



# **AquaStress Case Study Checkpoints, Deliverables and Milestones**

Version: 1<sup>st</sup> Draft

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## **1. Introduction**

Following discussions in the Nafplion Joint Work Team Workshop, the JWT members and coordinator decided on a number of Case Study checkpoints, milestones and deliverables that would permit the efficient monitoring and coordination of all the Case Studies. This document summarises the final list of Case Study milestones, checkpoints and deliverables, and all the relevant information.

## **2. Activity checkpoints for information exchange and determination of necessary corrective actions**

Checkpoints were established at 6-month intervals, whereby the Regional Partners and JWT Coordinator will all meet to discuss progress, exchange information and resolve any problems. The participation of the JWT members is optional, but would be very useful.

The 1<sup>st</sup> Checkpoint will be a workshop in Sofia, in the week of 18-22 June 2007. The precise dates are not yet fixed, and will be decided on according to participant availability. Please keep your schedules open on these dates, as much as possible.

The 2<sup>nd</sup> Checkpoint will take place in January-February 08 (Project M36), and will most likely be combined with the 3rd Annual meeting and/or Joint Assembly.

## **3. Reporting and Deliverables**

There is a set of WB1 Deliverables that have been defined in the DoW on the Case Study implementation progress:

- a) D1.4-2: 1<sup>st</sup> Partner Report on Field Implementation (M30-July 07)
- b) D1.4-3: 2<sup>nd</sup> Partner Report on Field Implementation (M42-July 08)
- c) D1.4-4: Final Report on Field Implementation (M48-January 09)

In order to enable the preparation of the above Deliverables, regular reporting will be required by the JWTs:

1. Two 6-monthly activity reports, which will entail a concise description of the activities undertaken, including cost accounting, as well as the activities planned for the next period.
  - a) The 2<sup>nd</sup> Activity report should be submitted in June 2007 (M29)
  - b) The 3<sup>rd</sup> Activity report should be submitted in December 2007 (M35)
2. A Final Report on Case Study activities, after the completion of Case Studies in May 2008. The report will include a full account of the activities undertaken, including the responsibilities of all involved partners, and detailed cost accounting.

For each of these JWT reports, each activity should be reported on by the partner responsible. The overall reports will be coordinated, collected and compiled by the Regional Partner in each Case Study.

## 4. Milestones

Based on the above, the following list of milestones can be identified across all Case Studies:

1. M29, 2<sup>nd</sup> Activity report
2. M30, 1<sup>st</sup> Checkpoint
3. M35, 3<sup>rd</sup> Activity report
4. M36/37, 3<sup>rd</sup> Joint Assembly and 2<sup>nd</sup> Checkpoint
5. M38, Conclusion of Implementation Activities
6. M40, Final Activity Report

Within each Case Study, there are very few already defined milestones; it will be necessary for the JWTs to discuss in depth in order to define specific milestones, in order to ensure the smooth progress of implementation activities and enable effective monitoring and coordination of activities.