PeSCoS

Statement of Work

Version 1.0 – 05/12/2010

Project	Personalised Sustainability Coaching for SMEs - PeSCoS		
Author(s)	MKA	Mattheos KAKARIS	05/12/2010
Reviewer(s)			

This project has been funded with support from the European Commission.
This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Education and Culture DG
Lifelong Learning Programme

Circulation List

Person Name	Organization Name
Agnieszka TRZUPEK	Technical University of Lodz
Ana LACAO	AREANATejo
Cristina FIGUERUELO	BESEL SMS
Gianluca COPPOLA	Eurocrea Mercant Srl
Grzegorz KIERNER	Technical University of Lodz
Helia PEREIRA	AREANATejo
Irek ZBICINSKI	Technical University of Lodz
Mattheos KAKARIS	FAVINOM Consultancies
Nikos SKARMEAS	AVACA Technologies S.A.
PePijn DUIJVENSTEIN	Wijn Zijn Koel
Tiago GAIO	AREANATejo

Revision History

Version	Date	Author	Description	Action	Pages
1.0	05/12/2010	MKA	Creation of the document	C	

(*) Action: C = Creation, I = Insert, U = Update, R = Replace, D = Delete

Referenced Documents

ID	Reference	Title
1	510344-LLP-1-2010-1-GR-LEONARDO-LMP	PeSCoS Proposal
2	510344-LLP-1-2010-1-GR-LEONARDO-LMP	Evaluation Comments
3	Meeting_Minutes_KickOff.doc	Kick Off Meeting Minutes
4	D8.1-PQPv1.1_PeSCoS.doc	Project Quality Plan

Applicable Documents

ID	Reference	Title
1	FAVINOM Consultancies QMS	Quality Management Procedures

.

TABLE OF CONTENTS

1. INTRODUCTION 4

1.1. PURPOSE OF THE STATEMENT OF WORK 4
1.2. SCOPE OF THE PROJECT 4
1.3. PROJECT OBJECTIVES 4
1.4. TARGETED SMES 5

2. PROJECT DELIVERABLES 6

2.1. DEFINITION OF FORTHCOMING PROJECT DELIVERABLES 7
2.1.1. D2.1 State of the Art in Calculating Carbon Emissions 7
2.1.1.1. Footprint Calculator Inputs and State of the Art 7
2.1.1.2. Data Entry Process & List of Suggested Actions 8
2.1.2. D2.2 SME Sustainability Needs 9
2.1.3. D6.1 Dissemination Plan 9
2.1.4. D6.6 Press Releases 9
2.1.5. D7.1 Exploitation Strategy and Plan 9
2.1.6. D8.1 Project Quality Plan 10

3. ASSIGNMENT OF ROLES AND RESPONSIBILITIES PER WP AND DELIVERABLE 11

3.1. AVACA TECHNOLOGIES S.A. 11
3.2. TECHNICAL UNIVERSITY OF LODZ 12
3.3. EUROCREA MERCANT 13
3.4. AREANATEJO 14
3.5. BESEL 15
3.6. FAVINOM CONSULTANCIES 16
3.7. WIJ ZIJN KOEL 17

LIST OF TABLES

Table 1: PeSCoS Project Deliverables Schedule 7
Table 15: AVACA Technologies Role and Responsibilities 11
Table 16: Technical University of Lodz Role and Responsibilities 12
Table 17: Eurocrea Mercant's Role and Responsibilities 13
Table 18: AREANAtejo's Role and Responsibilities 14
Table 19: BESEL's Role and Responsibilities 15
Table 20: FAVINOM Consultancies Role and Responsibilities 16
Table 21: Wij Zijn Koel Role and Responsibilities 17

1. Introduction

1.1. Purpose of the Statement of Work

The purposes of the current Statement of Work are to provide a quick overview of the project objectives and associated deliverables and a description of the forthcoming project deliverables. The goal is to ensure all partners are in the same page with respect to project scope and work plan.

