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Task 8.1
Project Manual

LepidaSpA
30 September 2016



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Document Summary

This Document contains information regarding the responsibilities and methods for producing project outputs and for managing project communication and interaction during events and meetings. The document is organised into X chapters and has two annexes. The initial section of the document describes project organization and management structures.

In these cases it describes Meetings and procedures. The document continues to describe project roles including the Project Manager, Project support staff, Action Leaders, Project Communications Manager, Project Financial Manager, Project Technical Manager for which it gives a an overview of project activity level responsibilities. Chapter two describes the project communication tools including the document and knowledge repository and project mailing list Chapter three describes Reporting Procedures including Periodic Reports preparation and submission as well as the procedure for preparing and reviewing general project documentation. Annex I provides Project Output Templates while Annex II provides Project Presentation Templates.





1 RainBo Project Manual

The project manual is a document for internal use and should be seen as a tool to assist the project management of RainBo. This document contains important information reflecting the agreements and the execution of the project. It describes the basic quality standards with which RainBo partners must comply with for all official RainBo project documents. All project participants and Action leaders are expected to follow the procedures described in this manual.

1.1 Project organization and management structure

Fulfilling the RainBo contract requires a focused timely effort from all the partners. In particular Partners must have visibility of all on-going activities and must plan and carry out the work described in the Application Form with the highest level of quality and at the correct time during the lifetime of the project. All the output that is produced should adhere to the standards and according to the models provided by the project management. The participants should ensure appropriate levels of availability and participate in all expected events or meetings and maintain an efficient level of communication with each other. Individuals in those organizations that are responsible for technical and financial Administration and reporting should know exactly what is expected of them at what point in time. They should provide all information requested according to models and examples. All partners should understand the process for reporting any deviation to the project management team. Partners should have a clear idea of the timing and quality expectations for any deliverable produced and delivered under the RainBo Subsidy Contract or Partnership Agreement.

To meet these obligations the RainBo project foresees a number of co5.2 Action Meetings

Participants and purposes/ventions with which partners should comply, boards or committees on which they should expect to participate and proposes models, according to which, work should be delivered.

1.2 Organizational Structures

To reduce unnecessary communication and involving all partners in all discussion the project foresees a General assembly, a project Steering Committee and has identified people who will be in charge of a number of activities including:

A Project Manager;

A Project Technical Manager;

A Communications Manager;





A Financial Manager;

Action Leaders;

Task Leaders;

1.2.1 Project Steering Committee

The Project Steering Committee is the main decision making body of the project. It is responsible for the general execution of the project including all technical and administrative decisions taken in the project. The Steering Committee will monitor and review the project status, as well as provide overLife the production of outputs. The Steering Committee provides insight on long-term strategies for the achievement of the project goals and expected results. Members of the Steering Committee ensure objectives are being adequately addressed and the project remains under control. Activities include:

Providing guidance to activity and task leaders when required;

Prioritization of project objectives and outcomes as identified in the project proposal;

Controlling project scope as emergent issues force changes to be considered, ensuring that scope aligns with the agreed requirements as required in the project's subsidy contract;

Resolving project conflicts and disputes, reconciling differences of opinion and approach;

Monitoring and reviewing progress;

Authorising delivery project outputs;

Risk management strategies to address potential threats to the project's success have been identified, estimated and approved, and that the threats are regularly re-assessed;

Validating project management and quality assurance practices.

1.2.2.1 Membership

The Steering Committee will consist of one chairman and a member representative from each of the project partners as seen in Table 1 below:

| Role | Part | Organisation |
|-----------------|-----------|-------------------|
| Chairman | LP | Lepida |
| Member | Partner 1 | ArpaE |
| Member | Partner 2 | Comune di Bologna |
| Member | Partner 3 | Meeo |



| Member | Partner 4 | Nier |
|--------|-----------|------|
|--------|-----------|------|

Table 1 Steering Committee Membership

Members of the steering committee that are not able to take part in Steering committee meetings for any reason should appoint a Proxy.

1.2.2.2 Quorum

A minimum number of 2/3 of the total of Steering Committee members are required for decision--making purposes.

1.2.2.3 Voting

Voting: adopting a motion is considered positive if it receives support from more than 50% members who attend the meeting. In the case of voting to reduce a partner's budget, request a major contractual modification or exclude a partner from the consortium a 70% majority will be required.

1.2.3 Steering Committee Meetings

The Steering Committee will meet in the during the periodic project meetings. The Steering committee is expected to meet five times during the course of the project.

