State-of-the-art sustainable energy efficiency technologies roadmap for waterborne transport towards the fit-for-55 guidance compliance

Project 101192661— FLEETfor55

D1.1 - INITIAL PROJECT HANDBOOK

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Document Info

Document	
Title	State-of-the-art sustainable energy efficiency technologies roadmap for waterborne transport towards the fit-for-55 guidance compliance
Acronym	FLEETfor55
Call	HORIZON-CL5-2024-D5-01
Type of Action	HORIZON Innovation Actions
Grant Number	101192661
Start date	01/01/2025
Duration	42 months
Document identifier	D1.1 – Initial Project Handbook
Due Date of Delivery to EC	30/04/2025
Actual Date of Delivery to EC	30/04/2025
Dissemination level	PU – Public
Deliverable Type	R – Document, report
Work package	WP1
Related Tasks	T1.1, T1.2, T1.3
Lead Beneficiary	1 – HYD

Contributor(s)	
Main Contributor(s)	1 – HYD
Contributor(s)	5 – UPAT, 11 – EPS
Reviewers (s)	5 – UPAT, 12 – MCI

History Sheet			
Version	**Date**	**Editor**	**Summary of Modifications**
v0.1	21/03/2025	Lydia Sfyraki (HYD)	Backbone of document
v0.2	02/04/2025	Lydia Sfyraki, Konstantinos Sykaras (HYD)	Coordinator (HYD) input
v0.3	11/04/2025	Dimitris Polyzogopoulos Jason Markatos (EPS)	EPS input
v0.4	24/04/2025	Julia Kosiek (MCI), George Kouvaras (UPAT)	UPAT input and MCI & UPA comments on document
v1.0	25/04/2025	Lydia Sfyraki, Astrinos Papadakis (HYD)	Comments and partners' input incorporated, final version produced

Acronyms and Abbreviations	Meaning
FLEETfor55	State-of-the-art sustainable Energy Efficiency Technologies roadmap for waterborne transport towards the fit-for-55 guidance compliance
GA	Grant Agreement / General Assembly (context-dependent)
AGA	Annotated (Model) Grant Agreement
CA	Consortium Agreement
CO	Project Coordinator
PMT	Project Management Team
WPL	Work Package Leader
WP	Work Package
TIN	Technologies Innovation Network
EAB	External Advisory Board
UC	Use Case
DMP	Data Management Plan
IPR	Intellectual Property Rights
LoI	Letter of Intent
CFS	Certificate on the Financial Statements
EC	European Commission
EU	European Union
MS Teams	Microsoft Teams
MoM	Minutes of Meeting
KoM	Kick-off Meeting
EETs	Energy Efficiency Technologies
LCA	Life Cycle Assessment
LCCA	Life Cycle Cost Assessment
SLCA	Social Life Cycle Assessment
HAZID	Hazard Identification
HAZOP	Hazard and Operability Study
AiP	Approval in Principle
TBD	To be discussed
FAIR	Findable, Accessible, Interoperable, Reusable

Table of Contents

Document Info **4**

Table of Contents **7**

List of Figures **9**

List of Tables **9**

Executive Summary **10**

1 Key Data **11**

2 Legal Basis **11**

2.1 Grant Agreement incl. Amendments, Annotated (Model) Grant Agreement (AGA) 12

2.2 Consortium Agreement (CA) 13

2.3 Institutional guidelines and regulations 13

3 Consortium Members **14**

4 Project Organisation **16**

4.1 Project Management Structure 16

4.1.1 General Assembly (GA) 17

4.1.2 Project Management Team (PMT) 18

4.1.3 Project Coordinator (CO) 19

4.1.4 External Advisory Board (EAB) 20

4.1.5 Technology Innovation Network (TIN) 20

4.2 Decision Procedures, Voting and Veto Rights 22

5 Communication management & collaboration **23**

5.1 Acknowledgement of funding and disclaimer 23

5.2 Decisions 23

5.3 Electronic Communication and Information Exchange 24

5.4 Face-to-Face communication 25

6 Work Planning and reporting 27
6.1 Deliverables 27
6.2 Milestones 28
6.3 Periodic Reporting towards the European Commission 29
6.4 Internal Reporting 30
6.4.1 Monitoring Tools 30
6.4.2 Work Progress Reporting 32
6.4.3 Cost and Effort Reporting 32
6.5 Cost and Budget Management 34
6.5.1 Eligibility of Costs 35
6.5.2 Keeping Record 36
6.6 Preliminary Data Management Plan 36
7 Quality Management 39
8 Risk Management 45
ANNEX 1: GANTT chart (status as of 02/04/2025) 46
ANNEX 2: List of Deliverables (status as of 02/04/2025) 47
ANNEX 3: List of Risks (status as of 02/04/2025) 48

List of Figures

Figure 1: Project Management of FLEETfor55 16

Figure 2: Template for continuous monitoring of planned versus spent effort per partner and WP (source: ProjectManagementTables, FLEETfor55 MS Teams repository) 33

Figure 3: Template for continuous monitoring of planned versus spent budget per partner and reporting period (source: ProjectManagementTables, FLEETfor55 MS Teams repository)..... 34

Figure 4: Quality assurance process in FLEETfor55..... 40

List of Tables

Table 1: FLEETfor 55 Basic Data..... 11

Table 2: FLEETfor55 consortium..... 14

Table 3: GA representatives 17

Table 4: WP Leaders..... 18

Table 5: Representatives allowed to join PMT meetings 19

Table 6: FLEETfor55 Meetings Schedule (source: ProjectManagementTables, MS Teams) 25

Table 7: Planned milestones (source: ProjectManagementTables, MS Teams) 28

Table 8 FLEETfor55 Reporting timeline (source: ProjectManagementTables, MS Teams repository) 30

Table 9: Scope of ProjectManagementTables and responsibilities 30

Table 10: Deliverable Reviewers 40

Executive Summary

This document provides the initial Project Management Plan (PMP) serving as handbook for the “State-of-the-art sustainable energy efficiency technologies roadmap for waterborne transport towards the fit-for-55 guidance compliance” (abbr. FLEETfor55) project in order to ensure an efficient project implementation as well as high-quality project results. With this handbook, activities of all work packages are coordinated and consolidated throughout the project duration. It ensures that all necessary steps will be planned and synchronized to achieve the goals of the project during the different phases. The continuous work planning will be a major tool to ensure project continuity. The Project Management Plan provides details of:

- Project organisation;
- Communication management and collaboration;
- Work planning and reporting;
- Quality management;
- Risk management.

Where needed, this PMP refers to the relevant legal and underlying documents such as the Grant Agreement with its annexes, including the Description of the Action (DoA) and the Consortium Agreement (CA). If necessary, the General Assembly (GA) can decide on removing and adding parts and in general modifying the document in order to reflect the actual situation of FLEETfor55.

This PMP is intended for the project officer and all project partners, their project managers and project teams. Please note that all information contained in this PMP is subject to evolutionary processes and regularly updated in table form (please refer to the *ProjectManagementTables* spreadsheet in the *FLEETfor55 MS Teams repository*).

1 Key Data

Table 1: FLEETfor55 Basic Data

Title	State-of-the-art sustainable energy efficiency technologies roadmap for waterborne transport towards the fit-for-55 guidance compliance
Acronym	FLEETfor55
Grant Agreement ID	101192661
Start Date	01 January 2025
End Date	30 June 2028
Duration	42 months
Granting Authority	European Climate, Infrastructure and Environment Executive Agency
Maximum Grant Amount	7.426.096,00 EUR
Call	HORIZON-CL5-2024-D5-01
Type of Action	HORIZON Innovation Actions
Coordinated by	HYDRUS Engineering S.A., Greece

2 Legal Basis

Contractual documents frame the implementation of the FLEETfor55 project and are complemented by additional sources of information. By officially joining FLEETfor55, the project partners have entered into obligations that go beyond the mere implementation of the project content. This includes for example:

- Obligation to disseminate under certain rules (disclaimer, visibility of EU funding, prior notice to partners, open access to publications, open access to research data);
- Obligation to exploit under certain rules (property rights, EU access rights, joint ownership);
- Confidentiality;
- Liability;
- Data protection;

- Spending of funds in accordance with EU and internal regulations;
- Retention obligations of supporting documents;
- Reporting.

2.1 Grant Agreement incl. Amendments, Annotated (Model) Grant Agreement (AGA)

The General Assembly is the funding agreement concluded between the European Commission and the beneficiaries. It contains the Description of Action, but also important provisions for the implementation of the project such as criteria for the eligibility of costs, reporting and provisions for handling intellectual property rights.

The Grant Agreement may be amended, if justified changes affect the implementation of the project, e.g.:

- Removal/Addition of a beneficiary;
- Change of the Coordinator (CO) (with or without his/her agreement);
- Changes relating to "affiliated entities" and/or "associated partners";
- Premature termination or suspension of the project;
- Changes to options in the GA;
- substantial or important changes to Annex 1 (changes of action name/acronym/duration, significant changes of tasks etc.);
- Changes to Annex 2 requiring the approval of the European Commission/funding agency.

Remark: Budget transfers will only require an amendment if they also entail “substantial or important changes” to the project description. In the case of unplanned subcontracts and in-kind contributions by third parties the beneficiary can choose between an amendment or subsequent recognition at his/her own risk.

As a second-level document, the EC has issued the Annotated (Model) Grant Agreement (AGA) that provides explanations and examples of all provisions of the General Assembly. The recent version of the AGA may be downloaded from the Funding and Tender Opportunities Portal.

2.2 Consortium Agreement (CA)

The Consortium Agreement (CA) stipulates rights and obligations amongst the consortium members, e.g., regarding governance structure and decision-making, obligations of beneficiaries, financial questions and the handling of intellectual property rights within the consortium. It is a private agreement between FLEETfor55 partners without involvement of the European Commission. It must not contradict the General Assembly.

2.3 Institutional guidelines and regulations

Last but not least, internal rules and regulations of each partner regulate most of the financial details and are also subsidiary to the GA. Particular attention should be paid to:

- Travel expense policies;
- Purchasing rules or guidelines;
- Representation and hospitality guidelines;
- etc.

As a general rule - with a few exceptions, the EC considers expenditures that meet usual internal/institutional requirements to be eligible.

3 Consortium Members

The FLEETfor55 Consortium consists of twenty one (21) partners and two (2) afiliated entities, in total twenty three (23) partners. They are committed to the project by EU Grant Agreement as well as the Consortium Agreement (GA) and dispose of their own project budget. Each FLEETfor55 consortium member has one main contact person, while several team members support the implementation of project activities. The contact data of all relevant project staff is available in the FLEETfor55 *MS Teams repository*.

Table 2: FLEETfor55 consortium

No.	Institution	Short name	Country	Type	Logo
1	HYDRUS Engineering S.A.	HYD	Greece	SME	
2	RINA Services S.p.A.	RINA	Italy	Company	
3	American Bureau of Shipping	ABS	Greece	Company	
4	National Technical University of Athens	NTUA	Greece	University	
5	University of Patras	UPAT	Greece	University	
6	Watermelon Consulting	WML	Greece	Company	
7	Norwegian University of Science and Technology	NTNU	Norway	University	
8	Valencia Port Foundation	VPF	Spain	Company	
9	DNV Hellas Single Member S.A.	DNV	Greece	Company	
10	Atlantec Enterprise Solutions Gmbh	AES	Germany	Company	
11	Epsilon International Ltd	EPS	Malta	Company	

No.	Institution	Short name	Country	Type	Logo
12	Magellan Circle Italy Srl	MCI	Italy	Company	
12.1	Magellan Circle – European Affairs Consultancy, Lda.	MGLCRL	Portugal	Company	
13	University of Strathclyde	UoS	United Kingdom	University	
14	Fincantieri Si S.p.A.	FCSI	Italy	Company	
14.1	Cetena S.p.A.	CET	Italy	Company	
15	Centre for Research & Technology Hellas	CERTH	Greece	Company	
16	Freire Shipyards S.A.	FREIRE	Spain	Company	
17	DST - Development Centre for Ship Technology and Transport Systems	DST	Germany	Company	
18	Superfast Ferries S.A.	SF	Greece	Company	
19	Columbia Shipmanagement Ltd.	CSM	Greece	Company	
20	Sekavin A.E.	SEKA	Greece	Company	
21	Stealth Maritime Corp. S.A.	STEALTH	Greece	Company	

4 Project Organisation

4.1 Project Management Structure

FLEETfor55 has a straightforward and appropriate governance structure according to the project size and consortium constellation. The research and innovation activities are organized in Work Packages steered by the Project Management Team (PMT) and monitored by the Consortium represented by the General Assembly (GA). In the following, the roles of the different bodies and persons involved as well as decision making principles are outlined.