1.2. Scope of the project

The PeSCoS project concerns the implementation of a personalised training system for SMEs to be able to eliminate their unsustainable ways and embrace new, greener habits. The aim is to offer personalised training to SMEs on the amount of carbon, energy, Euros and other resources they expend through hundreds of choices and daily actions in an effort to diminish their negative impact on the earth. Following the completion of the training, SMEs will have a personalised unsustainable ways withdrawal plan.

The major tasks of the project are the:

- Sustainability auditing, needs analysis and the unsustainable ways withdrawal planning;
- Development of the training material;
- Implementation of the PeSCoS training system;
- Pilot operation and assessment of the project;
- Dissemination and exploitation of the project results.

1.3. Project Objectives

At the core of the training system will be a carbon footprint calculator capable of utilising regionally specific datasets reflecting the types of energy, money and other resources businesses consume because of their choices and operational ways.

The regional and industry specific information that the SMEs will input to the system will be used by the system to generate a personalised plan for the business to gradually reduce its negative impact on the environment. At the same time, the system will generate a personalised training course for the SME to learn how to complete successfully the plan.

The process will start by calculating the current carbon footprint and producing a detailed report comprising all the appropriate actions that will turn the business greener. The actions will be divided into categories such as the ones below:

- Simple actions that can be implemented immediately without requiring an investment;
- Simple actions that can be implemented immediately, but require an investment;
- Actions that have prerequisites (other actions need to be implemented first), but require no investment;
- Actions that have prerequisites and require an investment.

Each action will be explained in detail, it will include a time plan and cost estimate (if applicable) for its implementation and a detailed description of the associated reduction in energy consumption or otherwise and costs.

The SME will be prompted to select the actions that they wish to implement and the time frame for the implementation.

The software will enable SMEs to develop highly customized energy-reduction plans with many different options and the curriculum will be divided in modules depending on the energy consumption category being tackled.

PeSCoS strategy is to reach its target audience (small and medium sized businesses) mostly by going though influential institutional intermediaries, especially utilities, which can reduce overall energy consumption and possibly avoid having to build new power plants by offering the training system to their customers.

1.4. Targeted SMEs

The targeted SMEs belong to the following industries:

- Food & Beverage
- Services
- Shops (retail)
- Production (raw materials, industrial SMEs)

2. Project Deliverables

The delivery dates for each project deliverable along with the involvement of each partner is provided in the table below:

Work Package	Deliverable	Partners Involved	Delivery Date
WP1: Project Management & Coordination	D1.1 Monthly Progress Report	All	Every 1 week of the month
	D1.2 Quarterly Progress Report	All	Every1 week of next quarter
	D1.3 Knowledge Repository	All	06/12/2010
WP2: Sustainability Auditing, Needs Analysis and Unsustainable Ways Withdrawal Planning	***D2.1 State of the Art in Calculating Carbon Emissions****	***AT, TUL, EM, BSL, ATejo, WZK***	***31/12/2010***
	D2.2 SME Sustainability Needs*	***AT, TUL, EM, BSL, ATejo, WZK***	***25/02/2011***
	D2.3 Adaptive Withdrawal Planning	AT, TUL, EM, BSL, ATejo, WZK	01/04/2011
	D2.4 Training Programme Structure and Specifications	AT, TUL, EM, BSL, ATejo, WZK	15/04/2011
WP3: Training Material Development	***D3.1 Unsustainable Ways Withdrawal Training Content****	TUL, ATejo, BSL, WZK	***05/08/2011***
	D3.2 Training Content Adaptation and Localisation	TUL, ATejo, BSL, WZK, FC	30/09/2011
WP4: PeSCoS Delivery Platform Implementation	D4.1 Test and Assessment Material	TUL, ATejo, BSL, WZK, FC	14/10/2011
	D4.5 Customised GRI based Footprint Report	AT, TUL, ATejo, BSL, WZK, FC	25/11/2011
	D4.2 PeSCoS Platform Test Release*	***AT***	***09/12/2011***
	D4.3 Test Report	FC	25/01/2012
	D4.6 Test Plan	All	31/08/2011
	D4.4 PeSCoS Platform Assessment Release	AT	07/03/2012
WP5: Assessment	T5.1 Assessments	ATejo BSL EM WZK TUL	07/03/2012 - 13/06/2012
	D5.1 Assessment Report	All	12/07/2012
	D5.2 Pilot Operation	All	31/10/2012
WP6: Dissemination	D6.1 Dissemination Plan	FC, All	15/12/2010
	D6.2 Project Info Site	All	17/01/2011
	D6.3 Project Information Kit	All	09/03/2011
	D6.4 Newsletters	All	Every first week of the first month of the next semester

