



Coordination and Support Action SET4H2

Project Management Plan

Report on Project, Data and
Quality Management, Risk Register

D1.1

WP1 / T1.2


July 2024

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Technical References

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Project Title	Support to the SET Plan IWG on hydrogen
Project Duration	1st May 2024 – 30th April 2026 (24 months)

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Title of Deliverable	Project Management Plan
Subtitle of Deliverable	Report on Project, Data and Quality Management, Risk Register
Dissemination level*	PU*
Work Package	WP 1 – Organization and Management
Task	T1.2 Project coordination and communication
Lead Beneficiary	DLR
Contributing Beneficiary	
Version of the document	1.0
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* PU = Public (Fully open); SEN = Sensitive (Limited under the conditions of the Grant Agreement); EUCI = EU Classified (RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444).

V	Date	Beneficiary	Author(s)
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Executive Summary

The purpose of the Project Management Plan is to define a consistent set of working procedures, quality check processes, define common standards and guidelines in order to ensure Quality standards of the Project outcomes.

The main objectives are to:

- Manage the interaction between the beneficiaries during the work execution;
- Define the rules of checking the progress of the work on a regular basis;
- Detail how and when the documentation and reporting must be done and shared between the beneficiaries and with the European Commission;
- Set editorial/quality standards for Project document contents and visual identity;

The PMP is based on the Grant Agreement and the Consortium Agreement and draws on several other deliverables such as the Data Management Plan (Deliverable 1.5) and Quality Assurance Plan (Deliverable 1.6) of Work Package 1 as well as the Dissemination, Exploitation and Communication (Deliverable 6.1) of Work Package 6.



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List of Abbreviations and Consortium Partners

List of Abbreviations

Abbreviation	Long form
CETPartnership	Clean Energy Transition Partnership
CHJU	Clean Hydrogen Partnership
CSA	Coordination and Support Action
DoI	Declaration of Intent
EERA	European Energy Research Alliance
IWG	Implementation Working Group
SET Plan	European Strategic Energy Technology Plan
SRIA	Strategic Research and Innovation Agenda
TRI	Transition Initiatives
TWG	Temporary Implementation Working Group

CSA SET4H2 Consortium Partners

Nr.	Partner	Acronym	Country
1	Deutsches Zentrum für Luft- und Raumfahrt e.V.	DLR	Germany
2	Ministero dell'Università e della Ricerca	MUR	Italy
2.1	Alma Mater Studiorum – Università di Bologna	UniBO	Italy
3	Direção-Geral de Energia e Geologia (Directorate General for Energy and Geology)	DGEG	Portugal
4	Balgarska Asotsiatsia za Vodorod, Gorivni Kletki i Sahranenie na Energia (Bulgarian Hydrogen, Fuel Cell and Energy Storage Association)	BGH2A	Bulgaria
5	Österreichische Energieagentur - Austrian Energy Agency	AEA	Austria
6	Association of European Renewable Energy Research Centers	EUREC	Belgium
7	Hydrogen Europe Research	HER	Belgium


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1. Introduction

Sound project coordination and internal communication are the backbone of any project of the size of the CSA SET4H2. The Project Management Plan (PMP) together with the Data Management Plan (DMP) and the Quality Assurance Plan (QAP) as well as the Dissemination, Exploitation and Communication Plan (DEC Plan) aims to launch, monitor and guarantee a harmonised process of the overall project by coordinating partners, knowledge management, internal/ and external communication. Transparency and equitable access to information at all times are essential. Systematic mutual exchange of information will therefore rely on various communication channels with a view to a reasonable spending of project resources, including an electronic collaborative platform for sharing and storing documents, physical consortium meetings (kick-off, interim, and final meeting), complemented by bimonthly online plenaries using agile project management framework (eg.: the scrum technique).

Deliverable D1.1: Project Management Plan (PMP) is part of the work package WP1 Organisation and Management, and a direct output from task T1.2 Project coordination and communication. It reports on project and data management processes as well as quality assurance procedures and contains a risk register.

