



WP1 – Project Management

MEDWATERICE
2° Annual Meeting
Skype, 10 November 2020

ADVANCES TOWARD OBJECTIVES (BY TASK)
MAIN RESULTS ACHIEVED SO FAR
DEVIATION FROM THE PROJECT WORK-PROGRAMME
NEXT STEPS



MAIN OBJECTIVES OF WP1



The main aims of WP1 are:

- Overall coordination of the project activities, including the monitoring of the progress towards Deliverables and Milestones and the insurance of the timely delivering of reports;
- Redaction and update of the Project Implementation Plan (PIP);
- Redaction and the update of the Data Management Plan (DMP);
- Arrangement of the project meetings and facilitation of internal and external communications;
- Development of the project website and graphical identity used for the communication, dissemination and exploitation activities.

For a greater involvement of the partners in the management, an Executive Board (EB) constituted by the Coordinator and WP Leaders was established.



GANTT chart of activities (TASKS AND DELIVERABLES) included in WP1 from 1st of April 2019 to 31st of March 2021 (end of the 2^o year of the project)



1 April 2019

31 March 2021

		Year 1												Year 2												Year 3											
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
WP1	Project Management																																				
Task 1.1	Manage overall direction of the project ; Redact the Project Implementation Plan	D1.1																																			
Task 1.2	Redact and update the Data Management Plan													D1.2												D1.2											
Task 1.3	Ensure delivery of reports to PRIMA-IS													D1.3												D1.3											
Task 1.4	Plan and prepare project meetings																																				
Task 1.5	Partecipate in project meetings																																				
Task 1.6	Manage internal communication																																				
Task 1.7	Develop project graphic identity and website													D1.4																							
WP2	Introducing on-farm water saving technologies and practices																																				
Task 2.1	Collect existing data on rice water consumption and environmental impacts													D2.1												D2.1											
Task 2.2	Select the most appropriate irrigation technologies and management options																																				
Task 2.3	Test/demonstrate alternative irrigation options compared to continuous flooding													D2.2												D2.2											
Task 2.4	Reuse of treated wastewater for rice irrigation																																				
Task 2.5	Collect on-farm data for food safety/security and sustainability assessment																																				
WP3	Upscaling on-farm gains at irrigation district scale																																				
Task 3.1	Define a conceptual framework for understanding fluxes in rice irrigation districts													D3.1																							
Task 3.2	Characterize district case studies using a DPSIR approach													D3.1																							
Task 3.3	Apply the Rapid Appraisal Process (RAP) in each of the district case studies																																				
Task 3.4	Collect existing physical data. Execute questionnaires/interviews													D3.2																							
Task 3.5	Monitor main water and substances fluxes in district irrigation networks													D3.2																							
Task 3.6	Assemble and apply district-specific functional models													D3.3												D3.3											
WP4	Impact evaluation of rice irrigation options on food security and safety																																				
Task 4.1	Analyse current irrigation practices in the rice sector in Egypt																																				
Task 4.2	Analyse adoption potential of alternative irrigation options for rice in Egypt													D4.2												D4.1											
Task 4.3	Establish the contribution of alternative irrigation options to food security in Egypt																																				
Task 4.4	Assess the gain of rice production stability under future scenarios in Egypt													D4.3												D4.2											
Task 4.5	Analyse rice safety under different irrigation options													D4.3												D4.3											
WP5	Sustainability assessment of rice production in Mediterranean areas																																				
Task 5.1	Literature review of existent methodologies for sustainability assessment													D5.1																							
Task 5.2	Set-up questionnaires for on-farm data collection													D5.2																							
Task 5.3	Select/develop on-farm techno-economic, social and environmental impact indicators													D5.3																							
Task 5.4	Apply the suite of sustainability indicators to pilot farms													D5.4												D5.4											
Task 5.5	Adapt the suite of sustainability indicators to the irrigation district scale													D5.5																							
Task 5.6	Apply the suite of sustainability indicators to pilot irrigation districts													D5.6												D5.6											
WP6	SHs involvement and dissemination of results																																				
Task 6.1	SHPs set-up and involvement																																				
Task 6.2	Update PEDR and Communication Activity Plans													D6.1												D6.1											
Task 6.3	Coordinate the production of MEDWATERICE promotional material													D6.2												D6.2											
Task 6.4	Coordinate the production of articles for conferences and trade/research journals																																				
Task 6.5	Coordinate the organization of events (farm field days, workshops, others)																																				
Task 6.6	Coordinate the production of website contents													D6.3												D6.3											

ADVANCES TOWARD OBJECTIVES (BY TASK)



Task 1.1: Manage overall direction of the project and follow-up on decisions;

Redact the Project Implementation Plan supporting the detailed scheduling and monitoring of project activities [Leader UMIL, Participants EB]

- Despite difficulties (delays, for some partners very important, in accessing funding from their National Funding Institutions; Covid-19 pandemic) the project is well progressing.
- The Project Implementation Plan (PIP) was the subject of the Deliverable 'D1.1- Project Implementation Plan (PIP)'. The PIP was basically the one included in the final project's version submitted to PRIMA-IS, with some minor modifications. After this first version, the PIP may be further updated during the Project lifespan, if needed. So far, the WP1 Leader has not proposed a new version of this document because there have been no relevant changes to the work plan of the activities.



