

Project under EU RTD 5th Framework Programme
Contract N° EVK1-CT-2002-00111

Adaptive Decision Support System (ADSS) for the Integration of Stormwater Source Control
into Sustainable Urban Water Management Strategies



DayWater Project

Quality Control Procedure Definition
prepared by foerster
(Cereve)

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WP / Task / Deliverable N°: WP1 / T1.2 / D1.3)
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1. Database

1.1. Main purpose of the data base

For the purpose of tracking of produced documents, it is foreseen to implement an MS ACCESS data base including all kinds of documents (see list below under 1.3). The tracking of documents will be necessary in case of inquiry by the European Union or also in case of dispute or loss of information. The data base serves as internal document management platform and allows research with keywords or any other information deriving from the data fields mentioned below (see 1.2).

1.2. Data fields

The tool is to be adapted to the project's specific needs, with the help of the following data fields:

- Keyword search (keywords must be filled in the frame on the top of each prepared document by the authors)
- Title / Document name
- Dates of establishment, revision, validation and reception
- Workpackage / Task / Deliverable N°
- Dissemination Level
- Version (draft or final)

The information is deriving from the data fields on the second page (see Annex A) of each produced document. Each document should be prepared after a DayWater template which is going to be prepared by the co-ordinator. This concerns cover pages, second page, letter head, fax letter etc.

Concerning e-mails, it is recommended to include always the complete signature (in case of updates) and to store them after the authors name and then after the subject, if there is one (e.g. mails deriving from "partners" with subject "kick-off meeting").

1.3. Documents to be registered

The document management is mostly concerning the published documents, but also non-public dissemination level documents:

- All web-publications for the www.daywater.org site and its Intranet (access controlled directory)
- All newsletter-publications for DayWater as well as CityNet press releases
- All kind of deliverables (reports, methodologies, theories, data sets, prototypes)
- Correspondence between contractors/co-ordinator, co-ordinator/EC and co-ordinator/CEUG or EEUG members
- Minutes of meeting, meeting proceedings, visit and work meeting reports
- Correspondence between Task-Leaders and WP-Leaders are generally not included, as they are under Workpackage leader's responsibility!

The above mentioned data fields have to be filled in by the author of the document (see template Annex A) before sending it to another person, except Data fields like "validation" and "receiving date" which will be filled by the recipient.

Documents with missing key-information should be returned to author for completion.

It is highly recommended to verify the completion of the data field on the second page (see Annex A) of each document for the sake of the success of the project.

Correspondence without any data field (like e-mails and posted letters) will be stored and kept after the establishing date and the author.

Therefore it is suggested to use initials as an alias or a short signature for every participant with a maximum of three letters. This alias is to be mentioned on the top on the letter head as reference (e.g. DT/MF/2002-12-02; letter from Miriam Förster and Daniel Thévenot).

A list with suggestions for signature ID's is prepared and should be checked by the participants (Annex D).

1.4. Validation

All workpackage (WP) deliverables (D) will be validated by a referee, usually the WP leader except if he is the author of the deliverable. A table containing the referee's name for each deliverable is prepared by the co-ordinators (see Annex E). If the referee finds revisions necessary, the deliverable will be returned to the author. The revised version of the deliverable is checked again before sending a soft copy via e-mail and a hard copy via courier to the co-ordinators (daywater@cereve.enpc.fr).

1.5. Intermediate solution

Meanwhile all outgoing courier (by express or common mail) is to be filled in the list "DW-mail.xls". And important document will be stored on the server under cereve\daywater file server.

1.6. Intranet Daywater site

Similar to the Intranet Site used for DayWater project preparation (protected by a password), there will be an Intranet forum for data or files with restricted access. This site is accessible via the DayWater homepage (www.daywater.org).

