

DEMOSOFC

Project n° 671470

"DEMOstration of large SOFC system fed with biogas from WWTP"

Deliverable number 1.1

Management Handbook

Due Date of Delivery:	M3
Actual Submission Date:	January 11 th , 2016
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Work package:	WP1
Estimated person months:	0.5
Dissemination Level:	PU
Nature:	R
Version:	1
Total number of pages:	56

Abstract:

This Handbook describes the structure of DEMOSOFC project, the partners responsibilities and the timescales for the Project activities. It is intended that the handbook will evolve with time, and may therefore be updated as the Project progresses: preparation of the system installation of the DEMO (SOFC modules and all the system BoP), start up and operation of the DEMO, analysis of the DEMO, dissemination activities.

This handbook can be considered both as an introductory document to the project, and as a single source of information about the project and its participants. It is an operative instrument aiming at supporting the consortium partners in the implementation of the Project activities.

This document will refer in many cases to standard procedures and documents of the European Commission. Should any of the provisions included in this handbook be in conflict with the EC Grant Agreement or with the Consortium Agreement, then the provisions included in the Grant Agreement or in the Consortium Agreement shall prevail.

Keyword list:

SOFC, biogas, industrial demonstration, project management

INDEX

1. PURPOSE OF THIS DOCUMENT.....	5
2. PROJECT ORGANISATION AND MANAGEMENT STRUCTURE	6
2.1 GENERAL PROJECT COORDINATOR (GPC) AND PROJECT MANAGER	6
2.2 PROJECT OFFICE	7
2.3 GENERAL ASSEMBLY.....	8
2.4 WORK-PACKAGE LEADER AND WORK-PACKAGE TEAM	9
EXPLOITATION MANAGER (EM)	9
ADVISORY BOARD (EEAB).....	10
3. COMMUNICATION PROCEDURE	11
3.1 MEANS OF COMMUNICATION.....	11
3.2 COMMON STANDARDS - WORD, EXCEL ETC	11
3.3 PROJECT WEBSITE.....	12
3.4 CONFIDENTIALITY	12
3.5 USE OF LOGO (PROJECT, FCH-JU, EU).....	13
3.6 EMERGENCY PROCEDURE.....	13
4. MEETINGS	14
4.1 FORMAL REVIEWS WITH THE FCH-JU.....	14
4.2 PROJECT MEETINGS	14
4.2.1 <i>Rules for Governing Bodies meeting</i>	15
5. REPORTING AND DELIVERABLES	17
5.1 REPORTS TO THE COMMISSION	17
5.1.1 <i>Periodic Reports</i>	17
5.1.2 <i>Final Reports</i>	17
5.1.3 <i>Certificate on Financial Statements</i>	18
5.2 DELIVERABLES AND MILESTONES	18
5.2.1 <i>Deliverables Review</i>	18
5.2.2 <i>Language</i>	18
5.2.3 <i>Deliverables format</i>	18
5.3 RED FLAGS	19
6. MODIFICATIONS PROCEDURES.....	20
6.1 AMENDMENTS TO THE GRANT AGREEMENT	20
6.2 AMENDMENTS TO CONSORTIUM AGREEMENT	20
6.3 BUDGET/EFFORT MODIFICATIONS.....	20
6.4 MODIFICATION TO THE PROJECT MANAGEMENT HANDBOOK	20

7. BUDGET	21
7.1 TRANSFER OF FCH JU PAYMENTS	22
8. FINANCIAL REPORTING	24
8.1.1 Upper Funding Limits	24
8.2 DIRECT COSTS AND INDIRECT COSTS	24
9. RISK ASSESSMENT	25
10. TEMPLATES.....	28
APPENDIX 1 – FRONT PAGE FOR DELIVERABLES	29
APPENDIX 2 – AGENDA TEMPLATE	30
APPENDIX 3 – MINUTES MEETING TEMPLATE	31
APPENDIX 4- ATTENDANCE SHEET TEMPLATE.....	32
APPENDIX 5- DEMOSOFC WEBSITE USER MANUAL	33

1. Purpose of this document

This Handbook describes the structure of DEMOSOFC project, the partners responsibilities and the timescales for the Project activities. It is intended that the handbook will evolve with time, and may therefore be updated as the Project progresses: preparation of the system installation of the DEMO (SOFC modules and all the system BoP), start up and operation of the DEMO, analysis of the DEMO, dissemination activities.

This handbook can be considered both as an introductory document to the project, and as a single source of information about the project and its participants. It is an operative instrument aiming at supporting the consortium partners in the implementation of the Project activities.

This document will refer in many cases to standard procedures and documents of the European Commission. Should any of the provisions included in this handbook be in conflict with the EC Grant Agreement or with the Consortium Agreement, then the provisions included in the Grant Agreement or in the Consortium Agreement shall prevail.

2. Project Organisation and Management Structure

The DEMOSOFC project management structure has two levels of management needs (WP Teams- WP leader) and one control body (General Assembly) which includes the General Project Coordinator. Two Additional bodies (Advisory Board and Exploitation Manager) enforce the workability of the Consortium as a whole about specific issues (Exploitation and Steering Actions). This organisation is designed to blend the need for sufficient flexibility to adapt scientific and technical activities to the constantly evolving international scientific context, with the aim to guarantee the global project strategy and to optimise resource usage and project outcomes.

The management approach for the DEMOSOFC, as an Integrated Project concentrated on industrial field testing, employs a management structure designed to achieve the following goals:

- Responsive and cost-effective structures and project management procedures
- Fair distribution of tasks and responsibilities among partners
- Efficient information flow
- Transparent and responsive conflict resolution
- Proactive risk assessment
- Staffing of scientific, technical and managerial roles with qualified experts.

All partners will work in cooperation to promote the effective integration of the various project activities to successfully achieve both scientific and technological objective of the project. To this aim, an effective system of management articulated in few governing bodies with clear and focused responsibilities has been established to ensure the active engagement of project participants and the adoption of Innovation Management methodology.

In particular, the management structure will be based upon the following structures and functions:

- General Project Coordinator (GPC)
- General Assembly (GA)
- Work-Package Team (WPT)
- Work Package Leaders (WPLs)
- Exploitation Manager (EM)
- Advisory Board (AB)

2.1 General Project Coordinator (GPC) and Project Manager

The GPC will have the overall leadership of the project, including the technical supervision of research activities. The GPC is the intermediary between the project consortium and the Commission and will be supported by the EU Affairs Office of the Politecnico di Torino in the overall management. The GPC shall perform all tasks assigned to it as described in the Grant Agreement in particular the GPC-through its Project Manager shall be responsible for:

- being the intermediary between the Contractors and the Commission
- ensuring that all project deliverables and reports are submitted on time
- creating the conditions for successful collaboration, anticipating and managing potential conflicts
- convening the GA and PTC meetings, when required
- approving reports and deliverables for submission to the Commission

- negotiating with the Commission for the possible revision of objectives, changes in consortium membership, payments of the EC contribution and rules for dissemination and use of knowledge.
- co-ordinating all technical activities and ensuring that deviations and unexpected difficulties are resolved (informing the GA and the WPL);
- managing the interaction among different WPs, making sure that intermediate achievements and results smoothly flow across WPs, thus maximising the overall results quality and impact;
- carefully following the scientific evolution in the scientific and technological field, and initiating and conducting (together with the WPLse) all the necessary WP re-structuring and inter-WP coordination actions to ensure that the project will properly face and adapt to major scientific shifts and sudden change of goals in the scientific and technical community as a whole.

Prof. Massimo Santarelli from Politecnico di Torino takes the role of GPC – Project Manager. Prof. Santarelli has previous experiences in large EU, national and regional research projects. He was the coordinator of SOFCOM (FCH-JU 2010, GA 278978), and he is partner of ENFIELD and MARS-EV (FP7Projects). He is also presently involved in Erasmus Mundus Joint MSc SELECT and EMJD SELECT+ for establishing a common education in sustainable energy at MSc and PhD level, and EXPLORE ENERGY for a virtual academy-like entity making energy issues known all over the world through remote communication tools.

For the operative project management, the GPC and the Project Manager will be supported by the Project Administrative Office.

2.2 Project Office

The Project Office, located at the Department of Energy is responsible for the efficient day-to-day administrative management of the project and supports the GPC & Project Manager on tasks regarding accountancy, partnership communication and reporting as well as centralizing information and project outputs and being the interface between FCH-JU and partners.

In particular, the main tasks carried out by the PO are listed below:

- handling the overall financial, contractual and administrative aspects of the project and establishing the necessary tools (management handbook, Consortium Agreement, templates for reporting and monitoring; payments);
- fulfilling the GA decisions, in particular with reference to the financial issues;
- organizing the meetings of the GA (preparation, agenda, support during the meetings, circulation of minutes, presentations and proceedings);
- maintenance of the Consortium Agreement.
- supporting the partnership about how to use the Research & Innovation Participant Portal – different steps as required during the PMP
- supporting the partnership about how to prepare the financial report (interim and final) according to the Grand Agreement provisions and the explications reported in the Annotated Model Grant Agreement http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf
- day-by-day info point for financial and legal issues related to the Project management

2.3 General Assembly

The General Assembly is the decision-making body of the consortium. It is composed of one representative person for each partner in the Consortium, plus the GPC – Project Manager . The representatives will have the authority to make decisions on behalf of his/her organization in terms of overall strategy and resources allocated to the project. The GPC- Project Manager will chair the GA. The GA is responsible for the overall

direction of the project and has a final decision authority. The GA will meet at least once a year and more often as required for administrative and scientific management. Each representative shall have one vote and may appoint a substitute to attend and vote at any meeting of the GA.

