

RIVIERADE

WP1 - Management, Coordination, Communication, Dissemination and Exploitation

Work Package Leader: Caterina Fanara, OGS

Work Package Co-leader: Stefano Salon, OGS

This project has received funding from Horizon Europe RIA under Grant Number 101181983



WP1 Objectives

✓ effective project management

✓ maximise the impact through communication, dissemination, and exploitation

➡ comprehensive oversight and management of all scientific, technical, financial and contractual aspects for a high-quality performance of the Project

➡ robust communication channels to engage stakeholders, policymakers and the public

Tasks of WP1 in detail

Management and Coordination	TASK 1.1 Day-to-day Project Management [M1-M48] (OGS, all PPs) TASK 1.2 Monitoring progress, KPIs and risk, Project meetings [M1-M48] (OGS) TASK 1.3 Financial management and reporting [M1-M48] (OGS, all PPs)
Communication, Dissemination and Exploitation	TASK 1.4 General communication (OGS, all PPs) TASK 1.5 Dissemination and capacity building (OGS, all PPs) TASK 1.6 Exploitation activities (OGS, all PPs)

*Tasks are duly described in the **Grant Agreement (Annex 1) – Description of the Action***

Task 1.1 Day-to-day Project Management

Role and responsibility of LP

LP is the legal and operational interface with the European Commission.

- overall coordination of technical, scientific, and administrative activities
- submission of deliverables and periodic reports
- distribution of Eu funding to beneficiaries
- monitoring compliance with Grant Agreement and Consortium Agreement
- convening and chairing governance meetings

Role and responsibility of PPs

Partners are beneficiaries of Eu funding and members of the consortium.

- technical and scientific implementation
- individual financial responsibility
- reporting obligations
- participation in project governance
- communication, dissemination and exploitation

*For an extensive description of roles, please refer to the **Grant Agreement** and the **Consortium Agreement***

Task 1.1 Day-to-day Project Management

Governance and Technical Bodies and their role

- Project Management Office (**PMO**): *Project Coordinator (PC), Project Manager (PM), Communication Manager (CM), Financial Manager (FM)*
- Steering Committee (**SC**): *Project Coordinator and all WP leaders and co-leaders*
- General Assembly (**GA**): *Principal Investigator of each partner*
- Administrative Board (**AB**): *one administrative representative for each partner*
- Communication Panel (**CP**): *one communication representative for each partner*
- Data Management Panel (**DMPan**): *one DM representative for each partner*
- User and Stakeholders Advisory Board (**USAB**): *independent experts, users and stakeholders representatives*

Task 1.1 Day-to-day Project Management

PMO

- support the PC and all PPs in the day-to-day operational management and administration/legal tasks of the project
- manage any strategic change and preparation of any amendment submission
- facilitate the inter-consortium communication and promote liaison with the EC Project Officer

Task 1.1 Day-to-day Project Management

PMO

- support the PC and all PPs in the day-to-day operational management
- manage amendments
- facilitate liaison with

GA

- Highest decision-making body of the consortium
- Strategic and scientific oversight
- Approval of major decisions
- Conflict resolution at consortium level

Task 1.1 Day-to-day Project Management

PMO

- support the PC and all PPs in the day-to-day operational management
- manage amendments
- facilitate liaison with

GA

- Highest decision-making body of the consortium

SC

- assist the PMO in monitoring project progress towards expected results
- manage and mitigate risks and suggest corrective actions
- prepare decisions for the GA

Task 1.1 Day-to-day Project Management

PMO

- support the PC and all PPs in the day-to-day operational management
- manage amendments
- facilitate liaison with

GA

- Highest decision-making body of the consortium

SC

- assist the PMO in monitoring project progress towards

AB

- facilitate communication between scientific teams and institutional administrative offices
- monitor financial implementation of the project
- ensure compliance with GA and CA provisions
- coordinate periodic and final financial reporting
- support partners in administrative procedures

Task 1.1 Day-to-day Project Management

PMO

- support the PC and all PPs in the day-to-day operational management
- manage amendments
- facilitate liaison with

GA

- Highest decision-making body of the consortium

SC

- assist the PMO in monitoring project progress towards

AB

- facilitate communication between scientific teams and

CP

- ensure coherent implementation of the CDE Plan
- coordinate PPs communication activities
- monitor KPIs related to outreach, visibility and stakeholder engagement
- validate key communication materials (website, press releases, social media content, etc.)
- collect evidence and data for periodic & final reporting

Task 1.1 Day-to-day Project Management

PMO

- support the PC and all PPs in the day-to-day operational management
- manage amendments
- facilitate liaison with