Work Package	Deliverable	Partners Involved	Delivery Date
	D6.5 Participative Technologies – Web 2.0	All	24/03/2011
	D6.6 Press Releases	All	13/12/2010 & 11/10/2012
	D6.7 Publications	TUL	February and October 2012
	D6.8 Participation to Events	All	31/10/2012
	D6.9 Open Information Days	All	From October 2011 to June 2012
	D6.10 Dissemination Report	FC	Every 1 week of the month
WP7: Exploitation	D7.1 Exploitation Strategy and Plan	FC, All	13/01/2011
	D7.2 Consortium Agreement	FC	17/02/2011
	D7.3 Exploitation of Results	All	10/10/2012
	D7.4 Exploitation Report	FC	Every1 week of next quarter
WP8: Quality Assurance	D8.1 Project Quality Plan	FC	15/11/2010
	D8.2 Best Practises and Lessons Learned	FC, All	31/10/2012
	D8.3 Project Assessment and Closure Report	FC, All	31/10/2012

Table 1: PeSCoS Project Deliverables Schedule

Milestones are indicated by the * symbol

2.1. Definition of Forthcoming Project Deliverables

2.1.1. D2.1 State of the Art in Calculating Carbon Emissions

The implementation of the environmental "genie" that will produce the personalised unsustainable ways withdrawal plans for SMEs requires a scalable foot print calculator, capable of utilising regional, industry and operation specific data with respect to the SMEs.

The current analysis task will:

- Study the existing footprint calculators and the methodologies and technology behind them to produce a SOA highlighting the strengths and weaknesses of the current measurement methods
- Populate the global list of items to be measured for all sectors
- Break down the sectors to sub-sectors
- Identify the local factors that will filter the global list
- Generate generic (all sectors) and specific questions. The questions will guide the data entry process which will be divided into three layers, Usage, Situation and Behavioural.

The resulting SoA will be used as input for the design of the PeSCoS footprint calculator.

2.1.1.1. Footprint Calculator Inputs and State of the Art

The characteristics of the inputs to the footprint calculator are guided by the methodology to be used for measuring. The first thing to determine is what to measure on a global scale.

The list of items to be measured will be global and the list will be filtered by local factors which need to be determined per area. It needs to be evaluated what kind of locality information should be used for filtering the global list based on what is available and what is not.

The global list will be initially limited by the sectors that will be considered under the PeSCoS project:

- Food & Beverage
- Services
- Shops (retail)
- Production (raw materials, industrial SMEs)

The sectors will be divided to sub-sectors. For each sector, questions will be generated. The questions will be generic, applicable across all sectors or specific, applicable to the specific sector.

The data to be requested per sector will be determined by a desk research under which the leading sources of energy consumption will indicate what needs to be measured (e.g. lightning). For this purpose, the partners will also liaise with research institutes to obtain information with respect to the various approaches.

The SoA should also demonstrate the strengths and weaknesses of the current measurement methods.

The final system should be designed having in mind that it would be of added value to be able to extend it in the future to measure the water footprint also.

2.1.1.2. Data Entry Process & List of Suggested Actions

Not all actions already implemented by the SME will be captured during the data entry process. Some may be captured but not all. The SME will need to ignore these actions from the list of suggested actions to implement.

In the categorization of actions, the simplest actions ("quick wins") are actions which have measurable result and require no investment.

