



## Definition of the preliminary project plan D0.1 PRIMA collaborative project, EU 7th Framework Programme, contract no. 212345

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# Prototypical Policy Impacts on Multifunctional Activities in rural municipalities

A collaborative project under the  
EU Seventh Framework Programme



## DEFINITION OF THE PRELIMINARY PROJECT PLAN

Deliverable no. Do.1

Ramon Laplana, Baptiste Hautdidier, Turpin Nadine

Partners: Cemagref

Submission date: 10-Jan-09

Seventh Framework Programme  
Theme 6 (ENV-2007-1)

Environment (including climate change)

Collaborative project (Small or medium-scale focused research project)

Grant agreement no. : 212345

Project duration: November 2008 - - November 2011





PRIMA aims to develop a method for scaling down the analysis of policy impacts on multifunctional land uses and on the economic activities. The scoped policies will include the cohesion policy (ERDF, ESF, CF), the enlargement process (IPA) & the rural development policy (EAFRD) of the European Commission, with a special focus on agriculture, forestry, tourism, and ecosystem services. The approach will: rely on micro-simulation and multi-agents models, designed and validated at municipality level, using input from stakeholders; address the structural evolution of the populations (appearance, disappearance and change of agents) depending on the local conditions for applying the structural policies on a set of municipality case studies. Involving eleven partners, the project is coordinated by *Cemagref*.

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## GENERAL INFORMATION

Task(s) code(s): Do.1

Input from (Task codes):

Output to (Task codes): 0.1; 0.2;0.3

Related milestones: M.0.1

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## EXECUTIVE SUMMARY

This deliverable describes quality assurance procedures to raise the level of quality on the project. It provides common format documents for all reporting periods. The scientific work plan, described in the DOW, is reminded in its main points. The dissemination plan informs how the community will spread the project results.





# 1 QUALITY ASSURANCE

## 1.1 Objectives

The project quality plan formalizes the method to assure the quality of the project outcome as well as the project management. It establishes responsibilities, structures and procedures to promote effective management (i.e. controlling costs), reporting, quality review on all documents before submitting and communications throughout the project. The quality assurance plan describes in detail how to create quality assurance and quality control procedures to raise the level of quality on the project.



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Turpin

The quality plan bears on the recommendations of the ISO norms.

## 1.2 Formal Project Scheduling

The project is broken down into work-packages and tasks. Each of these is assigned project resources and delivery responsibilities according to a time schedule. The coordinator will track and act upon variances to this schedule, keeping the partners and the project scientific officer informed of progress, problems, and methods of problem resolution.

## 1.3 Correspondence procedures

All partners will route any substantive correspondence to the coordinator for review. The coordinator will sign all correspondence regarding financial progress, contract amendments, or schedule revisions and technical letters. Partners will send such correspondence via regular mail unless the particular subject warrants faster delivery.

Electronic mail will be used to expedite informal correspondence. Any e-mail related to management or scientific issues between partners will be copied to the coordinator and scientific coordinator. For all major changes related to contractual matters, a formal letter must be sent to the coordinator.

## 1.4 Distribution List

The coordinator will develop distribution lists at the onset of the project (WP leaders, scientists involved, Steering Committee, EU contacts, associated projects). These lists will be used for regular distribution of progress reports, meeting/seminars notes, and all other routine correspondence.

If there is a question about the distribution of a particular item of correspondence, it will be addressed to the coordinator who will distribute the information as he sees appropriate and formally notify the partners of the recipients. The coordinator will also develop a list of names, addresses, telephone num-





bers, and e-mail addresses for key personnel on the project. The list will also identify their project responsibilities.

## 1.5 Internal communications

The collective goal is to deliver the right message to the right person(s) at the right time. Work package leaders will communicate laterally as well as with the coordination team. Internal communication will be helped by the implementation of a specific tool in the project website.

As far as necessary phone or visio-conferences will be organized between partners or at the request of the coordinator. The partner in charge of the conference will take notes and provide an executive summary to all participants.

## 1.6 External communication

A common template will be used for presentations at conferences to confort the public awareness of the project, since information which is disseminated can be easily attributed to the PRIMA project.

A common PowerPoint presentation of the PRIMA project will be provided by the coordinator and provided on the website; it has to be used by all partners.

## 1.7 PRIMA meetings

The coordinator, with the help of WP leaders, will propose and develop the agenda of each meeting. These meetings will coincide with project workshop milestones. During these meetings will be organized the Steering Committee. WP leaders will direct requests for changes in the proposed schedules to the coordinator.

## 1.8 Product quality

For all milestones and deliverables, quality control is extremely important. WP leaders are responsible for initial quality control on the WP products. It is expected that all partners will participate, actively and critically, in review and quality control of the products. The coordinator and the scientific coordinator will take responsibility for final quality control.

Milestones and deliverables will have a consistent and common format (common title page with the project logo).

