



NBRACER
Nature Based Solutions
for Atlantic Regional Climate Resilience

HORIZON Europe Research and Innovation actions in support of the
implementation of the Adaptation to Climate Change Mission
(HORIZON-MISS-2022-CLIMA-01).

D9.1 Project Coordination Workflow

Version n° 3

Authors

Sidonie Gras (IID-SII)
Giulia Bussolletti (IID-SII)



**Funded by
the European Union**

Disclaimer

Funded by the European Union. Views and opinions expressed in this report reflect only the author's view and do not necessarily reflect those of the European Union or The European Climate, Infrastructure and Environment Executive Agency (CINEA). Neither the European Union nor the granting authority can be held responsible for them.



Funded by
the European Union



Document information

Grant Agreement	n°101112836
Project Title	Nature Based Solutions for Atlantic Regional Climate Resilience
Project Acronym	NBRACER
Project Coordinator	Mindert de Vries, Deltares
Project Duration	1 st October 2023 – 30 th September 2027 (48 months)
Related Work Package	WP9 Project coordination & management
Related Task(s)	T9.1 Project coordination & governance
Lead Organisation	IID-SII
Contributing Partner(s)	Deltares, all partners
Due Date	December 31 st , 2023
Submission Date	December 20 th , 2023
Dissemination level	Public

History

Date	Version	Submitted by	Reviewed by	Comments
12/12/2023	V1	Sidonie Gras	Stefano Gamberoni	Elaboration of details
12/13/2023	V2	Sidonie Gras	Natalia Brack	Addition of sections
12/18/2023	V3	Sidonie Gras	Mindert de Vries	General review



About

The impacts of climate change on people, planet and prosperity are intensifying. Many regions and communities are struggling to avoid losses and need to step up the effort to increase their climate resilience. Ongoing natural capital degradation leads to growing costs, increased vulnerability, and decreased stability of key systems. Whilst there has been noticeable progress and inspiring examples of adaptation solutions in Europe, the pressure to make rapid and visible progress has often led to a focus on stand-alone, easy-to-measure projects that tackle issues through either direct or existing policy levers, or sector-by-sector mainstreaming. But the dire trends of climate change challenge Europe, and its regions, needs exploration of new routes towards more ambitious and large-scale systemic adaptation. The European Mission on Adaptation to Climate Change (MACC) recognizes the need to adopt a systemic approach to enhance climate adaptation in EU regions, cities, and local authorities by 2030 by working across sectors and disciplines, experimenting, and involving local communities.

NBRACER contributes to the MACC by addressing this challenge with an innovative and practical approach to accelerating the transformation towards climate adaptation. Transformation journeys will be based on the smart, replicable, scalable, and transferable packaging of Nature-Based Solutions (NBS) rooted in the resources supplied by biogeographic landscapes while closing the NBS implementation gap. Regions are key players of this innovative action approach aiming at developing, testing, and implementing NBS at systemic level and building adaptation pathways supported by detailed and quantitative analysis of place-specific multi-risks, governance, socio-economic contexts, and (regional) specific needs.

NBRACER works with ‘Demonstrating’ and ‘Replicating’ regions across three different Landscapes (Marine & Coastal, Urban and Rural) in the European Atlantic biogeographical area to vision and co-design place based sustainable and innovative NBS that are tailor-made within the regional landscapes and aligned with their climate resilience plans and strategies. The solutions are upscaled into coherent regional packages that support the development of time and place specific adaptation pathways combining both technological and social innovations. The project is supporting, stimulating, and mainstreaming the deployment of Nature-Based Solutions beyond the NBRACER regions and across biogeographical areas.





Table of contents

1	General Communication with the Consortium	7
1.1	Microsoft Teams	7
1.2	Mailing lists.....	8
1.3	Regular Meetings	9
1.3.1	General Assembly.....	9
2	Deliverables.....	9
2.1	Deliverable Workflow	9
2.2	Final Deliverables	10
3	Administrative and Financial Management.....	10
3.1	Continuous reporting*	10
3.2	Periodic reporting*	10
3.3	Internal Budget Tracking.....	11
4	Carbon footprint measurement and mitigation.....	11

List of figures

Figure 1: Folders found in the General channel of the Deltares Teams.....	8
---	---



Summary

This deliverable is a reference for the workflows established in the project. The aim is to ensure the project is running smoothly and that an equal level of information is maintained between all partners. The forthcoming steps described in this deliverable indicate the necessary functional processes of the project work plan that ought to be followed in order to ensure an adequate quality management policy.

Keywords

Project coordination, project management, workflow, workplan, information transfer, project meetings, carbon footprint, project deliverables, internal communication, administrative and financial management

Abbreviations and acronyms

Acronym	Description
COO	Coordinator
EC	European Commission
PMO	Project Management Office
RCs	Regional Coordinators
WP	Work Package
WPL	Work Package Leader
GA	General Assembly
PMB	Project Management Board





Introduction

This deliverable is a reference for the workflows established in the project. The aim is to ensure the project is running smoothly and that an equal level of information is maintained between all partners. The steps indicated are required to be followed for functional processes in the project.