The Project Management Plan is designed to be used in conjunction with the Grant Agreement, Annex I - DoA and the Consortium Agreement. It shall be used by all consortium partners. It is a living document and may be revised when needed. For that purpose, it shall be reviewed at the project meetings.

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2. Project Management

The project management structure is defined in the Consortium Agreement (CA) that has been signed by all members of the CSA SET4H2. It is based on the DESCA – Model Consortium Agreement for Horizon Europe, version 1.1, published in November 2022.

2.1 Management Structure description


The consortium of the CSA SET4H2 consists of the following members:

- DLR: Deutsches Zentrum für Luft- und Raumfahrt e.V. (project leader)
- AEA: Österreichische Energieagentur - Austrian Energy Agency
- BGH2A: Balgarska Asotsiatsia za Vodorod, Gorivni Kletki I Sahranenie na Energia (Bulgarian Hydrogen, Fuel Cell and Energy Storage Association)
- EUREC: Association of European Renewable Energy Research Centers
- DGEG: Direção-Geral de Energia e Geologia (Directorate General for Energy and Geology)
- HER: Hydrogen Europe Research
- MUR: Ministero dell'Università e della ricerca
- UNIBO: Alma Mater Studiorum – Università di Bologna

The organisational structure of the consortium comprises the General Assembly and the Coordinator. The members of the consortium form the General Assembly. The Coordinator, in this case DLR, is the legal entity acting as the intermediary between the Parties and the Granting Authority. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement (GA) and the Consortium Agreement.


The Coordinator chairs all meetings of the General Assembly, unless decided otherwise by the General Assembly. Each Member shall be deemed to be duly authorised to deliberate, negotiate and decide on all matters. The Parties agree to abide by all decisions of the General Assembly. This does not prevent the Parties from exercising their veto rights, or from submitting a dispute for resolution.

Each member is responsible for the success of the project in general and is involved in varying degrees in the different work packages, tasks and deliverables, as described in the GA.

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Organisation	Name	Responsibility
AEA	Peter Raimann Elisabeth Sibille Günther Simader	Lead WP5
BGH2A	Dennitsa Nozharova Daria Vladikova	Lead WP2
EUREC	Anna Spoden Andrej Misech	Lead WP6
DGEG	Paulo Partidário Paulo Martins	Lead WP3
DLR	Anne Dreysel Horst Krämer Dr. Nadine May	Project Coordinator Lead WP1, WP2 and WP6
HER	Kristin Schreyer Louis Mazurkiewicz	Partner WP 3
MUR	Maria Rachele Nocera Silvia Reale	Lead WP4
UNIBO	Francesco Basile Andrea Fasolini	Lead WP4

Table 1: Consortium Members by Organisation, Name and Responsibilities


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The work packages, tasks and deliverables are attributed to the members of consortium as can be seen in the overview below. In some cases, the lead for the WP is shared but also tasks and deliverables can be attributed to a different member than the WP Leader.

No. WP/T	Work Package Title	WP Leader	Main WP Partners	Deliverables
WP1	Organisation and Management	DLR	DLR	
T1.1	Contract administration & reporting			D1.1
T1.2	Project coordination and communication			D1.2 - D1.4
T1.3	Monitoring, data management, risk management and quality assurance			D1.5, D1.6
WP2	Secretarial support to the IWG and transfer of SRIA Results into IWG and SET Plan	DLR	DLR, BGH2A	
T2.1	Secretarial support and organisational logistics to the IWG members and supporters			D2.1 – D2.4
T2.2	Finalisation of draft IP and later revision			D2.5
T2.3	Establishing Scientific Advisory Board			D2.6
T2.4	Synthesis of results of WP 3,4,5 and integration of SRIA activities in the Implementation Plan			D2.7
WP3	R&I on H2 Integration in SET-Plan and beyond	DGEG		
T3.1	Interacting, coordinating, and engaging within the SET Plan IWG communities/ETIP communities		DGEG, BGH2A & DLR	D3.1, D3.2

