



Accelerating Climate Action: Navigating towards a Low-Emissions, Climate-Resilient Future

D7.1- PROJECT MANAGEMENT PLAN

WP7– PROJECT MANAGEMENT

28/04/2025



**Funded by
the European Union**

Disclaimer

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Climate, Infrastructure and Environment Executive Agency (CINEA). Neither the European Union nor the granting authority can be held responsible for them.

Copyright Message

This report, if not confidential, is licensed under a Creative Commons Attribution 4.0 International License (CC BY 4.0); a copy is available here: <https://creativecommons.org/licenses/by/4.0/>. You are free to share (copy and redistribute the material in any medium or format) and adapt (remix, transform, and build upon the material for any purpose, even commercially) under the following terms: (i) attribution (you must give appropriate credit, provide a link to the license, and indicate if changes were made; you may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use); (ii) no additional restrictions (you may not apply legal terms or technological measures that legally restrict others from doing anything the license permits).

Grant Agreement Number	101184374	Acronym	ACCLIMATE
Full Title	ACCLIMATE - Accelerating Climate Action: Navigating Towards a Low Emissions, Climate Resilient Future		
Topic	HORIZON-CL5-2024-D1-01-04		
Funding Scheme	HORIZON Research and Innovation Actions		
Start Date	April 2025	Duration	48 Months
Project Coordinator	Wuppertal Institut für Klima, Umwelt, Energie GmbH (WI)		
Deliverable	D7.1 – Project Management Plan		
Work Package	WP7 – Project Management		
Contractual Date of Delivery	30/04/2024	Actual	28/04/2024
Deliverable Type	Report	Dissemination Level	Public
Lead Beneficiary	Wuppertal Institut für Klima, Umwelt, Energie GmbH (WI)		
Responsible Author	Maike Venjakob/ WI	Email	maike.venjakob@wupperinst.org
Contributors	Wolfgang Obergassel, WI		
Reviewers	George Xexakis, HOL; Dimitra Spatharidou, HOL		
Keywords	Project Management Plan		



EC Summary Requirements

1. Changes with respect to the DoA

No changes with respect to the work described in the DoA.

2. Dissemination and uptake

This deliverable will serve as a reference document for consortium partners.

3. Short summary of results

This project management plan is designed to support the effective management of the ACCLIMATE project by detailing the decision-making structures and providing tools for effective continuous progress monitoring and management.

4. Evidence of accomplishment

This report.



Preface

The overall objective of ACCLIMATE is to achieve enhanced integrated national and international strategies for climate-resilient, low-emission development. ACCLIMATE will contribute to improving the transparency, consistency, and clarity of GHG emission reduction commitments and create appropriate tools by developing an assessment framework for mitigation commitments. Working in a bottom-up manner with national experts within an international consortium comprising high-emitting countries from the Americas, Asia and Europe, as well as low-emitting countries from West Africa, ACCLIMATE will identify needs for improvements of NDCs and long-term strategies. A focus will be set on adequacy, fairness and feasibility, as well as on needs for improving current policies and measures to actually achieve NDCs and long-term objectives.

WUPPERTAL INSTITUT FUR KLIMA, UMWELT, ENERGIE GGMBH	WI
FONDATION INSTITUT DE RECHERCHE POUR LE DEVELOPPEMENT DURABLE ET LES RELATIONS INTERNATIONALES	IDDR
VRIJE UNIVERSITEIT BRUSSEL	VUB
AALTO KORKEAKOULUSAATIO SR	AALTO
HOLISTIC IKE	HOL
E3-MODELLING AE	E3M
ETHNICON METSOVION POLYTECHNION	NTUA
ASOCIACION BC3 BASQUE CENTRE FOR CLIMATE CHANGE - KLIMA ALDAKETA IKERGA	BC3
KUNGLIGA TEKNISKA HOEGSKOLAN	KTH
UNIVERSITY OF BRISTOL	UNI BRISTOL
THE CHANCELLOR MASTERS AND SCHOLARS OF THE UNIVERSITY OF CAMBRIDGE	UCAM
FUNDACAO COORDENACAO DE PROJETOS PESQUISAS E ESTUDOS TECNOLOGICOS COPPETEC	COPPETEC
COUNCIL ON ENERGY, ENVIRONMENT AND WATER TRUST	CEEW
THE UNIVERSITY OF MARYLAND FOUNDATION INC	USMF
INSTITUT PERTANIAN BOGOR	IPB
INSTITUT TEKNOLOGI BANDUNG	ITB-CREP
UNIVERSITY OF PORT-HARCOURT	UNIPOINT
ENERGIE-ENVIRONNEMENT-DEVELOPPEMENT ENDA-ENERGIE	ENDA ENERGIE
UNIVERSITY OF SIERRA LEONE	USL
UNIVERSITE ALASSANE OUATTARA	UAO-CUAPTD



Contents

1 Introduction	6
2 Management Structure	6
2.1 General Assembly.....	7
2.3 The Project Coordination Board (PCB)	7
2.2 Project Coordinator (PC)	7
2.4 The WP leaders	7
2.6 International Advisory Board (IAB).....	8
2.7 Project meetings	8
2.8 Internal Communication	8
3 Project Management and continuous progress monitoring	8



1 Introduction

This project management plan is designed to support the effective management of the ACCLIMATE project by detailing the decision-making structures and providing tools for effective continuous progress monitoring and management.