ADVANCES TOWARD OBJECTIVES (BY TASK)



Task 1.2: Redact and update the Data Management Plan [Leader UMIL, Participants EB]

- The first version of the Data Management Plan (DMP) for the MEDWATERICE project was submitted to PRIMA-IS (Deliverable 'D1.2-Data Management Plan (DMP)') at month 8. It will be updated at months 24 and 36.
- It is a document aimed at assuring that data collected during the lifetime of the project are Findable, Accessible, Interoperable and Reusable (FAIR) as requested to the PRIMA beneficiaries that did not opt-out the 'Horizon 2020 Pilot on Open Research Data' in the project application phase.
- Deliverable D1.2 (DMP) deals with datasets collected during the agricultural seasons 2019 and 2020 in the pilot experimental farms. To allow a comparison among results obtained in the different pilot farms, the document requires to MEDWATERICE participants to collect at least a minimum common set of data (called 'minimum dataset') for each farm. The 'minimum dataset' is intended to be collected both for the traditional flooding irrigation ('benchmark') and for the alternative irrigation management options explored in the project. In some pilot farms, additional measured and/or estimated data were collected.



ADVANCES TOWARD OBJECTIVES (BY TASK)



Task 1.2: Redact and update the Data Management Plan [Leader UMIL, Participants EB]

- An Excel file characterized by different sheets (one for each type of data) was prepared to store data from each irrigation management option applied in each pilot farm for each agricultural year.
- Data collected in the agricultural seasons 2019 have already been organized in the Excel files together with Image files (JPG, GIF, SVG, PNG, TIFF) that illustrate the layout of the experimental activities in each pilot farm. Data collected during agricultural season 2020 are still under elaboration.
- All data collected during the lifetime of the project will be stored in a FAIR compliant and OpenAIRE compliant repository called DATAVERSE (<https://dataverse.unimi.it/>) offered for free by UMIL. Each CS Leader will be responsible for the uploading of the CS datasets (i.e. Excel and Image files already prepared) in the DATAVERSE. The WP1 team have already created a MEDWATERICE DATAVERSE in the UMIL DATAVERSE, as well as accounts for each CS Leader. In the next months a brief guideline will be send to all CS Leaders in order to facilitate the upload of datasets in the MEDWATERICE DATAVERSE.



ADVANCES TOWARD OBJECTIVES (BY TASK)



Task1.3: Ensure timely delivery of reports [Leader UMIL, Participants EB]

- During the first 18 months of the project, the Project Coordinator (PC) made every effort to prepare, revise and deliver reports (Deliverables and Milestones) on time, and whenever it was necessary to slightly postpone the submission date, PC always asked and received the approval of PRIMA-IS in advance.



ADVANCES TOWARD OBJECTIVES (BY TASK)



Task 1.4: Plan and prepare project meetings [Leader UMIL, Participants EB]

- During the first 18 months of the project, the Project Coordinator (PC) prepared the project meetings respecting the frequency established in the CA - Consortium Agreement (at least one Project Participant Assembly - PPA - per year, at least two Executive Board - EB - meetings per year).
- The PC gave notice in writing of a meeting to the project partners no later than the minimum number of days specified in the CA (45 and 15 calendar days respectively for ordinary and extraordinary PPA meetings, 14 and 7 calendar days respectively for ordinary and extraordinary EB meetings).
- A written Agenda was prepared and shared with the project partner respecting the deadlines reported in the CA.
- During the first 10 months of the project, PPA and EB meetings have been organized in presence; however, as a consequence of the Covid-19 pandemic, starting from February 2020 the meetings were held remotely (via Skype).



ADVANCES TOWARD OBJECTIVES (BY TASK)



Task 1.5: Participate in project meetings. General project meetings will be held in the respective partner countries [Leader UMIL, all project partners participate].

- Ordinary and extraordinary PPA and EB meetings held in the period 1st April 2019 - 30th September 2020 are reported in the table below. In red the PPA and EB meetings planned for the beginning of November 2020.

	ORDINARY MEETING	EXTRAORDINARY MEETING
Project participants Assembly (PPA)	<ul style="list-style-type: none"> • 1st Annual Meeting - Kick-off Meeting: 28-29/05/2019; Milan and Pavia (Italy) • [2st Annual Meeting: 10/11/2020; Skype meeting due to the COVID-19 pandemic] 	<ul style="list-style-type: none"> • Skype meeting: 08/04/2020; to assess how the COVID-19 pandemic would affect the MEDWATERICE research activities and discuss how to overcome problems. • Skype meeting: 18/05/2020; the same as above.
Executive Board (EB)	<ul style="list-style-type: none"> • 1° semestral EB meeting: 27/05/2019; Milan (Italy) • 2° semestral EB meeting: 17/02/2020; Milan (Italy) • [3° semestral EB meeting; 09/11/2020; Skype meeting due to the COVID-19 pandemic] 	<ul style="list-style-type: none"> • Skype meeting: 16/07/2019; to discuss the state of advancement of project activities. • Skype meeting: 13/10/2020; to discuss structure and contents of the MID TERM REPORT.