## 1.9 Quality of Project Management

The project management will be implemented as described in the DOW. For the PRIMA community it is expected to be transparent and strict enough to keep the project progress in synchronization with the work plan. Quality aspects are the documentation of the project progress reports (management



and financial). The communication with the commission and the project scientific officer will be without delays.

## 2 COMMON FORMATS

APPENDICE 1: PRIMA Midterm progress Report (months 1-18)

APPENDICE 2: PRIMA Periodic report for period 1. Periodic management report

APPENDICE 3: PRIMA Time sheets

## 3 SCIENTIFIC PROJECT PLAN

At the beginning of the project the consortium decided to follow strictly the scientific project plan as detailed in the DOW. It includes:

- - WPs and tasks contents
- - Links between WPs
- - Study sites selection
- - Stakeholders involvement
- - Responsibilities
- - Timings for deliverables
- - Reviewing procedures
- - Partnership with other FP6 and FP7 related projects
- - Dissemination activities

## 4 DISSEMINATION PLAN

### 4.1 Objectives

The aim of the Dissemination Plan is to promote the widest dissemination of knowledge from the project by spreading scientific research results to different communities. The goal of PRIMA dissemination plan is utilization.

### 4.2 Dissemination plan

Due to the aim and goals of the project and the scientific disciplines involved, the DP is expanded in four domains :

- dissemination for the scientific community: public policies assessment, participatory analysis, economic modelling (micro simulation and SMA), indicators



- dissemination for public/private bodies: policy makers, stakeholders, managers, administrative bodies
- dissemination for teachers and students
- dissemination to large public

At the end of the first year project, will be provided a list of groups who will benefit from PRIMA advances and results.

Internal and external communication tool:

PRIMA will establish and maintain a web presence. The website will include:

- information about the project and its activities including working papers, deliverables, scientific papers, events (seminars, workshops, conferences) etc.,
- instructional materials,
- updated news to keep the community informed in order to facilitate collaboration amongst partners.
- information in local language for the case study sites

In order to profile a coherent identity, the coordination team will produce and make a project presentation template (power point) available to all partners. A project logo will be produced.

### 4.3 Dissemination activities

Different types of dissemination activities will be performed (targets/tools/timing/responsibilities)

**Dissemination for the scientific community:**

*Content:* Participation and organization of relevant conferences, workshops, and schools, where results of the PRIMA project will be presented. With respect to the dissemination of knowledge, the work will consist of ensuring that the participants of PRIMA are present at conferences and that publications in high-impact scientific journals are achieved. Specific joint dissemination workshops will be organized with other running projects. PRIMA will organize workshops on relevant topics (indicators/impact assessment...) with the participation of external experts for consultation, scientific exchanges and knowledge transfer.

*Timing:*

- conferences participation, as often as interesting conferences occur. Main targets: european associations of economists, modelers, rural scientists.
- organization of conferences : at least one at the end of the project
- submission of papers : as often as results occur
- books



**Responsibilities:** WP leaders have to foster presentations and submission of papers. The coordinator and the scientific coordinators have to be informed of paper and conferences submission.

#### **Dissemination for public/private bodies (action oriented dissemination):**

**Content:** one of the most effective ways to increase utilization is to involve potential users in the project research implementation; Prima will take advantage of the close relationships developed with the public/private bodies (direct contacts to institutions notably local/regional stakeholders) all project long. This will notably improve communication contents by feed back from local communities and interest groups. PRIMA will organize dissemination by introducing the project to regional targets at the beginning of the project and by local workshops towards the end of the project (oriented on results and policy implications) in some of the countries addressed for the various groups of stakeholders involved.

**Timing:** at least twice a year

**Responsibilities:** case study coordinators

#### **Dissemination for teachers and students:**

**Content:** PRIMA will provide various kinds of training, both internal and external to the project; these activities will include internal project courses, tutorials, and participation in and organization of summer schools. (list of schools: ENGREF; ENITAC, Spatial planning Dortmund ...)

**Timing:** from the third year of the project

**Responsibilities:** WP leaders should foster the participants

#### **Dissemination to large public:**

**Content:** letters, leaflets, common presentation of study sites in country language...

**Timing:** dissemination dates will differ according to the type of document and the advances of the project

**Responsibilities:** WP leaders

PRIMA will evaluate potential links and cooperation opportunities with other EU or national initiatives (common actions, cooperation..).