Project Steering Committee meetings will be held mainly in Bologna (IT). It is expected to meet at least once in each of the project periods. The project organisation will propose steering committee dates to the consortium. The steering committee meeting dates will be agreed upon according to the most convenient alternative among the preferences of the committee members. The Steering Committee may also be convened by email with advanced notice of at least 21 days and may reach consensus and make decisions by means of electronic communications including email and/or video conferences.

1.2.3.1 Meeting Agenda

An agenda will be circulated to all steering committee members at least 7 days before the meeting. Requests for additions to the agenda will be accepted up to 2 days before the event. Additional items may be added to the agenda at the time of the meeting where consensus is provided.

1.2.3.2 Proxies

Members of the Steering Committee can send proxies to meetings. Proxies are entitled to participate in discussion and are allowed a role in decision--making. Steering Committee members will inform as soon as possible if they intend to send a proxy to a meeting and no less than two business days before the scheduled meeting. Where voting is required a Proxy will be entitled to a vote under the condition that a proxy form has been filled out and signed by the



organisation sending the proxy to the meeting. Proxy applicants must notify partners in the consortium that a proxy is expected to be included with voting rights and represent the organisation.

1.2.3.3 Minutes

Minutes of the SC meeting will be drafted by the Coordinator and circulated within 14 days of the meeting and updates or requests for adaptations and corrections received up to 21 days after the date of the meeting will be considered before finalising minutes.

1.3 Project roles

1.3.1 Project Manager

The Project Manager, Mr Franco Cima has been appointed by the Coordinator (Lepida SpA) and the main responsibilities of the Project Manager are as following:

- Plans overall project execution and administers project resources according with the project as described in the Application Form and conditions set by the Subsidy Agreement and the Partnership agreement;
- Monitors project execution and initiates corrective Activities;
- Represents the project towards the Life Programme officials or other bodies and is the primary public figure for questions of project visibility and dissemination of project results;
- Communicates with all the partner representatives, the Action leaders and the Project Committees to ensure correct execution;
- Informs the Steering Committee on the overall progress and makes suggestions for changes or Activity.

1.3.2 Project support staff

The Project Manager is supported by a Project Management Team made up of administrative and technical staff within the partnership organisation. Major tasks include:

- Preparing, sending, collecting and following up on all project based communication;
- Preparing, completing and reporting on project agreements and changes to existing agreements;
- Preparing proposals for required modifications proposed by Action leaders;
- Scheduling, organizing and managing project meetings and circulating agendas and minutes;



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- Preparing activity Gantt, and other support tools and monitoring the planned progress of the activities in the various Actions;
- Collecting partner information, compiling and preparing administrative reports for the governing board and Life programme officials;
- Ensuring communication platforms for project participants including document exchange video and voice communication, email and reporting infrastructure;
- Preparing quality plans for project outputs and other deliverable;
- Responding to the general external community requests for information.

1.3.3 Action Leaders

The project manager will supervise activities and coordinate all technical activity and reporting through Action level managers. These roles are attributed to:

Action C1 is lead by Nier

Action C2 is lead by Meeo

Action C3 is lead by LepidaSpA

Action C4 is lead by ArpaE

Action C5 is lead by ArpaE

Action D1 is lead by Lepida SpA

Action E1 is lead by CoBo

Action F1 is Lead by LepidaSpA

These Action leaders will be responsible for oversight, planning and corrective Activity with regards to their deliverable. These individuals will be responsible for communicating with the project manager and the technical project manager to describe work done, resources consumed, planned activities and any deviations from the project plan. They will spearhead any requests for modification to the project plan. Where the Project Manager requires they will bring issues and requests before the steering committee that will be requested to take decisions. These Action leaders will provide a summary understanding of the activities in their work packages aggregated from the leadership of the single activities performed by "Activity Leaders".

1.3.4 Project Communications Manager

The project organization foresees a Communications Manager from CoBo. Major tasks include:

- Planning and preparing a communications plan;





- Examining and approving proposals for communications activities and channels;
- Leading major dissemination activities and reporting to Steering Committee;
- Leading, collecting and consolidating dissemination reporting for periodic reporting.