2 Management Structure

The management structure of ACCLIMATE is designed to achieve a smooth and efficient coordination and implementation of the project activities and to respect the key guiding management principles:

1. Transparency of the decision-making processes to ensure the active involvement of all partners;
2. Efficiency in focusing time and effort both on research and on dissemination activities;
3. Effectiveness through monitoring of research activities to ensure the highest standards of academic quality and the active involvement of all relevant stakeholders in project activities.

Even though ACCLIMATE can build on experience, trust and good working relations among the partners (most of which have effectively and efficiently cooperated in previous projects), the consortium partners will agree a Consortium Agreement in addition to the grant agreement with the purpose of specifying the organisation and allocation of the work between the parties. It describes the roles, rights, obligations and responsibilities of all parties supplementing but not conflicting with those defined by the contract with the Commission.

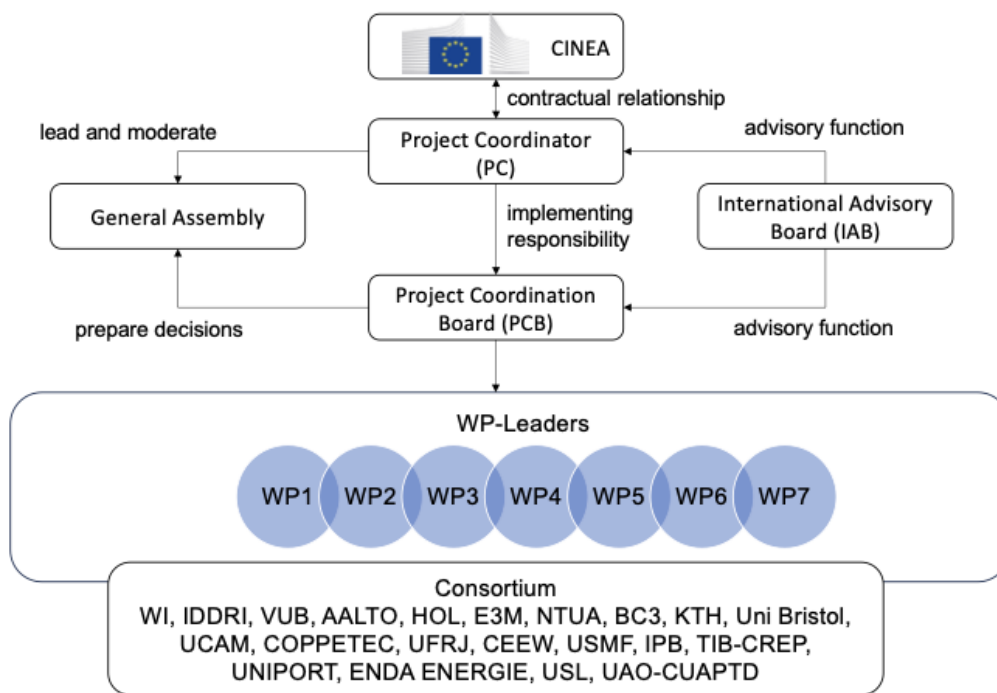


Figure 1: Graphical representation of the management structure of ACCLIMATE

The following lays out the basic elements of the management structure. Further details will be regulated in the consortium agreement.

2.1 General Assembly

The General Assembly (GA) is the ultimate decision-making body of the consortium and consists of one representative of each partner involved in the project. The regular project meetings also serve as General Assembly. The GA will meet

at least once a year. Extraordinary meetings can be called on the request of the Project Coordination Board (PCB, see below) or $\frac{1}{3}$ of the members of the GA. The GA shall take decisions on substantive changes to the work programme of changes related to the financial plan of the project that require an amendment of the Grant Agreement of the project. In case there are differences of opinion and all attempts to achieve consensus have been exhausted, the GA may take decisions by majority voting.

2.3 The Project Coordination Board (PCB)

The Project Coordination Board acts as the supervisory body for the execution of the project. The PCB includes all WP leads.

Monthly video conferences with the PC and members of the PCB will be held. The PCB reports to and is accountable to the General Assembly. Main responsibilities of the PCB are: prepare meetings, propose decisions and prepare the agenda of the General Assembly; support the Coordinator in preparing meetings with the Funding Authority and in preparing related data and deliverables; monitor the effective and efficient implementation of the project; determine the overall project strategy, as well as ACCLIMATE dissemination, communication and exploitation activities; conflict resolution within the consortium in case of strategic or technical disagreement.