The voting procedure as well as the responsibilities of the GA are defined in the Consortium Agreement, which has been signed by all partners before the Grant Agreement signature. The main responsibilities of the GA are:

- co-ordination of the overall activities and identification of general strategies;
- yearly supervision of the project activities;
- definition of the progress monitoring criteria used by each WP leader during the activity execution;
- coordinating the interaction and collaboration across activities and WPs
- deciding upon major changes in Work Packages
- deciding on major issue presented by the PM and WP Leaders
- re-defining the workplan calendar after the initial date of the project
- ensuring that deviations and unexpected difficulties are resolved according to the project aims and elaboration of corrective actions if needed
- proposing measures to cope with defaulting partners
- agreeing on procedures in accordance with the EC contractual rules
- deciding upon the allocation of the Project budget to the project activities if such decision has no impact on the Consortium Plan or Annex I of the GA.
- reviewing budget modification in accordance with the Contract making review and/or amendment of the terms of the Grant Agreement
- deciding coordination meeting on a half-year basis (remote and/or vis-à-vis). Rules for voting, additions and membership changes in the GA is established by the Consortium Agreement
- maintenance of the relationship with the European Commission through the GPC (PM– Project Office);
- approval of deliverables reviewed by PM in collaboration with the linked WPLs;
- definition of an efficient partnership communication channel and self-assessment methodology
- deciding additional dissemination activities about the project.
- deciding reviews and/or amendments of the terms of the Annex I of the Grant Agreement according to the day-by-day arising needs
- deciding on content, finances and intellectual property rights
- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority Changes to the Consortium Plan
- defining modifications to Attachment 1 (Background Included)
- defining additions to Attachment 3 (List of Third Parties for simplified transfer according to Section 8.2.2 of the Consortium Agreement)
- defining additions to Attachment 4 (Identified Affiliated Entities)
- making every decision related to the evolution of the consortium

The members of the GA are summarized below:

GPC- Project Manager - POLITICO member: Massimo Santarelli (POLITO)
CONVION member: Tuomas Hakala
SMAT member (including its third party Risorse Idriche) Lorenza Meucci
VTT member: Jari Kiviaho
IC member: Adam Hawkes

Decisions concerning the project will be mainly taken during the meetings of the GA. In any case, thanks to the simple and lean management structure which ensures a direct involvement of all Management bodies, the mechanism of the decision making will follow a bottom up flow in order to grant a continuous monitoring of the project activities and a quick reaction with corrective decisions, if needed.

2.4 Work-Package Leader and Work-package team

Work Package Team shall consist of one representative of each Party having a task within the respective Work Package (Work Package Member). Each Work Package has a Work Package Leader who has the full responsibility to:

- coordinate and monitor the scientific activities as described in the DOA under his/her responsibility
- monitoring of the resources allocated;
- report to the GPC – PM about the working progress and any shift in timing and contents
- organize operative meeting (remote and/or vis-à-vis) with the other WP Members
- define the WP meetings agenda and elaborate a WP minutes meetings
- chair all meetings of a Work Package Team
- the collection and submission on time of the deliverables under his responsibility
- alert the PM in case of delay in the performance of the WP activities or in case of breach of responsibilities of any involved Member.

Each WP Leader shall report at least every 3 months to the PM on the progress in the implementation of activities, main results achieved, problems encountered and work plan for the next reporting period.

The project WP leaders are listed below:

WP1 Leader	Massimo Santarelli (POLITO)
WP2 Leader	Andrea Lanzini (POLITO)
WP3 Leader	Tuomas Hakala (CONVION)
WP4 Leader	Eugenio Lorenzi (SMAT)
WP5 Leader	Antti Pohjoranta (VTT)
WP6 Leader	Adam Hawkes (IC)
WP7 Leader	Massimo Santarelli (POLITO)

Exploitation Manager (EM)

The Exploitation Manager (EM) will be responsible for the day-by-day management and coordination of the project exploitation activities.

During the project meetings, he updates the GA and the Coordinator about the planned and on-going exploitation activities. He will have the responsibility to prepare the Exploitation Plan in collaboration with the project members.

The Exploitation Manger is Adam Hawkes- IC.

Advisory Board (EEAB)

External Experts from the Advisory Board (EEAB) will be appointed and steered by the Coordinator. The EEAB shall assist and facilitate the decisions made by the General Assembly. The Coordinator is authorized to execute with each member of the EEAB a non-disclosure agreement, which terms shall be not less stringent than those stipulated in this Consortium Agreement, no later than 30 days after their nomination or before any confidential information will be exchanged, whichever date is earlier. The Coordinator shall write the minutes of the EEAB meetings and prepare the implementation of the EEAB's suggestions. The EEAB members shall be allowed to participate in General Assembly meetings upon invitation but have not any voting rights.

GA will be supported by EEAB and its members, with sound experience and reputation, belong to:

- Public authority (Regione Piemonte)
- Large Energy Utility (IREN Torino)
- EU institution related to innovation and adoption of CHP systems (Cogen Europe)
- International organization consisting of 23 regional water authorities in the Netherlands (Dutch Water Authorities)
- Technology Park representing a large number of SMEs (Environment Park Torino)
- Scientist expert in SOFC system and biogas feeding (Jan van Herle, EPFL)

During the first General Assembly a list of EEAB has been delivered.

The invitation of the EEAB Members to the project meetings is up to the Project Manager. The travel costs of the EEAB will be charged in the Coordinator's budget.

3. Communication procedure

3.1 Means of communication

The primary means of communication between the Project partners is the e-mail. Partners shall use DEMOSOFC mailing lists (Ver0), which are listed below, and inter-personal e-mails. Information may be exchanged within the Project in any way appropriate for the type of information and required availability time. Fax is used only in case of e-mail problems, and phone calls are typically used to discuss practical details (as in the organization of meetings and workshops), or in case of urgency/emergency. **Specific DEMOSOFC web site areas** are fit for supporting the collaborative work among partners, remote conference calls included.

The communication "protocol" is the following:

- Acknowledgement of receipt (AOR) of urgent message is due immediately upon reception, independently of actual reply. In case of missing AOR the message will be re-sent, and if necessary repeated by fax.
- When a document of general interest is discussed, questions and modifications shall be sent to all partners.
- In case of objection to a proposal/document the objection must be positive, i.e. it is valid only if it includes a proposal for change of the objected item.

Any official request to the relevant services of the FCH-JU will be channelled through the General Project Coordinator – POLITO and its Project Manager. Each Partner shall inform the Project Manager and the Project Office about any relevant communication which may have a direct impact on the project (technical, financial and/or legal).

The communication related to technical activities shall be addressed to the relevant WP Leader. For questions and problems that cannot be solved within the framework of the WP, the WP Leader shall inform immediately the PM to discuss any remedial actions. If no solutions will be recovered, the PM will involve the GA and the FCH-Ju officer in due time. if necessary..

3.2 Common standards - Word, Excel etc

Information may be exchanged within the Project in any way appropriate for the type of information and required availability time. DEMOSOFC web site shows appropriate work area to facilitate the collaborative work among partners and to avoid draft document. However, electronic data should be in a format that can be read by a PC operating system Windows + Office. Large files may be compressed. All electronic data should be exchanged using either Email, and the website.

The information management plan is based on the following rules:

- Documents should be written using Microsoft Word as a primary editing tools; the preferred format for posting documents is pdf.
- Work documents or drafts of formal documents will be exchanged by e-mail and also using the Project website.
- Published documents will be available on the website in postscript or portable document format (pdf).
- Files pdf can be further compressed using standard tools (e.g. zip).
- Each document shall be verified by the person in charge before being made available via the information system.
- Templates for Deliverables pages are provided in Appendix 1.

3.3 Project Website

The official website address is the following: www.demosofc.eu

The website contains a public area and a reserved area protected by username and password.

Each partner will be able to access to the reserved area and update the sections in order to maintain the website updated.. The project web site is a tool to facilitate the collaborative work among partners members involved in the project activities both scientific and financial.

Web site structure shows an open access area and a reserved one.

About the Open Area, the menus in the side of the page are:

- About DEMOSOFC
- How it works
- News and events
- Results
- People
- Contacts
- Reserved area

In this part the public information, description and news will be fully visible. This part will be updated by the Project Manager (POLITO) with the profitable contributions from the partners. Every partners member has in charge to bring up to date and send to the PM editable information.

About the Reserved Area of the website, the access is limited to the project partners and the advisory board members. To enter in this area, each partners member has to press the "Reserved area". To log in accordingly with the id and password PM has sent.

This reserved area is the operative part of the website. Its aim is to facilitate the common work among partners members and to assure a single archive and for draft documents and for the definitive ones. In this area, only the partners can enter, in order to exchange:

- Confidential News;
- Data, documents, files related to the activity in each single WP
- Financial monitoring reports

To assure friendly use of the web site, it will be partly possible to update its configuration during the lifelong project in order to match the users need and the available on-line tools.

The operative procedures on how to use the website and about the potentials of the website are included in Deliverable 7.1.

A basic website manual, furthermore, is attached to this document as Appendix 5.

Site Login

It is possible to identify different sections from the description of the project, documentation and a reserved area. For more details about contents and procedures please consider the coming Deliverable 7.1.

3.4 Confidentiality

All the relevant provisions concerning Confidentiality are included in the Section 10 of the Consortium Agreement.

3.5 Use of Logo (Project, FCH-JU, EU)

Documents and presentations produced for the project should contain the project's logo as well as the FCH-JU and EC logo. Power point presentation templates are available on the project website. The common front pages for deliverables (see Appendix 1) must be used.

3.6 Emergency Procedure

Any event which shall jeopardize the overall completion date of the project should be reported immediately to the GPC. The GPC will endeavour to resolve the issue. If this is not possible, the Project Manager will call a GA Meeting.

Any issue that jeopardizes the success of the Project shall be notified to the FCH JU Project Officer as a Red Flag.