The data entry process will be divided in three layers:

1) Usage Layer: Measures carbon footprint using one of the methods used by any other footprint calculator available today.
2) Situation layer: Asks questions related to modules (e.g. is the company building situated under the sun?). The answers to these questions will be "yes/no". The locality (regional) information will be embedded into this layer.
3) Behaviour: Questions relating to specific behaviour depending on the company (e.g. is it necessary for the systems to be running all night?)

Based on the outcome, the system will provide the full list of proposed actions to the SME to select as it was decided that it is not relevant to introduce a notion such as the level of commitment and then determine the optimal path of actions to be followed based on the level of commitment.

The back end should allow functionality to be provided via a future extension of the system for mapping suggested actions from the list to ROI. It should also be possible for an SME to input information with respect to cost so as to complete himself the personalized plan.

2.1.2. D2.2 SME Sustainability Needs

The identification of the Sustainability needs of SMEs is important because it will provide the opportunity for the SMEs to indicate what they know in terms of the measurements they will be asked to provide to the system. This way it will become apparent what difficulties they have understanding the required information and obtaining the required information and it will be possible for the system to help them about what to do to provide accurate information (prerequisites – what to have at hand before starting the process) and thus improve the overall accuracy of the footprint calculator.

Therefore the o/p of the focus groups should be what information to provide to the SMEs initially to get started on the right track (a list of prerequisites before using the system).

There are also issues about whether the SMEs are willing to share such information. These issues need to be addressed. We will make it clear during data collection from the SMEs that data, including personal information will be stored incompliance to security requirements for personal data. No sensitive information will be collected without consent. Personal information will only be released in a de-identified way unless consent is given. Finally, SMEs will be allowed to be anonymous and unauthorized access will be addressed by employing the latest security technologies.
With respect to the generic questions and the industry specific questions it will be important to differentiate between actual answers based on concrete data and assumptions.

A broad range of SMEs will be invited to express their opinions with respect to their needs and requirements regarding environmental sustainability, as well as to outline their expectations from PeSCoS products and services (Milestone 2).

2.1.3. D6.1 Dissemination Plan

The dissemination plan will lay out the dissemination strategy of the project, aiming to maximise the impact of the work undertaken by the project team and the subsequent results. It will describe the activities to take place, accompanied by a time plan for execution of each activity and an assignment of dissemination responsibilities to each partner. The elaborated dissemination models will emphasise on economic, social and environmental aspects governing each partner/country in the project.

2.1.4. D6.6 Press Releases

Two press releases will be prepared during the life of the project. The first one will be prepared during the first month of the project and the second one at the end of the project. Each press release will be reproduced in the language of the partners and appear in one or more newspapers covering at a minimum the region which participates in the project. Partners have already identified the target newspapers for each region based on circulation and audience.

2.1.5. D7.1 Exploitation Strategy and Plan

Aiming to define the activities that will kick off after the first results of the project are obtained and lead to their continuation, the exploitation strategy will define the process for exploiting each result (platform, courses, environmental genie, certification badge, stakeholders network, experience and

knowledge gained). The exploitation means for each result will be associated to each partner so as to allocate clear exploitation roles and responsibilities to each partner.

2.1.6. D8.1 Project Quality Plan

The PQP describes the internal procedures (project organisation, communication plan, risk management, escalation procedures, templates, etc.) that will be followed in the context of the project in order to ensure the fulfilment of the objectives and the scope of the project. The PQP will also elaborate on contingency plans to be followed in case the project management tasks are not performed effectively. Additionally, Quality metrics will be defined in the PQP for the results of each WP.

3. Assignment of Roles and Responsibilities per WP and Deliverable

The following sub-sections present the roles and responsibilities for each deliverable under the work packages of the project and in relation to each partner.