1.3.5 Project Financial Manager

The project organization has appointed a Financial Manager from Lepida SpA will coordinate all financial activities. In particular he will:

- Provides advice and assistance to partners regarding the financial reporting obligations;
- Monitors the planned financial expenditures within each Action and across the project;
- Prepares administrative and financial reports for the governing board and for Project reporting to the Life programme officials;
- Administers the Community contribution allocating appropriate amounts between beneficiaries and activities, in accordance with Agreements and the decisions taken by the consortium;
- Ensures that all the appropriate payments are made to beneficiaries without unjustified delay;
- Keeps the records and financial accounts making it possible to determine at any time what portion of the Community financial contribution has been paid to each beneficiary for the purposes of the project;
- Maintains the official line of communication and informs the Life programme officials of the distribution of the Community financial contribution and the date of transfers to the beneficiaries, when required by Agreements or by the Life programme officials;

1.3.6 Project Technical Manager

The project organization has appointed a Technical Manager, Mrs Stefania Nanni from Lepida SpA will coordinate all technical tasks and aspects of the project. In particular the technical manager will work in close collaboration with contact persons to be appointed by expert knowledge partners Meeo and Nier to guarantee that all technical tasks will produce valid, high quality results. Additionally the technical manager will be responsible to:

- Monitor the planned Technical Milestones within each action





- Monitors the Technical activities in the various work packages and report to the Steering committee where any discrepancy or problem arises;
- Provide technical guidance during the course of the project
- Prepares Technical and financial reports for the Life programm and to the Steering Committee

2 Communication tools

2.1 Documents and knowledge repository

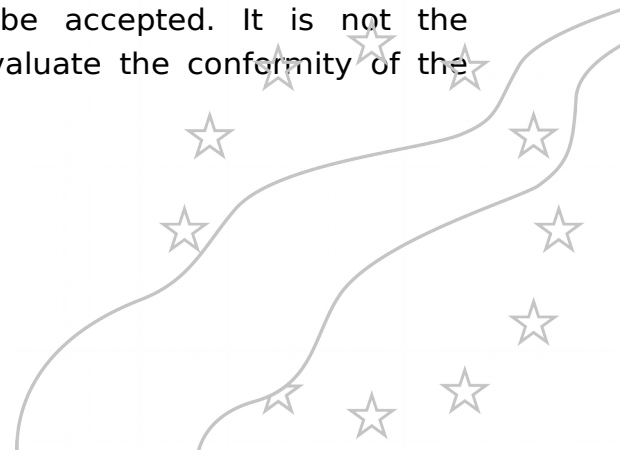
The following document repository has been set-up to store and to exchange any electronic documents and to serve as the internal knowledge base of the project:

URL: <http://drive.google.com/a/lepida.it/>

The web-based Content Management System Google drive (drive.google.com) is the main project document repository. Any authorized project participant can simply visit the site and follow modifications, upload and download documentation on-line with the other project participants or can install Google Drive on their computer, enriching the collaboration possibilities. To become authorised or to request that colleague receives access, simply send a email to Franco.cima@lepida.it with the words "RainBo Google Drive authorisation request" in the header and the name, email and organization of the person to be authorized in the body of the document. This person will be added to the RainBo group and an email confirmation will be sent to the address supplied. Detailed descriptions of Google Drive and Google Docs functionalities can be found at <http://support.google.com/drive/?hl=en> while step by step tutorial videos for the docs functionalities can be found at <http://www.grovo.com/google--docs>.

The repository is managed by Lepida. The basic rules of use for Google Drive are:

- Access is only intended for partners of the consortium;
- It is the responsibility of each partner to limit and control the access of the repository to people belonging to its own institution, whose activity in the project justifies the access;
- Each partner is legally responsible for the content uploaded on the Google Drive;
- The Life operations personnel may be granted access to official outputs/deliverables and event related materials.
- Partners access requests will by default be accepted. It is not the responsibility of the repository administrator to evaluate the conformity of the registration request with the repository access rules.





2.2 Project mailing list

A mailing list at activities “ActivitiesRainBo@lepida.it” has been set up by the Project Coordinator (list administrator). An inventory of the partners included in this list will be available in the file called “Mailing lists participants” uploaded and maintained on the Google Drive.

Registration on the mailing list is carried out by sending an email request to franco.cima@lepida.it, with the words “RainBO Mailing List authorisation request” in the header and the name, email and organization of the person to be authorized in the body of the document.

The request by default will be accepted (as long as the sender of the request email performs the above mentioned actions). It is not the responsibility of the repository administrator to evaluate the conformity of only communications directly concerning all partners shall be sent to the full mailing list. Communications concerning a limited number of partners shall be sent only to the steering committee or to the activity management contact person (keeping, when necessary the Project Coordinator and Project manager in copy).

