

# Life Sedremed

## ENHANCED BIOREMEDIATION OF CONTAMINATED MARINE SEDIMENTS

LIFE20 ENV/IT/000572

START DATE OF THE PROJECT: 1 October 2021

DURATION OF THE PROJECT: 42 months

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### DELIVERABLE E1.1 Project Management Plan

DUE DATE OF DELIVERABLE: 01-2022

ACTUAL SUBMISSION DATE: 01-2022

BENEFICIARY LEADING THIS DELIVERABLE: **Stazione Zoologica Anton Dohrn**

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## Executive Summary

The purpose of the Project Management Plan (PMP) is to provide a single point of reference on the quality assurance processes that will be governed during the course of the LIFE SEDREMED Project. This deliverable defines the Project organisation, procedures, roles and responsibilities related to the management and quality control activities that will be carried out. It describes how the project will execute its day-to-day activities from a quality perspective, and ensures that standards, processes, and procedures are defined and their execution is continuously monitored, corrected when necessary and improved. The PMP is based on the terms and conditions established in the Grant Agreement and its Annexes, as well as in the Partnership Agreement specifications and requirements. Nevertheless, this Plan is a living document and will be regularly updated according to project needs along its implementation and evolvement. Partners will be informed of the amended document in occasion of each update. The PMP is a deliverable which is intended to be used by all the project partners, to ensure quality assurance of project processes and outputs and prevent possible deviations from the project work plan.

## Project scope

The LIFE SEDREMED project will demonstrate the cost-efficiency of *in situ* bioremediation of different types of toxic contaminants, present in the Bagnoli's sediments in the Gulf of Naples (Italy), through the adaptation, combination, and field implementation of innovative *in situ* remediation technologies, generating high environmental and socio-economic impact. The project aims to reduce the concentration of bioavailable heavy metals and organic contaminants such as PAHs, PCBs and PCDDs up to 80% and save remediation costs compared with conventional and *ex situ* remediation approaches. The demonstration of an efficient *in situ* approach will moreover enable to drastically reduce environmental impact of marine sediment decontamination process that are conventionally based on selective dredging or capping of the sediment thus causing dramatic impacts on remobilization of contaminants and on biodiversity. The objective is thus to provide a viable alternative to conventional mechanical interventions and consequently limiting contaminants remobilization and biodiversity loss. The project will enable to develop a strategy that will be

replicable in other marine contaminated sites in Italy and in Europe thus providing a concrete added value for the European marine remediation market.

## Introduction

The PMP is the first document developed by Action E1 – “Project management”.

The use of the present document can ensure better collaboration among the consortium partners. This deliverable is intended to be used by the coordinator and all the project partners, to ensure quality assurance of project processes and outputs and prevent possible deviations from the project work plan.

This document reports the procedures to be followed for the management of the resources, documentation production, project dissemination activities, etc. In particular, it describes:

- Project management structures, role and responsibilities of the different project management bodies, the decision-making procedures as well as the communication channels within the consortium.
- Reporting requirements for Action leaders and project partners, procedures for the production of deliverables, reports, and financial statements. These procedures include document naming and version numbering protocols as well as formats to be used for various purposes.
- Overall project monitoring procedures in order to monitor progresses and the achievement of project goals.
- Provide the consortium with guidance for project reporting
- Risk management and quality control mechanisms.
- Provide the consortium with guidance on communication, exchange of data, publication and dissemination