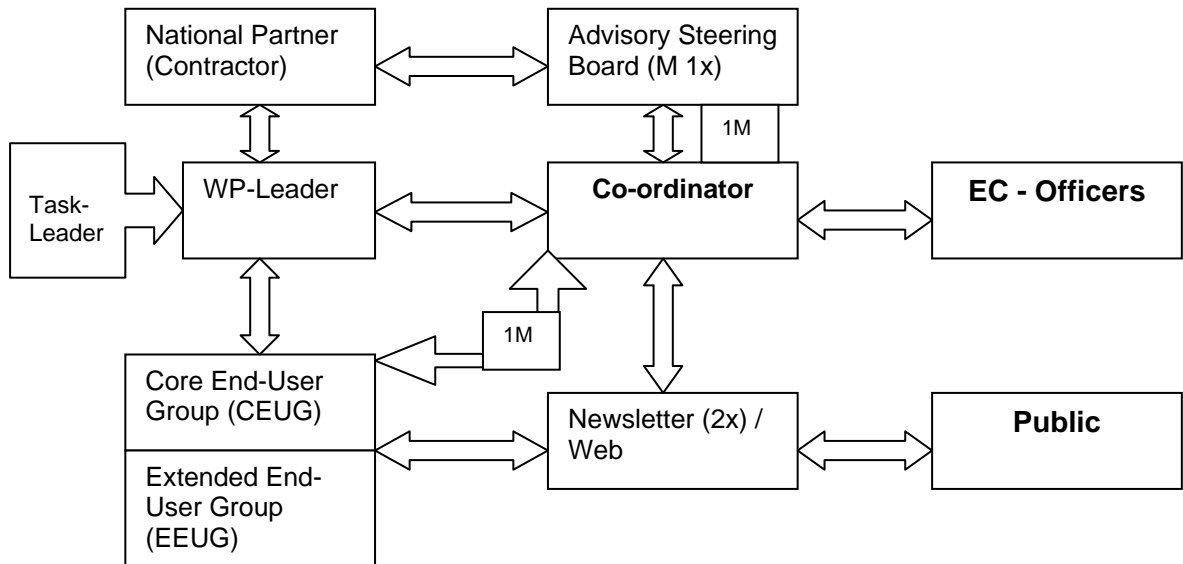
2. Procedures

Main information flow and responsibilities must be absolutely clearly defined in order to avoid any misunderstandings which could provoke any supplementary work or even cause more serious problems.

Following tables (tables 1 and 2) are presenting the information flux from the bottom to the top. Besides there will be a direct information flux from the top to the bottom via web and newsletters.

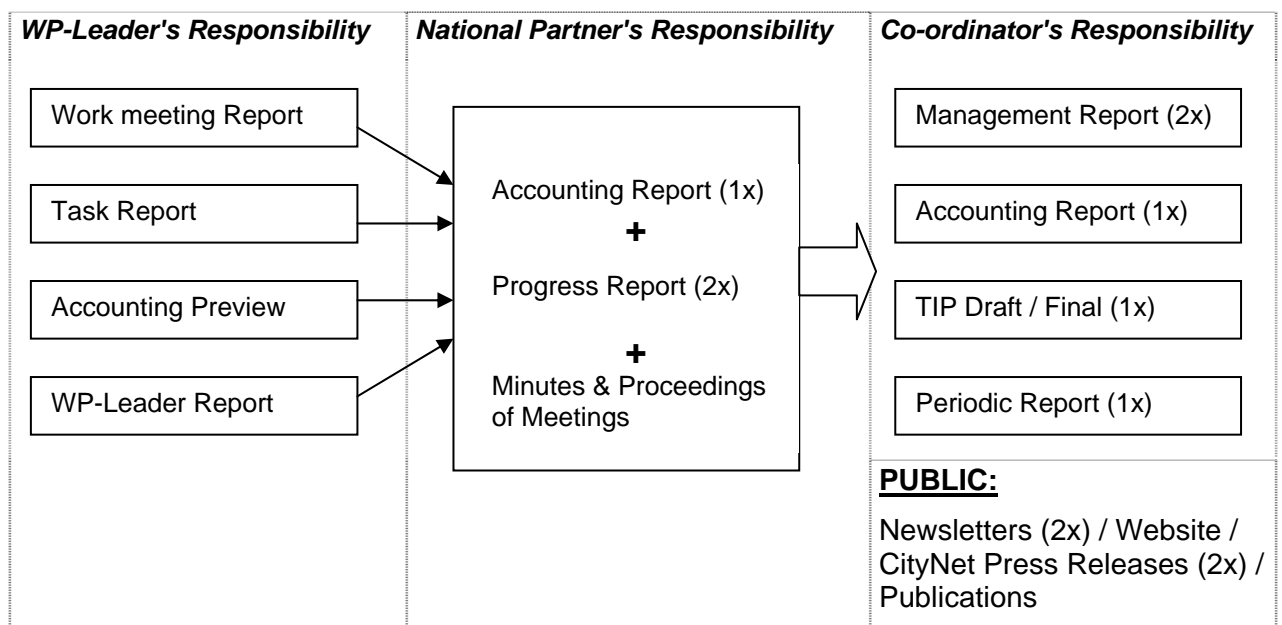
2.1. Connection between the different parties / Meetings

Table 1: Information flux before, during and after the (annual) meetings (M)



2.2. Information flux / Circulation of deliverables

Table 2: Document preparation, transfer and dissemination during a year's period



3. Templates

For acceptance by the EC-officers, delivered documents have to be in a standard format. The cost statement form send from the partners to the co-ordinators and finally to the EC are to be found in the General Conditions of Contract. (see Annex C)

3.1. Distribution of templates

In general the templates are produced by the co-ordinators or at least have to be approved by them. Any remarks leading to an improvement of existing template forms or proposition of new template forms may be send to the Co-ordinators. Internally at Cereve the draft soft-form of templates can presently be found in the folder "cereve\daywater\DayWater-templates". All templates are provided on the Intranet (access via www.daywater.org with a password).

3.2. Template forms provided

3.2.1. Annual financial reporting (Cost Statements) (see Annex C)

- Cost statement summary (E1.1) for the contractors,
- Cost statement details (E1.3) for the contractors,
- Integrated cost statement to be submitted by the co-ordinator (E2),
- Summary of amounts transferred to the contractors (E3).