4. Meetings

4.1 Formal Reviews with the FCH-JU

Project reviews will be organised by FCH-JU. According with the Grant Agreement, FCH JU will organise at least one interim scientific review at 18th month of the project. The venue will be in Brussels, and will normally take one or two days. The review meeting is preferably attended by the GPC and the WP leader who has a direct interest in it.. Selected partners responsible for the work-packages progresses can be involved too.

The review may be carried out by the FCH JU services with the support of external experts appointed by FCH JU, previously accepted by project Manager and the partnership. The partnership has the right to make (well-founded) objection to any particular individual proposed on grounds of commercial confidentiality.

The outcome of the review will be communicated in writing to the GPC. This may include technical recommendations to be taken into account in the project's planning for the work of the next period.

4.2 Project Meetings

In order to better identify the scope of the meetings, the following items should be indicated:

- Date: planned or actual date of the meeting
- Place: meeting venue
- Status:
 - INTERNAL for (some or all) project partners only (the FCH JU may be invited);
 - CLOSED for (some or all) project partners and FCH JU only;
 - OPEN to external participants;
 - MANAGEMENT for Governing Bodies meetings (the FCH JU may be invited).
- Description: summary of the purpose of the meeting

Representation in meetings

Any Member:

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

Preparation and organization of meetings

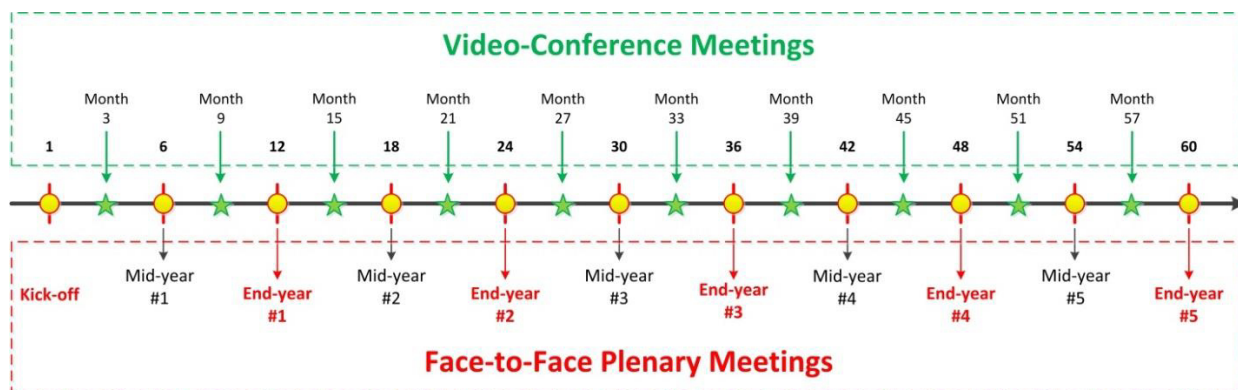
Convening meetings:

The chairperson shall convene ordinary meetings of the General Assembly at least once every six months and shall also convene extraordinary meetings at any time upon written request of any Member.

Notice of a meeting:

The chairperson shall give notice in writing of a meeting to each Member as soon as possible and no later than 14 calendar days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting. For very urgent matters, remote meeting are encouraged before the organization of vis a vis meeting.

In between the face-to-face meetings, remote plenary meetings will be organised. Every WP leader has the possibility to organise specific meeting (face to face and/or remote through video-conferencing) to assure the best effort to the project.



Video-conference meetings will be organized whenever relevant organization or technical issues appears in the progress of the project. These meetings may involve only a part of the consortium. For videoconferences, Skype or Adobe Connect will be used.

4.2.1 Rules for Governing Bodies meeting

Notice of a meeting

The chairperson of a Governing Body shall give notice in writing of a meeting to each member of that Governing Body as soon as possible and within the minimum number of days preceding the meeting according to the Sending Agenda timing.

Agenda

Sending the agenda:

The chairperson shall send each Member a written original agenda no later than 14 calendar days preceding the meeting, or 7 calendar days before an extraordinary meeting. Preliminary draft information related to the meeting will be delivered to the Members no later than 30 days prior to that meeting to allow booking flights /hotels with best value for money.

Adding agenda items:

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 notification to all of the other Members no later than 7 calendar days preceding the 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.

Any decision may also be taken without a meeting if the chairperson circulates to all Members a written document which is then signed by the defined majority of Members (see Section 6.3.3 of this Consortium Agreement). Such document shall include the deadline for responses.

Meetings of the General Assembly may also be held by teleconference or other telecommunication means.

Decisions will only be binding once the relevant part of the minutes has been accepted according to Section 6.3.5 of this Consortium Agreement.

Minutes of meetings

The chairperson shall produce written minutes of each meeting of the GA which shall be the formal record of all decisions taken. He shall send draft minutes to all Members within 10 calendar days of the meeting.

The minutes shall be considered as accepted if, within 15 calendar days from sending, no Member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

The chairperson shall send the accepted minutes to all the Members of the General Assembly, and to the Coordinator, who shall safeguard them. If requested the Coordinator shall provide authenticated duplicates to Parties.

Voting rules and quorum

The General Assembly shall not deliberate and decide validly unless two-thirds (2/3) of its Members are present or represented (quorum).

Each Member shall have one vote.

A Party which the General Assembly has declared pursuant to Section 4.2 (of Consortium Agreement) to be a Defaulting Party may not exercise any vote or participate in any further Consortium Body decision-making following the declaration of default.

Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

Veto rights

A Member 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 Member may veto such a decision during the meeting only.

When a decision has been taken on a new item added to the agenda before or during the meeting, a Member may veto such decision during the meeting and within 15 days after the draft minutes of the meeting are sent.

In case of exercise of veto, the Members shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all Members.

Party may not veto decisions relating 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.

Decisions of the General Assembly

The General Assembly shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein.

5. Reporting and Deliverables

5.1 Reports to the Commission

During the implementation of the project's activities, the GPC is required, on behalf of the consortium, to send to the FCH JU a certain number of progress reports within some fixed deadlines. The payment of the FCH JU contribution depends on the submission and the subsequent approval of these reports. The GPC will be made available to all partners the formal reports sent to the FCH JU and inform the consortium of any deviations.

The required reports will be the following:

- Periodic reports (due at the end of the 12th, 24th, 42th month)
- Scientific Interim reports (due at 18th month and at the end of the project)
- Final reports (due at the end of the project, 60th month)

Following the evaluation of the reports (60 days max.), FCH JU may:

- request additional information/justification about the submitted reports;
- approve the reports;
- suspend the time-limit requesting revision/completion;
- reject them giving justification, possible termination;
- suspend the payment.

5.1.1 Periodic Reports

Periodic Reports are required and must be submitted at the end of each reporting period, as defined in the art. 20 of the Grant Agreement.

The consortium shall submit a Periodic Report to the FCH JU for each reporting period within 60 days after the end of each respective period. The reporting shall comprise:

- an overview, including a publishable summary, of the progress of work towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I. This report should include the differences between work expected to be carried out in accordance with Annex I and that actually carried out,
- an explanation of the use of the resources and a gender declaration related to the team involved in the project.
- a financial statement (form C, Annex IV) should be upload by each partner it reports the incurred expenditures and the proper justifications. This activity should be formalised directly in the Research & Innovation Participant Portal/Financial Reporting section. The Project Office will give in due time specific instructions about how to analyse and report the claimed costs to assure a common methodology of the costs analysis and support the valuation of the Financial Statements from FCH Financial Officer. The Project Office is at disposal to the Partners to check in advance their costs analysis. In order to avoid any late, the Project Office is available to the partners for an interim check of financial data. In case of any doubt, the project office, in the person of the project manager, will involve the FCH JU officer for an ex-ante approval/suggestion.

▪

Financial statements should be accompanied by certificates at the end of the project.

5.1.2 Final Reports

The consortium shall submit a Final Report to FCH JU within 60 days after the end of the project. The report shall comprise:

- a final publishable summary report covering results, conclusions and socioeconomic impact of the project.

- a report covering the wider societal implications of the project, including gender equality actions, ethical issues, efforts to involve other actors and spread awareness as well as the plan for the use and dissemination of foreground.

In addition, the coordinator shall submit a report on the distribution of the FCH JU financial

contribution among beneficiaries. This report must be submitted 30 days after receipt of the final payment.

5.1.3 Certificate on Financial Statements

According to the Grant Agreement art. N. 20-4 every beneficiary will have to submit a certificate on a financial statement (drawn up in accordance with Annex 5-GA) only with the final report and if the contribution received from a FCH-JU is equal or more than 325.000€ and this reimbursement comes from actual costs (indirect costs excluded).

5.2 Deliverables and Milestones

For each deliverable the partner in charge should specify:

- whether the deliverable/milestone date was met, or the expected delivery date if not ready (specifying the reasons in case of delay);
- any problems encountered and proposed solutions;

For each deliverable partners should specify (in accordance with the Deliverables list included in the Annex I):

- the dissemination level of the deliverable:
 - PU = Public
 - PP = Restricted to other programme participants (including the Commission Services).
 - RE = Restricted to a group specified by the consortium (including the Commission Services).
 - CO = Confidential, only for members of the consortium (including the Commission Services).
- the nature of the deliverable:
 - R = Report
 - P = Prototype
 - D = Demonstrator
 - O = Other

5.2.1 Deliverables Review

The WP leader is responsible for defining timing and purpose of each deliverable. The WP leader will identify any actions necessary to allow the deliverable to pass the Deliverable Review. The Deliverable Review will be undertaken by the WPs Coordinator, who will approve it and send the final version to the GPC. After the approval of the WPs Coordinator the WP leader will be in charge of uploading the deliverable in the relevant section of the website.

5.2.2 Language

The language for all inter-organisation communications and for preparing documents is English.