## Management Structure

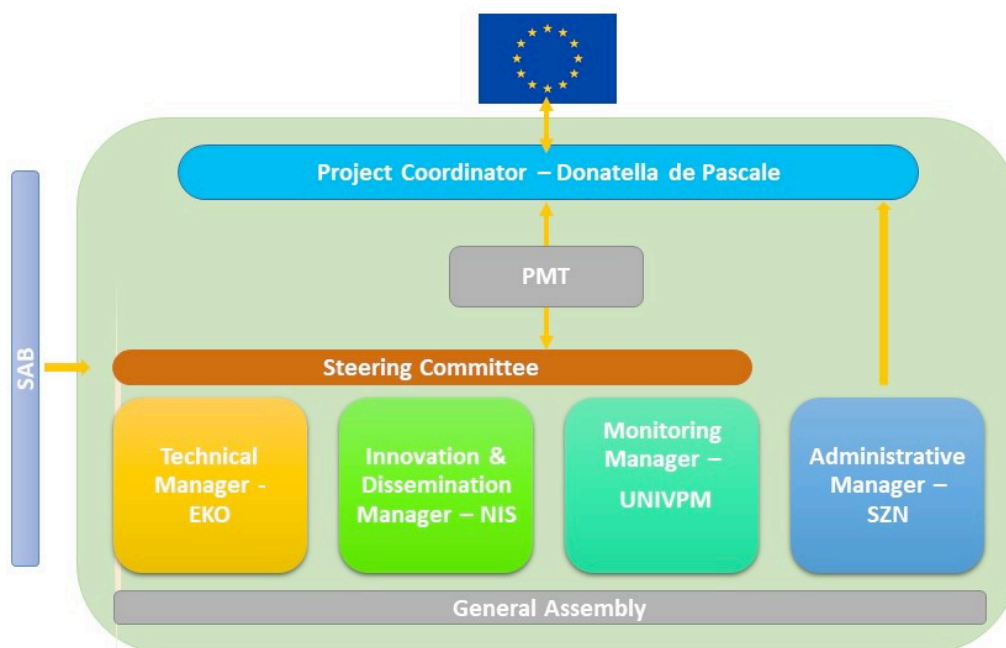
The beneficiaries of the LIFE SEDREMED project are the following:

Coordinating Beneficiary: Stazione Zoologica Anton Dohrn (SZN - IT)

Associated Beneficiaries: EKOGRID Oy (EKO - FI), IDRABEL SPRL (IDRA - BE), Isodetect GmbH (ISO - DE), Nisida Environment Srl (NIS - IT), Università Politecnica delle Marche (UNIVPM - IT), Agenzia nazionale per l'attrazione degli investimenti e lo sviluppo d'impresa SpA INVITALIA (INV - IT).

The management structure aims at safeguarding the effective cooperation among the members of the Consortium and at producing high quality deliverables to the LIFE Commission during the various stages of the project, will ensure an effective decision-making, clear external communication, operational internal communication, and effective administrative and technical control. Within the LIFE SEDREMED Consortium, led by the Coordinator, each participant will take an active part in the efficient implementation of the Project, and will cooperate, perform and fulfil, promptly and on time, all of its obligations as foreseen in the GA.

This deliverable supporting the overall project management to The decision bodies and leading roles within the LIFE SEDREMED management are illustrated in Figure below.



The key roles in the LIFE SEDREMED management structure are:

- Project Coordinator (PC)
- Project Management Team (PMT)
- Steering Committee (SC)
- Scientific Advisory Board (SAB)
- General assembly

**PC:** Dr. Donatella de Pascale (SZN), Director of Dep. of Marine Biotechnology at SZN, will act as coordinator. The Project Coordinator (PC) will be ultimately responsible for the oversight of the entire project against milestones and KPIs. The PC will chair meetings of the Steering Committee and will duly inform the Project Officer or the LIFE External Monitoring Team (NEEMO) of any contingency that may occur along the project and will be the spokesperson for the Project Officer. The PC will be responsible for the administrative management, checking consistency of partners' resources and costs consumption with work fulfilled, receive and distribute all payments from EC to the partners, call for and conduct plenary meetings. The PC will be supported by the PMT.

**PMT:** composed by the Coordinator, the SZN Legal and Finance Officer (LFO), SZN Grant Innovation Office (GIO), a Project Manager (PM - hired during the first 6 months of the project), the SZN communication department (CAPE). The PMT will perform the following duties: Day-to-day operational activities, financial management, Legal management, Risk management and Communication. The SZN administrative office will support the PC and the PMT for the entire project duration.

