

EUROGIA+ project monitoring process

Once projects have been labeled by EG+ and have successfully received funding from public authorities, the progress of the projects will be monitored by the EG+ board, assisted by the EG+ Technical Committee. This monitoring serves 2 purposes:

- Assist project teams in reaching success. The fundamental goal of EG+ is to see innovative technology projects related to Clean Energy reach commercialization. Because of the high risks associated with innovation, project teams will often benefit from the advice and support of senior industrial technical staff from EG+ member companies, and EG+ committee of experts, in order to overcome temporary difficulties.
- Provide feedback to EG+ in order to continuously improve the project selection and labelisation process.

The monitoring process is made of the following elements:

- A project Mentor is assigned to each funded project. The role of the mentor is to ensure regular communication between the project coordinator and EG+, and assist the project with technical and managerial advice as needed.
- Each project provides EG+ with a yearly progress report, as well as an end of project report. This is a guideline; the project Mentor can agree on more frequent, or less frequent, reporting as appropriate to the project progress. A check list of items to include can be found in the appendix. Format of the report is agreed between project Mentor and project Coordinator; it can run from ppt bullet points to detailed written Word file; the goal is to provide key information while minimizing overhead for the project.
- Following reception and review of the yearly progress report, a yearly Project Review is organized by the project coordinator and project mentor, to discuss the report and any required change of plans. The review is attended by some other members of the EG+ board or technical committee, as appropriate. National public authorities providing the funding are invited to participate in these yearly reviews. In order to facilitate attendance, the reviews will be organized as much as possible together with the quarterly EG+ meetings. Content of the review will mirror the progress report template, leaving plenty of time for discussions and clarifications.
- If the review team identifies major issues that require significant changes to the project plan (e.g. new market developments affecting the projects, significant delays or technical difficulties, need for change in the consortium...), the Project Mentor prepares a summary for consideration by the EG+ Board; the Board may decide to request amendment of the project or additional information, or to withdraw the Eurogia+ label to the concerned project, or recommend shutting down the project,

and in any event to inform the relevant public funding authorities of the need for significant changes to the project plan.

The EG+ General Manager, Technical Committee Chair, and Secretariat are in charge of implementing this process, and reporting results at each Board Meeting.

Member Companies commit to supplying the required time from the representatives and technical experts to enable this monitoring process.

Appendix 1: Eurogia+ Progress Report Checklist

Project title; Eurogia+ number; Reporting period

Recap of project goals and objectives

Project progress in general, and by partner and/or Work Package.

- Major technical achievements
- Major problems encountered and proposed solutions
- Milestones compared to plan
- Milestones changes and impact on project
- Manpower and finance: actual versus plan

Cooperation

- Benefits and difficulties of co-operation
- interaction between partners; work sharing
- Meetings, documents exchanged
- Information to and from other Projects

Industrial exploitation

- New developments in market, technology or competition
- Updates to business plans and commercialization plans
- Publications, Patents filed
- Contribution to standardisation
- Contributions to workshops, exhibitions, conferences
- Trade of licenses

Changes to Project Plan

- Changes to Project technical progress
- Structural changes (partners, organization, tasks sharing)
- Financial changes compared to FPP. Funding status in the various countries.

- Business and marketing changes

No	ACRONYM	Mentor
EOG 601	Sol-Ion	Manfred DITTMER
EG+ 109	Wind Farm Vessel	Raul MANZANAS
EG+ 204	HLC-AIMS	Pierre BESSE
EG+ 207	CO2FieldLab	Alain BECHTEL
EG+ 208	Know.Right.Now	Gabriel MARQUETTE
EG+ 211	ECO-GE	Christian BESSON
EG+ 302	VERTIFLOAT	Pierre-Armand THOMAS
EG+ 303	ILIS	Hervé LEFEBVRE
EG+ 305	RVP	Carole PAVAUT
EG+ 309	LAPSIS	Thomas MEYER
EG+404	ADVOCAT	Marcos PEREZ
EG+407	SEAQUEST	Carole PAVAUT
EG+312	Promehobio	Christian BESSON
EG+405	Enersta	Hervé LEFEBVRE
EG+ 501	Hex800	Alessandro PAGLIANTINI
EG+507	Smart Campus	Christian BESSON