3.1. AVACA Technologies S.A.

WP	Deliverable	AT's Role
WP1	D1.1 Monthly Progress Report	Gather information from all partners and compile the report based on the scheduled activities and progress against time plan. Prepare and distribute minutes from meetings.
WP2	***D2.1 State of the Art in Calculating Carbon Emissions***	***Study the current technologies behind footprint calculators, including their interfaces (APIs but also graphical), interoperability and functionality.***
	D2.2 SME Sustainability Needs	***Organise a needs analysis with a dual purpose, as apart from the sustainability needs it will also analyse the usability requirements for the resulting platform***
WP6	D6.1 Dissemination Plan	Cooperate with FC for the specification of its dissemination responsibilities according to its affiliations, network, industry and region.
	D6.2 Project Info Site	Develop the project info site. The site will contain general project information as well as information about project results, news, consortium members, relevant links, etc. At a later stage of the project it will also be possible for users and other interested parties to access and evaluate sample work of the project's results with a view to integrate useful feedback. The web site will allow registration for the newsletter and integrate with major Web 2.0 applications allowing broadcasting of news (Diggs, tweets, etc.).
WP7	D7.1 Exploitation Strategy and Plan	Cooperate with FC for the assignment of exploitation responsibilities. Aiming to define the activities that will kick off after the first results of the project are obtained and lead to their continuation, the exploitation strategy will define the process for exploiting each result (platform, courses, environmental genie, certification badge, stakeholders network, experience and knowledge gained). The exploitation method for each result will be associated to each partner so as to allocate clear exploitation roles and responsibilities to each partner.
WP8	D8.1 Project Quality Plan	AT will work with FC to prepare and maintain the PQP.

Table 2: AVACA Technologies Role and Responsibilities

3.2. Technical University of Lodz

WP	Deliverable	TUL's Role
WP1	D1.1 Monthly Progress Report	Provide to AT the requested information (project progress, deviations from plan, issues, effort, etc.) for the completion of the progress reports. Validate the minutes from project meetings that will be prepared and distributed by AT.
WP2	***D2.1 State of the Art in Calculating Carbon Emissions***	***Head the analysis of footprint calculators, conduct the analysis from a scientific angle, manage contributions by partners and compile and elaborate the state of the art.***
	D2.2 SME Sustainability Needs	***Organise a focus group with SMEs from the industries of interest for the identification of sustainability needs.***
WP6	D6.1 Dissemination Plan	Cooperate with FC for the specification of its dissemination responsibilities according to its affiliations, network, industry and region.
	D6.2 Project Info Site	Contribute to the content of the project info site and perform the translation to Polish. The site will contain general project information as well as information about project results, news, consortium members, relevant links, etc.
	D6.6 Press Releases	Reproduce the press releases in Polish and submit them to the appropriate mediums. Two press releases will be prepared during the life of the project. The first one will be prepared during the first month of the project and the second one at the end of the project.
WP7	D7.1 Exploitation Strategy and Plan	Cooperate with FC for the assignment of exploitation responsibilities. Aiming to define the activities that will kick off after the first results of the project are obtained and lead to their continuation, the exploitation strategy will define the process for exploiting each result (platform, courses, environmental genie, certification badge, stakeholders network, experience and knowledge gained). The exploitation method for each result will be associated to each partner so as to allocate clear exploitation roles and responsibilities to each partner.
WP8	D8.1 Project Quality Plan	Cooperate with AT and FC for the application of quality metrics to its deliverables