Defined tasks and responsibilities achieve an efficient and effective control of the project on three levels:

- At the strategic level where the General Assembly (GA) decides the overall strategic orientation of the project, agree on plans, monitor milestones and approve results;
- At technical and operational level where the Project Management Team monitors and controls the technical activities of the project and ensure the technical quality of the deliverables;
- At day-to-day operation where the Project Coordinator (CO) and his team conducts the daily and contractual affairs.

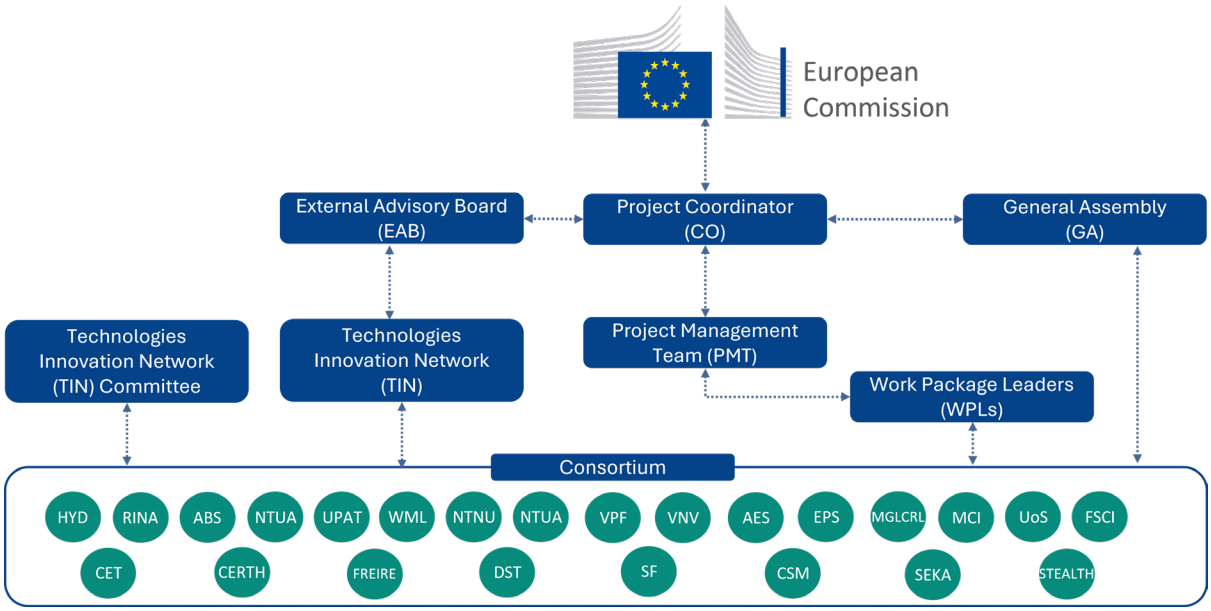

Figure 1: Project Management of FLEETfor55

4.1.1 General Assembly (GA)

The **General Assembly (GA)** is the decision-making body of the consortium, in which strategic decisions are taken concerning the entire project and the general course of the work. It is composed of one voting member per partner and chaired by the Coordinator (CO). Each Member is deemed to be duly authorized to deliberate, negotiate and decide on a list of matters to be listed in the Consortium Agreement (Art. 6.3.7). The GA meets at the Kick-off Meeting (KoM) and at least every six to eight (6-8) months.

The role of the GA is to:

- monitor and assess the overall progress and output of the project according to the objectives, timetable, deliverables, milestones and recommend solutions for any shortcomings;
- review draft version of reports, make recommendations for improvements, approve final versions;
- promote sharing of good practice in research and dissemination activities, inform the partners about dissemination opportunities, and enhance collaboration with research, entrepreneurial, advocacy and policymaking activities outside the consortium.

Table 3: GA representatives

No	Partner	GA representative
1	HYD	Astrinos Papadakis
2	RINA	Alessandro Maccari Nikoletta Loukia Trivyza Dionysios Melissinos
3	ABS	Daphne Sofiadi
4	NTUA	George Dimopoulos
5	UPAT	Angelos Filippatos
6	WML	Christos Papaleonidas
7	NTNU	Mehdi Zadeh
8	VPF	Ana Palanca
9	DNV	George Kontaras
10	AES	Thomas Koch
11	EPS	Jason Markatos
12	MGLCRL	Julia Kosiek

No	Partner	GA representative
12.1	MCI	Julia Kosiek
13	UoS	Peilin Zhou
14	FCSI	Andrea Colavitto
14.1	CET	Chiara Notaro
15	CERTH	Maria Boile
16	FREIRE	David Freire
17	DST	Benjamin Friedhoff
18	SF	Nikolaos Artemis Vaggelis Timoleon
19	CSM	Philippos Ioulianou
20	SEKA	Stavroula Agrimi
21	STEALTH	Sofia Papadaki

4.1.2 Project Management Team (PMT)

The **Project Management Team (PMT)** is led by the Project Coordinator (CO) and includes all Work Package Leaders (WPLs), who are responsible for the technical execution of their Work Package (WP) and for the timely delivery of results. The PMT is responsible for project execution, monitoring the effective and efficient implementation of the project, and controlling the quality of the outputs. The technical supervision is assured by the T1.1 leader who participates in the PMT acting as project System Engineer, to sustain in particular innovation management (thanks to the cross-correlation of the technical activities). The PMT commonly analyses the technical status of the project, the inter-WP criticalities as well as the planning status, defining and assuming the necessary correction/mitigation actions. It prepares the meetings, propose decisions and prepare the agenda of the GA. The PMT meets on a monthly basis via web conferences, and the partners, with no WP leading role, have assigned representatives who are allowed to take part in the PMT meetings.

Table 4: WP Leaders

WP	WP Name	Partner	Name of WP Leader
1	Project management	HYD	Jason Vlavianos
2	Requirements identification and benchmarking of available EETs	NTNU	Mehdi Zadeh Dong Trong Nguyen
3	Alternative EET systems evaluation and use cases feasibility	RINA	Alessandro Maccari Nikoletta Loukia Trivyza Fabio Macchiavello Antonella Frassinetti Dionysios Melissinos
4	Engineering Design & EET Systems Integration	HYD	Konstantinos Sykaras Lydia Sfyraki
5	Safety evaluation & Risk assessment	UoS	Peilin Zhou Byongug Jeong
6	Digitalization and platform development for fast assessment	AES	Andreas Roppelt
7	EET systems and solutions demonstration	FSCI	Davide Comugnaro
8	LCA, techno-economical assessment, sustainability analysis & business models development	NTUA	Panagiotis Evangelou Stathis Platypodis
9	Dissemination, Exploitation and Communication	MCI	Julia Kosiek

Table 5: Representatives allowed to join PMT meetings

Partner	Name of non-WP Leader
NTUA	Georgios Dimopoulos
ABS	Dafni Sofiadi
UPAT	Angelos Filippatos Georgios Kouvaras
WML	Christos Papaleonidas
VPF	Ana Palanca Mar Vicente Lafuente
DNV	George Kontaras
EPS	Jason Markatos Markos Bonazountas
CET	Daniele Kaza
CERTH	Lila Perra
FREIRE	David Freire
DST	Igor Backalov
SF	Nikolaos Artemis Vaggelis Timoleon
CSM	Eftychia Evangelou
SEKA	Stavroula Agrimi
STEALTH	Sofia Papadaki

4.1.3 Project Coordinator (CO)

The **Project Coordinator (CO)** is the legal entity acting as the intermediary between the Parties and the Granting Authorities. The CO, who chairs the PMT, is responsible for the overall management, communication, and coordination of the entire project. A special emphasis within its responsibilities is to assure adequate innovation management and overall integration of all work package activities.

- **Astrinos Papadakis (HYD)** takes over the role of the FLEETfor55 Project Manager on behalf of the Coordinator (CO).
- **Tech Admin (HYD)** – who is responsible for all administrative, financial and legal tasks arising in connection with the project. The Project Manager assists and facilitates the work of the Coordinator (CO) for executing the decisions of the GA as well as the day-to-day management of the Project.

4.1.4 External Advisory Board (EAB)

To support a level of tight, independent supervision, and to leverage the contacts and experience of primary actors in their field, FLEETfor55 relies on an **External Advisory Board (EAB).** The EAB identifies current and future requirements of the industry, in order to guarantee the practical relevance of the performed activities. The EAB advises the WP Leaders, works closely with the assigned representative from the Dissemination partner, supports the overall strategic and managerial decisions. By this, the EAB Members will be participating in meetings every twelve (12) months alongside project events or during specific checkpoints of the projects (e.g. Risk and Safety assessment workshops). From the development phase of the project there are six (6) Letters of Intent (LoI) for EAB (EMSA, ECSA, Seanergy Management Corp., Malta Flag, HEMEXPO, SEA Europe). Nevertheless, it is important to involve additional members from a variety of disciplines, such as flag administration. Suggestions for members shall be collected by the WP9 KoM and strategy to be confirmed in the second PMT, in which decision on the matter is expected to take place.

4.1.5 Technology Innovation Network (TIN)

The **Technologies Innovation Network (TIN)** is a strategic mechanism within FLEETfor55, established to provide continuous, real-world consultation and expertise in support of the project's technical ambitions. It acts as an external "technical group" of Energy Efficiency Technologies (EETs) and solutions providers, with a pivotal role in the selection, evaluation, integration, and implementation of EETs across the project's ten use cases (six (6) retrofit and four (4) new designs).

While several technologies to be examined in FLEETfor55 have already seen independent implementation in waterborne transport, supported by widely available technical and economic data, others represent emerging or highly complex solutions that demand ongoing input and guidance from the technology developers themselves. Thus, to reinforce EET identification and ensure successful deployment on a variety of vessel types, the TIN will offer continuous feedback throughout the project's lifecycle - covering stages from technoeconomic evaluation and feasibility studies to basic design and business model development.

The TIN will also support targeted knowledge-sharing between technology developers and key end users, including shipowners, ship managers, ports, and shipyards, in collaboration with the External Advisory Board (EAB). It will contribute to workshops, engineering sessions, and clustering events, enriching the FLEETfor55 methodology with industry insight and practical feasibility assessments. The TIN is managed under Task 9.1 (led by CERTH), with outreach and engagement supported by MCI under Task 9.2. To ensure a dynamic and

impactful contribution, dedicated surveys, interactive quizzes, and hybrid-format workshops will be carried out at various stages of the project.

4.1.5.1 Network

The composition of the TIN has been carefully curated to maximize relevance, technological diversity, and real-world applicability. So far, sixteen (16) EETs providers have officially committed to the network by signing Letters of Intent (LoIs) and Non-Disclosure Agreements (NDAs). These initial members span across the seven firstly idenitified technological categories, as targeted by the project proposal, but not limited to:

- Power Conversion / Electrification / Energy Devices
- Sustainable Climate Neutral Low Emission Fuels
- Renewables
- Propeller Designs
- Operations
- Hydrodynamics
- Optimized Engineering Approaches

Confirmed participants include: EAS Batteries, Solydera, EH Group, Rotoboost, Enisolv, Motor Oil Hellas, Metacon SA, Anemoi Marine, Nanophos SA, Panasia Co. Ltd, Becker Marine Systems, Jungwo ENE, Sea Forrest, ECAP Marine, Dealfeng Engineering, and Zhangjiagang Furui CIT Co. Ltd.