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T3.2	Analysis and Comparison ERA SRIA on Green H2 with other relevant SRIAs (e.g. CHP, CETP) and Monitoring the state-of-the-art in Hydrogen R&I		DGEG	D3.3
T3.3	Enablers and challenges on H2 integration into wider systems		DGEG	D.3.4 – D3.6
WP4	Networking and cooperation with EU and international initiatives	MUR		
T4.1	Support coordination with relevant expert networks and initiatives at EU level		MUR, UniBO	D4.1
T4.2	Intelligence on hydrogen EU R&I projects		HER, UniBO	D4.2, D4.3
T4.3	Mapping Third Countries initiatives on hydrogen		MUR, UniBO	D4.4
T4.4	Cooperation with international organisations and initiatives		UniBO	D4.5
WP5	Exchange between Member States and stakeholders on best practices and lessons learnt, EU societal involvement and outreach	AEA	AEA, DLR	
T5.1	Analysis of the current status quo in the Member States with regard to hydrogen activities			D5.1, D5.2
T5.1	Identify areas where coordination or partnership to increase efficiency between Member States or regions can best be developed			D5.3
T5.3	Provide a forum/platform for discussion on issues Member States wish to discuss with stakeholders and the public			

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T5.4	Facilitate exchange between Member States and stakeholders (industry, academia, civil society) on best practices and lessons learned			D5.4
WP6	Dissemination, communication & outreach	DLR, EUREC	DLR, EUREC	
T6.1	Dissemination, Exploitation and Communication Plan			D6.1
T6.2	Development of communication channels and tools (“communication toolbox”) incl. dissemination of results (e.g. relevant events, publications)			D6.2

Table 2: List of work packages and tasks

A more detailed description on the roles and responsibilities within the consortium can be found in the Quality Assurance Plan (QAP), chapter 3.

2.2 Decision-making bodies, rules, rights


The General Assembly is the decision-making body of the consortium.

Decisions will only be binding once the relevant part of the minutes has been accepted.

Any decision may also be taken without a meeting, if:

- the Coordinator circulates to all Members of the General Assembly a suggested decision with a deadline for responses of at least 10 calendar days after receipt by a Party and
- the decision is agreed by 51 % of all Parties.

The Coordinator shall inform all the Members of the outcome of the vote. A veto can be submitted up to 15 calendar days after receipt of this information. The decision will be binding after the Coordinator sends a notification to all Members. The Coordinator will keep records of the votes and make them available to the Parties on request.

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2.3 Voting and quorum rules

2.3.1 Quorum

The General Assembly shall not deliberate and decide validly in meetings unless two-thirds (2/3) of its Members are present or represented (quorum). If the quorum is not reached, the chairperson of the General Assembly shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of Members is present or represented.

2.3.2 Voting


Each Member present or represented in the meeting shall have one vote. A Party which the General Assembly has declared to be a Defaulting Party may not vote. Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

2.3.3 Veto rights

A Party which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of the General Assembly may exercise a veto with respect to the corresponding decision or relevant part of the decision.

When the decision is foreseen on the original agenda, a Party may only veto such a decision during the meeting. When a decision has been taken on a new item added to the agenda before or during the meeting, a Party may veto such decision during the meeting or within 15 calendar days after receipt of the draft minutes of the meeting.

In case of exercise of veto, the Parties shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all Parties. A Party may neither veto decisions relating to its identification to be in breach of its obligations nor to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the consortium or the consequences of them. A Party requesting to leave the consortium may not veto decisions relating thereto.

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3. Communication protocols

Communication is key to the successful and efficient collaboration and the delivery of the project CSA SET4H2. Meetings to that end can take place via different means. Various communication channels can be deployed and should be used in a targeted manner for their respective purpose.

The protocol aims to launch, monitor and guarantee a harmonised process by coordinating partners, knowledge management, internal and external communication. Transparency and equitable access to information at all times are essential. Systematic mutual exchange of information will therefore rely on various communication channels with a view to a reasonable spending of project resources, including an electronic collaborative platform for sharing and storing documents, physical consortium meetings (kick-off, interim, and final meeting), complemented by bimonthly online plenaries using the scrum technique. Physical meetings will be organised primarily in conjunction with other project meetings/workshops or external events/missions. The tasks therefore comprise information flow management within the consortium and organisation of consortium meetings.