5.2.3 Deliverables format

Each deliverable should have a similar format. Heading, fonts and structure are similar in order to present a professional and consistent image. The deliverables are split into sections, each section starting on a new page.

Each deliverable comprises 4 parts:

- Front Sheet (a template is available in Appendix 1)
- Change record Tab to track any version incurred before the delivering of the document
- Executive Summary (or statement of result): it contains an adequate description of the conclusions or results of the work but does not divulge confidential details (therefore it may be made public whatever the confidentiality level of the deliverable). Diagrams and pictures should normally be avoided.
- Full description of deliverable content: this Part contains a full description of the results of the anticipated work and can be distributed to a reduced audience if so classified. An index (and in case a table of the abbreviations) should be included if necessary.

5.3 Red Flags

Each partner should list any items of concern which arose during the reporting period. If the partner cannot propose any solutions to the problems encountered, he has to ask for assistance from the other partners, the WP leader or the WPs Coordinator, if necessary.

6. Modifications procedures

6.1 Amendments to the Grant Agreement

Any request of modification to the Grant Agreement shall be formulated in a written proposal of amendment to be submitted to the Project Office and GPC. The GPC, on behalf of the consortium, will then send to FCH JU a formal request for amendment to the Grant Agreement according to FCH JU the Amendment Guidelines available on the FCH JU website.

6.2 Amendments to Consortium Agreement

Any request of modification to the Consortium Agreement shall be formulated in a written proposal of amendment to be submitted to the Project Office. The Project Office will circulate a formal amendment in order to find a common agreement. Each proposed change will be accepted if not conflicting with another proposed change, and if it is accepted by all partners. The amendment is valid only if accepted by all Project partners.

6.3 Budget/Effort modifications

Modifications to the partners budget/effort allocation may be decided by the GA. Proposals for changing the actual WP budget/effort allocation can be submitted to the GPC. In case of agreement with the proposed modifications, the GPC- Project Office will then send the formal notification to FCH JU.

6.4 Modification to the Project Management Handbook

Any request of modification to this Handbook shall be formulated in a written proposal of amendment to be submitted to the Project Office. The Project Office evaluates its admissibility and consults the GPC. In case of agreement with the proposed modification, the Handbook will be amended accordingly. The amendment will be sent to all partners, enclosed to a written note of the Project Manager, stating the date of taking effect of the amendment.

If minor procedural modifications (i.e. in relation to the communication protocol) are necessary to increase the effectiveness of the management, the Project Office may prepare a procedural note to be sent to all partners describing the new methodology proposed. If within one week nobody has objected in writing, the new procedure is considered as accepted and an uploaded version of the Hand Book takes place of the previous one.

7. Budget

The Budget comprises the total costs agreed for each partner and included in the Consortium Agreement.

Partner number	PARTNER NAME	Short Name		Max. Rimb Rate	TOTAL COST FOR THE ACTION	FCH JU TOTAL CONTRIBUTION
1	POLITECNICO DI TORINO - DIPARTIMENTO ENERGIA	POLITO	coordinator	100%	555.000,00	555.000,00
2	CONVION Oy	CONVION	beneficiary	70%	3.758.625,00	2.631.037,50
3	SOCIETA' METROPOLITANE ACQUE TORINO - SMAT	SMAT	beneficiary	70%	736.875,00	515.812,50
3°	Risorse Idriche	RI	third party SMAT	70%	213.750,00	149.625,00
4	TEKNOLOGIAN TUTKIMUSKESKUS VTT OY	VTT	beneficiary	100%	392.625,00	392.625,00
5	IMPERIAL COLLEGE OF SCIENCE, TECHNOLOGY AND MEDICINE	IMPERIAL	beneficiary	100%	248.461,25	248.461,25
TOTAL					5.905.336,25	4.492.561,25

Please note that the EC contribution to be received as pre-financing share will be reduced accordingly with the 7.3.2 Contribution clause – Consortium Agreement.

7.1 Transfer of FCH JU payments

The FCH JU shall make the following payments:

- Pre-financing € 718.809,80 minus 4(four) % according to article 7.3.2 of the Consortium Agreement (FCH JU special clause)
- Interim payments corresponding to the amount accepted for the reporting period
- Final payment corresponding to the amount accepted for the last reporting period plus any adjustment needed.

According to the Consortium Agreement (art.7.3) the FCH JU payments will be transferred as follows:

- First advance payment: transferred with minimum delay from receipt (payments proportional to the budget allocation)
- Subsequent payments: transferred against accomplishment of the contractual obligations and the approval by the FCH JU of the Periodic Reports (payments could be reduced according to the costs claimed by each partner)

Accordingly with the Consortium Agreement and special clause 7..3.2, the pre-financing has been transferred as follows:

Partner number	PARTNER NAME	Short Name	TOTAL COST FOR THE ACTION	FCH JU TOTAL CONTRIBUTION	FEE - 4%-for NEW-IG Segretariat	Guarantee Fund Amount - 5% - GF-	PRE_FINANCING -gross amount: 4% & 5 % GF included	Pre-financing excluding GF	PRE_FINANCING -net amount- to be transferred to the partner
1	POLITECNICO DI TORINO - DIPARTIMENTO ENERGIA	POLITO	555.000,00	555.000,00	22.200,00	27.750,00	138.750,00	111.000,00	88.800,00
2	CONVION Oy	CONVION	3.758.625,00	2.631.037,50	105.241,50	131.551,88	657.759,38	526.207,50	420.966,00
3	SOCIETA' METROPOLITANE ACQUE TORINO - SMAT	SMAT	736.875,00	515.812,50	20.632,50	25.790,63	128.953,13	103.162,50	82.530,00
3a	Risorse Idriche	RI	213.750,00	149.625,00	5.985,00	7.481,25	37.406,25	29.925,00	23.940,00
4	TEKNOLOGIAN TUTKIMUS KESKUS VTT OY	VTT	392.625,00	392.625,00	15.705,00	19.631,25	98.156,25	78.525,00	62.820,00
5	IMPERIAL COLLEGE OF SCIENCE, TECHNOLOGY AND MEDICINE	IMPERIAL	248.461,25	248.461,25	9.938,45	12.423,06	62.115,31	49.692,25	39.753,80
TOTAL			5.905.36,25	4.492.561,25	179.702,45	224.628,06	1.123.140,31	898.512,25	718.809,80

179.702,45 FEE to be transferred to NEW-IG - DEBIT NOTE
224.628,06 GF detained by FCH JU until the end of the project
1.123.140,31 TOTAL pre-financing as calculated by the PO >> GA
898.512,25 Net pre-financing fund received by Polito

8. Financial Reporting

At the end of each reporting period each partner is required to fill in the Form C (Financial Statement, Annex VI) by the EC on line tool available through the Research Participant Portal – Grant Management Service . The Financial Statements (Form C) procedure will be lead by POLITO: detailed information will be provided to the partners in order to grant a common approach in the costs analysis and the subsequent cost reporting.

After the partner submission of their own FORM C via RPP, the GPC – Project Office will submit to FCH JU the collected partners' Financial Statements

The Cost Analysis due for each reporting period will be managed according to:

1. The Annotated Grant Agreement available at the following web site address:

[http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-0-amga_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

2. National Laws and Rules: each partner must follow the usual administrative and legal practices as indicated in its National Laws and Rules
3. Internal Rules: each partner is invited to manage costs as they usually perform in its Accountancy System taking into account points 1)-2)

8.1.1 Upper Funding Limits

The '**maximum grant amount**' is **EUR 4,492,561.00** (four million four hundred and ninety two thousand five hundred and sixty one EURO). See DEMOSOFC Grant Agreement and the related Consortium Agreement.

8.2 Direct Costs and Indirect Costs

According to the provision listed in the AMGA, Direct costs' are costs that are directly linked to the action implementation and can therefore be attributed to it directly. They must not include any indirect costs (see Point E of GA).

'Indirect costs' are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

Indirect costs, also called Overheads, comprise costs connected with infrastructures and the general operation of the organisation such as hiring or depreciation of buildings and plant, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, etc. **Indirect costs** are eligible if they are declared on the basis of the flat-rate of 25% of the eligible direct costs (see Article 5.2 and Points A to D above), from which are excluded:

- (a) costs of subcontracting and
- (b) costs of in-kind contributions provided by third parties which are not used on the beneficiary's premises;

9. Risk assessment

Along with well-defined measurable milestones, the use of good planning techniques in the framework of the project will allow to control risks and to detect early potential risks. The risk management will cover:

- technical risks: identifying the barriers to overcome in order to meet the Work Package objectives;
- time risks: such as changes or delays in producing the expected deliverables;
- competence risks: identifying the required personnel to perform the tasks, the possible competence conflicts within each organisation and proposing solutions to meet deadlines;
- budget risks: possible cost overruns due to project changes, making sure that the partners agree on the new budget figures to meet the effectiveness constraints.

The following steps will be taken to support the risk control:

- identification/definition of interfaces and responsibilities;
- partitioning of the project into phases with review in between; this allows a step-by-step development process with different solutions studied in parallel;
- management information and documentation will ensure consistency of the project activities

The control on the project progress will be carried out by the Coordinator POLITO.

Risks related to the composition of the Consortium

The above-mentioned generalized risks are quite reduced in a project like DEMOSOFC, with a small Consortium of few partners very characterized in their interests in the project and in its foregrounds:

- two Industrial Partners, operating in two different business sectors: one technology provider (CONVION) and one end user of the technology to improve its plants (SMAT);
- one research institute (VTT) and two higher education institutions (POLITO and IMPERIAL COLLEGE) active in the research, demonstration, dissemination and education, and in the analysis of technology innovation in the energy sector;

Even if reduced, the potential conflict could become also a strength if the parties clearly delimit their work and the respective expectations, resulting in mutual benefits and indirect positive impact on the European scientific and technical innovation. Otherwise, there is a potential risk that the Consortium activities and partners objective will diverge, with large industries concentrating on the immediate applications and research partners disregarding the issues related to productivity.