This network is expected to expand to more than thirty five (35) members by June 2025 (M06) of the project. These members are mapped to relevant Use Cases and end users to support the alignment of technological capabilities with real operational needs. The active participation of the TIN ensures that up-to-date technical input on feasibility, effectiveness, integration, and market readiness is continuously available to the consortium. The consortium's engagement strategy is designed to keep this collaboration alive and active throughout the project, while ensuring proper handling, storage, and distribution of the knowledge generated.

4.1.5.2 Consortium's TIN Committee

To further strengthen the functionality and impact of the Technologies Innovation Network (TIN), the Consortium has established a **dedicated internal body: the TIN Committee**. Although not formally foreseen in the Grant Agreement, this group was conceived to

proactively support the synthesis, enrichment, and continuous engagement of the TIN within the FLEETfor55 framework.

The TIN Committee comprises fourteen (14) consortium partners, each represented by one or more designated experts with relevant technical, strategic, or operational experience in the deployment of Energy Efficiency Technologies (EETs). These individuals actively contribute to identifying suitable technology providers, matching them to specific use cases, and designing tailored engagement actions that keep the TIN aligned with project objectives and timelines.

4.2 Decision Procedures, Voting and Veto Rights

Mandatory decision rules and agreements are necessary for the success of the project. The decision-making process follows the approach reaching agreement at the respective project level.

- At the task level, decisions are taken through discussion among WP Leader, Task Leader and participants contributing to that particular task;
- If a decision impacts other WPs (second level of conflict escalation), the issue is reported to the PMT that mediates together with the CO among the involved partners and propose a consensual solution. If no consensus can be reached, the issue is discussed in the GA;
- The third level deals with strategic decisions that are taken by the GA.

The EAB is advisory in nature and therefore, even though it might be asked for its expertise in technical questions, it is never involved in decision making or conflict resolution.

The General Assembly (GA) as the decision-making body of the project, may not deliberate and decide validly unless two-thirds of its members are present or represented (quorum). Meetings may also be held by tele- or videoconference or other telecommunication means. Each partner present or represented in the meeting shall have one vote. Decisions shall be taken by a majority of **two-thirds of the votes cast**. Under certain circumstances veto-rights are foreseen (cf. Consortium Agreement §6.3.4 and 6.3.5).

5 Communication management & collaboration

Efficient communication among the project partners and teams is a key issue in all collaborative projects. This is why both the communication strategy and the management structure are designed to allow for efficient information exchange with equally efficient and speedy subsequent decision-making processes. Using these tools any significant issues including potential problems are raised quickly to the attention of the relevant decision-making body and resolved.

5.1 Acknowledgement of funding and disclaimer

The project partners must promote the action and its results, by providing targeted information to multiple audiences (including the media and the public). For any communication and dissemination activity and any infrastructure, equipment and major results funded by the grant the following logo must be included:

The following link explains in more detail the specific requirements for using the EU emblem and funding statement: https://commission.europa.eu/system/files/2021-05/eu-emblem-rules_en.pdf

Additionally, any dissemination of results must include a disclaimer that indicates that it reflects only the author's view and that the Commission and/or CINEA is not responsible for any use that may be made of the information it contains:

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5.2 Decisions

All decisions are taken either at regular or extraordinary meetings or through email and/or teleconference voting. It is essential that the partners, especially those involved in the same WPs, communicate on an almost daily basis. Therefore, a list of contact persons is available

on the *MS Teams repository*, which is maintained by the Project Coordinator (CO)), with telephone and e-mail information.

The General Assembly (GA) shall not deliberate and decide validly in meetings unless **two-thirds** (2/3) of its Members are present or represented (**quorum**). Each member present or represented in the meeting shall have one vote. A Defaulting Party may not vote.

Decisions shall be taken by a majority of **two-thirds (2/3) of the votes cast**. A Member which can reasonably 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 (GA) may **exercise a veto** with respect to the corresponding decision or relevant part of the decision.

Decisions without meetings – e.g. by email - shall be taken by a majority of **fifty one percent (51%) of the votes cast.**

All provisions are detailed in the Consortium Agreement.

5.3 Electronic Communication and Information Exchange

Day-to-day discussions and exchange of information are done by use of common Internet communication tools, among them are video conferencing, e-Mail, shared folders and others. The following communication tools have been set up for FLEETfor55:

- **Mailing lists** for all staff of all partners and subgroups of team members:
  - General contacts (including all project members);
  - General Assembly (GA) contacts;
  - Project Management Team contacts;
  - Administration contacts;
  - Dissemination contacts;
  - TIN contacts.
- **FLEETfor55 *MS Teams repository***, which includes
  - Project Management Tables with Gantt chart, Meeting and reporting Schedule, Deliverables, Milestones, Risks, PM Effort, Costs, Dissemination, Publications, Communication, Projects for synergies, External Advisory Board, TIN;
  - Contacts list;

- Sharing of documents, incl. contracts, deliverables, meeting minutes, corporate design, information and communication material about FLEETfor55;
- Technologies Innovation Network (TIN), which also includes TIN Committee activities and meetings;
- Technical Reference Documents, where various documents regarding the EETs will be shared or uploaded by the TIN Committee members.

- **Videoconferencing feature** offered by MS Teams for regular and ad-hoc meetings.

5.4 Face-to-Face communication

Regular meetings of all partners are held at least every six to eight (6-8) months during the term of the project at different partner locations with additional online meetings, when needed. During the technical meetings the project's technical development are evaluated as well as recommendations provided to possible technical deviations. Emergency face-to-face meetings in case of unforeseen circumstances may be scheduled if the timeframe and availability of participants allow it. Project Management Team meetings can take place in the form of online or teleconferences to allow for a quick decision-making process.

Table 6: FLEETfor55 Meetings Schedule (source: ProjectManagementTables, MS Teams)

Purpose of meeting	Attendance by	Venue	When	With PO
Pre-kick-off meeting	All project partners	Virtual	25 January 2025	no
Kick-off meeting	All project partners + Project officer	Athens/GR + hybrid	19-20 February 2025	yes
Project meetings	All project partners	Different partner locations (or virtual in specific cases	when required	no
General Assembly (GA) meetings	GA members	Different partner locations (or virtual in specific cases	Twice a year	no
Review meetings	Key WP Leaders + CO	Most likely in Brussels	>M18, >M36, >M42	yes
Project Management Team meetings	WP Leaders & non-WP leaders' representatives	Virtual	Monthly	no

Purpose of meeting	Attendance by	Venue	When	With PO
External Advisory Board meetings	Dissemination partner + GA Members + Key persons from specific partners	Virtual/face-to-face	Annually or during specific workshops	no
TIN workshops	Dissemination partner + GA Members + Key persons from specific partners	Virtual/face-to-face	Annually or during specific workshops	no

6 Work Planning and reporting

The work plan is structured in four (4) thematic pillars including nine (9) Work Packages (WPs). Each WP is divided into tasks, which may again be divided into sub-tasks. In general, tasks result in one or more deliverables.

The Gantt chart in Annex 1 gives an overview about all WPs, tasks and responsibilities.

To ensure that all work package tasks and deliverables are successfully addressed, as well as submitted in time and with the expected quality, meetings of the General Assembly (GA) are regularly used to revise and develop the plan and detect potentially missing items or sub-tasks in the work plan, which are important for the overall project success. These additional items or tasks are listed in the Minutes of Meetings (MoM) and are included in the Work Plan and Gantt chart as part of the *ProjectManagementTables* on the *FLEETfor55 MS Teams repository*.

6.1 Deliverables

The due date of a deliverable is specified in the General Assembly (see also Annex 2). It should be completed on time and submitted to the European Commission (EC) via SyGMa at the latest on the last day of the month in which they are due. The version that is uploaded is always the polished and final version; no draft or pre-final versions are submitted.

Progress on deliverables is monitored on a regular basis:

- during the status meetings of the Project Management Team and
- through the *ProjectManagementTables* in MS Teams.

Any problems or expected delays should be flagged immediately providing an explanation, any planned mitigation action and the anticipated completion date.

The deliverables are classified in two (2) different types:

- Document, report
- Data Management Plan

For deliverables that are of a nature other than written reports, a brief written summary is to be prepared for submission via SyGMa. Such a summary should include any supporting material such as photos, technical designs, descriptive guidelines, etc.

A **WORD (docx) template** for all deliverables has been produced and is available on *MS Teams repository.*

All document deliverables for the project should adhere to the following **naming convention:**

FLEETfor55_DA.B_vX.Y. [e.g.: FLEETfor55_D1.1_v1.0]

The versioning system follows the Major. Minor numbering rule, similar to software versioning systems, where drafts are 0.y (e.g. v0.4) and final versions are numbered x.0 (e.g. v1.0). While the latter is only to be done by the Coordinator (CO), the incrementing of the y-number can be done by the responsible author, editor or reviewer for each major change.

Final versions must also be saved and uploaded in PDF format.

6.2 Milestones

The table below lists the milestones for this project, along with their estimated completion timeframe.

Table 7: Planned milestones (source: ProjectManagementTables, MS Teams)

MS N°	Milestone name	Lead	Related WP N°	Achievement date	Means of verification
1	Identification of EETs completed	7- NTNU	WP2	M06 30/6/2025	D2.1 issued
2	KPIs defined	9- DNV	WP3	M12 31/12/2025	D3.3 issued
3	Technologies Innovation Network and External Advisory Board defined	12- MCI	WP9	M12 31/12/2025	D9.1 & D9.5 issued (D9.12 instead of D9.5)
4	Assessment and ranking of use cases completed	7- NTNU	WP3	M14 28/2/2026	D3.4 issued
5	Finalize digital platform architecture and implementation plan	10- AES	WP6	M18 30/6/2026	D6.1 issued.
6	Conceptual Design for New Building and Retrofit Use Cases completed	1- HYD	WP4	M20 31/8/2026	D4.2 issued
7	HAZID studies on conceptual designs of all use cases completed	11- EPS	WP5	M22 31/10/2026	D5.2 issued
8	Basic design and EET systems integration for all use cases completed	1- HYD	WP4	M32 31/8/2027	D4.4 & D4.5 issued
9	Approval in Principle of proposed use cases completed	3- ABS	WP4	M36 31/12/2027	D4.6 issued

MS N°	Milestone name	Lead	Related WP N°	Achievement date	Means of verification
10	Qualitative risk assessment of use cases conceptual/basic designs	13- UoS	WP5	M36 31/12/2027	D5.3 issued
11	Final testing of digital platform	5- UPAT	WP7	M36 31/12/2027	D7.1 issued
12	Initial Regulatory GAP Analysis Completed	2- RINA	WP3	M06 30/6/2025	D3.1 issued
13	Use Cases On-board Integration Feasibility Analysis Completed	1- HYD	WP3	M18 30/6/2026	D3.5 issued
14	Qualitative risk assessment of use cases conceptual/basic designs	13- UoS	WP5	M36 31/12/2027	D5.3 issued MS10 Double entry
15	Simulation and data-driven safety evaluation completed	13- UoS	WP5	M38 28/2/2028	D5.4 issued
16	Holistic Sustainability Assessment of EET Systems Completed	5- UPAT	WP8	M39 31/3/2028	D8.3 issued
17	Social Life Cycle Assessment (SLCA) of EET systems completed	4- NTUA	WP8	M39 31/3/2028	D8.1 issued
18	Business models for all use cases developed	6- WML	WP8	M42 30/6/2028	D8.2 issued

6.3 Periodic Reporting towards the European Commission

FLEETfor55 is divided into three (3) official reporting Periods (Table 8). Within sixty (60) days following the end of each reporting period, the Coordinator (CO) has to submit a Periodic Report to the European Commission (EC). This report includes the following elements:

- Part A – online tables (publications, dissemination, data sets, impact, researchers involved, IPR, results etc.);
- Part B – Word document (objectives, progress per Work Package, impact, deviations);
- Financial Statements

Table 8 FLEETfor55 Reporting timeline (source: ProjectManagementTables, MS Teams repository)

Type of Reporting	Months covered	Period covered	Deadline
EU Report 1 (technical & financial)	M01- M18	01/2025- 06/2026	30/06/2026
EU Report 2 (technical & financial)	M19- M36	07/2026- 12/2027	31/12/2027
EU Report 3 (technical & financial)	M37- M42	01/2028- 06/2028	30/06/2028

The Coordinator (CO) together with the Project Management Team generates the report parts A and B using as input the internal periodic reports and reporting templates. The technical reports are shared with the Consortium for review and approval.