All data will be stored in line with the requirements of the General Data Protection Regulation (GDPR). Data will be curated by individual partners overseen by the PC. All data will be held on secure servers either at local or Microsoft Teams level (or both) depending on preference. Deliverable 9.3 – Data and Risk Management Plan, due in month 6, will specifically address the issue of the methods of generation, collection, storage, and access of data associated with the project.



1 General Communication with the Consortium

Communication with the partners will be through email, Teams, video calls, in-person meetings and phone calls.

1.1 Microsoft Teams

The Deltares Microsoft Teams called NBRACER will be used to communicate using various channels, addressing the different subjects of the project. The following are the established channels in the Deltares Teams.

1. General
2. Events, News, and Media
3. Internal PMO (Private channel)
4. WP1 – Regional journeys to resilience
5. WP2 – Marine and Coastal systems
6. WP3 – Urban systems
7. WP4 – Rural systems
8. WP5 – Technical framework
9. WP6 – Process framework
10. WP7 – Capacity building
11. WP8 – Communication, Networking and Engagement
12. WP9 – Project coordination & management
13. Region – Cávado
14. Region – Cantabria
15. Region – Friesland
16. Region – Central Denmark
17. Region – East-Flanders
18. Region – West Flanders
19. Region – Nouvelle-Aquitaine
20. Region – Porto Metropolitan Area

The Teams chats in each channel will be used primarily for discussions related with technical issues during the development of tasks or deliverables. Furthermore, emails will be used for communication relevant to requirements (and deadlines), sharing officially deliverables to be reviewed or delivered (that can be in a link into Teams but the communication to be done by email) and for administrative issues (reporting to the EC, amendments, etc).

Documents will be stored in the different Teams channels, depending on their type. Using the general channel, all formal documents including the Grant Agreement, Consortium Agreement, Deliverables etc. will be found in the Files section. Other files in the General channel include items from the Kick-



Off meeting as well as regular meetings, the Glossary, a roadmap of all deliverables and milestones, Consortium contacts, and minutes from meetings. All other working documents will be found in their respective channels. The KO meeting preparation files can be found in the Internal PMO channel, for example.

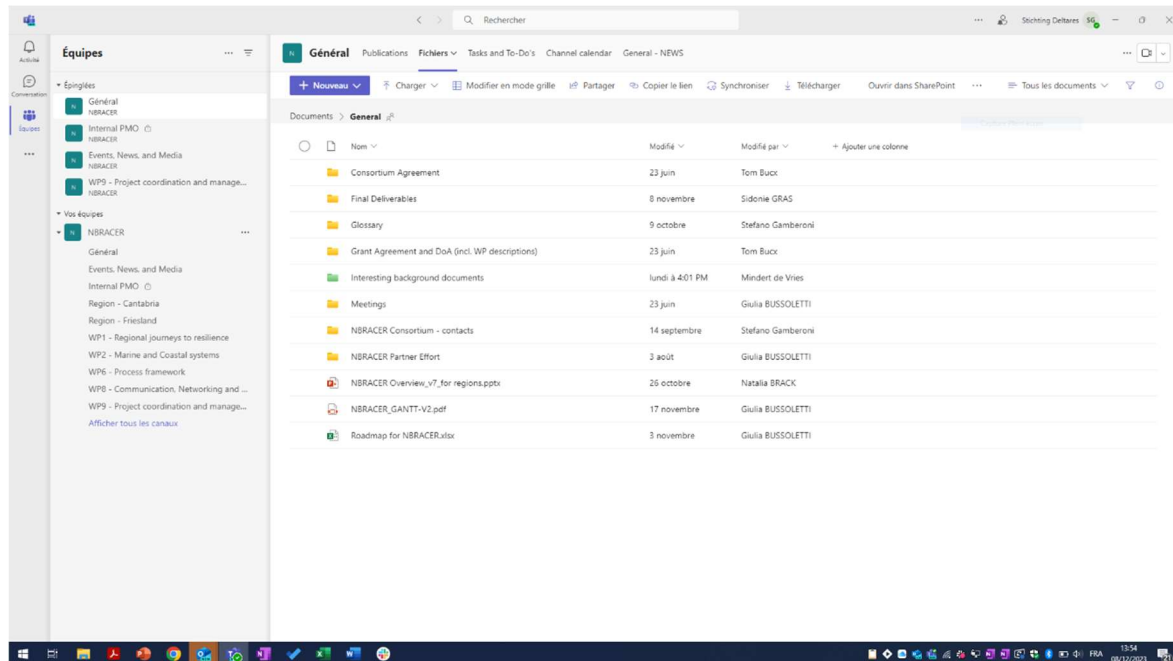


Figure 1: Folders found in the General channel of the Deltares Teams

Teams allows for easy access to a file and to collaborate on a document. The sharing of a file location for reference can thus be done using a link and multiple people can work on a file, allowing for better collaboration among a consortium like NBRACER, distributed at international level.

