboration plans within the FlexCHESS project and provides information on the tools to be used. It has been created to support the consortium to facilitate collaboration between partners and ensure that EC requirements are respected.

The terms and provisions of the EC Grant Agreement (and its annexes) and the FlexCHESS Consortium Agreement will prevail in the event of any inconsistency with the recommendations and guidelines defined in the present document.

D6.6 reflects the project management system that has been defined and implemented in this project.

1. Management structure and decision-making process

The management structure has been appropriated according to the size of the project. Also, it has been designed to ensure good governance, define and control clear responsibilities of each project partner and ensure that the project reaches its objectives in a timely and cost-effective way.

1.1 Coordination

The **Project Coordinator** (PC), (AMU), is the legal entity acting as the intermediary between the Parties and the Granting Authority. In addition to its responsibilities as a Party, the Coordinator shall perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement. The scientific coordination of the project representing AMU is **Seifeddine BEN ELGHALI**, part of the Computer Science and Systems Laboratory (LIS).

The Coordinator will be responsible for taking all actions to enable proper decision-making by the project bodies, thus ensuring smooth operation of the project: work plan maintenance, monitoring project progress, identification of potential problems and possible consequences for future research (GA Art. 19), for submitting all required progress reports, deliverables and financial statements to the EC (GA Art. 20), for Communicating all information to the Commission and for transferring payments to the partners (GA Art. 21).

The **Project Board** (PB), including the PC and the Project Manager (PM), will ensure proper coordination, contractual obligations, administrative management, and day-to-day management with both the Consortium and the Granting Entity.

The Project Manager (PM) will handle the project's administrative, financial and contractual aspects. She/he will be integrated into the LIS and benefit from the support of the AMU EU Research Grant Unit. She/he will be responsible for the dissemination of information inside the Consortium, as well as communication with the EC officer. She/he will be in charge of implementing tools and their updating and organising the General meetings.

The **Executive Board** (EB) will include the PB and the AMU administrative and financial bodies responsible for financial activities, monitoring cash flows and budget.

1.2 Decision-making entity

The **General Assembly** (GA) is the ultimate decision-making body of the consortium, endorsing decisions concerning the project implementation, and shall consist of one representative of each Party (Beneficiaries & Associated Partners). The GA meetings will occur once a year and bring together the project participants and their working teams. During these meetings, special sessions will be organised, following a Partner or Operational Board's request, to discuss legal, financial, organizational, or any other important issues relating to the project. The operational procedures for the General Assembly are detailed in the Consortium Agreement Art. 6.3.

1.3 Operation Boards

Scientific & Technical Manager (STM): Prof. **Jianzhong WU** (CU), will have the responsibility of T6.2 to drive and coordinate all scientific decisions, addressing and solving any technical issues that might arise, as well as ensure that the FlexCHESS technical objectives are met with high-quality and in time. He will manage the technical integration and interoperability activities, including technology components, services, platforms, AI resources and datasets, intra-FlexCHESS and third-party.

Quality & Risk Manager (QRM): **Ursula KRISPER** (EL). The QRM will be responsible for constantly monitoring and following up on any technical or administrative risks reported by the respective task or WP leaders to support the PC in assessing the current situation of the project in a quantified manner periodically.

GDPR, **Data & Ethics Manager** (GDEM): **Stefano BIANCHI** (ALWA) will ensure the accuracy, integrity, confidentiality and security of personal data, applying knowledge of regulations (i.e., GDPR, NIS, eIDAS), policies, protocols and procedures to control and maintain accurate records.

Exploitation & Innovation Manager (EIM): **Constantina STAVROU** (CIP) is responsible for T5.2 to manage actions concerning the exploitation and marketing of

results coming out of FlexCHESS. She will also be responsible for innovation management, defining the innovation process to be followed in the project, ensuring that it is being fulfilled, and aligning the technical development of tools and services with the business exploitation to ensure proper uptake of project results by the market, as well as for IPR handling, market analysis and joint exploitation models and plan creation, and for supporting the partners in setting up their business models and exploitation plans.

1.4 FlexCHESS Work Packages (WP) and Tasks leaders

Each WP has an appointed WP leader (WPL), task leaders and task participants. Within FlexCHESS, activities are often located at the task level, where several partners are involved. Because of this, task leaders will often have more of a supervisory role.

Nevertheless, the WPL are responsible for the following activities:

- Coordinating activities and continuously monitoring the progress of the task participants,
- Communicating with other WPs, in particular, to validate input from or provide contributions to the other WPs,
- Ensuring that milestones and deliverables of the task are fulfilled with respect to the time line,
- Arranging, if needed, special meetings to determine suitable measures to be taken,
- Reporting on their work package to the PB,

The WPL will be assisted in their role by the Task leaders, who will monitor and report on the technical activities and difficulties that may arise in their tasks. The task leader will assist the WPL in collecting each task participant's input. Task participants are expected to provide the Tasks leaders with the necessary information (progress reports, deliverables, etc.).

1.5 Conflict resolution

Conflicts should be resolved early at the appropriate level within the project structure. The escalation of issues is only expected when a suitable solution cannot be found among the partners at a given level or when the implications of the conflict have a potential impact on the project objectives, schedule or budget at a higher level.