As such, appropriate contingency plans will be defined up-front, and clear rules for their application must be set beforehand to allow a successful termination of the major sections of the project in spite of some delays or failures in small, specific parts of the work-plan. The main elements of such a contingency plan are: (1) This section of the work-plan. (2) The commitment of the Consortium to comply with the FCH2-JU work program. (3) The objectives of the various WPs. (4) The management activities of WP1.

Considering some minor risk related to competition between the two industrial partners of the Consortium, appropriate policies for IPR management will be set-up in the Consortium Agreement. These policies have to be signed before the project actually starts. IPR management issues will continuously be on the project agenda, according to the procedures planned in WP1.

Risk related to the technical development

Concerning the risks related to the scientific development of the project, the main risks are linked to the development of the demonstration system.

Politecnico di Torino (Coordinator) has a long experience in installation, operation and maintenance of a real demonstrators (at present, Coordinator of FP7 project SOFCOM, www.sofcom.eu): the accumulated experience will help in overcoming all the problems connected with the Demonstration. Also, a detailed engineering of the installation will be developed in WP2, in order to avoid any problem in the implementation of the DEMO parts (provided by the partners involved) and its integration with the existent WWTP site of SMAT. The detailed engineering will have the aim to allow the installation with the full compliance of safety, legal and operational rules.

In general, we summarize the technical risks in a table order to allow an easier understanding of the status at a glance. An overview of all potential risks can be categorized as follows:

Description of risk	Work package(s) involved	Proposed risk-mitigation measures	Risk level
Fast stack degradation	WP3 - WP4	Stack replacement only with spare stack capacity available on site for replacement	Medium
Delays for installation permits in the area of construction of the DEMO	WP3 - WP4	The requests will start immediately during the negotiation step.	Medium
Delays for lack of expertise by the local Fireman Department for installation of a SOFC system	WP3 - WP4	In Torino we had already the previous experience of the EOS Project (installation of a Siemens 100 kW SOFC in a Company) in 2003-2006	Low
Lack of experience in SOFC installation procedures in a waste water treatment plant	WP3	The POLITO personnel has already the previous experience of the EOS Project (2003-2006) and in SOFCOM project (2011-2015). The CONVION personnel has already installed some modules. Personnel from CONVION and POLITO will make a deep training to the personnel in SMAT and its Engineering company (Risorse Idriche).	Medium
Lack of experience for repairing procedures	WP4	Previous deep training of local staff (SMAT) for repairing strategies, done at theoretical level (POLITO) and technical level (CONVION)	Medium
Biogas shortage e.g. due to digester maintenance	WP2 - WP3 - WP4	NG feed line installed for back-up	Low
Temporary high level of contaminants in biogas	WP2 - WP3 - WP4	Robust design of clean-up beds through 'lead and lag' configuration	Low
Reduced heat load to the digester from the SOFC recuperator e.g. due to SOFC partial operation	WP2 - WP3 - WP4	Deficit heat load supply by external boiler	Low
Temporary control system deficit in the thermal balance management	WP3 - WP4	If a deficit heat load is present, it will be supplied by external boiler	Low
Fail-safe control system implemented	WP2 - WP3 - WP4	High care dedicated to the implementation of the control strategy, already learned from the previous	Medium

		SOFCOM project. Alarms for safe operation already available in form of sms and emails alarm to the personnel devoted to the management of the plant.	
Reformer degradation due to catalyst contamination	WP3 - WP4 - WP5	Fuel cell quality gas clean-up system should maintain the reformer safe	Low
Plant availability/reliability	WP4	Use of local boiler (already installed) for thermal loads, and grid connection (still existing) for electrical load	Medium

10. Templates

Appendix 1 –Front Page for Deliverables

Appendix 2– Agenda template

Appendix 3 – Minutes meeting template

Appendix 4- Attendance sheet template

Appendix 1 – Front Page for Deliverables



DEMOSOFC
Project n° 671470

"DEMONstration of large SOFC system fed with biogas from WWTP"

Deliverable numberTitle of the Deliverable

Due Date of Delivery:	..
Actual Submission Date:	...
Lead Beneficiary:	Politecnico di Torino
Author(s):
Approved by:	Massimo Santarelli
Work package:	...
Estimated person months:	...
Dissemination Level:	...
Nature:	..
Version:	..
Total number of pages:

Change Records

Version	Date	1. Changes	Author
Version 1			

Abstract:

.....

Keyword list:

Appendix 2 – Agenda template



Some operative information not to report in the template:

Agenda_ver0. It's a real draft agenda and should contain, at least, the following information: Date, place, general timing and main items to be discussed. This agenda should circulate as soon as possible to allow all participants to fix the date in their own agenda and to purchase flights tickets with a good price.

PROJECT ACRONYM	DEMOSOFC
Place and date,
Meeting	Typology of meeting, title

Agenda_verN. It's a progressive updated version where the main items are more detailed and implemented with all partners requests.

To be fulfilled in for every meeting day

DATE

Place

Title of the main issue

Time1: Speech title, speaker name (partner name), role in DEMOSOFC project

Time2: Speech title, speaker name (partner name), role in DEMOSOFC project

.....

time: Miscellaneous

time >> Lunch/coffee break

Title of the main issue

Time1: Speech title, speaker name (partner name), role in DEMOSOFC project

Time2: Speech title, speaker name (partner name), role in DEMOSOFC project

.....

time: Miscellaneous

Appendix 3 – Minutes meeting template



Main decisions at name of the meeting, date, place....., and follow up

WP....

"Title of the WP "

WP Leader (for ex. POLITO), name of the person (for ex. M.Santarelli)

Partners involved: (for ex. POLITO, IC,VTT,SMAT, CONVION)

WP.... DECISIONS		
Tn.1	Title of the task. ...	
Tn.2	Title of the task. ...	
Tn.m	Title of the task. ..	
ACTIONS		
ACTION	WHO	WHEN
<i>Tn.1.Describe what you have in mind to act to execute the above decisions</i>
Tn.2....

Reproduce the same table above for each WP the partnership discuss about.

Appendix 4- Attendance sheet template



PROJECT ACRONYM	DEMOSOFC
Place and date
Type of the meeting and title	“ ”

NR.	NAME	INSTITUTION	E-MAIL	SIGNATURE

To be attached to the Agenda of the meeting.

Checked by the Project Manager:

Signature.....

Appendix 5- DEMOSOFC website user manual



Demosofc website basic user manual

the home page

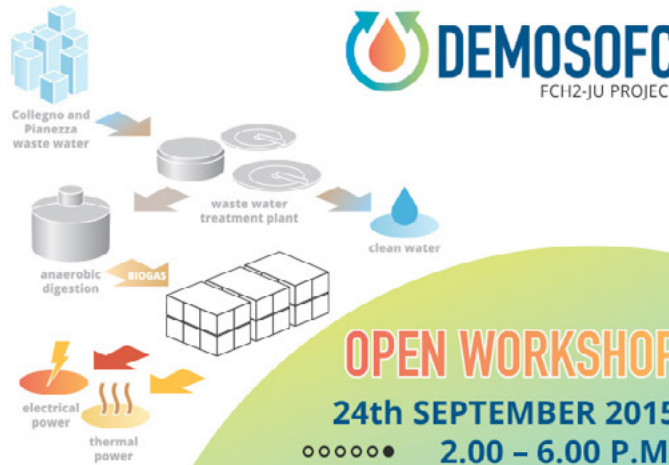
the logo is linked to home page



Social buttons

menu

- About DEMOSOFC
- How it works
- News and events
- Results
- People
- Contacts
- Reserved area



HIGHLIGHTS

DEMOSOFC Kick-Off Meeting will be in Turin on 24-25 September 2015. See "News and events" for the agenda!

settembre: 2015

L	M	M	G	V	S	D
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Widget area



THE DEMOSOFC PROJECT (2015 – 2020)

DEMOSOFC is a new project devoted to the design and installation of an SOFC (Solid Oxide Fuel Cell) plant that will generate around 175 kW electric. The SOFC plant will be installed in the SMAT Collegno WWTP (Waste Water Treatment Plant), in the Turin area, and will guarantee the supply of around 30% of the site electrical consumption, and almost 100% of the thermal requirement. The DEMOSOFC plant will be the first example in Europe of high efficiency cogeneration plant with a medium size fuel cell fed by biogas. DEMOSOFC partnership includes, besides SMAT and Politecnico di Torino, the Finnish fuel cell manufacturing company Convion Oy and the Finnish research center Teknologian Tutkimuskeskus VTT, together with the Imperial College of Science, Technology and Medicine (UK). The project, whose budget is about 5.9 million euro, is funded by EU with 4.2 million euro, in the framework of the Horizon 2020 program.



share buttons

accessing the backend area

1 - click on the "Reserved area" link on the main menu

2 - Log in with you username (or email address) and your password.