**SC:** composed of the Coordinator (as chair), the Project Manager and SEDREMED leaders, selected on the basis of their scientific skills, technical expertise and project implementation experience (at least a representative for each project partner will be part of the SC).

**SAB:** experts to be engaged during the project, they will assess progress of the project, participate in risk assessment, in the official consortium meeting, and in the decision-making process.

**General assembly:** the decision-making body of the consortium, chaired by the Coordinator and comprising one designated representative per project partner and those assigned oversight responsibilities for specific areas within SEDREMED (e.g. communications and dissemination, public engagement, gender aspects). GA meetings will be held annually during the consortium meetings to review and provide feedback on operational reports presented to them by the PMT.

## Internal and external communication

Frequent (at least one every three months) in person or virtual meetings will ensure the continuous communication between partners, efficient monitoring of project activities and timely identification of risks and contingency plans. Emails, teleconferences (by Microsoft Teams or Zoom), phone calls, will be the main tools for the day-to-day communication. Specific meetings focused on the technical part of the project will be organised internally.

Official project meetings will be organized in person:

- Kick-Off meeting: held in Naples 1<sup>st</sup> - 2<sup>nd</sup> December 2021 (INV - SZN)
- 1<sup>st</sup> Consortium meeting: Belgium (IDRA) at the end of first project year (Sep 2022)
- 2<sup>nd</sup> Consortium meeting: Finland (EKO) at the end of second project year (Sep 2023)
- 3<sup>rd</sup> Consortium meeting: Ancona, Italy (UNIVPM) at the end of third project year (Sep 2024)
- Final conference: Naples, Italy (SZN), at the end of the project (Mar 2025)

A Google Drive folder has already been created containing all the relevant information or data produced since the Kick-Off meeting. All partners have free access to the folder. It will be updated during the entire project duration.

Website, social media (Facebook, Twitter, LinkedIn, YouTube), posters, publications on magazines and open access scientific journals, notice boards, leaflets, press releases, videos, participation at conferences and events will be used to communicate and disseminate the project results outside the LIFE SEDREMED consortium. The partners will communicate to the PC and to the Dissemination manager when, where and how they will divulgate the project outcomes.

## Quality Management and Plan

All partners are responsible for the quality assurance of the LIFE SEDREMED project. The quality of Project activities and outputs will be monitored by the Action leaders, and the Project Coordinator according to the roles and responsibilities defined in Grant Agreement and in the Partnership Agreement.

## Reports and Deliverables

Reports and Deliverables will be produced in Microsoft Word: working drafts and editable working copies will be supplied to partners as Word documents in advance. The Project Coordinator will make a final release version as a PDF file. This PDF version will also be made available to partners and will be regarded as the definitive version of the Report or Deliverable. Each partner should deliver on time, to the PM and PC, the deliverables which it is responsible for. The internal approval of the deliverables is considered done after the successful completion of the quality control, which is performed by the involved partners, PM and PC. The PC has the obligation to submit the deliverables to the LIFE Commission after its internal approval. The deliverables will be produced based on the project template (as soon as a template is ready) and will be available to all partners by the Google Drive shared folder. Project deliverables and milestones are reported below:



## LIFE SEDREMED deliverables

| Name of the Deliverable   | Number of the associated action | Deadline   |
|---|---------------------------------|------------|
| Design of the sampling campaign                                 | A 1                             | 31/01/2022 |
| LIFE SEDREMED website   | D 1                             | 31/01/2022 |
| Project management Plan   | E 1                             | 31/01/2022 |
| 1st communication, dissemination and exploitation plan          | D 1                             | 31/03/2022 |
| Authorizations and procurement report                           | A 2                             | 31/03/2022 |
| Ex situ bioremediation and prototype implementation             | B 1                             | 31/03/2023 |
| Intermediate communication, dissemination and exploitation plan | D 1                             | 31/08/2023 |
| Interim project report  | E 1                             | 30/09/2023 |
| Stakeholder and market analysis                                 | B 4                             | 30/09/2023 |
| First report with monitoring results                            | B 3                             | 31/10/2023 |
| Final report with monitoring results                            | B 3                             | 31/08/2024 |
| In situ bioremediation approach and prototype implementation    | B 2                             | 31/08/2024 |
| Sampling campaign report  | B 1                             | 31/08/2024 |
| Final communication, dissemination and exploitation plan        | D 1                             | 30/09/2024 |
| Replication and transfer plan                                   | B 4                             | 30/09/2024 |
| Layman Report   | D 1                             | 31/01/2025 |
| Publication of MEDREHUB funding strategy and event program      | B 5                             | 31/01/2025 |
| After-LIFE plan   | E 2                             | 28/02/2025 |
| Report on LCA/LCC analysis of implemented technologies          | C 1                             | 28/02/2025 |