For technical issues:

- Conflicts within a Task should be resolved by the Task Leader or escalated to the WP Leader
- Conflicts between or within work packages should be resolved by the WP Leader(s) or escalated to the coordinator

For contractual issues:

- Partner's difficulties or conflicts between partners should be addressed to the coordinator
- The coordinator, in consultation with the EB and GA, will escalate up to the EC depending on its severity and the implications for the project.
- Further details in Article 11.8 of the Consortium Agreement

2. Internal communication and information exchange

To facilitate efficient communications and avoid the unnecessary proliferation of emails, the following rules shall be observed:

- Start the subject of all project-related emails with: **[FlexCHESS]**
- Send emails only to the people who are directly concerned with the subject of the email to avoid overloading mailboxes with unnecessary information
- If reception of the email needs to be acknowledged, this must be specifically requested in the email
- If an action is requested, ensure that the deadline for response is provided
- Email should contain the sender's contact details, especially their telephone number.

2.1 Confidentiality of Email

The identification of confidentiality and dissemination level has the aim of indicating clearly to the partners who are authorised to receive and read the document, to handle it with the appropriate care. It does not directly imply using specific protocols and tools to protect the document content. Since the large majority of the documents exchanged in the project are not supposed to have a critical level of confidentiality, the partners will use standard electronic communication to facilitate internal information exchange and avoid cumbersome management of communications between the project partners.

2.2 Mailing lists

Six mailing lists are currently available to contact different project groups.

• One general list including all members: consortium@flexchess.eu

• One list for each work package members:

- wp1@flexchess.eu
- wp2@flexchess.eu
- wp3@flexchess.eu
- wp4@flexchess.eu
- wp5@flexchess.eu

In the contacts list on the FexCHESS SharePoint platform, it is specified who is a member of the mailing lists[1].

3. Management tools

The Participant Portal is the European Commission online tool for the administration of EU-funded research and innovation projects and hosts the services for managing Horizon Europe proposals and projects throughout their lifecycle.

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[1] Note: Please inform the coordinator of any changes to the WP contact lists (consortium@flexchess.eu).

Access to the Participant Portal is managed through the EU Login portal.

Click "login" to get access. Access to FlexCHESS on the Participant Portal is controlled by the Project Coordinator, who nominates "Participant Contacts" at each Organisation. The Participant Contacts can nominate additional persons within their organisation who access FlexCHESS information, namely their organisation's financial form, for contractual reporting purposes. See the Participant Portal FAQ for details and contact the coordinator if you require assistance. Each organisation's Legal Entity Authorised Representative (LEAR) is responsible for keeping his/her organisation's legal and financial data up to date in the Participant Portal.

If your organisation changes legal name, address, or ownership, the LEAR must update this information directly in the Participant Portalthe LEAR. Please notify the coordinator of any legal changes at your organisation as soon as possible because such changes can impact contractual reporting and/or contract amendments.

3.1 FlexCHESS Collaborative Workspace

The FlexCHESS project uses a secure collaborative workspace, provided by the Laboratoire d'Informatique & systèmes (LIS), through the nextcloud server to facilitate cooperation between the partners and coordinate tasks [link].

3.2 Document archives

The FlexCHESS shared folder serves as the project archive by storing copies of all officially distributed documents:

- Contracts
- Deliverables
- Technical working documents
- Meetings documents
- Periodic reports (contractual and internal)
- Financial statements

The coordinator administers the project archive and keeps track of all official releases of documents produced by the partners. The partners are responsible for sending electronic copies of the documents to the coordinator or uploading the document

directly on the FlexCHESS shared folder. Considering that partners may be subject to a review or an audit by the European Commission up to five years after the payment of the balance, they are strongly advised to keep internal records of information relating to their involvement in the project. Copies of deliverables and minutes of meetings are notably needed to justify the effort spent and travel costs.

4. FlexCHESS meetings

4.1 Meetings good practices

Here are a few good practices for the organisation of meetings (project level but also technical ones).

 • Participants: To be as efficient as possible, small meetings should be preferred to large ones. It is therefore advised not to invite people who are not directly concerned with the subject of the meeting.

• Planning and logistics: Participants should be informed of the meeting date sufficiently in advance. Meetings with different purposes should be combined to save travel time and money. Detailed information on transport and accommodation should be provided.

• Preparation: The objectives and agenda of the meeting should be distributed sufficiently in advance so that possible comments can be made within a given timeline. If specific contributions are to be made by participants, they should be informed at the same time. Support material should be distributed sufficiently in advance so that participants have the time to read and comment on it.

• Running of the meeting: It should be clear who is chairing and who is taking the minutes and preparing the action list for each meeting.

• Meeting follow-up: Minutes should be sent quickly after the meeting, ideally within 48 hours, using the template for minutes provided on the FlexCHESS shared folder. An action list should be established with responsible partners and deadlines.

Templates related to meetings, such as the agenda, minutes and slides, are available on the following link (link).

4.2 Participation of non-FlexCHESS persons from partners

If other persons other than those belonging to the FlexCHESS organisations are invited to attend meetings (or part of them), the necessary measures should be taken to ensure that there are no conflicts of interest with beneficiaries (seeking prior approval of other meeting participants and, if deemed necessary, other project beneficiaries) and that the 'sensitive' information communicated during the meeting is sufficiently protected (e.g. through the signature of a Non-Disclosure Agreement).

Their participation in meetings or teleconferences is considered validated if partners don't rise any objection when informed by e-mail.

Conclusion

This document D6.6 highlights the key processes defined in FlexCHESS to ensure a proper management and coordination between partners. Also, it showcases how the management and progress of the project will be ensured, planned and followed based on clear measures and digital tools provided by AMU.

The implementation of procedures and guidelines described in this document will facilitate the collaboration between partners and ensure a high quality of project deliverables and reporting towards the EC. All partners are informed about the EC contract and its annexes, the Consortium Agreement and the various EC guidelines to know better their responsibilities and their rights.

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