If you lose your password it's possible to create a new one following the instructions on this link

DEMOSOFC
FCHZ-JU PROJECT

Username

Password

Remember Me [Log In](#)

[Lost your password?](#)

[Back to DEMOSOFC](#)

the backend area

the toolbar gives some information and quick link suggestion. It is visible only when logged in

The Help link displays some help information. The Screen Options link will display various options that allow you to configure what is displayed on the current page.

you can log out from here

The screenshot shows the WordPress dashboard interface. At the top, a dark toolbar contains the site name 'DEMOSOFC', a notification icon, a '+ New' button, and a user profile 'How are you, @editor?'. Below the toolbar is a left-hand sidebar menu with items: Dashboard, Posts, Media, Pages, Comments, Contact, Appearance, Profile, Tools, Settings, and Collapse menu. The main content area is titled 'Dashboard' and features several widgets: 'At a Glance' showing '2 Posts' and '7 Pages', 'Activity' with 'Recently Published' items, 'Quick Draft' with a 'Save Draft' button, and 'WordPress News' with several article links. In the top right corner, 'Screen Options' and 'Help' dropdown menus are visible. Orange callout boxes with lines pointing to these elements provide additional context.

the dashboard menu

the dashboard home page displays various informations. You can decide what to display clicking the "Screen options" tab. This configuration changes depending on what page you're currently viewing and can be different for any user.

adding a new page

After clicking on the Pages menu option you'll be shown a list of Pages that your site contains. Among the information displayed is the Page title, the Author, No. of Comments and either the Date Published or the Date the Page was Last Modified.

click on "Add new" (1) on the main menu or near the title "Pages (2)". You can also click the "New" tab in the toolbar (3).

The screenshot shows the WordPress Pages management interface. The left sidebar contains the main menu with 'Pages' highlighted. The main content area shows a list of pages with columns for Title, Author, and Date. Callouts 1, 2, and 3 point to the 'Add New' button in the sidebar, the 'Add New' button in the page header, and the 'New' button in the top toolbar, respectively.

Title	Author	Date
contacts	Cesare Crova	2015/09/04 Published
Contatti	Cesare Crova	2015/04/01 Published
Gallery	Cesare Crova	2015/08/26 Published
How it works	Cesare Crova	2015/08/26 Published
People	Cesare Crova	2015/09/14 Published
Results	Cesare Crova	2015/08/25 Published
THE DEMOSOFC PROJECT (2015 - 2020) - Front Page	Cesare Crova	2015/08/25 Published

You can edit, modify or delete the pages clicking on the options that appear when you hover your cursor over each page title.

publishing a page

The image shows the WordPress 'Add New Page' editor interface. The left sidebar contains navigation options like Dashboard, Posts, Media, Pages, Comments, Contact, Appearance, Profile, Tools, Settings, and Collapse menu. The main editor area has a title field 'Enter title here', an 'Add Media' button, and a rich text editor toolbar. The right sidebar shows the 'Publish' panel with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options. Below that is the 'Page Attributes' panel with 'Parent', 'Template', and 'Order' settings. The 'Featured Image' section is also visible.

title goes here

buttons to add/delete links

help button

Publishing settings
To customize or change the date and the visibility.

Setting the visibility to "private" to share the content only with registered users

Visibility: Public

Publish button

page template
Leave blank this section. Only the homepage has the "Home" template selected.

featured image
every page or post can have an image which can be used in the main layout. Currently Demosoftware website doesn't use featured images.

Add Media button
This button inserts a media in the post (images, logos, pdf documents, etc.). All the uploaded files are stored in the Media library.

Text editing buttons
These buttons are useful for formatting text.

publishing a post

DEMOSOFC 0 + New How are you, @editor?

Add a New Post

Screen Options Help

Dashboard Posts All Posts Add New Categories Tags Media Pages Comments Contact Appearance Profile Tools Settings Collapse menu

Add Media Visual Text

Paragraph U A ?

Word count: 0

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Move to Bin [Publish](#)

Categories

All Categories Most Used

- News and events
- Results
- Senza categoria

[+ Add New Category](#)

Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Featured Image

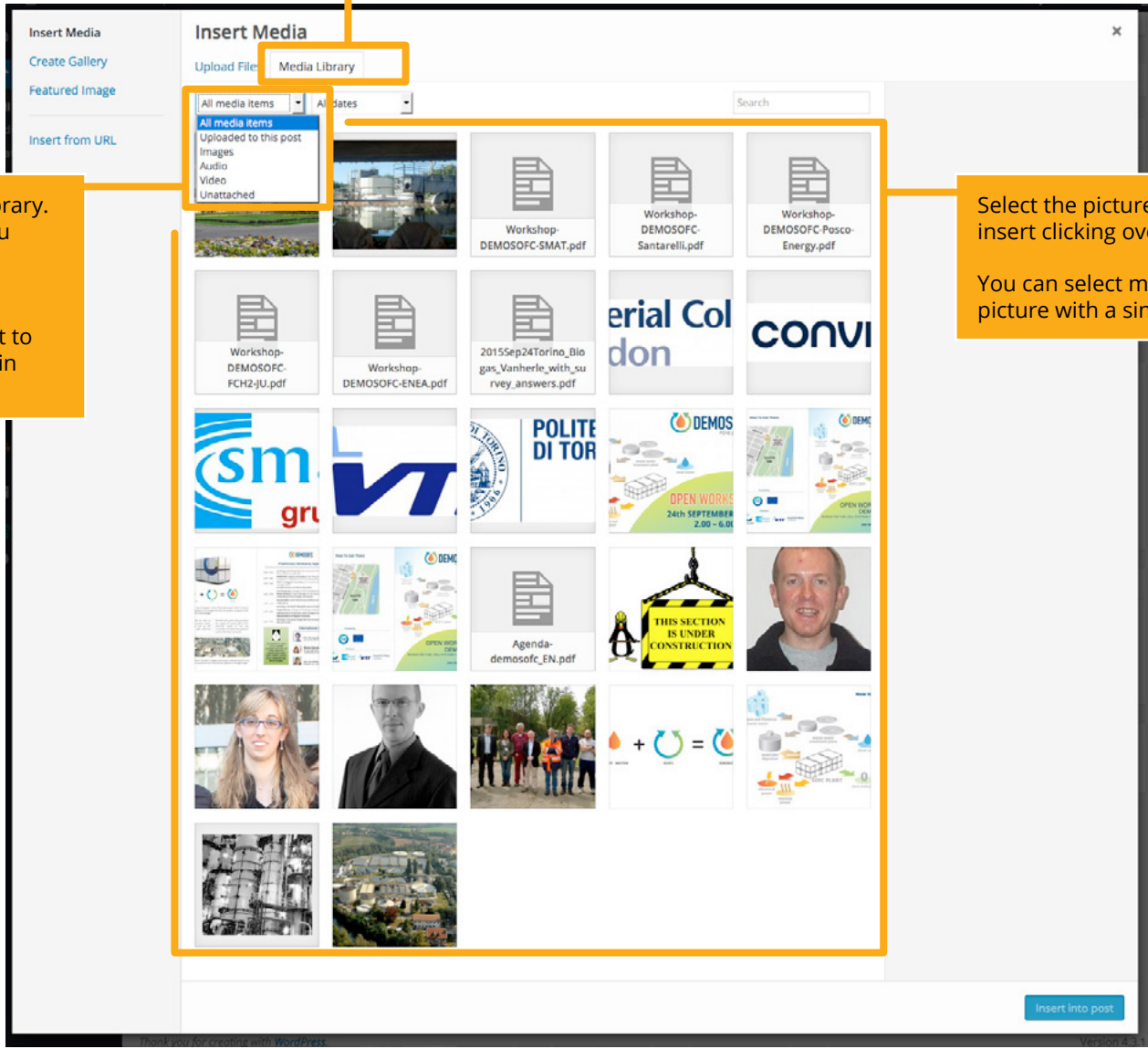
[Set featured image](#)

the posts are similar to the pages except for the category. Currently there are two categories: "News and events" and "Results"

inserting pictures in pages or posts - step 2

we are now in the media library window

here you can browse the media library. Select "uploaded to this post" if you want to browse just the pictures uploaded in this page or post. Select "All media items" if you want to insert pictures formerly uploaded in other pages or post.



Select the pictures you want to insert clicking over the thumb. You can select more than a picture with a single selection.

inserting pictures in pages or posts - step 3

Select the pictures you want to insert clicking over the thumb.

You can select more than a picture with a single selection.

Insert Media

Create Gallery

Featured Image

Insert from URL

Upload Files Media Library

All media items All dates

Search

Workshop-DEMOSOFC-SMAT.pdf

Workshop-DEMOSOFC-Santarelli.pdf

Workshop-DEMOSOFC-Pesco-Energy.pdf

Workshop-DEMOSOFC-FCH2JU.pdf

Workshop-DEMOSOFC-ENEA.pdf

2015Sep24Torino_Bio gas_Vanherle_with_survey_answers.pdf

erial Col don

CONVI

sm gru

POLITE DI TOR

DEMOS

OPEN WORKS 24th SEPTEMBER 2.00 - 6.00

Agenda-demosofc_EN.pdf

THIS SECTION IS UNDER CONSTRUCTION

ATTACHMENT DETAILS Saved.

ValentinoCastello04-800.jpg

29 September 2015

111 kB

800 x 600

Edit image

Delete Permanently

URL http://www.demosofc.eu/wj

Title ValentinoCastello04-800

Caption Castello del Valentino

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

Alignment None

Left

Centre

Right

None

Link To Media File

Media File

Attachment Page

Custom URL

None

http://www.demosofc.eu/wj

Size Medium - 300 x 225

Thumbnail - 150 x 150

Medium - 300 x 225

Full Size - 800 x 600

600px by 150px - 600 x 150

300px by 100px - 300 x 100

1 selected

Clear

Insert into post

The caption to display

Alignment depends on the layout you want to do in a page.

Select "left" if you want the text flows around the image.

Select "none" if you want the text box starts under the image.

Select "Media file" if you want the enlarge the image clicking on it. It will appear on its full size even if you put it in "thumbnail" size.

Select "none" if you don't want to enlarge the image.

Select the size you want to display: Select "thumbnail" or "medium" if you want to put a small or medium image. Avoid putting the "full size" image when the image is too big.

the summary of the selected items

this button closes the window and put the image into the text editor.

inserting pictures in pages or posts - step 4

the selected pictures appear on the text editor of your post or page.