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## APPENDICES

### APPENDICE 1: PRIMA Midterm progress Report (months 1-18)

#### **Prototypical Policy Impacts on Multifunctional Activities in rural municipalities**

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## MIDTERM PROGRESS REPORT

### PRIMA Midterm progress Report (months 1-18)

Seventh Framework Programme  
Theme 6 (ENV-2007-1)

Environment (including climate change)

Collaborative project (Small or medium-scale focused research project)

Grant agreement no. : 212345

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## FINANCIAL/ADMINISTRATIVE CO-ORDINATOR

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## EXECUTIVE SUMMARY

### Main achievements

Main work package activities and achievements for the period are:

#### ***WPo Project Management***

##### ***WP1***

Complete WP Leader

##### ***WP2***

##### ***WP3***

##### ***WP4***

##### ***WP5***



## **WP6**

*Complete Cemagref*

**Progress in implementation of the “Description of Work” – problems encountered**

**Highlight/anticipated problems for next reporting period**



## 1.1 Objectives

### Objective 1:

Objective ...:

## 1.2 Milestones



### 1.3 Deliverables

### 1.4 Deviations from Plan

<i>Causes and Descriptions</i>	<i>Corrective actions</i>

## 2 CONTRACTUAL ARRANGEMENTS

--



### 3 PROJECT MEETINGS/VISITS (HELD AND FORESEEN)

Title	Date and Place	Main conclusions



## 4 DISSEMINATION

### 4.1 Conference and/or Workshops attended/organised/foreseen by the project

Date	Title	Number of persons attended + other information
4/5 November 2008	Brussels: Launching meeting	

### 4.2 Articles Published, Press coverage, development web site, etc.

Date and Type	Details
Web site:	<a href="https://prima.cemagref.fr">https://prima.cemagref.fr</a>
Scientific publications in preparation	

[illegible]





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<b>Subtotal</b>	<b>PRIMA contract</b>								
<b>Total</b>									



*complete Cemagref*

Contractor designation	WP 0		WP 1		WP 2		WP 3		WP 4		WP 5		WP 6		Total	
	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A
<b>Total</b>																

P: planned (persons month for all project period)

A: actual (persons month for actual reporting period)





## 6 COST BUDGET FOLLOW-UP

[external link to an excel file, not included in this pdf version]



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### PERIODIC REPORT FOR PERIOD I. PERIODIC MANAGEMENT REPORT. SECTION I

PRIMA Periodic Management Report P1 (months 1-18)

Cemagref

Seventh Framework Programme  
Theme 6 (ENV-2007-1)

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## PARTNER INFORMATION

Partner number: P1

Abbreviation: Cemagref

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Responsible person: Dr. Ramon LAPLANA

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## 1 OVERVIEW

### 1.1 Deliverables, for which the reporting partner is responsible (*project months 1-18*)

Deliverable Code & Name	Planned delivery date (month)*	Actual delivery date (month)	Comments (if necessary, i.e. when delivery is delayed)

### 1.2 Deliverables, to which the reporting partner contributes (other than at point 1.1)

Deliverable Code & Name	Planned delivery date (month)*

## 2 JUSTIFICATION OF COSTS AND RESOURCES

### 2.1 Total budget for the whole project vs. estimated actual costs (months 1-18)

Type of expenditure	Planned/ Budget	Actual/ actual costs	% spent	Remaining budget
Total person months				
Personnel costs (direct)				
Others (direct)				
Indirect				
<b>Total</b>				



## 2.2 Resources employed

### 2.2.1 person months by name (project months 1-18)

Effort for the reporting period per employee (person month) (month 1-18)								
Staff name	WP0	WP1	WP2	WP3	WP4	WP5	WP6	Total

### 2.2.2 person months total

Overall effort for the reporting period (person months, planned vs. actual)																
Names and categories of staff	WP 0		WP 1		WP 2		WP 3		WP 4		WP 5		WP 6		Total	
	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A
<b>Permanent staff</b>																
<b>Total</b>																

P: planned (person months for all project period)

A: actual (person months for actual reporting period)

## 2.3 Explanation /justification of major cost items other than personnel

## 2.4 Summary explanation of derivations from the cost budget and from the person months budget



### 3 ACTIVITY REPORT, PROGRESS REPORT AND RESULTS

Delivery code & name:	Responsible Yes X No <input type="checkbox"/>	Contributing Yes X No <input type="checkbox"/>	Person months spent (planned/ actual)
<b>Objectives</b> (describe the objective of your work towards the deliverable, 2-4 lines)			
<b>Activities</b> (describe the activities conducted, 5-15 lines):			
<b>Results</b> (describe the type and content of results in bullets, 5-15 lines)			
<b>Milestones</b> (list the milestones (no. and title, see DoW) you achieved)			
<b>Progress towards the deliverable</b> (describe the progress made in short bullets)			
<b>Problems towards the deliverable</b> (describe the problems encountered in short bullets)			
<b>Deviations from the plan: causes and corrective actions:</b>			

### 4 PROJECT MEETINGS ATTENDED (INCL. TELEPHONE CONFERENCES ETC.)

Title	Date and Place	Name of person(s) attended



## 5 DISSEMINATION

### 5.1 Conference and/or Workshops attended

Date	Location	Conference/ Workshop title	Name of person(s)	Title of presentation (oral, poster, other)	Refers to deliverable no.

### 5.2 Publications, Press releases, web sites, etc

Date	Type	Details	Refers to deliverable no.



## APPENDICE 3: PRIMA TIME SHEETS

[External link to an excel file, not included in this pdf version. Time sheets are adapted by each partner]