3.1 Representation in meetings

Any Member:


- should be present or represented at any meeting;
- may appoint a substitute or a proxy to attend and vote at any meeting;
- and shall participate in a cooperative manner in the meetings.

3.2 Preparation and organisation of meetings


The coordinator convenes ordinary meetings of the General Assembly at least once every six months and can also convene extraordinary meetings at any time upon written request of any Member. Written notice of a meeting to each Member as soon as possible and no later than 10 calendar days preceding an ordinary meeting and 5 calendar days preceding an extraordinary meeting.

The coordinator prepares and sends each Member an agenda no later than 7 calendar days preceding the meeting, or 2 calendar days before an extraordinary meeting. Any agenda item requiring a decision by the Members must be identified as such on the agenda. Any Member may add an item to the original agenda by written notice to all of the other Members no later than 5 calendar days preceding the meeting and 1 day preceding an extraordinary meeting. During a meeting of the General Assembly the Members present or represented can unanimously agree to add a new item to the original agenda.

Meetings of the General Assembly can also be held by tele- or videoconference or other telecommunication means or as hybrid meetings. In accordance with the “Environmental Impact” Guidelines of the European Commission videoconference or hybrid meetings are preferably organised. If possible, the General Assembly should be combined with other meetings or events.


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Tools	Purpose / Comment	Condition
Management Website (Sharepoint) CSA	<ul style="list-style-type: none"> • Collaboration with CSA partners • Exchange of project material (templates, official and contractual documents, e.g. reports, meeting minutes, financial documents, drafts, other) <p>meeting organisation (agenda, presentations)</p>	<ul style="list-style-type: none"> • Personal password/login <p>All project material and documentation exchange is made via the project Sharepoint</p>
Management Website (Sharepoint) IWG	<ul style="list-style-type: none"> • Collaboration with active IWG members • Exchange of project material (templates, official and contractual documents, e.g. reports, meeting minutes, drafts, other) <p>meeting organisation (agenda, presentations)</p>	<ul style="list-style-type: none"> • Personal password/login <p>All project material and documentation exchange is made via the project Sharepoint</p>
Project Website	<ul style="list-style-type: none"> • Inform stakeholders and interested parties • Inform about the work of the IWG and the CSA • Publication of articles and news <p>Link to partners, initiatives and social media</p>	Open access
Channels e.g. Microsoft Teams	<ul style="list-style-type: none"> • Collaboration with CSA partners <p>Exchange of project material and drafts</p>	<ul style="list-style-type: none"> • Personal password/login
Email	<p>To facilitate use of emails and avoid unnecessary proliferation, the following rules shall be respected:</p> <ul style="list-style-type: none"> • The subject of all e-mails should commence by SET4H2 • Send email only to recipients / mailing lists directly concerned with the subject of the email 	

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	<ul style="list-style-type: none"> Use widespread broadcasting only for the important documents of relevance to the whole project <p>Documents to be attached when they are available not on the Sharepoint site</p>	
Phone	<ul style="list-style-type: none"> Discussions on details of content, clarification of tasks, etc. <p>Quick exchange of information</p>	Any important decisions or agreements must be confirmed in writing
Video Conference	VC should be used for meetings as far as possible, in order to reduce travel costs and accelerate communication	All required documents must be distributed before the meeting (via Sharepoint)
Physical Meetings	<ul style="list-style-type: none"> Face-to-face information exchange and networking <p>For Kickoff-meeting, interim and final meeting.</p>	Physical meeting will be organized as hybrid meetings and in conjunction with other meetings or events

Table 3: Communication tools and its purposes

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4. Documentation and data control

The guidelines regarding the documentation and data control for the CSA SET4H2 can be found in the documents Data Management Plan (Deliverable 1.5) and Quality Assurance Plan (Deliverable 1.6) of Work Package 1.