All partners are requested to upload their own financial information on the EC portal.

Once the financial and technical part of the reports have been approved, the Coordinator (CO) uploads the in-formation and related documents on the EC Portal and submit it to the European Commission. A copy is stored on the *FLEETfor55 MS Teams repository*.

6.4 Internal Reporting

6.4.1 Monitoring Tools

The Coordinator (CO) monitors continuously the progress of the project by means of

- Monthly status telcos of PMT;
- Internal reports of spent effort and cost at partner level every four (4) months;
- ProjectManagementTable available in the FLEETfor55 MS Team repository that includes a set of tables to be completed continuously by all partners (see Table 9 below).

Table 9: Scope of ProjectManagementTables and responsibilities

Name of sheet	Short description	Responsibilities	Timeframe
Basic Data	General data about the project	Update by Coordinator (CO)	In the event of an amendment of the General Assembly
Meetings	List of meetings where at least two (2) partners attended	Information sent by meeting chair (WP leader/partner) to Coordinator (CO); Update by Coordinator (CO)	When a meeting took place

Name of sheet	Short description	Responsibilities	Timeframe
Gantt	Up-to-date Gantt chart	Update by Coordinator	In the event of a (planned) amendment of the Grant Agreement
Deliverables	List of deliverables, their due dates, authors and reviewers and delivery status	Check by deliverable editor and reviewers; Update by Coordinator (CO)	Whenever a deliverable is due and continuously until its finalisation
Milestones	List of milestones, their due dates and status of achievement	Check by WP leaders; Update by Coordinator (CO)	Whenever a milestone is due until its achievement
Risks	Monitoring if a risk materialized and/or risk mitigation actions have been applied; addition of unforeseen risks	Check by WP leaders; Update by Coordinator (CO)	Monthly during the PMT status telcos
PM effort	Reporting of spent effort (draft figures)	All partners	Every four (4) months, on request
Costs	Reporting of spent costs (draft figures)	All partners	Every four (4) months, on request
Publications	List of project-related publications plus details about their open access status	Main author of a publication	As soon as planned, at the latest when published
Dissemination	List of any dissemination activities linked to the project & performed by at least one partner; basis for EU report	Update by any partner who attended and/or implemented such activity	When such an activity took place
Communication	List of communication activities linked to the project and per-formed by at least 1 partner; basis for EU report	Update by any partner who attended and/or implemented an activity	When such an activity took place
Projects for synergies	List of projects FLEETfor55 has/can establish synergies with	Update by Coordinator (CO) based on input by partners	When a potential synergy is identified
External Advisory Board (EAB)	Collection of potential candidates for the External Advisory Board (EAB) and FLEETfor55 contact persons	Update by all partners	When a potential candidate is identified
Technology Innovation Network (TIN)	Collection of potential candidates and existing members for the Technology Innovation Network and	Update by the Coordinator (CO) and the TIN committee	When a potential candidate is identified, a LOI is signed, a TIN engagement activity is performed

Name of sheet	Short description	Responsibilities	Timeframe
	FLEETfor55 main contact persons		

6.4.2 Work Progress Reporting

During the monthly PMT meetings, the WP Leaders report on the progress in their WPs. In the event of deviations from the work plan, they propose corrective measures and define measurable indicators to assess their success.

6.4.3 Cost and Effort Reporting

Internal financial reports provided by each partner every four (4) months allows the Project Manager to monitor actual costs and spent effort, but also detect and prevent possible financial errors. A template is provided by the Coordinator (CO), which requests the recording of the actual expenditure/costs for the categories of personnel, travelling, equipment, other goods, works and services. In addition, the actual effort in terms of person months per partner and WP is recorded. This allows for early detection of over- or underspent time by a partner or in a WP. Any re-allocation of the budget between partners is decided by the General Assembly (GA).

	WP1					WP2					WP3					WP4					WP5				
	Plan	Spent			Total	Plan	Spent			Total	Plan	Spent			Total	Plan	Spent			Total	Plan	Spent			Total
Period	M1-42	M1-18	M19-36	M37-42	M1-42	M1-42	M1-18	M19-36	M37-42	M1-42	M1-42	M1-18	M19-36	M37-42	M1-42	M1-42	M1-18	M19-36	M37-42	M1-42	M1-42	M1-18	M19-36	M37-42	M1-42
# months	42	18	18	6	42	42	18	18	6	42	42	18	18	6	42	42	18	18	6	42	42	18	18	6	42
1 - HYD	48,0	0,0			0,0	10,0	0,0			0,0	14,0	0,0			0,0	58,0	0,0			0,0	6,0	0,0			0,0
2 - RINA	2,0	0,0			0,0	3,0	0,0			0,0	8,5	0,0			0,0	7,0	0,0			0,0	10,0	0,0			0,0
3 - ABS	2,0	0,0			0,0	9,0	0,0			0,0	4,0	0,0			0,0	30,0	0,0			0,0		0,0			0,0
4 - NTUA	2,0	0,0			0,0	12,0	0,0			0,0	12,0	0,0			0,0	22,0	0,0			0,0	10,0	0,0			0,0
5 - UPAT	8,0	0,0			0,0	14,0	0,0			0,0	6,0	0,0			0,0	5,0	0,0			0,0	5,0	0,0			0,0
6 - WML	3,0	0,0			0,0	18,0	0,0			0,0	2,0	0,0			0,0		0,0			0,0		0,0			0,0
7 - NTNU	2,0	0,0			0,0	25,0	0,0			0,0	12,0	0,0			0,0	8,0	0,0			0,0	3,0	0,0			0,0
8 - VPF	2,0	0,0			0,0		0,0			0,0		0,0			0,0		0,0			0,0		0,0			0,0
9 - DNV	2,0	0,0			0,0	1,0	0,0			0,0	4,0	0,0			0,0	5,0	0,0			0,0		0,0			0,0
10 - AES	2,0	0,0			0,0	4,0	0,0			0,0		0,0			0,0	6,0	0,0			0,0		0,0			0,0
11 - EPS	2,0	0,0			0,0	2,0	0,0			0,0	4,0	0,0			0,0		0,0			0,0	7,0	0,0			0,0
12 - MCI	1,0	0,0			0,0		0,0			0,0		0,0			0,0		0,0			0,0		0,0			0,0
12.1 - MGLCRL	1,0	0,0			0,0		0,0			0,0		0,0			0,0		0,0			0,0		0,0			0,0
13 - UoS	2,0	0,0			0,0	7,0	0,0			0,0	7,0	0,0			0,0	9,0	0,0			0,0	51,0	0,0			0,0
14 - FCSI	2,0	0,0			0,0	4,0	0,0			0,0	2,0	0,0			0,0	13,0	0,0			0,0		0,0			0,0
14.1 - CET	2,0	0,0			0,0	3,0	0,0			0,0		0,0			0,0	12,0	0,0			0,0		0,0			0,0
15 - CERTH	2,0	0,0			0,0	1,0	0,0			0,0	1,0	0,0			0,0	2,0	0,0			0,0		0,0			0,0
16 - FREIRE	2,0	0,0			0,0		0,0			0,0		0,0			0,0	2,0	0,0			0,0		0,0			0,0
17 - DST	2,0	0,0			0,0	7,0	0,0			0,0	8,0	0,0			0,0	13,0	0,0			0,0		0,0			0,0
18 - SF	2,0	0,0			0,0		0,0			0,0	3,0	0,0			0,0	6,0	0,0			0,0	2,0	0,0			0,0
19 - CSM	1,0	0,0			0,0		0,0			0,0	2,5	0,0			0,0	4,0	0,0			0,0	0,5	0,0			0,0
20 - SEKA	2,0	0,0			0,0		0,0			0,0	4,0	0,0			0,0	8,0	0,0			0,0	2,0	0,0			0,0
21 - STEALTH	2,0	0,0			0,0		0,0			0,0	4,0	0,0			0,0	9,0	0,0			0,0	2,0	0,0			0,0
TOTAL	96,0	0,0	0,0	0,0	0,0	120,0	0,0	0,0	0,0	0,0	98,0	0,0	0,0	0,0	0,0	219,0	0,0	0,0	0,0	0,0	98,5	0,0	0,0	0,0	0,0
Check <> 20%	0,0%					0,0%					0,0%					0,0%					0,0%				

	WP6					WP7					WP8					WP9					TOTAL					Check Deviation (+/-20% pro-rata of planned effort	
	Plan	Spent			Total	Plan	Spent			Total	Plan	Spent			Total	Plan	Spent			Total	Plan	Spent			Total		
Period	M1-42	M1-18	M19-36	M37-42	M1-42	M1-42	M1-18	M19-36	M37-42	M1-42	M1-42	M1-18	M19-36	M37-42	M1-42	M1-42	M1-18	M19-36	M37-42	M1-42	M1-42	M1-18	M19-36	M37-42	M1-42		
# months	42	18	18	6	42	42	18	18	6	42	42	18	18	6	42	42	18	18	6	42	42	18	18	6	42	Month:	12
1 - HYD	6,0	0,0			0,0	24,0	0,0			0,0	8,0	0,0			0,0	18,0	0,0			0,0	192,0	0,0	0,0	0,0	0,0	-100%	0%
2 - RINA	2,0	0,0			0,0	2,0	0,0			0,0	3,5	0,0			0,0	3,0	0,0			0,0	41,0	0,0	0,0	0,0	0,0	-100%	0%
3 - ABS		0,0			0,0		0,0			0,0	2,0	0,0			0,0	3,0	0,0			0,0	50,0	0,0	0,0	0,0	0,0	-100%	0%
4 - NTUA	6,0	0,0			0,0	6,0	0,0			0,0	23,0	0,0			0,0	6,0	0,0			0,0	99,0	0,0	0,0	0,0	0,0	-100%	0%
5 - UPAT	11,0	0,0			0,0	15,0	0,0			0,0	6,0	0,0			0,0	2,0	0,0			0,0	72,0	0,0	0,0	0,0	0,0	-100%	0%
6 - WML	10,0	0,0			0,0	3,0	0,0			0,0	18,0	0,0			0,0	10,0	0,0			0,0	64,0	0,0	0,0	0,0	0,0	-100%	0%
7 - NTNU	21,0	0,0			0,0	6,0	0,0			0,0		0,0			0,0	2,0	0,0			0,0	79,0	0,0	0,0	0,0	0,0	-100%	0%
8 - VPF	2,0	0,0			0,0		0,0			0,0	14,0	0,0			0,0	4,0	0,0			0,0	22,0	0,0	0,0	0,0	0,0	-100%	0%
9 - DNV		0,0			0,0		0,0			0,0	2,0	0,0			0,0	1,0	0,0			0,0	15,0	0,0	0,0	0,0	0,0	-100%	0%
10 - AES	40,0	0,0			0,0	8,0	0,0			0,0		0,0			0,0	5,0	0,0			0,0	65,0	0,0	0,0	0,0	0,0	-100%	0%
11 - EPS	4,0	0,0			0,0		0,0			0,0	2,0	0,0			0,0	2,0	0,0			0,0	23,0	0,0	0,0	0,0	0,0	-100%	0%
12 - MCI		0,0			0,0		0,0			0,0		0,0			0,0	56,0	0,0			0,0	57,0	0,0	0,0	0,0	0,0	-100%	0%
12.1 - MGLCRL		0,0			0,0		0,0			0,0		0,0			0,0	14,0	0,0			0,0	15,0	0,0	0,0	0,0	0,0	-100%	0%
13 - UoS	4,0	0,0			0,0	4,0	0,0			0,0	8,0	0,0			0,0	2,0	0,0			0,0	94,0	0,0	0,0	0,0	0,0	-100%	0%
14 - FCSI		0,0			0,0	14,0	0,0			0,0	2,0	0,0			0,0	3,0	0,0			0,0	40,0	0,0	0,0	0,0	0,0	-100%	0%
14.1 - CET		0,0			0,0	10,0	0,0			0,0		0,0			0,0	2,0	0,0			0,0	29,0	0,0	0,0	0,0	0,0	-100%	0%
15 - CERTH		0,0			0,0		0,0			0,0		0,0			0,0	28,0	0,0			0,0	34,0	0,0	0,0	0,0	0,0	-100%	0%
16 - FREIRE	2,0	0,0			0,0		0,0			0,0	10,0	0,0			0,0	2,0	0,0			0,0	18,0	0,0	0,0	0,0	0,0	-100%	0%
17 - DST		0,0			0,0	8,0	0,0			0,0		0,0			0,0	4,0	0,0			0,0	42,0	0,0	0,0	0,0	0,0	-100%	0%
18 - SF		0,0			0,0	1,0	0,0			0,0	2,0	0,0			0,0	2,0	0,0			0,0	18,0	0,0	0,0	0,0	0,0	-100%	0%
19 - CSM		0,0			0,0	1,0	0,0			0,0	1,0	0,0			0,0	1,0	0,0			0,0	11,0	0,0	0,0	0,0	0,0	-100%	0%
20 - SEKA		0,0			0,0	2,0	0,0			0,0	2,0	0,0			0,0	2,0	0,0			0,0	22,0	0,0	0,0	0,0	0,0	-100%	0%
21 - STEALTH		0,0			0,0	2,0	0,0			0,0	3,0	0,0			0,0	2,0	0,0			0,0	24,0	0,0	0,0	0,0	0,0	-100%	0%
TOTAL	108,0	0,0	0,0	0,0	0,0	106,0	0,0	0,0	0,0	0,0	106,5	0,0	0,0	0,0	0,0	174,0	0,0	0,0	0,0	0,0	1126,0	0,0	0,0	0,0	0,0	-100%	0%
Check <> 20%	0,0%					0,0%					0,0%					0,0%					0,0%						