Table 3: Technical University of Lodz Role and Responsibilities

3.3. Eurocrea Mercant

WP	Deliverable	EM's Role
WP1	D1.1 Monthly Progress Report	Provide to AT the requested information (project progress, deviations from plan, issues, effort, etc.) for the completion of the progress reports. Validate the minutes from project meetings that will be prepared and distributed by AT.
WP2	***D2.1 State of the Art in Calculating Carbon Emissions***	***Contribute its experience with respect to the scope of the SoA and the technological background and review the final deliverable***
	D2.2 SME Sustainability Needs	***Organise a focus group with the participation of SMEs from the industries of interest for the identification of the sustainability needs of SMEs from its region.***
WP6	D6.1 Dissemination Plan	Cooperate with FC for the specification of its dissemination responsibilities according to its affiliations, network, industry and region.
	D6.2 Project Info Site	Contribute to the content of the project info site and perform the translation to Italian. The site will contain general project information as well as information about project results, news, consortium members, relevant links, etc.
	D6.6 Press Releases	Reproduce the press releases in Italian and submit them to the appropriate mediums. Two press releases will be prepared during the life of the project. The first one will be prepared during the first month of the project and the second one at the end of the project.
WP7	D7.1 Exploitation Strategy and Plan	Cooperate with FC for the assignment of exploitation responsibilities. Aiming to define the activities that will kick off after the first results of the project are obtained and lead to their continuation, the exploitation strategy will define the process for exploiting each result (platform, courses, environmental genie, certification badge, stakeholders network, experience and knowledge gained). The exploitation method for each result will be associated to each partner so as to allocate clear exploitation roles and responsibilities to each partner.
WP8	D8.1 Project Quality Plan	Cooperate with AT and FC for the application of quality metrics to its deliverables

Table 4: Eurocrea Mercant's Role and Responsibilities

3.4. AREANAtejo

WP	Deliverable	ATejo's Role
WP1	D1.1 Monthly Progress Report	Provide to AT the requested information (project progress, deviations from plan, issues, effort, etc.) for the completion of the progress reports. Validate the minutes from project meetings that will be prepared and distributed by AT.
WP2	***D2.1 State of the Art in Calculating Carbon Emissions***	***Contribute its experience with respect to the scope of the SoA and the technological background and review the final deliverable***
	D2.2 SME Sustainability Needs	***Organise a focus group with the participation of SMEs from the industries of interest for the identification of the sustainability needs of SMEs from its region.***
WP6	D6.1 Dissemination Plan	Cooperate with FC for the specification of its dissemination responsibilities according to its affiliations, network, industry and region.
	D6.2 Project Info Site	Contribute to the content of the project info site and perform the translation to Portuguese. The site will contain general project information as well as information about project results, news, consortium members, relevant links, etc.
	D6.6 Press Releases	Reproduce the press releases in Portuguese and submit them to the appropriate mediums. Two press releases will be prepared during the life of the project. The first one will be prepared during the first month of the project and the second one at the end of the project.
WP7	D7.1 Exploitation Strategy and Plan	Cooperate with FC for the assignment of exploitation responsibilities. Aiming to define the activities that will kick off after the first results of the project are obtained and lead to their continuation, the exploitation strategy will define the process for exploiting each result (platform, courses, environmental genie, certification badge, stakeholders network, experience and knowledge gained). The exploitation method for each result will be associated to each partner so as to allocate clear exploitation roles and responsibilities to each partner.
WP8	D8.1 Project Quality Plan	Cooperate with AT and FC for the application of quality metrics to its deliverables

Table 5: AREANAtejo's Role and Responsibilities

3.5. BESEL

WP	Deliverable	BSL's Role
WP1	D1.1 Monthly Progress Report	Provide to AT the requested information (project progress, deviations from plan, issues, effort, etc.) for the completion of the progress reports. Validate the minutes from project meetings that will be prepared and distributed by AT.
WP2	***D2.1 State of the Art in Calculating Carbon Emissions***	***Contribute its experience with respect to the scope of the SoA and the technological background and review the final deliverable***
	D2.2 SME Sustainability Needs	***Organise a focus group with the participation of SMEs from the industries of interest for the identification of the sustainability needs of SMEs from its region.***
WP6	D6.1 Dissemination Plan	Cooperate with FC for the specification of its dissemination responsibilities according to its affiliations, network, industry and region.
	D6.2 Project Info Site	Contribute to the content of the project info site and perform the translation to Spanish. The site will contain general project information as well as information about project results, news, consortium members, relevant links, etc.
	D6.6 Press Releases	Reproduce the press releases in Spanish and submit them to the appropriate mediums. Two press releases will be prepared during the life of the project. The first one will be prepared during the first month of the project and the second one at the end of the project.
WP7	D7.1 Exploitation Strategy and Plan	Cooperate with FC for the assignment of exploitation responsibilities. Aiming to define the activities that will kick off after the first results of the project are obtained and lead to their continuation, the exploitation strategy will define the process for exploiting each result (platform, courses, environmental genie, certification badge, stakeholders network, experience and knowledge gained). The exploitation method for each result will be associated to each partner so as to allocate clear exploitation roles and responsibilities to each partner.
WP8	D8.1 Project Quality Plan	Cooperate with AT and FC for the application of quality metrics to its deliverables