1.2 Mailing lists

Four mailing lists have been created and established by IID-SII (PMO) (this was not possible for Deltares due to privacy settings) in order to channel all related information to the specific targeted teams. The mailing lists have been created for the following four teams:

- NBRACER PMO team
- NBRACER WPLs team
- NBRACER RCs team
- NBRACER full Consortium

1.3 Regular Meetings

Meetings with partners to exchange information and maintain regular communication have been established. The following are the regular meetings put in place:

- COO & PMO (twice a month)
- WPL, COO & PMO (every other month)
- WPs (once a month)
- RCs & regional partners (once a month)
- WPLs, RCs, COO & PMO (every other month)
- GA (twice a year: once online, once in-person)

Overall, considering the possible post-COVID-19 uncertainty in terms of organising physical meeting and gathering persons from different parts of Europe, and the climate impact of travel, the project will promote as much as possible a hybrid mode of meetings allowing for both physical and remote participation.

1.3.1 General Assembly

As aforementioned, the GA meetings are organised twice a year, of which once online and once in-person. Around four to six months before the GA meeting, the COO and/or the PMO are to send out a Doodle link to all the partners of the Consortium and have them select their preferred dates amongst several options: for the in-person meetings, two days are usually allocated to the Consortium and technical meetings, while one day is dedicated to an optional site visit. The PMO will then schedule and organise an agenda accordingly, share a preliminary version around two months before and a final version around two weeks before. The in-person GA meetings are usually hosted by one of the project's regional partners, and the COO and PMO will consider having them align with an influential event related to the project's mission, when possible.

2 Deliverables

2.1 Deliverable Workflow

The procedure for submitting deliverables requires various reviews for quality control. The process is as follows:

1. The responsible entity coordinates the contributions from the other partners and propose a Reviewing Team (consisting of the WPL of the WP leading the deliverable in addition to at least two other people);
2. The deliverable is reviewed by the Reviewing Team (several iterations may be necessary);
3. The deliverable must be approved by the WPL;





4. The deliverable is reviewed by the COO;
5. The deliverable must be approved by the COO;
6. The deliverable must be finalized and transformed into a PDF;
7. The COO submits the deliverable in the EC portal and uploads it in the Deltares Teams;
8. After approval from EU, the deliverable, when public, will be published on the NBRACER website (section: Final Deliverables).

2.2 Final Deliverables

Final and submitted versions of the deliverables will be stored in a Final Deliverables folder in the General channel of the Deltares Teams. A subfolder will organise the deliverables by their respective WPs. Each final public deliverable will additionally be uploaded to the NBRACER project website to increase accessibility (as a draft before approval from the project officer, and as a final version once approved).

Standardised deliverables (as per this document) must be submitted using the templates provided by WP8 and specified in D8.1 – Communication Toolbox.

3 Administrative and Financial Management

As specified in the Grant Agreement in section 3.2.1 – Management of the project, the PMO is a dedicated team working to support the COO and PMB members in the daily administrative and financial management. PMO activities are assured by IID-SII.

3.1 Continuous reporting*

The beneficiaries must continuously report on the progress of the action of the project (e.g. deliverables, milestones, etc.) in the EC Portal “Continuous reporting” tool and in accordance with the timing and conditions it sets out.

**see ARTICLE 21 of the Grant Agreement for further detailed information.*

3.2 Periodic reporting*

The prefinancing and periodic reports include a technical and financial part.

The technical part includes an overview of the action implementation. It must be prepared using the template available in the EC Portal “Periodic Reporting” tool.



The financial part of the additional prefinancing report includes a statement on the use of the previous prefinancing payment. The financial part of the periodic report includes:

- The financial statements (individual and consolidated, and for all beneficiaries/affiliated entities): these must be drafted in euro “€” currency and must detail the eligible costs and contributions for each budget category and, for the final payment, also the revenues for the action;
- The explanation on the use of resources (or detailed cost reporting table, if required);
- The certificates on the financial statements (CFS).

**see ARTICLE 21 of the Grant Agreement for further detailed information.*

3.3 Internal Budget Tracking

The PMO keeps a constantly updated version of the budget tracking file in the “Internal PMO” private channel. This file is in protected view and safe-guarded by a password known only by the COO and the PMO. On the other hand, a shared Excel document in the General channel (folder: “NBRACER Partner Effort”) called “PM-TASK-Participant” is accessible to all partners and details their Person Months (PM) distribution over each WP Task they are involved in. This is also a space for partners to indicate a possible PMs redistribution.

4 Carbon footprint measurement and mitigation

The focal point for the carbon footprint measurement will be the in-person GA meetings. The calculations are done by gathering data on by which means each present partner travelled to the event and the distance travelled. The information from the Kick-Off meeting (first GA of the project) will thus be used to calculate the carbon footprint consumed for the event and will then be considered as a baseline to compare the impact of other events (such as GA, workshops, etc.). In order to reduce our carbon footprint, the project holds one GA meeting online a year instead of traveling for both meetings organized in one year. The partners are always encouraged to use low-carbon emitting modes of transportation, such as public transportation and trains, that are accessible in most of Europe for regional meetings. The location of the meetings is also considered when organizing project events. Meetings in more accessible cities and towns are promoted. For example, for the KO meeting, out of 43 participants, nearly half opted for the train as a means for public transport to arrive at the venue (Deltares HQs, Delft).