ADVANCES TOWARD OBJECTIVES (BY TASK)



Task 1.6: Manage the internal communication [Leader UMIL, Participants EB], developing project working papers and project reports for internal communication.

- In addition to the PPA and EB meetings, object of the Task 1.5, skype meetings among the PC and single (or groups of) WP Leaders or single (or groups of) project partners have been planned and executed every time the need arose (more than 20 Skype meetings were held in the first 18 months).
- The internal communication was managed day by day also through emails and phone calls.
- When needed, the PC and its staff organized a structured support for the achievement of specific objectives by preparing project working papers sent to one or more partners.
- The PC and its staff wrote the WP1 Deliverable and Milestone reports, and revised those prepared by the other WP Leaders before submitting them.
- A Google Drive repository was created to store project products and share project documents with all project participants.



ADVANCES TOWARD OBJECTIVES (BY TASK)



Task 1.7: Develop project website, used for dissemination and exploitation (linked with WP6), and project graphical identity [Leader UMIL, Participants EB] – TASK COMPLETED

- MEDWATERICE website was launched at month 8. It is hosted at the www.medwaterice.org domain and will be maintained for a minimum of 3 years after the closure of the project. The objective of the project website is to keep the most up-to-date information on project developments available to all interested subjects.
- The update of the website contents is the subject of the Deliverable ‘D6.3-Update on website contents’, which so far was submitted two times to PRIMA-IS (the first version at month 8th, a first update at month 14th). New updates will be delivered to PRIMA-IS every 6 months during the whole lifetime of the project by WP6 Leader.
- The project graphic identity (MEDWATERICE logo and project corporate identity templates), were designed in the very beginning of the project. The project graphic identity was the subject of the Deliverable D1.4 ‘Project graphic identity and website’, which was submitted to PRIMA-IS at month 8 (Table 2). Corporate identity templates were adopted in all documents and presentations produced.

MAIN RESULTS ACHIEVED SO FAR



Main results achieved in the WP1 are:

- An adequate coordination of the communication and a proper management of the information and data flux among all MEDWATERICE partners, which allowed that project actions were correctly implemented in all the Tasks.
- A good monitoring of project progress towards objectives (Deliverables and Milestones) supported by the timely delivery of reports (delays from 0 to 4 months with respect to what reported in Table 2 considering all the WPs).
- The timely development of project graphic identity and launch of the MEDWATERICE website, which are key steps in the construction of the visual identity of the project and in the dissemination of project methodologies and results.

Considering the financial difficulties of some partners, among which the PC (project funds arrived late or, in the case of the Italian partners, have not yet arrived from the National Funding Bodies) and the COVID-19 pandemic, results achieved so far seem particularly appreciable.



DEVIATION FROM THE PROJECT WORK-PROGRAMME



- Nothing significant to be reported.

UNFORESEEN RISKS AND MITIGATION MEASURES

Description of risk	WP concerned	Proposed risk-mitigation measures	Did you already apply risk mitigation measures (YES/NO)
Under the pandemic COVID 19, face-to-face project meetings must be converted to a remote form.	WP1	WP1 Leader organized the project meetings through remote meeting platforms.	YES
Spanish and Egyptian partners received project funds with some months of delay with respect to the project starting date. Italian partners have not received funds so far. This limited the possibility for the PC to travel and to pay professional figures for the realization of the project website, visual identity and promotional video.	WP1	The PC limited the visits to Case Studies (only one CS was visited) and to national and international conferences. She created the website and the visual identity by using internal UMIL competences, with less economic expenditure but with the need to employ more UMIL person-hours. The promotional video has been postponed until the funds arrive.	YES





NEXT STEPS

- PC and WP Leaders are preparing the Deliverable ‘D1.3 – MID TERM REPORT’, to be submitted to PRIMA-IS by the end of November 2020. It will focus on the first 18 months of project and will be the the main document for PRIMA-IS to judge the project progress toward objectives. Contents for each WP are those illustrated by the WP Leaders in the 2° Annual Meeting.
- For the D1.3 all partners are requested by PRIMA-IS to fill a budget table similar to that prepared during the project submission (MEDWATERICE.FinancialData.xlsx). This time each partner needs to declare all costs incurred so far under the different categories. Moreover, for each category costs must be divided in own-funding and required funding.

State of advancement of the expenses							Consumables	Travel & subsistence	Equipment	Other costs to be specified (for example sub-contracting, workshop organisation...)	Overheads	TOTAL
	Permanent staff (€)	person month (in months)	Temporary staff except PHD (€)	person month (in months)	PhD (€)	person month (in months)						
On funds provided by NFI	3,758.63 €	1	62,500.00 €	30			7,500.00 €	20,000.00 €	38,200.00 €	22,000.00 €	45,971.37 €	199,930.00 €
On own funds	85,684.23 €	17										85,684.23 €

In a short narrative section, each partner has to explain if there have been important reallocations of funds among categories compared to what initially planned, or whether resources (funds and person-months) are being implemented according to the initial plan.





Thanks for your attention!