Figure 2: Template for continuous monitoring of planned versus spent effort per partner and WP (source: ProjectManagementTables, FLEETfor55 MS Teams repository)

			REPORT # 1						REPORT #2	Report #3			
	TYPE of EXPENDITURE	BUDGET	SPENT RP1 (M01-18)	SPENT M1-M4	SPENT M5-8	SPENT M9-12	SPENT M13-16	SPENT M17-M18	SPENT RP2 (M19-36)	SPENT RP3 (M37-42)	TOTAL reported	TOTAL SHARE	REMAINING
1 - HYD	Personnel costs	989.400,00 €	- €								- €	0%	989.400,00 €
	PM effort	*192,0 PM*	*0,0 PM*	*0,00 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0%*	*192,0 PM*
	Salary rate	*5153 €/PM*	*0 €/PM*	*0 €/PM*	*0 €/PM*	*0 €/PM*	*0 €/PM*	*0 €/PM*	*0 €/PM*	*0 €/PM*	*0 €/PM*		*5153 €/PM*
	Subcontracting	- €	- €								- €	0%	- €
	Travel and subsistence	353.000,00 €	- €								- €	0%	353.000,00 €
	Equipment	8.000,00 €	- €								- €	0%	8.000,00 €
	Other goods, works and services	185.500,00 €	- €								- €	0%	185.500,00 €
	Internally invoiced goods/services		- €								- €	0%	- €
	Direct Costs Total	1.535.900,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	1.535.900,00 €
	Indirect Costs Total (25%)	383.975,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	383.975,00 €
	Total Costs	1.919.875,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €		1.919.875,00 €
	Funding 60%	1.151.925,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	1.151.925,00 €
2 - RINA	**Funding 60%**	198.750,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	198.750,00 €
3 - ABS	**Funding 60%**	320.250,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	320.250,00 €
4 - NTUA	**Funding 100%**	823.750,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	823.750,00 €
5 - UPAT	**Funding 100%**	548.625,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	548.625,00 €
6 - WML	**Funding 60%**	215.100,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	215.100,00 €
7 - NTNU	**Funding 100%**	800.875,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	800.875,00 €
8 - VPF	**Funding 100%**	171.625,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	171.625,00 €
9 - DNV	**Funding 60%**	115.549,50 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	115.549,50 €
10 - AES	**Funding 60%**	424.500,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	424.500,00 €
11 - EPS	**Funding 60%**	151.500,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	151.500,00 €
12 - MCI	**Funding 60%**	271.800,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	271.800,00 €
12.1 - MGLCRL	**Funding 60%**	50.625,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	50.625,00 €
13 - UoS	**Funding 100%**	738.931,25 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	738.931,25 €
14 - FCSI	**Funding 60%**	219.300,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	219.300,00 €
14.1 - CET	**Funding 60%**	131.766,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	131.766,00 €
15 - CERTH	**Funding 100%**	192.625,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	192.625,00 €
16 - FREIRE	**Funding 60%**	93.150,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	93.150,00 €
17 - DST	**Funding 100%**	449.875,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	449.875,00 €
18 - SF	**Funding 60%**	92.924,25 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	92.924,25 €
19 - CSM	**Funding 60%**	95.700,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	95.700,00 €
20 - SEKA	**Funding 60%**	85.050,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	85.050,00 €
21 - STEALTH	**Funding 60%**	81.900,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	81.900,00 €
	Personnel costs	6.688.682,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	- €	3.754.200,00 €
	PM effort	*1126,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0,0 PM*	*0%*	*665,0 PM*
	Subcontracting	- €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	- €
	Travel and subsistence	813.300,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	578.000,00 €
	Equipment	39.000,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	39.000,00 €
	Other goods, works and services	373.116,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	242.000,00 €
	Internally invoiced goods/services	- €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	- €
	Direct Costs Total	7.914.098,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	4.613.200,00 €
	Indirect Costs Total 60%)	1.978.524,50 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	1.153.300,00 €
	Total Costs	9.892.622,50 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	5.766.500,00 €
	Funding	7.426.096,00 €	- €	- €	- €	- €	- €	- €	- €	- €	- €	0%	4.397.850,00 €

Figure 3: Template for continuous monitoring of planned versus spent budget per partner and reporting period (source: ProjectManagementTables, FLEETfor55 MS Teams repository)

6.5 Cost and Budget Management

Each partner is individually responsible for correct project accounting and budget monitoring. Any costs not accepted by the EU must be covered by the affected partners themselves. Additionally, the requested funding per project cannot exceed the maximum grant amount specified in the General Assembly. Therefore, partner budgets can only be adjusted in cooperation with other partners and with their and the European Commission's consent.

If the requested EU contribution to costs of a beneficiary (incl. the twenty five percent (25%) flat-rate for indirect costs) **reaches or exceeds** a specific value (**four hundred and thirty thousand (430,000) Euros "funded"**) **a Certificate on the Financial Statements (CFS)** issued by a qualified auditor must be submitted together with the final report. Regardless of the audit obligation, all partners must keep records (**exception: indirect costs** are reimbursed **at a flat rate** - no documentary evidence is necessary).

Since the correct expenditure of funds in terms of time and content is an important basis for project implementation, the PMT supports this through advice and monitoring.

6.5.1 Eligibility of Costs

Reporting of costs in FLEETfor55 is subject to special eligibility rules. The **GA contains detailed provisions** about the eligibility of costs in Horizon Europe. It specifies the criteria for all eligible costs and defines special requirements for the individual cost categories. It is advisable to familiarise yourself with these rules at an early stage in order to avoid errors and mistakes when reporting.

For reporting, costs must be broken down according to the following **standard budget categories**:

- Personnel costs;
- Subcontracting;
- Purchase costs: travel costs, equipment, other goods, works and services;
- Indirect costs.

All actual costs must:

1. **be actually incurred by the beneficiary** (no estimated/imputed/budgeted costs),
2. **be incurred in the project period** (exception: costs of final report submitted within sixty (60) days of the end of the project),
3. **be included in the budget** (indicated in the estimated budget of the Grant Agreement; for more information see budget transfers),
4. be incurred in **connection with the action** and **necessary for its implementation** (according to the Description of the Action of the Grant Agreement),
5. **be identifiable and verifiable** and recorded in the beneficiary's accounts in accordance with the applicable accounting standards and **usual cost accounting practices**,
6. comply with the applicable national laws on taxes, labour and social security, and
7. **be reasonable and justified** and comply with the principle of sound financial management (in particular regarding economy and efficiency).

Among others, the following costs are not eligible:

- **interest owed**;
- **currency exchange losses**;
- **bank charges for transfers from the EU Commission**;
- **deductible VAT** (Please note: Non-deductible VAT is eligible if the beneficiary is not entitled to deduct input tax.).

6.5.2 Keeping Record

All partners must **keep records** and other supporting documentation in order to prove the proper implementation and the costs claimed. The retention period is set to five (5) years, however applicable (national) law may require a longer period.

In principle, **original documents** (i.e. documents considered as original under national law) are required in the format in which they were received or created.

For **actual costs**, the partners must:

- keep detailed records and other supporting documents (such as contracts, subcontracts, invoices and accounting records) to prove the eligibility of the costs declared;
- use cost accounting practices and internal control procedures that make it possible to verify that the amounts declared, amounts recorded in the accounts and amounts recorded in supporting documentation match up;

The information included in the financial statements for each budget category (i.e. personnel costs, subcontracting cost etc.) must be broken down into details and must match the amounts recorded in the accounts and in supporting documentation.

For persons who work for and are paid by FLEETfor55 (regardless if they are full-time or part-time employees and/or if they work exclusively or not for the project), one may either:

- by default, sign a monthly declaration on days spent for the action (template).

OR

- use another paper- or computer-based reliable time recording system, to record (at least) all the time (days/hours) worked in the project.

The records and supporting documents must be made available upon request or in the context of checks, reviews, audits or investigations.

6.6 Preliminary Data Management Plan

The Data Management Plan (DMP) proposed within the FLEETfor55 Project ensures the proper handling, storage, and accessibility of project data, including ship design PDFs and numerical datasets. The plan follows FAIR principles (Findable, Accessible, Interoperable, Reusable) and complies with EU data regulations. The implementation of the FAIR principles within the FLEETfor55 Project can be summarized as follows:

- Findability: The data will be indexed with metadata following and a standardized metadata methodology is followed;
- Accessibility: The data is stored in open-access repositories and a specific methodology is used for the implementation of controlled access for sensitive data;
- Interoperability: Storage and sharing of the data is performed using machine-readable formats (CSV, SQL, JSON) and standard vocabularies & ontologies;
- Reusability: The DMP is based on documented methods & focuses on quality control.

A clear and concise Data Management Plan requires a well-defined Roles and Responsibilities Plan. In that framework the proposed methodology (Figure 4) has at the bottom of the pyramid the Task Leaders that produce and manage the datasets to ensure adherence to the DMP. Moving up the pyramid is the **WP Leaders (WPLs)** that focus on overseeing data collection, security, and compliance within their work packages and finally is the **Project Coordinator (CO)** that is responsible for overseeing data security, storage, and compliance with regulations.

The data produced within the FLEETfor55 Project will be classified into **Public Data** and **Sensitive Data**. The Public Data will be accessible through open access repositories (e.g., Zenodo) in order to enhance collaboration and dissemination activities as well as promote future research. The Sensitive Data accessibility is restricted to project partners and stored on secure private servers. This includes confidential design documents and proprietary numerical simulations. Data classified as sensitive will follow the roles and responsibilities plan and must be reviewed and accepted by **Task Leaders, WP Leaders (WPLs)** as well as the **Project Coordinator (CO)** for security and regulatory compliance.