GA

- Highest decision-making body of the consortium

SC

- assist the PMO in monitoring project progress towards

AB

- facilitate communication between scientific teams and

CP

- ensure coherent implementation of the CDE Plan

DMPan

- provide strategic oversight of data governance
- supervise quality assurance of data and interoperability
- monitor the implementation of FAIR principles
- collect evidence and data for periodic reporting

Task 1.1 Day-to-day Project Management

PMO

- support the PC and all PPs in the day-to-day operational management
- manage amendments
- facilitate liaison with

GA

- Highest decision-making body of the consortium

SC

- assist the PMO in monitoring project progress towards

AB

- facilitate communication between scientific teams and

CP

- ensure coherent implementation of the CDE Plan

DMPan

- provide strategic oversight of data governance

USAB

- provide strategic and scientific advice
- contribute to the co-design of demonstrators and implementation of use cases
- keep a constant dialogue with the PC and SC to strengthen the path to impact of the Project

Appointment of Governance Bodies

Project Management Office (PMO)	
	OGS
Project Coordinator	Stefano Salon
Project Manager	Caterina Fanara
Communication Manager	Francesca Petrera
Financial Manager	Caterina Fanara

General Assembly (GA)		
N.	Beneficiary	PI name
1	OGS	Stefano Salon (PC) Donata Canu
2	CNRS	Samuel Somot
3	CMCC	Silvio Gualdi
4	IHE DELFT	Rosh Ranasinghe
5	IOW	Markus Meier
6	SMHI	Magnus Hieronimus
7	ENEA	Alessandro Dell'Aquila
8	ULiege	Marilaure Grégoire
9	METU	Bettina Fach

Appointment of Governance Bodies

Steering Committee (SC)		
	Leader	Co-Leader
WP1	Caterina Fanara (OGS)	Stefano Salon (OGS)
WP2	Alessandro Dell'Aquila (ENEA)	Magnus Hieronimus (SMHI)
WP3	Panos Athanasiadis (CMCC)	Leonie Barghorn (IOW)
WP4	Samuel Somot (CNRS-CNRM)	Marilaure Grégoire (ULiege)
WP5	Donata Canu (OGS)	Rosh Ranasinghe (IHE Delft)
WP6	Bettina Fach (METU)	Claude Estournel (CNRS-LEGOS)

Administrative Board (AB)		
N.	Beneficiary	Admin. contact - name
1	OGS	Caterina Fanara (project manager)
2	CNRS	Odile Roussot
2.1	MF	Elisabeth Gerard
2.2	UT	Elisabeth Soulie
3	CMCC	Loredana Amato
4	IHE DELFT	Gaetano Casale
5	IOW	Heike Christen
6	SMHI	Agne Virsilaitė Maras
7	ENEA	Fernando Musio
8	ULiege	Lefèvre Nathalie
9	METU	Pinar Uygurer

Task 1.2 Monitoring progress & Project meetings

WHAT:

- Deliverables and Milestones
- KPIs
- Risks
- Documentation & Reporting
- Deviations

HOW:

a strategic & operational tool



Project Activity Tracker

- *Ensures systematic documentation*
- *Facilitates Periodic and Final Reporting*
- *Supports KPIs monitoring and impact tracking*
- *Enhances transparency and accountability*
- *Strengthens periodic reviews preparedness*
- *Improves strategic project management*

Task 1.2 Monitoring progress & Project meetings

- 1 Kick-off-Meeting
- 2 Annual Project Meetings * ** Submit your expression of interest to host the next Annual Meeting 😊*
- 1 Final Project Meeting
- Quarterly (virtual) Progress meetings – *SC meetings (PC with WP leaders and co-leaders)*
 - Monitor progress and assist the reporting process
 - Track deliverables and milestones
 - Monitor KPI progress
 - Contribute to Risk Register
 - Devise mitigation strategies where needed
- **General Assembly meetings** (*hybrid*) – every 6 months or when required

Task 1.3 Financial management and Reporting

SUCCESS OF THE PROJECT  perform a **sound financial management and reporting**

- ✓ administration of EC grant and distribution of shares among PPs
- ✓ provision of financial information (e.g. on rules and EC requirements regarding eligibility of costs, financial reporting, audits, etc.) to all PPs
- ✓ monitoring of the project financial progress (expenditure of PPs) through the INTERIM INTERNAL FINANCIAL REPORT (M12, M24, M36)
- ✓ coordination and submission of periodic financial reporting, as well as scientific and technical reporting with contribution of all PPs



*In accordance with the Grant Agreement, beneficiaries are **jointly responsible for the technical and scientific implementation of the Project**. WP leaders are responsible for the scientific and technical reporting at WP level.*