The screenshot shows the WordPress 'Edit Post' interface. On the left is a dark sidebar with navigation options: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Contact, Appearance, Plugins (3), Users, Tools, All-in-One WP Migration, Settings, Huge IT Lightbox, and Collapse menu. The main content area is titled 'Edit Post' and includes a title field, a permalink, and an 'Add Media' button. Below these is a rich text editor with a toolbar and a text area containing placeholder text. An image of a castle is inserted into the text. A small menu is visible over the image. On the right side, there are panels for 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Revisions: 4', and 'Publish immediately' options), 'Categories' (with 'All Categories' and 'Most Used' tabs, and a list of categories including 'Senza categoria', 'News and events', and 'Results'), 'Tags' (with an 'Add' button), and 'Featured Image' (with a 'Set featured image' link). Annotations in orange boxes point to various elements: 'clicking over the picture appears a small menu to edit the picture settings.' points to the image's menu; 'the caption' points to the caption field below the image; 'some placeholder text' points to the text in the editor; 'click here to open the preview of the post or page.' points to the 'Preview' button; and 'this instance image has the following settings: align: left link to: media file size: thumbnail' is in a box at the bottom left.

this instance image has the following settings:
align: left
link to: media file
size: thumbnail

displaying the picture

Here is how the image appears in the page (or post).

DEMO SOFC FCH2-JU PROJECT

About DEMOSOFC
How it works
News and events
Results
People
Contacts
Reserved area

Castello del Valentino

Castello del Valentino

click on the thumbnail to open a pop-up window displaying the full-size image.

zzril delen augue dui dolore te soluta nobis eleifend option con; placerat fameser possum assum. Typi non habent claritatem insitam; est usus legentis in is qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me lius quod il legunt saepius. Claritas est etiam processus dynamicus, qui sequitur mutationem consuetudium lectorum. Mirum est notare quam littera gothica, quam nunc putamus parum claram, anteposuerit litterarum formas humanitatis per seacula quarta decima et quinta decima. Eodem modo typi, qui nunc nobis videntur parum clari, fiant sollemnes in futurum.

HIGHLIGHTS
See the "Results" section for the DEMOSOFC Kick-Off Meeting

RECENT ARTICLES
DEMOSOFC live on Radio 24 and Youtube
Kick-off meeting presentations available
Kick-Off Meeting

October 2015
M T W T F S S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
« Sep

FCH | EUROPEAN UNION | POLITECNICO DI TORINO | convion | smat gruppo | VTT | Imperial College London

this instance image has the following settings:
align: left
link to: media file
size: thumbnail

DEMO SOFC FCH2-JU PROJECT

Castello del Valentino

the caption appears here

CLOSE X

FCH | POLITECNICO DI TORINO | convion | smat gruppo | VTT | Imperial College London

close the window back to your page

inserting picture galleries in pages or posts - step 1

Create a new post or page.

to insert a pictures in a page or post click on the "add media" button.

Add Media

A new po-up window appears

gallery window

Insert Media
Create Gallery
Featured Image
Insert from URL

Select "create gallery"

Select all the pictures you want to appear in the gallery.

Here you can check the selected pictures and change the order dragging the thumbs as you want

once the images are selected click "create a new gallery"

Don't forget the caption (it will be displayed)

DEMO SOFC 3 0 + New How are you, Cesare Crova?

Insert Media
Create Gallery
Featured Image
Insert from URL

Upload Files Media Library

Images All dates

Material Col
uon
convi sm
gru

POLITE
DI TOR

DEMOS
OPEN WORKS
26 SEPTEMBER
2.00 - 6.00

THIS SECTION IS UNDER CONSTRUCTION

3 selected
Clear

ATTACHMENT DETAILS

ValentinoCastello04-800.jpg
29 September 2015
111 KB
800 x 600
Edit Image
Delete Permanently

URL http://www.demosofc.eu/wj
Title ValentinoCastello04-800
Caption Castello del Valentino
Alt Text
Description

Create a new gallery

Version 4.3.1

Thank you for creating with WordPress.

inserting picture galleries in pages or posts - step 2

the selected pictures.
You can drag them in the
right order and edit the
caption.

Drag and drop to reorder media files.

Reverse order

GALLERY SETTINGS

Link To: Media File, Attachment Page, Media File, None

Columns: 3, 1, 2, 3, 4, 5, 6, 7, 8, 9

Random Order:

Size: Thumbnail, Medium, Large, Full Size, 600px by 150px, 300px by 100px

ATTACHMENT DETAILS

20150925_124846_PP.jpg
29 September 2015
1 MB
2895 x 1241
Edit Image
Delete Permanently

URL: http://www.demosofc.eu/wj
Title: 20150925_124846_PP
Caption: impianto
Alt Text:
Description:

click "insert gallery" when finished

Insert gallery

Version 4.3.1

Here are the general gallery
settings.
The perfect options for
Demosofc website are:

Link to: Media File
Columns: 3
Size: Thumbnail

inserting picture galleries in pages or posts - step 3

the gallery appears on the text editor of your post or page.

The screenshot shows the WordPress 'Add New Page' editor interface. On the left is a dark sidebar with navigation options: Dashboard, Posts, Media, Pages (highlighted), All Pages, Add New, Comments, Contact, Appearance, Plugins (3), Users, Tools, All-in-One WP Migration, Settings, Huge IT Lightbox, and Collapse menu. The main editor area has a title field 'Enter title here' and a rich text editor toolbar. A gallery of three images is inserted into the editor. The first image is 'Castello del Valentino', and the other two are 'impianto'. A small menu is visible over the gallery. On the right is a 'Publish' sidebar with options: Save Draft, Preview, Status: Draft, Visibility: Public, Publish immediately, and a Publish button. Below the gallery is a 'Word count: 5' section and a 'Custom Fields' section with a form to add new fields. At the bottom, a note states: 'Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).'

Annotations with orange callouts:

- clicking over the gallery appears a small menu to edit the gallery settings.
- the captions
- click here to open the preview of the post or page.

displaying the picture gallery

Here is how the gallery appears in the page (or post).

DEMOSOFC FCH2-JU PROJECT

- About DEMOSOFC
- How it works
- News and events
- Results
- People
- Contacts
- Reserved area

Castello del Valentino impianto impianto

HIGHLIGHTS
See the "Results" section for the DEMOSOFC Kick-Off Meeting

RECENT ARTICLES
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Kick-off meeting presentations available!
Kick-Off Meeting

October 2015
M T W T F S S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
a Sep

click on the thumbnail to open a pop-up window displaying the full-size image.

You can browse the gallery without closing the window.

DEMOSOFC FCH2-JU PROJECT

Castello del Valentino
Image 1 of 3

CLOSE X

the caption appears here

Here you can browse the gallery without closing the window. The navigation arrows appear on mouse over

close the window back to your page

inserting a video in pages or posts - step 1

Videos should be uploaded in the youtube (or vimeo) channel. This video, used for instance, was uploaded to youtube channel.

select the "share" button

select the "code" tab

copy the code

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/FGR1GqIgUIQ" frameborder="0" allowfullscreen></iframe>
```

MOSTRA ALTRO

The perfect width for the demosofc website is 612 pixels but there is no need to change it if the value of the code is lower.

DEMOFC - DEMONstration of large SOFC system fed with biogas from WWTP

PoliTo Research

194 visualizzazioni

4 0

Aggiungi a Condividi Altro

Codice da incorporare Email

inserting a video in pages or posts - step 2

DEMO SOFC 3 0 + New View Page How are you, Cesare Crova?

Dashboard
Posts
Media
Pages
All Pages
Add New
Comments
Contact
Appearance
Plugins 3
Users
Tools
All-in-One WP Migration
Settings
Collapse menu

Screen Options Help

Edit Page [Add New](#)

Page draft updated. [Preview page](#)

video

Permalink: http://www.demosofc.eu/?page_id=512 [Change Permalinks](#) [View Page](#)

Add Media Visual **Text**

IMPORTANT!
to insert the code the "text" tab must be selected.

paste the code in the content form.