SET4H2 will produce insight reports, fact sheets, and summaries of events to facilitate communication of findings from the SET Plan to the European R&I community, policymakers, industry and society. By providing accessible and openly available information, SET4H2 ensures that lessons learned are widely understood and implemented, driving institutional changes and fostering exchanges and synergies between all stakeholders. The Data Management Plan details the procedures for collecting and handling data in the most responsible way and producing an efficient outcome for the project.

The quality assurance plan (QAP) outlines the structures by which project outputs of the CSA SET4H2 will be checked for quality during the project lifetime. The document clarifies the responsibilities within the project framework, and introduces an internal peer review system for quality control with clear deadlines and conflict resolution measures to ensure smooth implementation of the project and timely delivery of high-quality project outputs.


The QAP lists the deliverables of the project. Moreover, it defines the different roles and responsibilities of the project partners during the implementation of the project, i.e. deliverable leader and work package (WP) leader. Furthermore, the QAP describes, for each type of document, e.g. internal memos on the progress of tasks and the final draft versions of deliverables (reports, policy briefs, etc.), the procedure by which quality assurance (QA) is to be conducted. Finally, the QAP provides specific key performance indicators (KPIs) for each of the project activities will be assessed. KPIs will serve as guidance for WP leaders and the Project Coordinator to assess results of the tasks and the achievement of the objectives.

Data management and management of other research outputs

Throughout the SET4H2, all data collection and handling are designed in accordance with EC guidelines and conforms in full with General Data Protection Regulation (EU 2016/679)¹⁴ (GDPR). The project consortium will ensure that datasets are as open as possible and as closed as necessary by using established and standard research data management processes. All personal data collected/generated to this end (e.g., collected during interviews, surveys, etc.) will be controlled and processed on the basis of informed consent, in full compliance with the GDPR as well as other relevant applicable EU and national regulations, protecting the data subjects' rights and freedoms in relation to the processing of their personal data. Data and information so collected will be used only for the purposes outlined in this application. The consortium will take into consideration any emerging ethical and legal issue in data collection, management and analysis on an ad hoc basis. Within the project, data will be collected for the following concrete purposes: As this action is aimed at coordination and support to the IWG on hydrogen, data will largely be collected in relation to surveys, mappings and reports. For the purpose of sharing data, the main distribution channel will be the SET Plan Information System (SETIS). Original research data is not expected to be produced within the scope of the CSA.

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If necessary, Intellectual Property Rights (IPR) will be managed in accordance with general EC policies concerning ownership, exploitation rights, confidentiality, commercial utilisation of results, availability of the information and deliverables to other EU funded projects and disclaiming rules.

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5. Risk management

Risks with high impact and high probability of occurrence were not identified when preparing the project. Nevertheless, the risk management will continuously monitor risk factors to address potential problems as soon as possible. In case a risk materialised in spite of the mitigation strategies implemented, the responsible partner will inform the work package leader and the Coordinator, who will consider possible solutions with the involved partner and WP leader, if needed, through a meeting of the Consortium Members. Any measure taken in response to the risk that require changes to the work plan, the agreed deliverables or the budget allocation between partners will be implemented only after approval of the EC project officer.

No.	Description of risk	Level of (i) likelihood, and (ii) severity	Work package(s) involved	Proposed risk-mitigation measures
R1	Discontinuation of the SET Plan	Low, High	2, 3, 4, 5	In case of a political decision to discontinue the SET Plan, participants will continue working towards the IWG's objectives and feeding results into national and multilateral work plans for best possible impact towards the defined goals
R2	Withdrawal of IWG Members	High, Low	3,4,5	Withdrawal or inactivity of individual IWG members is a constant risk and likely to occur. The consortium will seek to work closely with active members, ensuring their commitment and mitigating withdrawals by advocating engagement of new active members (based on current political priorities).
R3	Lack of cooperation from other initiatives	Medium/Medium	3, (4,5)	Partners are engaged in multiple initiatives providing them with leverage for close cooperation. In case of lack of cooperation, partners will use their respective influence. Where necessary, the coordinator will address governing bodies directly.