Table 6: BESEL's Role and Responsibilities

3.6. FAVINOM Consultancies

WP	Deliverable	FC's Role
WP1	D1.1 Monthly Progress Report	Provide to AT the requested information (project progress, deviations from plan, issues, effort, etc.) for the completion of the progress reports. Validate the minutes from project meetings that will be prepared and distributed by AT.
WP2	***D2.1 State of the Art in Calculating Carbon Emissions***	**-**
	D2.2 SME Sustainability Needs	**-**
WP6	D6.1 Dissemination Plan	Elaborate the dissemination strategy and prepare the dissemination plan by cooperating with all partners for the specification of their dissemination responsibilities according to their affiliations, network, industry and region.
	D6.2 Project Info Site	Contribute to the content of the project info site and perform the translation to Greek. Design the site and visuals. The site will contain general project information as well as information about project results, news, consortium members, relevant links, etc.
	D6.6 Press Releases	Prepare and reproduce the press releases and submit them to the appropriate mediums. Two press releases will be prepared during the life of the project. The first one will be prepared during the first month of the project and the second one at the end of the project.
WP7	D7.1 Exploitation Strategy and Plan	Work with all partners to elaborate the exploitation strategy and plan. Aiming to define the activities that will kick off after the first results of the project are obtained and lead to their continuation, the exploitation strategy will define the process for exploiting each result (platform, courses, environmental genie, certification badge, stakeholders network, experience and knowledge gained). The exploitation method for each result will be associated to each partner so as to allocate clear exploitation roles and responsibilities to each partner.
WP8	D8.1 Project Quality Plan	FC will work with AT to prepare and maintain the PQP and will define the quality metrics to be applied to the projects results.

Table 7: FAVINOM Consultancies Role and Responsibilities

3.7. Wij Zijn Koel

WP	Deliverable	WZK's Role
WP1	D1.1 Monthly Progress Report	Provide to AT the requested information (project progress, deviations from plan, issues, effort, etc.) for the completion of the progress reports. Validate the minutes from project meetings that will be prepared and distributed by AT.
WP2	***D2.1 State of the Art in Calculating Carbon Emissions***	***Contribute its experience with respect to the scope of the SoA and the technological background and review the final deliverable***
	D2.2 SME Sustainability Needs	***Organise a focus group with the participation of SMEs from the industries of interest for the identification of the sustainability needs of SMEs from its region.***
WP6	D6.1 Dissemination Plan	Cooperate with FC for the specification of its dissemination responsibilities according to its affiliations, network, industry and region.
	D6.2 Project Info Site	Contribute to the content of the project info site and perform the translation to Dutch. The site will contain general project information as well as information about project results, news, consortium members, relevant links, etc.
	D6.6 Press Releases	Reproduce the press releases in Dutch and submit them to the appropriate mediums. Two press releases will be prepared during the life of the project. The first one will be prepared during the first month of the project and the second one at the end of the project.
	D6.7 Publications	-
WP7	D7.1 Exploitation Strategy and Plan	Cooperate with FC for the assignment of exploitation responsibilities. Aiming to define the activities that will kick off after the first results of the project are obtained and lead to their continuation, the exploitation strategy will define the process for exploiting each result (platform, courses, environmental genie, certification badge, stakeholders network, experience and knowledge gained). The exploitation method for each result will be associated to each partner so as to allocate clear exploitation roles and responsibilities to each partner.
WP8	D8.1 Project Quality Plan	Cooperate with AT and FC for the application of quality metrics to its deliverables

Table 8: Wij Zijn Koel Role and Responsibilities