Other mailing lists for specific usages can be eventually defined if identified as useful for a more efficient operation of the project. Requests for specific mailing lists should be notified to the project manager when deemed needed.

The Project Coordinator will check membership and if needed update the mailing list every 2 months;

It is up to each partner to communicate immediately to the Project Coordinator any changes that might affect these lists.

3 Reporting Procedures

3.1 Periodic Reports

According to its contractual obligation the Coordinator is required to report on the project progress proving that the implementation is in accordance with the approved application form and justifying the reported, validated expenditures.

Therefore the Coordinator will submit a progress report describing the activities carried out and the outputs, results delivered during the reporting period, as well as presenting the financial progress of the project.

In particular Partner activities are reported periodically in Progress Reports (PR), Project Meeting Reports (PMR) and Project Technical Reports (PTR). These documents will be lead and compiled by project Coordinator, but will involve all partners who are expected to provide information regarding the activities they have performed and the resources consumed during the period in question. All



information requested should be delivered in a timely manner by the partners to the Coordinator according to the schedule detailed in the application form or amendments and agreements updating that document. Currently the Project is divided into three periods and documentation will be requested with ample lead time, in correspondence to the end of those periods as Life in the following table:

| Period | Start -- Finish |
|-----------------|------------------------|
| Period 1 | 01/07/2016 -31/07/2017 |
| Period 2 | 01/08/2017 -31/03/2018 |
| Period 3 | 01/04/2018 -30/09/2019 |

Table 3 Project Periods

In case of delays not justified by force majeure, the Project Coordinator will deliver reporting to the Life representatives without including the a party's financial or activity reports. This may lead to recalculated financial reimbursement to this party. In case the progress report and the financial report, has to be completed so that one, or validation of expenditure also needs to be reissued, the corrected progress report, including the Corrective version(s) of the declaration on validation of Life programme. In case it is not possible to reissue the declaration on validation of expenditure by the designated controller within the given deadline, or the reissued and resubmitted declaration on validation of expenditure is still not acceptable by the Life programme the related costs of the given partner(s) shall be deducted from the amount of the application for reimbursement. In this case the corrective (re-issued) declaration on validation of expenditure can be submitted in the progress report and application for reimbursement of the following period.

The progress report and the financial report of the Life Program have a "traditional" file format, . LepidaSpA will collect information from the partners and fill in and submit the progress report. The progress report focuses on the following sections:

Activity Report
Financial Report

The activity report will contain information of the general progress regarding the project, the activities carried out, the outputs and results delivered within the different action. Progress will be measured in comparison to the initially planned activities and project indicators. The specific descriptions of the activities and outputs should at the same time justify the reported expenditures of the different project partners that are claimed in the connected application for reimbursement.

The financial report presents the expenditures incurred, paid and validated by project partners during the reporting period in relation to the reported activities of the project.



Based on this part of the report the reporting tool will generate the actual progress document of the project.

3.2 The Partner Report

Each of the Project Partners must contribute to each Progress Report. The project partners, will assist the Coordinator in the preparation of the regular progress report by filling in and forwarding their Partner Report to the Coordinator in advance of the deadline according to the schedule proposed by the Coordinator. The project partner provides via the Partner Report adequate information for the Coordinator concerning the activity and financial progress of their project part concerning a certain reporting period. The coordinator will give specific instructions to the project partners regarding the information and the format required for this report.

The Partner Report will contain the financial data necessary for issuing the Financial Declaration by the deadline defined by the described deadline. Each Project Partner as well as the Coordinator has to submit its expenditure relevant for a reporting period for validation to the designated Controller in its Member State. Each project partner – including the Coordinator – is responsible separately for having its expenditure validated by the designated Controller in its Member State, and Partner State in the IPA integrated phase. The designated controllers and the control requirements for each Member State and Partner State are available at the Program's website (www.southeast-europe.net). The Controller verifies the expenditure submitted by the Project Partner on the basis of the invoices or accounting documents, verifies the delivery of the products and services co-financed, the soundness of the expenditure declared, and the compliance of such declaration on validation of expenditure to the Project Partner. Each project partner will then submit the declaration on validation of expenditure to the Coordinator. The Coordinator is responsible to verify that the designated Controllers validate the expenditure of the Project Partners. The Coordinator will submit the Application for Reimbursement to the Joint Technical Secretariat supported by the original declarations on validation of expenditure of the Project Partners within a period of three months from the end of each reporting period.

3.3 Language of reporting

The language of reporting is English: the progress report and the Financial declaration shall be prepared in English.