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R4	Withdrawal or failure of project partners	Low/High	all	Structural risks concern key personnel (Coordinator, WP or WT leaders) or a partner leaving the consortium. Risk is minimised through strong commitment, division of work and a detailed work plan. All main competences are covered by more than one partner so tasks can be taken over by others if necessary.
R5	Shift of political priorities away from hydrogen	Low/Medium	all	Probability is considered very low. Project outputs will be designed to convey the urgency of the need for European coordination on H2 R&I. Partners will stay committed to aims.
R6	Travel/meeting limitations due to pandemic or natural disasters	Low/Medium	1	Face-to-face events will be performed online.
R7	Delays and problems of process	Low/Medium	all	The coordinator and all partners are well aware of the administrative process. Regular project meetings and milestone reviews by the coordinator will ensure awareness of scheduling and on-time delivery of results.
R8	Unsatisfactory quality of work	Low/High	1 (all)	All major project deliverables as well as key project activities and events will be subject to Quality Assurance (QA, WP1). Deliverables will be checked according to QA guidelines.
R9	Conflicts within the consortium	Low/High	1 (all)	Conflicts on decision making and implementation will be avoided by seeking consensus according to CA rules. Frequent project calls and coordination of tasks are ruled by project management procedures. In


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				case of conflicts, the coordinator will act as a mediator. Previous cooperation among the partners makes the probability for such conflicts very low.
R10	Lack of clarity of roles and responsibilities	Medium/Medium	1 (all)	Roles are defined in the CA and the Project Management Plan. In case of lack of clarity, the coordinator will communicate clarification to affected partners directly.
R11	Insufficient funding available or funding exhausted by one member	Medium/Medium	all	Coordinator and partners commit to identification and proactive management of threats to performance, efforts and related costs with necessary flexibility. Internal interim-reporting will allow early identification of problems.
R12	Beneficiary not responding to the requests of the coordinator	Low/Medium	1 (all)	Provision in the CA to vote by majority on the exclusion of the beneficiary from the Grant Agreement. The consortium is of sufficient strength and diversity for partners to be replaced.
R13	Misuse of financial and other resources	Low/High	all	Regular financial reporting. The financial statement will be presented at project meetings. Probability is very low.
R14	No valuable input from the Scientific Advisory Board (SAB)	Low, Medium	2	There will be regular interactions (calls) with the SAB to ensure output is produced and conducive to the project objectives and IWG work. Selection of SAB Members will be based on their inherent interest in contributing to the success of the CSA/IWG.

Table 4: Risk Register

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The risk register will be updated whenever there is reason to reassess the likelihood and/or severity of any of the listed risks and when new risks are identified. In the latter case, adequate mitigation measures will be defined.

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6. Publication and dissemination

The Dissemination, Exploitation and Communication (DEC) Plan (deliverable D6.1) aims to set up and implement a well-targeted and effective communication strategy in order to support the activities of the project. The deliverable reviews all communication and dissemination actions, key messages, target audiences and communication channels and tools that is used throughout the project. It builds on the dissemination and communication activities (measures to maximise impact) as outlined in the project proposal.

The foreseen communication activities aim to raise awareness, share news and updated information in the communication channels and provide communication materials to the partners to reach a wider audience. The following deliverables and milestones will be executed:

- D6.1 Dissemination, Exploitation and Communication Plan (M4)
- MS6.1 Website (M6)
- D6.2 Results of Dissemination and Communication activities (M24)

Further information on the dissemination, exploitation and communication of the results of the CSA SET4H2 are defined in the DEC Plan as well as the DMP.

	Document:	Project Management Plan			
	Reference:	D1.1			Version: 1.0
	Authors:	Anne Dreyse, Horst Krämer (DLR)			Date 31. July 2024

7. Deliverables and Milestones

During the lifetime of the project, the CSA SET4H2 plans to produce 30 deliverables and 6 milestones under the different WPs, each of them are to be submitted to the EC by the PCO. All deliverables are to be internally reviewed according to the procedure described in the fourth chapter of the QAP.