The meetings of the Project Coordination Board are open to other participants. This open invitation may be revoked by the Coordinator if their participation impairs effective collaboration of the PCB (e.g. because the number of participants of PCB meetings is too large overall).

2.2 Project Coordinator (PC)

The Wuppertal Institute will act as Project Coordinator (PC). The colleagues are responsible for the implementation of the Work Plan. The PC's main responsibilities will be:

- being the intermediary between the Consortium and the European Climate, Infrastructure and Environment Executive Agency (CINEA);
- strategic and overall project management and monitoring;
- acting as a mediator in conflict resolution at high consortium level;
- leadership in serious risk occurrences (risk manager);
- be ultimately responsible for the integrative, trans-disciplinary issues of the project, and for planning and communication between the project partners, stakeholders and CINEA;
- chairing the Project Coordination Board (PCB) and leading the set of activities to be carried out by this body;
- coordination of technical activities amongst work packages;
- monitoring progress of the work plan;
- quality control of the deliverables acting as editor-in-chief for project key deliverables.

The PC will be supported by a project management team in establishing and maintaining the project's administrative infrastructure for tracking and reporting progress and ACCLIMATE communication and dissemination systems. The PC will administer communication and financial flows between the EC and the consortium and will carry out financial, legal, contractual and administrative issues of the project.

2.4 The WP leaders

WP leaders will be responsible for the coordination of execution and reporting of the part of workload embraced by a given WP. Their responsibilities include: management of work carried out under their work package including execution of deliverables; reporting to the PCB; communication exchange amongst the partners involved in their WP; coordination of efforts between different tasks and a given WP; organise a proper internal review process for all deliverables in line with high-quality peer-review standards; ensure high-quality and timely submission of all WP deliverables.

2.6 International Advisory Board (IAB)

An International Advisory Board (IAB) will provide counsel and guidance for the Project Coordinator and the Project Management Board. Meetings of the IAB will be organised back-to-back to the project meetings. The IAB will be composed of five gender-balanced individuals each championing one of the sectors under consideration in the project. The IAB members will be invited to participate in the Sectoral Conversations in WP1.

2.7 Project meetings

To ensure intensive collaboration and provide for efficient management, both on-site meetings and online conferences will be held on a regular basis throughout the project cycle. There will be up to eight project meetings of the whole project team. Four meetings will be organised as physical events and other meetings as virtual events. The project meetings will also serve as meetings of the General Assembly and will be held to review the overall project status (both administrative and technical), set strategic directions and make major decisions for next steps.

2.8 Internal Communication

To facilitate internal communication, the Project Coordinator has set up an online contact list to collect detailed contact information from all people involved in the project. This contact list that can be used to generate issue-specific email lists etc. The contact sheet is available to all partners throughout the project's file-sharing platform.

In addition, the internal communication will be facilitated by monthly internal newsletters providing an overview of recent activities to all involved partners (drafted by the Project Coordinator) as well as quarterly consortium calls which beyond status updates will create an opportunity for partners to also present initial findings and request feedback by other consortium members. The content of the meetings, both online and physical, will be documented in detail and will be provided to all consortium members as a written record of progress.

Besides the planned meetings, WP and Task teams will organise internal meetings as necessary to coordinate their work. In principle they will be held via video conference, unless a physical meeting is considered necessary for the optimal fulfilment of objectives.

3 Project Management and continuous progress monitoring

To provide easy access to the entire work programme of the project, we use a Google Sheet-based project management tool. This tool was developed in the previous project NDC Aspects and was successfully applied there. The tool as appendix of this project management plan is confidential, as it will be used as a living document for day-to-day project management. It contains all WP descriptions, deliverables, milestones as well as an overview of the identified implementation risks. Moreover, it contains an interactive GANTT-Chart for the project. All items are hyperlinked in the GANTT chart to enable quick and intuitive navigation through the work programme without a need to scroll through long documents.

Moreover, the tool will serve for continuous progress monitoring, early identification of delays or other implementation related challenges, and serve as the basis for continuous risk management throughout the project. The tool can be used to track status of implementation (% completion and traffic light system for implementation status) for each of the tasks, deliverables and milestones separately. On the basis of this information corresponding figures are produced that enable a quick overview of the progress and potential delays or challenges.



For each task, deliverable and milestone, there is also a dedicated space to describe implementation issues as well as measures taken to address those. This can also be used to record any deviations from the work programme and corresponding justifications.

Moreover, the tool contains a specific sheet to track implementation risks and adjust risk assessment if necessary.

The project management tool is available on the project's online storage system and it will be updated regularly with the support of the Project Coordination Board.