3.4 Reporting deadlines





The Project Manager will communicate project reporting deadlines in advance of the deadline so as to provide ample time to collect technical, administrative, financial and other required information.

3.5 Requests for project modifications

All requests for changes, be they minor or major, should be performed in writing to the project Coordinator. In the first instance the project Coordinator will evaluate the request against his technical experience and the limits of the application form, the subsidy contract, and agreements among partners. The Coordinator shall respond in a timely matter in all cases. The Steering Committee will be informed where the ramifications of the notification or request may have impact across the project. Voting will be carried out where necessary.

3.6 Problem Reporting and Remedy

Actions and solutions can be set in motion if any party believes a difficulty exists that jeopardizes the achievement of the results expected by the Subsidy Contract. Partners must immediately inform the project Coordinator about risks, perceived defaults, poor performance or faulty implementation of the project plan as defined in the Application Form or subsequent modifications or agreements. The Project Coordinator will Life k to remedy the problem but will inform the steering committee if decisions regarding Application Form or subsequent modifications or agreements are unable to be rectified through informal actions. In the event where the steering committee is required to discuss and take any decision, the Coordinator will attempt to determine if is possible to convene a meeting within the course of planned meetings, but where urgency merits a supplementary steering committee meeting, the Project Coordinator will inform all interested parties in writing with at least 10 days of prior notification. The Coordinator will recommend actions to resolve the issue, bring the issue before the steering committee where required, but where a solution is not found, the Project Coordinator will discuss the matter with Life Team officialy.

4 Document management

4.1 General Output Preparation and Submission

The Partner responsible for the tasks or activity will be the principal Document Editor (DE) for each related output planned within the project, including but not limited to the contractual outputs.

The role of the DE is to:

- Propose the Table of Contents (TOC) and discuss it with the Partners;
- Establish the TOC
- Attribute sections and responsibilities for writing no less than one months before the planned delivery date of the document;
- Define the timetable for writing and editing of the document;



- Gather and format the contributions of the partners;

The process and timing of deliverables and key documents preparation is outlined below:

- i. Establish and circulate table of contents inserted in official RainBo document template
- ii. First Draft: a first version of the output must be submitted by the DE to the Action Leaders and Scientific Partners for technical outputs for peer review 30 days before the official delivery date;
- iii. Comments will be provided by reviewers to the DE within 10 days of receipt;
- iv. Final Draft: a final draft of the document must be submitted to the project coordinator 7 days before official delivery date
- v. The coordinator will examine the document in question and make any formal naming, format or other modifications required to maintain the established quality standards;
- vi. Final Version: the document will be sent to the Project Manager, who will release it to the steering committee and thus release it to the Life Team.

A Template for all official RainBo outputs is attached to this manual (Life Annex I).

4.2 Periodic Reports:

- I. All Partners involved in a task/activity/Actions that is active during a period mentioned in chapter 3.1 must provide feedback and contributions regarding the technical/operational involvement and activities 30 days before the deadline established by the project manager covering the topics and using the template provided by the Action leader
- II. Action Leaders will collect information coming from the single partners activity declarations and forward them to the project manager 20 day before the deadline established by the project manager
- III. The Coordinator will analyse and consolidate the information received and provide Action leaders and the steering committee members feedback if necessary and will request specific in-- depth analysis and discussion;
- IV. The Action leaders will send a final version, if requested, to the Coordinator at least 5 days before the deadline;
- V. If any feedback has been received the Coordinator , he will make any amendments based on partenr observations





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4.3 Document templates

Figure 1 Flow of Reporting



RainBo templates have been produced and must be used by partners' editors throughout the project execution. The present document has been produced according to the RainBo template for contractual outputs.

Other document templates include:

- Power Point Presentations
- Minutes of the meetings

These Templates are included as annexes to this document and can be found on the Google drive repository.

4.4 Document format

Documents produced and circulated within the RainBo Consortium are in the following format depending on the type of content:

- Text documents: Microsoft Word compatible
- Presentations: Microsoft Power Point compatible

The documents disseminated outside of the consortium are in Adobe Acrobat Reader compatible format (.pdf).

Exceptions to the above rules are subject to prior approval by the Project Coordinator.

4.5 Document storage

Approved documents are stored on the RainBo Google Drive.





The Project support office will be responsible for ensuring that all the final versions of documents are in the appropriate sections (ActionSection). The Coordinator will send any required paper documents to the Life Team programme.