```
<iframe src="https://www.youtube.com/embed/FGR1GqIgUIQ" width="560" height="315" frameborder="0" allowfullscreen="allowfullscreen">
</iframe>
```

The perfect width for the demosofc website is 612 pixels but there is no need to change it if the value of the code is lower.

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Revisions: 3 [Browse](#)

[Publish immediately](#) [Edit](#)

[Move to Bin](#) [Publish](#)

before publishing the post a preview can be viewed after the draft was saved

Word count: 0 Last edited by Cesare Crova on 2 October 2015 at 12:09

Revisions

- Cesare Crova, 1 min ago ([October 2, 2015 @ 12:09:45](#))
- Cesare Crova, 27 mins ago ([October 2, 2015 @ 11:42:40](#))
- Cesare Crova, 29 mins ago ([October 2, 2015 @ 11:40:43](#))

Custom Fields

Template: Default Template

Order: 0

Need help? Use the Help tab in the upper right of your screen.

Featured Image: [Set featured image](#)

editing the home gallery page

the gallery page is a special page. It contains only the images that appears as a slideshow in the home page.

The screenshot shows the Joomla! CMS interface for editing a page titled "Gallery". The left sidebar contains navigation options like Dashboard, Posts, Media, Pages, All Pages, Add New, Comments, Contact, Appearance, Profile, Tools, Settings, and Collapse menu. The main content area has a title "Gallery" and a permalink. Below the title is a rich text editor with a toolbar. The gallery content includes a large image for an "OPEN WORKSHOP" on 24th September 2015, and a smaller image of a group of people. A diagram below the group photo shows "WASTE WATER" + "DFPC" = "ENERGY". The right sidebar has a "Publish" section with "Status: Published", "Visibility: Public", "Revisions: 6", and "Published on: 26 Aug 2015 @ 09:51". Below that is the "Page Attributes" section with "Parent: (no parent)", "Template: Default Template", and "Order: 0".

to change or add new images click the "add media" button.

The perfect size for the images of the slideshow is 612 × 428 pixels.

No other image formatting is needed for this page

managing the sharing buttons

DEMO50FC 0 + New How are you, @editor?

Dashboard Posts Media Pages Comments Contact Appearance Profile Tools Settings General Writing Reading Discussion Media Permalinks SCPOrder EU Cookie Law Collapse menu

Share Buttons Settings

Core Styling Counters Advanced CSS

The simple options you can see below are all you need to complete to get your share buttons to appear on your website. Once you're done here, you can further customise the share buttons via the Styling tab.

Locations

Homepage	Pages	Posts	Excerpts	Categories/Archives
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Placement

After

Share Text

Share

Networks

Drop icons below

Twitter LinkedIn

Simple Share Buttons Plus

Get Xing and WhatsApp buttons...

Simple Share Buttons Plus

Extra buttons are just the tip of the iceberg... Simple Share Buttons Plus comes with a great deal of extra features, from [Google Analytics click tracking](#) to [mobile-responsive](#) share bars. [Find out more here](#)

Simple Share Buttons Adder 6.0.5

other settings are available here

the locations of the share buttons

the social networks to share can be dropped directly in the grey banner below.

the share buttons plugin setting can be managed from the "Share buttons" link under "Settings" menu section.

managing the profiles - (for administrator only)

To manage the users and their profile you need to log in as administrator.

The screenshot displays the WordPress 'Users' management page. The top navigation bar includes 'Dashboard', 'Posts', 'Media', 'Pages', 'Comments', 'Contact', 'Appearance', 'Plugins', and 'Users'. The 'Users' menu is expanded, showing options like 'All Users', 'Add New', 'Your Profile', and 'User Role Editor'. The main content area shows a list of users with the following data:

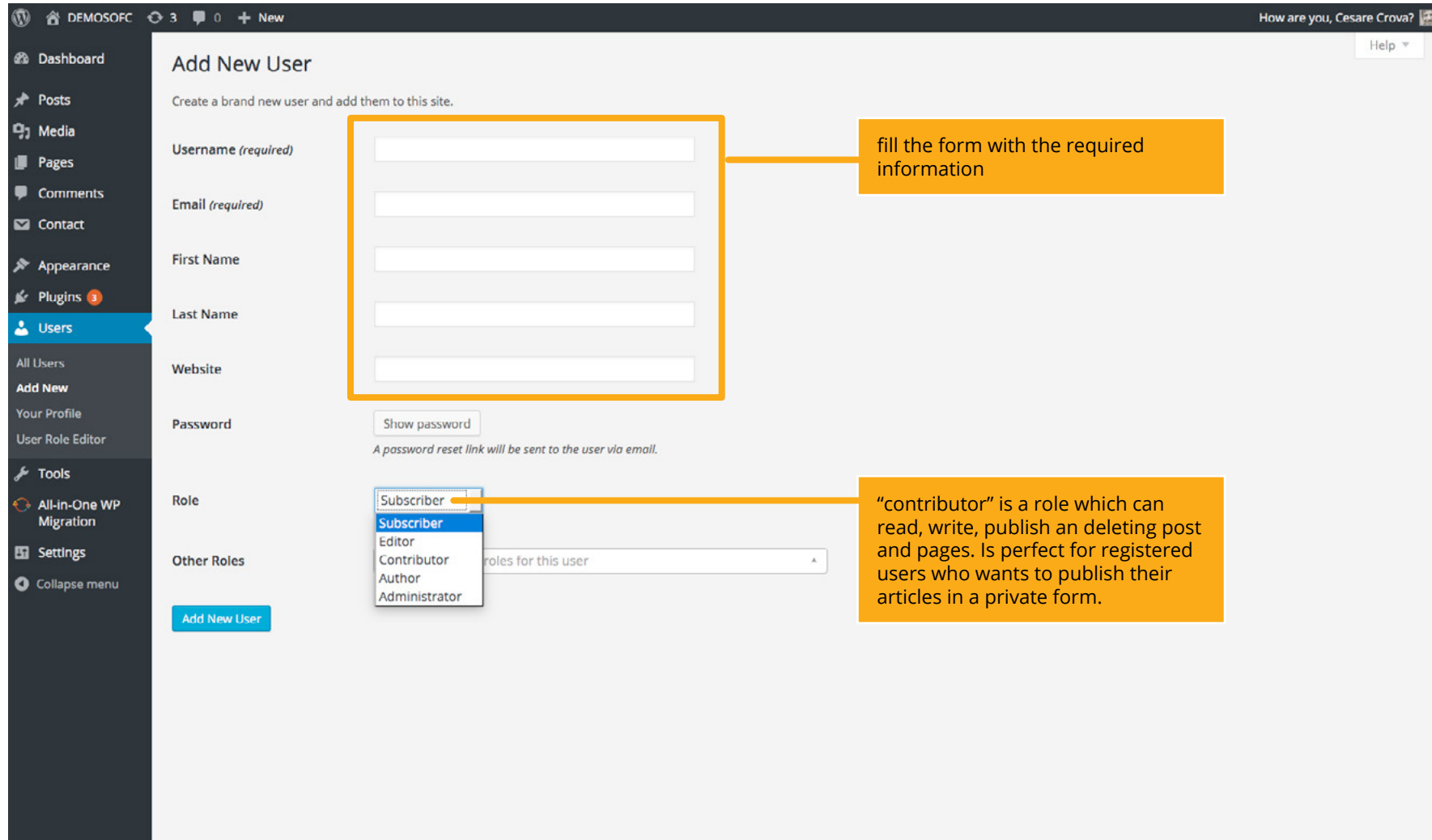
Username	Name	Email	Role	Posts	Other Roles
@director	Cesare Crova	cesare.crova@gmail.com	Administrator	0	
@editor	Marta Gandiglio	marta.gandiglio@polito.it	Editor	2	

An orange arrow points from the 'User Role Editor' option in the sidebar to the 'User Role Editor' column in the user list table.

You can edit, modify an delete the users and their roles clicking on the options that appears hovering your cursor over each user

managing the profiles - (for administrator only)

To manage the users and their profile you need to log in as administrator.



The screenshot shows the WordPress 'Add New User' interface. The left sidebar contains navigation options: Dashboard, Posts, Media, Pages, Comments, Contact, Appearance, Plugins (3), Users (selected), All Users, Add New, Your Profile, User Role Editor, Tools, All-in-One WP Migration, Settings, and Collapse menu. The main content area is titled 'Add New User' and includes the instruction 'Create a brand new user and add them to this site.' The form fields are: Username (required), Email (required), First Name, Last Name, Website, Password (with a 'Show password' button and a note: 'A password reset link will be sent to the user via email.'), Role (with a dropdown menu), and Other Roles. A blue 'Add New User' button is at the bottom left. Two orange callout boxes provide additional information: one points to the form fields with the text 'fill the form with the required information', and another points to the 'Role' dropdown with the text '“contributor” is a role which can read, write, publish and deleting post and pages. Is perfect for registered users who wants to publish their articles in a private form.'

managing the profiles capabilities- (for administrator only)

To manage the users and their profile you need to log in as administrator.

Select Role and change its capabilities: **Contributor (contributor)**

Show capabilities in human readable form Show deprecated capabilities

Core capabilities: Quick filter:

<input type="checkbox"/> Activate plugins	<input checked="" type="checkbox"/> Edit private posts	<input type="checkbox"/> Remove users
<input type="checkbox"/> Add users	<input type="checkbox"/> Edit published pages	<input type="checkbox"/> Switch themes
<input type="checkbox"/> Create users	<input type="checkbox"/> Edit published posts	<input type="checkbox"/> Unfiltered html
<input type="checkbox"/> Delete others pages	<input type="checkbox"/> Edit theme options	<input type="checkbox"/> Unfiltered upload
<input type="checkbox"/> Delete others posts	<input type="checkbox"/> Edit themes	<input type="checkbox"/> Update core
<input checked="" type="checkbox"/> Delete pages	<input type="checkbox"/> Edit users	<input type="checkbox"/> Update plugins
<input type="checkbox"/> Delete plugins	<input type="checkbox"/> Export	<input type="checkbox"/> Update themes
<input checked="" type="checkbox"/> Delete posts	<input type="checkbox"/> Import	<input checked="" type="checkbox"/> Upload files
<input type="checkbox"/> Delete private pages	<input type="checkbox"/> Install plugins	
<input type="checkbox"/> Delete private posts	<input type="checkbox"/> Install themes	
<input type="checkbox"/> Delete published pages	<input type="checkbox"/> List users	
<input type="checkbox"/> Delete published posts	<input type="checkbox"/> Manage categories	
<input type="checkbox"/> Delete themes	<input type="checkbox"/> Manage links	
<input type="checkbox"/> Delete users	<input type="checkbox"/> Manage options	
<input type="checkbox"/> Edit dashboard	<input type="checkbox"/> Moderate comments	
<input type="checkbox"/> Edit others pages	<input type="checkbox"/> Promote users	
<input type="checkbox"/> Edit others posts	<input type="checkbox"/> Publish pages	
<input checked="" type="checkbox"/> Edit pages	<input type="checkbox"/> Publish posts	
<input type="checkbox"/> Edit plugins	<input checked="" type="checkbox"/> Read	
<input checked="" type="checkbox"/> Edit posts	<input checked="" type="checkbox"/> Read private pages	
<input checked="" type="checkbox"/> Edit private pages	<input checked="" type="checkbox"/> Read private posts	

Select All
Unselect All
Reverse
Update
Add Role
Rename Role
Add Capability
Delete Capability
Default Role
Reset

every role capabilities can be managed flagging these items