



Project No 518294 SES6
CASES
Cost Assessment of Sustainable Energy Systems

Instrument: Co-ordination Action

Thematic Priority: Sustainable Energy Systems

DELIVERABLE No D.13.3
[Project's communication action plan]

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Dissemination level		
PU	Public	X
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)	

CASES – COST ASSESSMENT OF SUSTAINABLE ENERGY SYSTEM

COMMUNICATION PLAN

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1. Introduction to communication plan

The Project's Communication Action Plan to be implemented by the Consortium during the life of the project devises a strategy for both external and internal communication. Since external communication concerns the dissemination of the project, for the strategies and the instruments for the external communication see the "Plan for using and disseminating knowledge".

Internal communication concerns the communication between the partners. Timely and efficient intra-partnership communication is essential to the proper implementation of the co-ordination activities. The main instruments of internal communication are the intranet area on the web site, the partner meetings and the daily communication means.

2. Internal communication means

2.1 Web Site – Intranet

The web site is a vital and dynamic working tool to ensure intra-partnership communication on project related issues.

The intranet area can be reached from the home page of the project web site <http://www.feem-project.net/cases/> and is protected by a username and password reserved to project partners.

The intranet service is mainly directed at the circulation of documents and at the schedule of the activities. To allow the circulation of preparatory and internal work, both scientific and administrative, the intranet has a section reserved to project documents and project events. To allow an online refinement of the work plan it is provided an interactive agenda.

2.2 Project meeting

To improve communication among project partners, five meetings are scheduled, during the thirty months of the projects, only for members of the consortium.

The Project Kick-off Meeting was organised by FEEM on 15-16 May 2006 in Milan, Italy.

The second event is the mid-term Project Meeting, which includes the first Annual Review. It will be organised in May 2007 by the Centre for European Policy Studies (CEPS).

A project meeting will be held in September 2007 in Germany. It will be organised by the Institute of Energy Economics and the Rational Use of Energy of the University of Stuttgart (USTUTT/IER) during the session of the first stakeholders workshop.

The second Annual Review that will be organised in April 2008 by the Flemish Institute of for Technological Research (VITO). It will be held in concomitance with the second stakeholders workshop.

A meeting reserved to partners will also be organised in concomitance with the Final Conference, which will be held at the end of the project (September 2008) and will be organised by ISIS, in Rome, Italy.

2.3 Other internal communication means

In addition to the intranet and to the scheduled meetings, all partners will communicate with each other using the daily communication instruments, in particular via email and phone. Mutual communication concerning the whole project will be CC to all participants wherever possible. This avoids miscommunication and delays. Additional meetings may be organised, either for work package members and for all partners.

As concerns communication flows on important issues, internal communication should respect the organisational structure of the project. Each partner reports to Work Package Leader institution, responsible for the efficient implementation of the tasks within their WP, in co-ordination with the activities carried out within the other WPs.

WP leaders report to the Project Coordinator keeping also the Deputy Coordinator informed. The project coordinator is responsible of the overall scientific, administrative and financial co-ordination; this position is entrusted to Fondazione Eni Enrico Mattei (FEEM). The project Coordinator is the unique interface between the participants and the European Commission. The overall responsibility of the Co-ordinator for the scientific co-ordination of the project is shared with the Deputy Co-ordinator (DC), entrusted to University of Bath.

Project Coordinator and Deputy Coordinator report to the Project Steering Committee. The Project Steering Committee is the collegial body of the Co-ordination Action, composed by a delegate representative of each partner. Its responsibilities include overall monitoring and quality-control, risk-assessment and response strategy.

The figure below shows the organisational structure of CASES.