Peer-reviewers (internally amongst and between partners) might check the deliverables at different stages of their development. A QA check will be done two weeks before the date of the delivery, mainly focusing on the working process. A final QA check is done before submitting the document to the EC. Besides all that, all responsible project partners will have the possibility to comment on all the documents.

For all deliverables, a common format should be applied according to the designed templates, which were developed under WP6 (templates available on Sharepoint). This ensures a common appearance of the project documents and ensures a strong project identity for public deliverables.


SET4H2	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP1	Organisation and Management																								
T1.1	Contract administration & reporting				D1.1																				
T1.2	Project coordination and communication	D1.2											D1.3												D1.4
T1.3	Monitoring, data management, risk management and quality assurance			D1.4	D1.5																				
WP2	Secretarial support to the IWG and transfer of SRIA results into IWG and SET Plan																								
T2.1	Secretarial support and organisational logistics to the IWG members and supporters			D2.1	D2.2											D2.3							D2.4		
T2.2	Finalisation of draft IP and later revision						M2.1																		
T2.3	Establishing Scientific advisory board						M2.2																		D2.6
T2.4	Synthesis of results of WP 3,4,5 and integration of SRIA activities in the Implementation Plan																								D2.5
																									D2.7
WP3	R&I on H2 Integration in SET Plan and beyond																								
T3.1	Interacting, coordinating and engaging within the SET Plan IWG/ETIP communities												D3.2												D3.1
T3.2	Analysis and Comparison on ERA SRIA on Green H2 with other relevant SRIAs (e.g. CHP, CETP) and Monitoring the state-of-art in Hydrogen R&I													D3.3		M3.1									
T3.2	Enablers and challenges on H2 integration into wider systems							D3.4							D3.5										D3.6
WP4	Networking and cooperation with EU and international initiatives																								
T4.1	Support coordination with relevant expert networks and initiatives at EU level				D4.1								M4.1												
T4.2	Intelligence on hydrogen EU R&I project												D4.2					D4.3							
T4.3	Mapping Third Countries initiatives on H2												D4.4												
T4.4	Cooperation with international organizations and initiatives																							D4.5	
WP5	Exchange between Member States and stakeholders on best practices and lessons learnt, EU societal involvement and outreach																								
T5.1	Analysis of the current status quo in the Member States with regard to their H2 activities					D5.1									D5.2										
T5.2	Identify areas where coordination or partnership to increase efficiency between Member States or regions can best be developed															D5.3									
T5.3	Provide a forum/platform for discussion on issues Member States wish to discuss with stakeholders and publicity																						M5.1		
T5.4	Facilitate exchange between Member States and stakeholders (industry, academia, civil society) on best practices and lessons learned																								D5.4
WP6	Dissemination, communication and outreach																								
T6.1	Dissemination, Exploitation and Communication Plan				D6.1																				
T6.2	Development of communication channels and tools ("communication toolbox") incl. dissemination of results (e.g. relevant events, publications)					M6.1																			D6.2

Table 5: Overview of timeline for Tasks, Deliverables and Milestones


The Deliverables attributed to the tasks according to the work packages are listed in more detail in the table below.

	Document:	Project Management Plan		
	Reference:	D1.1	Version:	1.0
	Authors:	Anne Dreysel, Horst Krämer (DLR)	Date	31. July 2024