***Financial responsibility remains individual:** each beneficiary is solely accountable for the eligibility, accuracy and justification of the costs it declares.*

Task 1.3 Financial management and Reporting

PERIODIC REPORTING

REPORTING PERIODS

- M1 - M18 (18 months) – RP1 ends 30/06/2027
- M19 - M36 (18 months) – RP2 ends 31/12/2028
- M37 - M48 (12 months) – RP3 ends 31/12/2029

Reports are due within 60 days after the end of the RP

CONTINUOUS REPORTING

on the EU Funding & Tenders Portal — from the start of the project and throughout its duration

Grant Management		Project Continuous Report													
101181983 (RIVERADE)	HORIZON-...	Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminat... activities	Communic... Activities	Standards	Intellectual property rights (IPk)	Impact	Impact Continuation	Datasets and Other results
Call: HORIZON-CL6-2024-CLIMATE-01	Topic: HORIZON-CL6-2024-CLIMATE-01-6														

Task 1.3 Financial management and Reporting

- ✓ **Grant Agreement:** signed on 9 July 2025
- ✓ **Pre-financing:** received on 16 January 2026
- ✓ **Consortium Agreement:** signed (*one PP still pending*)
- ✓ **Distribution of Pre-financing to PPs:** *coming soon!*

Overall budget: 4.356.201,25 Euros

Pre-financing (53,33%): 2.323.162,13 Euros

MIM contribution (5%): 217.810,06 Euros

Amount redistributed (48,33%): 2.105.352,07 Euros

Task 1.3 Financial management and Reporting

Upon signature
of CA

Upon
approval by
GA (M12)

	ACRONYM	Pre-financing	70% Pre-fin 1st installment	30% Pre-fin 2nd installment
PP1	OGS	295.870,22 €		
PP2	CNRS	247.754,08 €	190.773,01 €	81.759,86 €
AE 2.1	METEO FRANCE	17.745,57 €		
AE 2.2	UT	7.033,22 €		
PP3	CMCC	271.856,25 €	190.299,38 €	81.556,88 €
PP4	IHE Delft	254.094,98 €	177.866,48 €	76.228,49 €
PP5	IOW	276.932,11 €	193.852,48 €	83.079,63 €
PP6	SMHI	164.297,84 €	115.008,48 €	49.289,35 €
PP7	ENEA	156.658,67 €	109.661,07 €	46.997,60 €
PP8	UNILIEGI	261.775,82 €	183.243,07 €	78.532,75 €
PP9	METU	151.333,31 €	105.933,32 €	45.399,99 €
		2.105.352,06 €	1.266.637,29 €	542.844,55 €

Tasks 1.4, 1.5 and 1.6

Communication, Dissemination and Exploitation: Key objectives

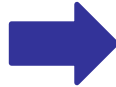
- **Visibility:** establish channels to engage stakeholders, policymakers, and the general public
- **Outreach:** enhance the outreach of scientific results to raise awareness about climate-resilient coastal areas
- **Collaboration:** foster exchange and clustering with "sister projects" and international initiatives like CORDEX, Copernicus Marine (CMEMS), and Destination Earth
- **Capacity Building:** train the next generation of scientists and decision-makers on climate indicators and ocean health

Dissemination objective

provide customised insights
about RIVIERADE's outcomes
to diverse audiences and to
encourage the uptake of these
results

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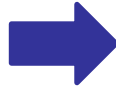


Communication & Dissemination activities

1. Project website
2. Social media presence
3. Press releases and media communication
4. Videos
5. Policy briefs
6. Webinar series
7. Scientific publications
8. Publication of the indicators in the Ocean State Reports
9. Clustering activities
10. Use case brochure
11. Training event
12. Training event in each use case Event
13. Summer school
14. 1 Liege Colloquium Event (tentative May-June 2028)
15. Participation in other relevant events

Dissemination objective

provide customised insights about RIVIERADE's outcomes to diverse audiences and to encourage the uptake of these results



Communication & Dissemination activities

1. **Project website**
2. Social media presence
3. Press releases and media communication
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15. Participation in other relevant events

** Due in M6 +
Communication,
Dissemination and
Exploitation plan*

Deliverables and Milestones

Deliverables

- D1.1 Communication, Dissemination and Exploitation plan [M6, updated M24, OGS]
- D1.3 Final impact assessment of communication, dissemination and exploitation activities [M47, OGS]
- D1.4 Project website documentation [M6, OGS]

Milestones

- MS 2 First version of the project website [M6, ENEA/OGS]
- MS 3 Training activities concluded [M47, OGS]

Target KPIs - communication

- Project website: KPI >500 visits
- Social media: KPI >100 followers
- Press releases and media communication: KPI >4 press releases
- Videos: KPI >1000 views
- Policy briefs: KPI >4 policy briefs
- Webinar series: KPI >200 attendees in total
- Scientific publications: >10 publications
- Publication of the indicators in the Ocean State Reports: KPI > 2 contributors
- Clustering activities: KPI >1 collaboration with 1 EU funded project
- Use case brochure: KPI >200 views
- Training event: KPI >25 participants
- Training event in each use case Event: KPI > 60 in total

*To be revised,
if needed,
by Communication Panel*

Activities already started

1.