4.6 Document file naming

The following rule is used for the naming of all files in RainBo:

>>RainBo DocumentName ver.nn.FileExt<<

Where:

DocumentName

is the name of the document (i.e. MinutesIWS) . If the document is an output indicate only the deliverable code (e.g. Ox.x.x without the deliverable title).

Example: RainBo_A1.1.1 ver 1.0.docx ver

is the incremental version number of the document. The document starts at ver.01 and proceeds to ver 1.0 at which time it is submitted if reworked it will further be released as ver 2.0

FileExt

Accordingly to the above section on document format, this should read .doc for text documents, etc.

During document review phases in order to trace the contribution each partner to a draft document, the partner that commented the document will add his or her initials to the end of the version number ex. Ver.099RS.

The final version of the document will be identified with the ver.1.0

4.7 Power Point presentations for Consortium Meetings

In order to assure homogeneity of the presentations during the RainBo consortium meetings, partners should provide the Coordinator with the powerpoint presentations at least 10 days before the meeting following the Template attached to this document (annex x): Each Activity Leader must prepare a presentation to update the consortium on the Tasks being carried;

Each WP leader must prepare a presentation to update the consortium on the Work package A Template for Presentations can be found in annex x



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5 Project meetings

5.1 Steering Committee Meetings

Participants and purpose

Each Partner will have one representative on the Steering committee. The Steering committee is in charge of:

The strategic course of RainBo;

The identification of criticalities and the proposal of possible contingency Activities;

The solution to possible conflicts and the handling of default procedures;

The relations with the rest of the Life Community and the project position toward the Life Team;

The discussion of administrative and financial issues, and the proposal of adjustments and amendments to be transmitted by the LP to the Life team for formal approval.

The Coordinator will:

Chair the Steering Committee;

Produce the minutes in collaboration with the hosting organisation.

Each party has one vote and after having informed the others, shall have the right to replace its representative and to appoint a proxy from the same organisations. Voting will be carried out according to simple majority except in cases of financial reallocation or default where absolute majority will be required.

5.2 Action Meetings

Participants and purpose

One or more representatives of Action partner is responsible for:

- the planned analysis activities;

- horizontal activities (management, evaluation, policy and dissemination)

- the project outputs (deliverables, publications, events, etc).

- Physical meeting at least once every project period or as needed during the course of the activities.



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Roles and responsibilities

Action leaders will chair the meetings, circulate agendas and minutes.

The project technical manager will be called upon to monitor technical questions and provide advice and conflict resolution.

Activity Meetings

For Activity participants; to discuss technical work, as a rule at least a monthly meeting should be organised but will also be based on telephone and/or physical meetings as required. Will be chaired by the Activity leader but the Action leader will be present and will provide advice and conflict resolution. The Activity leader will provide the Agenda and the minutes of the meeting

6 Risk management

The project's approach to risk management is to encourage and enable the assessment of risk at all levels in the project. Risks and problems can be raised and discussed by any member at any level of the consortium. Risks should be identified either at a task level, activity level, Action level and or at a Project level. At any level, the participants should inform the coordinator/ leader of the particular area of problems/risks The Leader will follow the process defined in Output 8,1 Risk management and quality assurance plan.

7 Notification of intellectual property ownership

The results that are developed within the project may represent the intellectual property of the group or parts of the group. As a general rule the Life programme is funding this practice under the pretext that best practices, state of the art and outlook are exchanged and made as widely available as possible in Europe. The process of dissemination is planned and intended to do this, but some results may be considered distinct intellectual property or intrinsically based on intellectual property of one of the partners. As a general principle anything solely developed by a partner is owned by that partner. When joint development is undertaken by partners and it is not feasible to identify specific ownership of sub--elements, the project results are jointly owned and the partners must agree on how the jointly owned results will eventually be made available and under what terms.

For this reason should any exploitation opportunity, or question as to the collocation of the IPR regarding any particular element the project partners should immediately notify the Project Manager who will Life to arbitrate the allocation of intellectual property or bring the question before the steering committee for final discussion and decision.



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Annex I Project Output Template:

The following template is expected to be used for all project output. Local styles and languages should not be included. Text can be pasted from other documents in “text only” format. Images should be incorporated manually. An electronic version of this document can be found on the project Repository at: <https://drive.google.com/a/lepida.it>

Annex II Project Presentation Template:

The following template is expected to be used for all project output. Local styles and languages should not be included. Text can be pasted from other documents in “text only” format. Images should be incorporated manually. An electronic version of this document can be found on the project Repository at: <https://drive.google.com/a/lepida.it>