Apart from the privacy of data classification, the DMP classifies the data based on data types and formats as the project will generate multiple data types in various formats. Within the FLEETfor55 Project various types of data will be developed, namely **Ship Design Files** that can be stored in PDF or DXF format, **Numerical Simulation Data** that can be stored on CSV, JSON or Parquet format, **Experimental Measurements Data** that can be stored XLSX or CSV format and last but not least the **Technical Reports and Documentation** Files that can be stored in PDF or DOCX format.

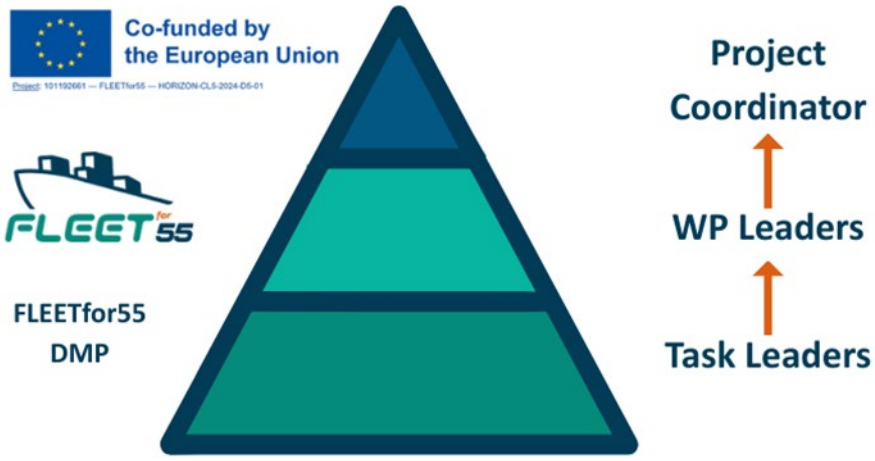


Figure 4: The Data Management Plan Roles and Responsibilities Pyramid

Regarding specifically the **Reporting and Documentation** strategy for the FLEETfor55 Project various aspects will be taken into consideration. Firstly, the creation of **README files** will be a big part of the DMP since they provide context for datasets, including format descriptions and data sources. Regarding the **Reports,** they will be used in order to document detailed analysis and progress documentation structured based on WP tasks. Finally, **Metadata Compliance** will also be taken into account in order to ensure proper documentation for interoperability and long-term usability.

The **Initial Data Management Plan** contains the development of a questionnaire that will be designed to assess:

a) The consortium's familiarity with the DMP and FAIR principles,

b) The consortium's data sharing preferences and possible concerns and finally

c) The FLEETfor55 data compliance with security protocols and storage guidelines.

This structured DMP will ensure efficient data handling and regulatory compliance throughout the Fleetfor55 project.

7 Quality Management

The FLEETfor55 project is aiming at a high level of quality of its documents and other deliverables to fulfil the goals and milestones of the project, e.g., by partner peer-review.

Quality control and assurance are the basis of self-assessment of the project and control the input and output of, as well as the interactions between, all work packages within the project. The purpose of the quality assurance activities in FLEETfor55 is to ensure that the project fulfils its objectives also in terms of quality (technical, formal) of deliverables, internal reports and publications. In addition to that, each researcher has responsibility for the quality of his/her own work. A structured document preparation and review process has been established to support this goal. The FLEETfor55 Consortium has agreed on a specific review period to allow for a two-stage review process, summarized in the following timeline:

- ten (10) days available for the reviewer(s),
- five (5) days available for comment incorporation by the authors,
- two (2) days available for the project Coordinator (CO).

For the preparation of deliverables, each WP leader coordinates with the deliverable leader the structure of the document and the partners to involve for writing the individual parts.

At the beginning of each project task, the respective task leader nominates at least one (1) reviewer for the deliverable who is not actively involved in the writing process but is familiar with the topics presented there. The role of the reviewer(s) is to monitor the quality of the deliverable to the best of his/her capacity.

Three (3) weeks before the submission deadline, the partner responsible for the deliverable (author) informs the Coordinator (CO) and the assigned reviewer(s) about the availability of the document in the document repository. The reviewer(s) have two (2) weeks for providing their feedback and comments - with track changes activated - in the same folder as the deliverable document and to notify the author as soon as they are ready.

The deliverable editor takes the comments into account in the finalisation of the document before notifying the Project Coordinator (CO) about the final document. The CO acts as the final reviewer for all deliverables before the documents are submitted by him or the Project Manager to the EC.

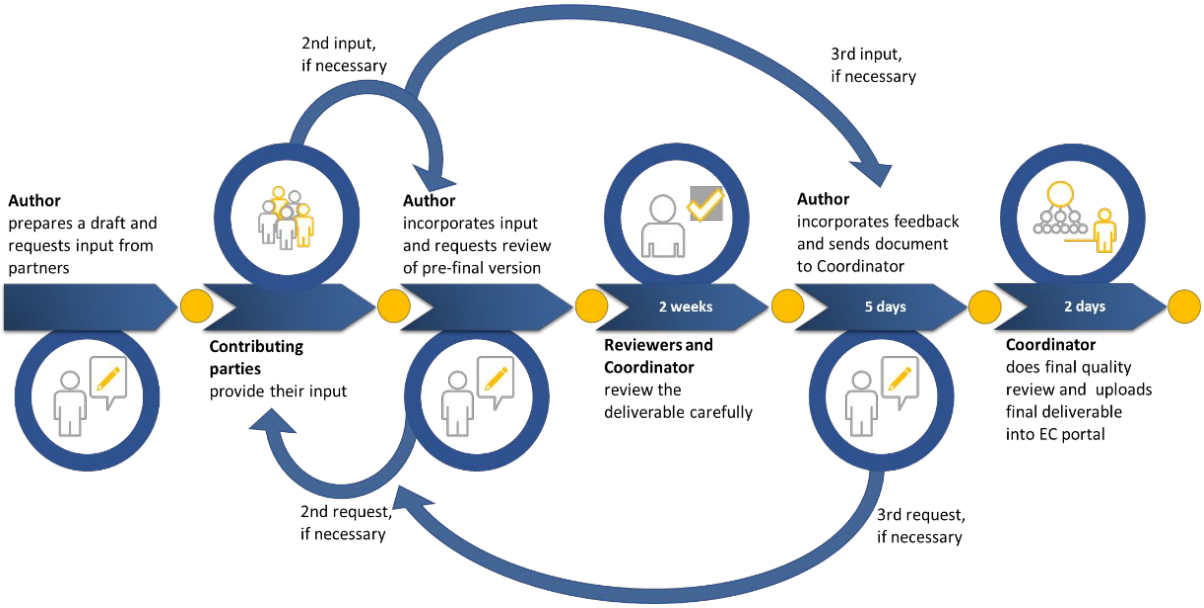


Figure 4: Quality assurance process in FLEETfor55

Clear and detailed explanations should be provided, in cases where:

- tasks are not fully implemented;
- key objectives are not achieved or not on schedule;
- there is impact on other tasks, budget, overall planning

At the time of writing this Handbook the following reviewers had been assigned (Table 10):

Table 10: Deliverable Reviewers

No	Deliverable Name	Reviewer 1	Reviewer 2	Delivery Date	Draft to reviewer & Coordinator	Reviewer feedback	Final version to Coordinator
D1.1	Initial Project Handbook	UPAT	MCI	30/4/2025	11/4/2025	23/4/2025	28/4/2025
D9.8	Initial report on dissemination & communication	HYD	WML	30/4/2025	11/4/2025	23/4/2025	28/4/2025
D1.3	Initial Data Management Plan	AES	NTNU	30/6/2025	9/6/2025	23/6/2025	28/6/2025

No	Deliverable Name	Reviewer 1	Reviewer 2	Delivery Date	Draft to reviewer & Coordinator	Reviewer feedback	Final version to Coordinator
D2.1	Alternative EETs & techno-economic data	NTUA	RINA	30/6/2025	9/6/2025	23/6/2025	28/6/2025
D3.1	Regulatory GAP analysis report	NTNU	DST	30/6/2025	9/6/2025	23/6/2025	28/6/2025
D9.1	Initial TIN requirements & engagement plan	HYD	NTUA	30/6/2025	9/6/2025	23/6/2025	28/6/2025
D9.4	Initial exploitation plans and IPR	SEKA	ABS	30/6/2025	9/6/2025	23/6/2025	28/6/2025
D2.2	EETs Market Analysis	TBD	TBD	30/9/2025	9/9/2025	23/9/2025	28/9/2025
D9.2	Initial TIN outreach strategy	TBD	TBD	30/9/2025	9/9/2025	23/9/2025	28/9/2025
D2.3	EETs preliminary economic feasibility analysis	TBD	TBD	31/10/2025	10/10/2025	24/10/2025	29/10/2025
D2.4	Preliminary technical evaluation of EETs	TBD	TBD	31/10/2025	10/10/2025	24/10/2025	29/10/2025
D3.2	Definition and data requirements for the use cases	TBD	TBD	31/12/2025	10/12/2025	24/12/2025	29/12/2025
D3.3	Performance evaluation criteria for use cases	TBD	TBD	31/12/2025	10/12/2025	24/12/2025	29/12/2025
D9.12	Initial report on synergies and EAB establishment	TBD	TBD	31/12/2025	10/12/2025	24/12/2025	29/12/2025
D3.4	Assessment of EETs for all use cases	TBD	TBD	28/2/2026	7/2/2026	21/2/2026	26/2/2026

No	Deliverable Name	Reviewer 1	Reviewer 2	Delivery Date	Draft to reviewer & Coordinator	Reviewer feedback	Final version to Coordinator
D5.1	GAP and risk assessment models	TBD	TBD	28/2/2026	7/2/2026	21/2/2026	26/2/2026
D2.5	Decision-support system on EETs	TBD	TBD	31/3/2026	10/3/2026	24/3/2026	29/3/2026
D1.4	RP1 Data Management Plan	TBD	TBD	30/6/2026	9/6/2026	23/6/2026	28/6/2026
D3.5	Use cases on-board integration feasibility	TBD	TBD	30/6/2026	9/6/2026	23/6/2026	28/6/2026
D4.1	Specification & requirements of energy systems modelling	TBD	TBD	30/6/2026	9/6/2026	23/6/2026	28/6/2026
D6.1	Digital platform architecture	TBD	TBD	30/6/2026	9/6/2026	23/6/2026	28/6/2026
D9.5	RP1 exploitation plans and IPR	TBD	TBD	30/6/2026	9/6/2026	23/6/2026	28/6/2026
D9.9	RP1 report on dissemination & communication	TBD	TBD	30/6/2026	9/6/2026	23/6/2026	28/6/2026
D4.2	Conceptual design for new vessel designs and retrofit UCs	TBD	TBD	31/8/2026	10/8/2026	24/8/2026	29/8/2026
D5.2	Preliminary risk evaluation	TBD	TBD	31/10/2026	10/10/2026	24/10/2026	29/10/2026
D6.2	Digital platform requirements specification	TBD	TBD	30/11/2026	9/11/2026	23/11/2026	28/11/2026
D4.3	Energy systems modelling and fast simulation assessment	TBD	TBD	31/12/2026	10/12/2026	24/12/2026	29/12/2026