No.	Deliverable name	WP	Lead participant	Type	Dissemination level	Due month
D1.1	Project Management Plan (PMP)	1	DLR	R	PU	3
D1.2	Report on kick-off meeting	1	DLR	R	SEN	1
D1.3	Summary of project communication I	1	DLR	R	SEN	12
D1.4	Summary of project communication II	1	DLR	R	SEN	24
D1.5	Data Management Plan	1	DLR	P	PU	4
D1.6	Quality Assurance Plan	1	DLR	P	PU	3
D2.1	Terms of Reference of IWG	2	DLR/ BGH2A	R	SEN	3
D2.2	SET Plan Progress Report for SETIS I	2	DLR/ BGH2A	R	PU	4
D2.3	SET Plan Progress Report for SETIS II	2	DLR/ BGH2A	R	PU	15
D2.4	Contribution and support to the integrated SET-Plan	2	DLR/ BGH2A	R	PU	22
D2.5	Integration of ERA Pilot SRIA priorities in the Hydrogen IP	2	DLR/ BGH2A	R	PU	24
D2.6	Report on contributions of the advisory board	2	DLR/ BGH2A	R	PU	24
D2.7	Synthesis report WP 3,4,5	2	DLR/ BGH2A	R	PU	24
D3.1	Minutes/Report on Meetings with IWGs/ERA Forum/SET Plan Conference	3	DGEG	R	SEN	24

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D3.2	Analysis report on H2 in the IPs of other IWGs	3	DGEG	R	PU	12
D3.3	Synopsis report of SRIAs to identify gaps and synergies	3	DGEG	R	PU	14
D3.4	Report on mapping value chains, infrastructural and industrial scale-up enablers and challenges identified in the frame of the SET Plan	3	DGEG	R	PU	7
D3.5	Study on enablers and challenges to scale up the EU-based deployment of hydrogen to feed the EU Strategy on Energy System Integration and the EU Offshore RES Strategy	3	DGEG	R	PU	15
D3.6	IWG joint position paper on hydrogen for NECP revision purposes	3	DGEG	R	PU	24
D4.1	Mapping of initiatives, networks and platforms to engage with on a European level	4	MUR/ UniBO	R	PU	3
D4.2	Mapping of R&I projects on hydrogen and fuel cells at EU level.	4	HER	R	PU	12
D4.3	Report on technologies development trends from projects monitoring	4	UniBO	R	PU	18

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D4.4	Country fiches on R&I initiatives in selected Third Countries	4	MUR/ UniBO	R	PU	12
D4.5	Report on hydrogen R&I framework at the international level	4	UniBO	R	PU	22
D5.1	Key aspects report	5	AEA	R	PU	6
D5.2	Map of networks and country fact sheets	5	AEA	R	PU	16
D5.3	Synergy report	5	AEA	R	PU	18
D5.4	Exchange report	5	AEA	R	PU	24
D6.1	Dissemination, Exploitation and Communication Plan (incl. visual identity, branding guidelines)	6	DLR / EUREC	R	PU	4
D6.2	Results of Dissemination and Communication activities	6	DLR / EUREC	R	PU	24

R – Report, P – Plan, PU – public, SEN – sensitive

Table 6: List of project deliverables

	Document:	Project Management Plan		
	Reference:	D1.1	Version:	1.0
	Authors:	Anne Dreysel, Horst Krämer (DLR)	Date	31. July 2024

8. Reporting

Over the course of 24 months the CSA SET4H2 will deliver several reports, factsheets, mappings as well as conduct meetings, participate in events and network within the hydrogen community. For each measure the consortium has developed a template to keep record of the activities, e.g. the Internal Progress report to be up to date regarding the status of the deliverables, a list of events members of the consortium will attend and the roles they will fulfil (e.g. speaker, participant panel discussion, information booth, etc.).

Bimonthly online meetings to report on the progress of the project deliverables are complemented by work meetings regarding the deliverables and tasks of the work packages involving only the consortium members concerned for cost and time efficiency. Templates for the deliverables are developed and made available via Sharepoint. Documents (deliverables and milestones) are reviewed by the respective consortium partners and a final review is conducted by the project coordinator. The review procedure is detailed in the QAP.

In addition to the reporting on the implementation of the project, the compilation, editing and submission of reports to the EC as well as the dissemination of internal progress reports, the PCO is also responsible for the management of financial matters. These tasks will be carried out by the coordinating partner in close cooperation with the consortium. More specifically, in line with article 41.2 (b) of the Grant Agreement, the project coordinator will ensure that all payments are made to the other beneficiaries without unjustified delay and inform the EC of the amounts paid to each beneficiary.