Website and graphical identity development

Interviews with 4 candidates

Selection due in 1 month

2.

Coordination with «sister» projects

First contacts with

- SEACLIM
- MOIRAI
- EU-INTERCHANGE

3.

Communication, Dissemination and Exploitation (CDE) plan

Drafting the first version

Requests to all PPs

1.

Communication Panel

Indicate the contact person for your institution

2.

General materials

Logos, general description, links of all PPs will be uploaded in the Teams and link sent to Communication Panel

3.

Communication Activity Tracker for KPIs Monitoring

To track all relevant activities related to communication & dissemination - link will be sent to Communication Panel

Set up of **periodic meetings** of the Communication Panel – the first one in preparation of D1.1 Communication, Dissemination and Exploitation plan [M6] and D1.4 Project website documentation [M6]

RIVIERADE

Partners



Thank you!

Questions?

RIVIERADE

Day 3

WP1 – Internal communication and wrap-up

Work Package Leader: Caterina Fanara, OGS











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Internal Communication

USE OF AN INTERNAL WEB-BASED SYSTEM: **Microsoft Teams**

- *official internal communication and collaboration platform*
- *shared repository for official and collaborative documents*
- *main virtual meeting environment*

Folders Structure (initial set-up)

-  **Official Documents**
 Access: All partners (read-only)
-  **Work Packages (WP1, WP2, WP3, etc.)**
 Access: All PPs (editing rights for WP contributors)
-  **Meetings and minutes**
 Access: All PPs (restricted sub-folders if needed)
-  **Communication & Dissemination**
 Access: All PPs (editing rights for CP members)

ZENODO will be used as a trusted open-access repository to implement the project's Open Science and FAIR commitments

- Open Access to publications (Green Open Access)
- Research data sharing, in line with the Data Management Plan
- Project deliverables intended for public dissemination
- Datasets, reports, policy briefs, training materials

Internal Communication

Dedicated **mailing lists** will be created to ensure an efficient, targeted, and well-structured internal communication:

- All Partners
- WP-specific lists (WP1, WP2, etc.)
- WP Leaders & Co-Leaders (SC mailing list)
- Administrative Board
- Communication Panel
- ...

Kindly provide and/or verify contact details for your institution upon request

Internal Communication

MANAGEMENT HANDBOOK

A concise but operational document, regularly updated, in particular after major reviews or significant adjustments

- *to provide PPs with clear operational guidance on procedures, roles, responsibilities and reporting requirements*
- *to ensure a common understanding of project rules and full compliance with the Horizon regulatory framework*

TABLE OF CONTENT *(draft)*

- Project Governance and Roles

- Technical Implementation

Work Plan overview (WPs, Tasks, Milestones, Deliverables)

- Deliverables and Milestones Management and KPIs

Responsibilities and Deadlines

QC internal procedure for deliverables approval

KPIs monitoring

- Risk Management

Identification of risks and Mitigation measures (Risk Register)

- Budget Management and Cost Categories

Budget structure and cost categories

Budget change and internal budget reallocations

- Reporting

Continuous Reporting (Monitoring Activity Tracker)

Technical Reporting & Financial Reporting

- Amendments vs. minor Technical adjustments

- Communication, Dissemination and Visibility (Art. 17 GA)

Mandatory Acknowledgment and Recommended Disclaimer wording

General visibility rules

Communication materials

- Ethics, Data Protection and IPR

- Templates and other Tools

WP1 Work Plan for the first year

NEXT MEETINGS

- Quarterly virtual Progress meetings (SC meetings), M3, M9 and M12
- General Assembly meetings, M6 and M12
- Administrative Board meeting, M10 (in preparation of 1st Int. Interim Financial Report)
- Annual Meeting, M12

PLANNED ACTIVITIES IN THE SHORT TERM

- Distribution of pre-financing shares (1st instalment)
- Set-up of TEAMS
- Creation of Project mailing lists
- 1st vers. Project Management Handbook
- 1st vers. Data Management Plan (D1.1, M6) and Risk Register
- Set up and engagement of the USAB
- Monitoring Activity Tracker and Continuous Reporting

with contribution of all PPs

Thank you!

See you soon 😊