No	Deliverable Name	Reviewer 1	Reviewer 2	Delivery Date	Draft to reviewer & Coordinator	Reviewer feedback	Final version to Coordinator
D6.3	Tools manual and platform guidelines	TBD	TBD	28/2/2027	7/2/2027	21/2/2027	26/2/2027
D6.4	Catalogue of simulation models	TBD	TBD	30/6/2027	9/6/2027	23/6/2027	28/6/2027
D4.4	Basic design for designs and retrofit UCs	TBD	TBD	31/8/2027	10/8/2027	24/8/2027	29/8/2027
D4.5	EET Systems integration for all UCs	TBD	TBD	31/8/2027	10/8/2027	24/8/2027	29/8/2027
D1.5	RP2 Data Management Plan	TBD	TBD	31/12/2027	10/12/2027	24/12/2027	29/12/2027
D4.6	Design review reports for the submitted UCs	TBD	TBD	31/12/2027	10/12/2027	24/12/2027	29/12/2027
D5.3	Qualitative risk assessments	TBD	TBD	31/12/2027	10/12/2027	24/12/2027	29/12/2027
D7.1	Testing and evaluation of the digital platform	TBD	TBD	31/12/2027	10/12/2027	24/12/2027	29/12/2027
D9.6	RP2 exploitation plans and IPR	TBD	TBD	31/12/2027	10/12/2027	24/12/2027	29/12/2027
D9.10	RP2 report on dissemination & communication	TBD	TBD	31/12/2027	10/12/2027	24/12/2027	29/12/2027
D5.4	Simulation-based risk analysis	TBD	TBD	28/2/2028	7/2/2028	21/2/2028	26/2/2028
D8.1	LCA, LCCA and SLCA of EET systems	TBD	TBD	31/3/2028	10/3/2028	24/3/2028	29/3/2028
D8.3	Holistic Sustainable Assessment	TBD	TBD	31/3/2028	10/3/2028	24/3/2028	29/3/2028
D8.4	Holistic assessment of ports	TBD	TBD	31/3/2028	10/3/2028	24/3/2028	29/3/2028

No	Deliverable Name	Reviewer 1	Reviewer 2	Delivery Date	Draft to reviewer & Coordinator	Reviewer feedback	Final version to Coordinator
D8.5	Holistic assessment of shipyards	TBD	TBD	31/3/2028	10/3/2028	24/3/2028	29/3/2028
D5.5	Safety guidelines	TBD	TBD	30/4/2028	9/4/2028	23/4/2028	28/4/2028
D6.5	Developer's guide	TBD	TBD	30/4/2028	9/4/2028	23/4/2028	28/4/2028
D1.2	Final Project Handbook	TBD	TBD	30/6/2028	9/6/2028	23/6/2028	28/6/2028
D1.6	Final Data Management Plan	TBD	TBD	30/6/2028	9/6/2028	23/6/2028	28/6/2028
D5.6	Crew training and educational guidelines	TBD	TBD	30/6/2028	9/6/2028	23/6/2028	28/6/2028
D7.2	3-D modelling of EETs	TBD	TBD	30/6/2028	9/6/2028	23/6/2028	28/6/2028
D7.3	Operational demonstration of all UCs	TBD	TBD	30/6/2028	9/6/2028	23/6/2028	28/6/2028
D8.2	Business Models	TBD	TBD	30/6/2028	9/6/2028	23/6/2028	28/6/2028
D9.3	Final TIN requirements, engagement plan & outreach strategy	TBD	TBD	30/6/2028	9/6/2028	23/6/2028	28/6/2028
D9.7	Final exploitation plans and IPR	TBD	TBD	30/6/2028	9/6/2028	23/6/2028	28/6/2028
D9.11	Final report on dissemination & communication	TBD	TBD	30/6/2028	9/6/2028	23/6/2028	28/6/2028
D9.13	Final report on synergies and EAB establishment	TBD	TBD	30/6/2028	9/6/2028	23/6/2028	28/6/2028

The status and progress of deliverables and project tasks are constantly monitored by the CO during the monthly status project teleconferences of the PMT (cf. Annexes 1 & 2; source: *ProjectManagementTables, MS Teams repository*).

8 Risk Management

Considering that projects are usually characterized by high levels of complexity, the identification, assessment and control of risks throughout the various phases of project implementation, are essential.

Appropriate risk assessment and management are important to ensure the timely fulfilment of this project's challenging objectives. The General Assembly (GA) will ensure that all necessary actions are undertaken to minimize risks and to drive all necessary counter measures.

Within WP1 and Task 1.3 of the project, a risk management framework was developed in order to mitigate identified risks and conduct regular risk assessments. This framework is meant to identify emerging risks and ensure effective risk management.

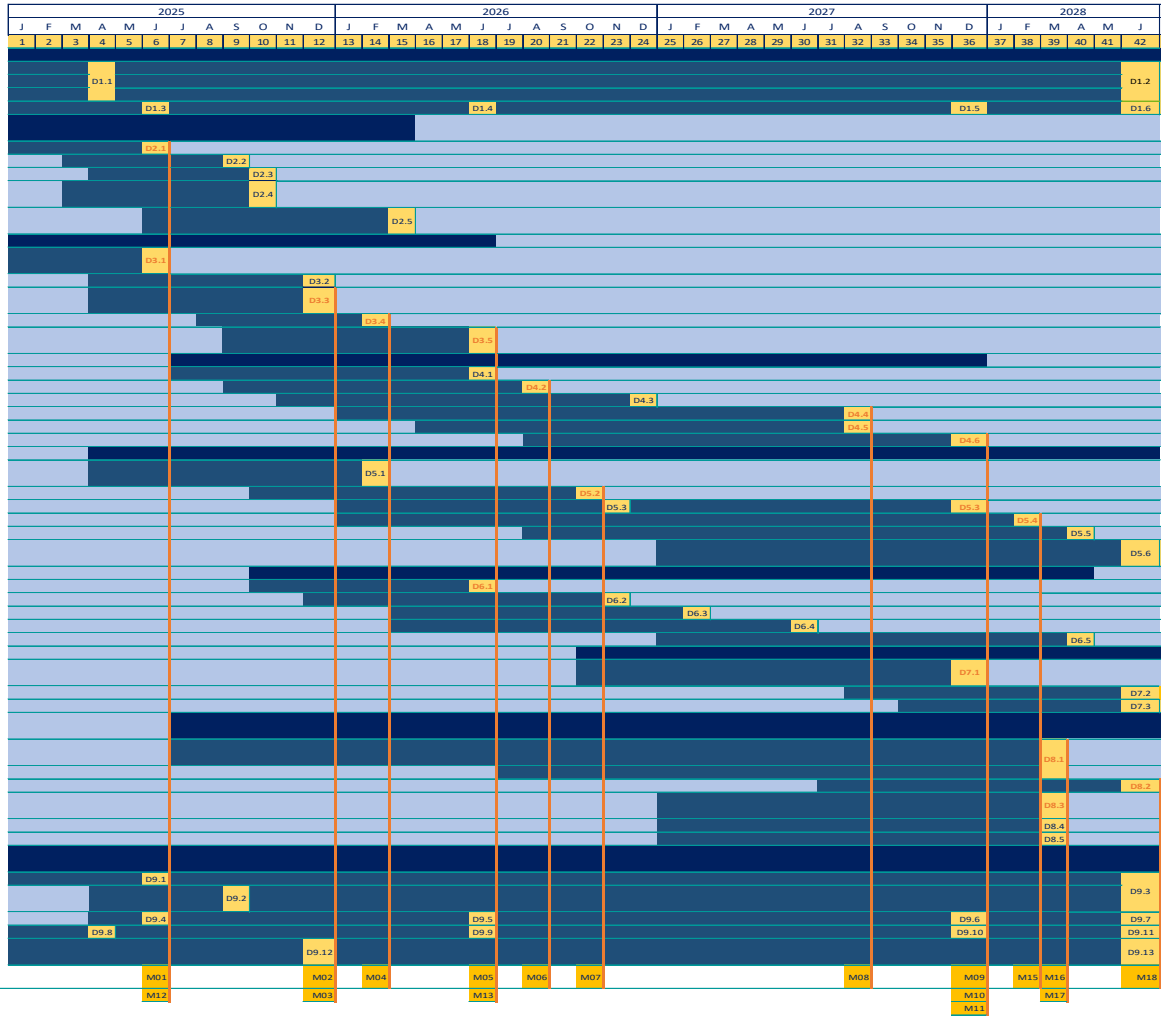
The risks listed in this Handbook have been identified at the beginning of the project (see Annex 3). However, project risks are susceptible to change and as such will be reviewed continuously at PMT and GA meetings.

It is the role of the project management to maintain an up-to-date risk table in the *ProjectManagementTables (MS Teams repository)*, modifying risk levels as appropriate (see Annex 3).

In any case, all project partners are encouraged to promptly communicate and discuss any unforeseen potential risk with the associated WP leader, who will be in charge of informing the Coordinator (CO).

ANNEX 1: GANTT chart (status as of 02/04/2025)

		WP / TASK LEADER	START 1	END 42
WP1	**Project Management**	**HYD**	**1**	**42**
Task 1.1	Project Coordination, Administrative and Financial Management	HYD	1	42
Task 1.2	Administrative Coordination	HYD	1	42
Task 1.3	Quality Assurance and Risks Assessment	EPSILON	1	42
Task 1.4	Data Management	UPATRAS	1	42
WP2	**Requirements identification and benchmarking of available Energy Efficiency Technologies**	**NTNU**	**1**	**15**
Task 2.1	Identification of alternative EETs & techno-economic data collection	NTNU	1	6
Task 2.2	EETs market analysis, maturity evaluation, market uptake	NTUA	3	9
Task 2.3	Evaluation of the preliminary economic feasibility of each available EET	WM	4	10
Task 2.4	Evaluation of the preliminary technical application and feasibility of each available EET	HYDRUS	3	10
Task 2.5	Development of decision-support systems for the holistic sustainability assessment of EETs	UPATRAS	6	15
WP3	**Alternative EET systems evaluation and use cases feasibility**	**RINA**	**1**	**18**
Task 3.1	Regulations, policies, mid-and long-term measures – Overview, forecast and gaps	RINA	1	6
Task 3.2	Use cases definition, requirements and planning	RINA	4	12
Task 3.3	Development of KPIs, Assessment Metrics and QFD Method for Evaluating the use cases	DNV	4	12
Task 3.4	Assessment and ranking of use cases	NTNU	8	14
Task 3.5	Investigation of EETs onboard integration and performance feasibility for the use cases	HYDRUS	9	18
WP4	**Engineering design & EET systems integration**	**HYD**	**7**	**36**
Task 4.1	Energy systems modelling requirements and specifications	NTUA	7	18
Task 4.2	Conceptual Design for the New Building and Retrofit Use Cases	HYDRUS	9	20
Task 4.3	Energy systems modelling and fast simulation assessment of each use case	NTUA	11	24
Task 4.4	Basic Design for the New Building and Retrofit Use Cases	HYDRUS	13	32
Task 4.5	EET systems integration for all use cases	FCSI	16	32
Task 4.6	Design Review and Approval	ABS	20	36
WP5	**Safety evaluation & Risk assessment**	**UoS**	**4**	**42**
Task 5.1	Analysis of Safety Requirements Assessment Models / Practices and Regulatory GAP	UoS	4	14
Task 5.2	Preliminary risk evaluation of use cases conceptual designs	EPS/NTUA	10	22
Task 5.3	Qualitative risk assessment of use cases conceptual/basic designs	UoS	13	36
Task 5.4	Simulation & data-driven safety evaluation for the identified EETs	UoS	13	38
Task 5.5	Development of risk assessment reports for the identified EETs	EPSILON	20	40
Task 5.6	Development of Guidelines on Occupational and Social Health and Safety Enhancement	UoS	25	42
WP6	**Digitalization and platform development for fast assessment**	**AES**	**10**	**40**
Task 6.1	Development of Platform Architecture frame & Implementation Plan	AES	10	18
Task 6.2	Detailed requirements & data collection from technologies and ships	UPATRAS	12	23
Task 6.3	Digital Platform Implementation	AES	15	26
Task 6.4	Digital integration of the developed simulation models	EPSILON	15	30
Task 6.5	Development of tools & guidelines for the digital platform	NTNU	25	40
WP7	**EET systems and solutions demonstration**	**FCSI**	**22**	**42**
Task 7.1	Deployment, debugging, testing, evaluation & demonstration of the digital platform	UPATRAS	22	36
Task 7.2	Virtual demonstration of EETs, EETs systems and their optimisation	HYDRUS	32	42
Task 7.3	Virtual operational demonstration of all use cases	FCSI	34	42
WP8	**LCA, techno-economical assessment, sustainability analysis & business models development**	**NTUA**	**7**	**42**
Task 8.1	Life Cycle Assessment (LCA) & Life Cycle Cost Analysis (LCCA) of EET systems (well to wake)	NTUA	7	39
Task 8.2	Social Life Cycle Assessment of EET systems (SLCA)	NTUA	19	39
Task 8.3	Business models development for all use cases	WM	31	42
Task 8.4	Holistic Sustainability Assessment of EET Systems & Trade-off Analysis (cradle to cradle)	UPATRAS	25	39
Task 8.5	Holistic assessment of the role of ports in the energy efficiency transition	VPF	25	39
Task 8.6	Holistic assessment of the role of shipyards in the energy efficiency transition	FREIRE	25	39
WP9	**Dissemination, communication, exploitation and technologies innovation network engagement**	**MGLCRL**	**1**	**42**
Task 9.1	Technologies Innovation Network - Analysis, requirements and engagement plan	CERTH	1	42
Task 9.2	Technologies Innovation Network – Outreach strategy, clustering events and workshops	MGLCRL	4	42
Task 9.3	Development of exploitation plan and intellectual property strategy	WM	4	42
Task 9.4	Communication & Dissemination plan & tools	MGLCRL	1	42
Task 9.5	External Advisory Board Engagement & Synergies with Relevant Horizon Europe Activities	MGLCRL	1	42