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| Business plan and IPR strategy                                       | B 4 | 31/03/2025 |
| Final project report   | E 1 | 31/03/2025 |
| Report on monitoring of KPIs, including update of the LIFE KPI table | C 1 | 31/03/2025 |

## LIFE SEDREMED milestones

| Name of the Milestone   | Number of the associated action | Deadline   |
|---|---------------------------------|------------|
| Sampling points selected  | A 1                             | 30/11/2021 |
| List of all authorizations and procurements needed  | A 2                             | 31/12/2021 |
| Consortium agreement signed   | E 1                             | 31/01/2022 |
| First contaminated sediments collected  | B 1                             | 30/06/2022 |
| First validation of KPIs foreseen by LIFE SEDREMED project                                | C 1                             | 31/03/2023 |
| Logistical infrastructure set-up  | B 2                             | 31/05/2023 |
| List of stakeholders prepared   | B 4                             | 31/07/2023 |
| Results of first monitoring campaign available  | B 3                             | 31/10/2023 |
| 50 stakeholders engaged through dissemination events                                      | D 1                             | 31/01/2024 |
| Synergies established with 2 LIFE or EU-funded projects                                   | D 1                             | 31/10/2024 |
| 20000 users engaged on the project's website and social channels                          | D 1                             | 31/12/2024 |
| LCA and LCC analysis completed  | C 1                             | 31/12/2024 |
| MEDREHUB set-up   | B 5                             | 31/12/2024 |
| Business case fundamentals prepared for the insitu remediation approach                   | B 4                             | 31/01/2025 |
| Collection of all deliverables and results of the project connected with its continuation | E 2                             | 31/01/2025 |
| Final validation of KPIs foreseen by LIFE SEDREMED project                                | C 1                             | 31/03/2025 |
| Final validation of KPIs foreseen by LIFE SEDREMED project                                | C 1                             | 31/03/2025 |

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| MEDREHUB Opening-day (Project's Final Conference) | B 5 | 31/03/2025 |
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## Project reporting

Official reports (interim and final report) will be delivered by the project to the LIFE Commission for the official revision. The report will include technical, administrative and financial information produced during the project and in agreement with the GA. Progress meeting will be delivered every three months to the External Monitoring Team of NEEMO, responsible to supervise the project progresses. All partners will provide to the PC the necessary documentation for the development of those mentioned progress reports.

## Risk management

Risk Management is the identification, assessment, and prioritization of risks to minimize, monitor and control the probability and/or impact of unfortunate events also known as threats. Since not all risks can be eliminated, mitigation strategies and contingency plans can be developed to lowering their impact if they occur. The responsibility of managing project risks relies with the Coordinator. All activities related with the risk management are monitored by the PM with collaboration of each Action leaders and Project Partner in general and for specific issues relevant within every specific Action. During the regular meetings (at least one every three months) a specific timeslot will be dedicated to the risk identification and the related mitigation strategies. Risks described in the proposal will be considered and in general, Technical, Administrative and Financial risks will be identified. The risk will be categorized based on their probability (likelihood of occurrence) and impact (degree of its effect), in order to prioritize the most relevant for the project. Any conflict, which impacts on organisational, technical or administrative issues, will be discussed and solved by majority and, if necessary, by the Steering Committee. In case of an important impact to the project scope, plan or contractual obligations, the proposal for implementing the change will be submitted to the Project Officer.