ANNEX 2: List of Deliverables (status as of 02/04/2025)

Del. N°	Deliverable name	Lead	WP N°	Type of Deliverable	Diss. Level	Month (planned)	Delivery Date (planned)
D1.1	Initial Project handbook	1 - HYD	WP1	R — Document, report	PU - Public	4	30/04/2025
D9.8	Initial report on dissemination & communication	12 - MCI	WP9	R — Document, report	PU - Public	4	30/04/2025
D1.3	Initial Data management plan	5 - UPAT	WP1	DMP — Data Management Plan	PU - Public	6	30/06/2025
D2.1	Alternative EETs & techno-economic data	7 - NTNU	WP2	R — Document, report	PU - Public	6	30/06/2025
D3.1	Regulatory GAP analysis report	2 - RINA	WP3	R — Document, report	PU - Public	6	30/06/2025
D9.1	Initial TIN requirements & engagement plan	15 - CERTH	WP9	R — Document, report	PU - Public	6	30/06/2025
D9.4	Initial exploitation plans and IPR	6 - WML	WP9	R — Document, report	SEN - Sensitive	6	30/06/2025
D2.2	EETs Market Analysis	4 - NTUA	WP2	R — Document, report	PU - Public	9	30/09/2025
D9.2	Initial TIN outreach strategy	12 - MCI	WP9	R — Document, report	PU - Public	9	30/09/2025
D2.3	EETs preliminary economic feasibility analysis	6 - WML	WP2	R — Document, report	SEN - Sensitive	10	31/10/2025
D2.4	Preliminary technical evaluation of EETs	1 - HYD	WP2	R — Document, report	SEN - Sensitive	10	31/10/2025
D3.2	Definition and data requirements for the use cases	2 - RINA	WP3	R — Document, report	PU - Public	12	31/12/2025
D3.3	Performance evaluation criteria for use cases	9 - DNV	WP3	R — Document, report	PU - Public	12	31/12/2025
D9.12	Initial report on synergies and EAB establishment	12 - MCI	WP9	R — Document, report	PU - Public	12	31/12/2025
D3.4	Assessment of EETs for all use cases	7 - NTNU	WP3	R — Document, report	SEN - Sensitive	14	28/02/2026
D5.1	GAP and risk assessment models	13 - UoS	WP5	R — Document, report	PU - Public	14	28/02/2026
D2.5	Decision-support system on EETs	5 - UPAT	WP2	R — Document, report	PU - Public	15	31/03/2026
D1.4	RP1 Data management plan	5 - UPAT	WP1	DMP — Data Management Plan	PU - Public	18	30/06/2026
D3.5	Use cases on-board integration feasibility	1 - HYD	WP3	R — Document, report	SEN - Sensitive	18	30/06/2026
D4.1	Specification & requirements of energy systems modelling	4 - NTUA	WP4	R — Document, report	PU - Public	18	30/06/2026
D6.1	Digital platform architecture	10 - AES	WP6	R — Document, report	SEN - Sensitive	18	30/06/2026
D9.5	RP1 exploitation plans and IPR	6 - WML	WP9	R — Document, report	SEN - Sensitive	18	30/06/2026
D9.9	RP1 report on dissemination & communication	12 - MCI	WP9	R — Document, report	PU - Public	18	30/06/2026
D4.2	Conceptual design for new vessel designs and retrofit UCs	1 - HYD	WP4	R — Document, report	SEN - Sensitive	20	31/08/2026
D5.2	Preliminary risk evaluation	11 - EPS	WP5	R — Document, report	SEN - Sensitive	22	31/10/2026
D6.2	Digital platform requirements specification	5 - UPAT	WP6	R — Document, report	PU - Public	23	30/11/2026
D4.3	Energy systems modelling and fast simulation assessment	4 - NTUA	WP4	R — Document, report	SEN - Sensitive	24	31/12/2026
D6.3	Tools manual and platform guidelines	10 - AES	WP6	R — Document, report	PU - Public	26	28/02/2027
D6.4	Catalog of simulation models	11 - EPS	WP6	R — Document, report	PU - Public	30	30/06/2027
D4.4	Basic design for designs and retrofit UCs	1 - HYD	WP4	R — Document, report	SEN - Sensitive	32	31/08/2027
D4.5	EET Systems integration for all UCs	14 - FCSI	WP4	R — Document, report	SEN - Sensitive	32	31/08/2027
D1.5	RP2 Data management plan	5 - UPAT	WP1	DMP — Data Management Plan	PU - Public	36	31/12/2027
D4.6	Design review reports for the submitted UCs	3 - ABS	WP4	R — Document, report	SEN - Sensitive	36	31/12/2027
D5.3	Qualitative risk assessments	13 - UoS	WP5	R — Document, report	SEN - Sensitive	36	31/12/2027
D7.1	Testing and evaluation of the digital platform	5 - UPAT	WP7	R — Document, report	PU - Public	36	31/12/2027
D9.6	RP2 exploitation plans and IPR	6 - WML	WP9	R — Document, report	SEN - Sensitive	36	31/12/2027
D9.10	RP2 report on dissemination & communication	12 - MCI	WP9	R — Document, report	PU - Public	36	31/12/2027
D5.4	Simulation-based risk analysis	13 - UoS	WP5	R — Document, report	SEN - Sensitive	38	28/02/2028
D8.1	LCA, LCCA and SLCA of EET systems	4 - NTUA	WP8	R — Document, report	PU - Public	39	31/03/2028
D8.3	Holistic Sustainable Assessment	5 - UPAT	WP8	R — Document, report	PU - Public	39	31/03/2028
D8.4	Holistic assessment of ports	8 - VPF	WP8	R — Document, report	PU - Public	39	31/03/2028
D8.5	Holistic assessment of shipyards	16 - FREIRE	WP8	R — Document, report	PU - Public	39	31/03/2028
D5.5	Safety guidelines	11 - EPS	WP5	R — Document, report	PU - Public	40	30/04/2028
D6.5	Developer's guide	7 - NTNU	WP6	R — Document, report	PU - Public	40	30/04/2028
D1.2	Final Project handbook	1 - HYD	WP1	R — Document, report	PU - Public	42	30/06/2028
D1.6	Final Data management plan	5 - UPAT	WP1	DMP — Data Management Plan	PU - Public	42	30/06/2028
D5.6	Crew training and educational guidelines	13 - UoS	WP5	R — Document, report	PU - Public	42	30/06/2028
D7.2	3-D modelling of EETs	1 - HYD	WP7	R — Document, report	PU - Public	42	30/06/2028
D7.3	Operational demonstration of all UCs	14 - FCSI	WP7	DEM — Demonstrator, pilot, prototype	PU - Public	42	30/06/2028
D8.2	Business Models	6 - WML	WP8	R — Document, report	PU - Public	42	30/06/2028
D9.3	Final TIN requirements & engagement plan	15 - CERTH	WP9	R — Document, report	PU - Public	42	30/06/2028
D9.7	Final exploitation plans and IPR	6 - WML	WP9	R — Document, report	SEN - Sensitive	42	30/06/2028
D9.11	Final report on dissemination & communication	12 - MCI	WP9	R — Document, report	PU - Public	42	30/06/2028
D9.13	Final report on synergies and EAB establishment	12 - MCI	WP9	R — Document, report	PU - Public	42	30/06/2028

ANNEX 3: List of Risks (status as of 02/04/2025)

Risk No.	Description of risk	Likeli-hood	Severity	Related WP(s)	Proposed risk-mitigation measures
1	Low quality of project results.	low	medium	WP3, WP2, WP7, WP8, WP4, WP1, WP5, WP6, WP9	Frequent meetings of WP & Task Leaders with involved partners, as well as internal reviewing process for project deliverables, will ensure high quality reporting. The coordinator has significant experience in managing R&D and commercial projects.
2	Specific task or WP delays; issues arise on achieving the milestones.	low	medium	WP1	WPs have been planned with good time margins and with a rational succession. In case of delay, a re-planning of the affected parts will be initiated immediately. For reducing risks, the spiral development model will be followed.
3	Partner leaves the consortium.	low	medium	WP1	The missing contributions are assessed and are assigned to other partners and/or a new competent partner. The large number of consortium partners ensures a high probability of being able to fill the gap internally. The Consortium Agreement will clearly foresee appropriate procedures.
4	Limited stakeholder engagement may limit the adoption and impact of the project.	low	low	WP9	The consortium has already secured the participation of 16 stakeholders in TIN. EAB is an additional forum which, together with TIN, minimize the risk of receiving small feedback from the maritime market. Additionally, direct communication between the end users partners (partners 18-22) with collaborating makers/technology providers will ensure
5	Lack of sufficient data to fully evaluate, assess and sort the EETs and their integration into the various use cases.	low	medium	WP3	The broad spectrum of the consortium, together with the large experience of many of the Partners from previous relative projects ensure that, in this case, reliable estimations of the missing data can
6	Lack of relevant regulations framework prohibit the full evaluation and adoption of some EETs and use cases.	medium	low	WP4	The participation of three classification societies in the consortium minimizes this risk. Corresponding similar rules and guidance notes can be followed, extrapolating their coverage, wherever necessary.
7	HAZID/HAZOP analyses eliminate some of the proposed use cases.	medium	medium	WP5	The very large number of use cases to be investigated (combinations of EETs and vessel type) ensure that there will always be some use cases that can be applied with reasonable and acceptable safety levels.
8	Integration issues with the digital platform due to incompatible systems or software bugs.	low	medium	WP6	Conduct compatibility testing early in the development process, maintain a flexible architecture, and allocate resources for debugging and troubleshooting.
9	Exploitation / IPR risks.	low	medium	WP9	Due to the high number of patenting in maritime, “freedom to operate” might be jeopardized. However, the involvement of three classification societies and of four universities is intended to minimize this risk, along with the IP management plan
10	Delay in the issuance of Approval in Principle (AiP)	low	medium	WP4	Ensure timely, complete documentation and maintain regular communication with ABS to resolve issues promptly.
11	Changing market conditions (e.g. fluctuating fuel prices, obstacles in navigation routes) may impact the adoption and impact of some EETs.	low	medium	WP3, WP2, WP7, WP8, WP4, WP1, WP5, WP6, WP9	Establish robust monitoring and evaluation mechanisms to track market conditions and adjust project activities, as necessary.