3.2.2. Technical reporting (Progress Report)

- Report cover page (with picture if desired, after checking if black & white copies are readable) and second page (with all the data fields, information necessary for tracking with the help of the data base!)
- Report format (with editing guidelines)
- Letter head and Fax letter

4. Archive / Storage

Depending upon the dissemination patterns, collected information will be distributed to all partners and CEUG members or to the public. Public disseminated documents will be placed first on the Intranet site for validation by all partners.

4.1. Documents as soft copy

Produced documents are to be stored in a central archive, which will be managed with the help of the Access data base. All documents will be stored in their different versions (draft N° and final versions, see "Data base") as soft copy on the Cereve fileserver.

Via Intranet, all documents will be available for downloading. The ACCESS data base will only serve as an internal tool of document administration and tracking.

4.2. Documents as hard copy

Documents only existing as hard copy (documents coming from outside the DayWater contractors) should be stored by and under the responsibility of the concerned WP-Leader. But it is recommended to fill in the obtained documents in the Access data base in order to enable other colleagues to find and possibly request information, data or even the whole document from the WP leader. Documents of common interest should be sent to the co-ordinators who can up-load it on the Intranet site. The report cover page should be used for describing such hard copy documents.

5. Schedule - Control of deliverables and Milestones

In order to control the time limits and milestones, each task progress will be monitored and controlled in a scheduler software. Following software may be used: Microsoft Scheduler+ 7.5 or, more likely, Microsoft Project 2002 especially for the printouts (Gantt charts) for the EC Officers.

It is still to be discussed in which way the contractors are going to supply information to the co-ordinators regarding work plan, financial resources and manpower. It would facilitate the preparation of submission documents if the contractors contribution was performed with the same tool. If no common project management software is to be used, numerical data should be transferred to co-ordinators using the Excel templates (see Annex C)

6. Guidelines for reporting

All reports to be established during the project are based on the "Guideline for reporting" from June 15th, 2000 which can be found under www.cordis.lu/eesd/.

ANNEXES:

- A - Cover Page, second page and instructions to authors
- B - Letter head / Fax letter
- C - Cost Statements (E1 - E3)
- D - Signature list with suggested ID's of DayWater participants
- E - List of WP, T and D responsible and referees

ANNEX A

Cover Page, second page and instructions to authors

ANNEX B

Letter head / Fax letter

DayWater

Contract n° EVK1-CT-2002-00111



Project under EU RTD 5th Framework Programme

Adaptive Decision Support System (ADSS) for the Integration of Storm Water Source Control into Sustainable Urban Water Management Strategies

Marne La Vallée, 13 February 2003

ORGANISATION Research Institute

Rue de Paris
F-0000 PARIS

Reference:DT/MF/2002-12-12

A. Lapin
phone: (+33) 111 22 33, fax: (+33) 111 22 33
e-mail: lapin@voila.fr

Subject:

Dear

Yours sincerely,

DayWater Project Co-ordinator: **Daniel R. Thévenot**

Cereve Centre d'Enseignement et de Recherche sur l'Eau, la Ville et l'Environnement UMR 99022101 MENRT - MAP
Laboratoire commun / Common research centre UPVM, ENPC, ENGREF

Ecole Nationale des Ponts et Chaussées (ENPC), 6-8 Avenue Blaise Pascal, Cité Descartes,
Champs sur Marne; F 77455 Marne-La-Vallee Cedex 2 (France)
Telephone : 33 (0)1 64 15 37 53 Telefax : 33 (0)1 64 15 37 64

ANNEX C

Cost Statements (E1 - E3)

Part E1.1 - Contractors Cost Statement Summary (Euro / Currency)

FIRST PERIOD (Reporting Period N°1)			
For the Period from	01 DECEMBER 2002	To	30 NOVEMBER 2003
Project Title			
Contract N°	EVK1-CT-2002-00111-Daywater		
Name of the Contractor			
Type of Contractor	Principal / Assistant	Cost Basis (1)	
Currency (Euro/Currency) in which account is kept		Conversion Rate in Euro (3)	1

Contact person for this cost statement (Telephone	
E-mail address		Fax	

Categories of Eligible Costs	Amount for the Period (5)	
	EURO(3)	Currency (3)
Direct Costs		
1- Personnel	0,00	0,00
2- Durable Equipment	0,00	0,00
3- Subcontracting	0,00	0,00
4- Travel and Subsistence	0,00	0,00
5- Consumables	0,00	0,00
6- Computing	0,00	0,00
7- Protection of Knowledge	0,00	0,00
8- Other Specific Costs	0,00	0,00
Subtotal	0,00	0,00
Indirect Costs		
9- Overheads	0,00	0,00
Adjustments		
10- Adjustments to costs previously reported (6)	0,00	
TOTAL	0,00	0,00

% Community Financial Contribution (7)	100,00%	0,00	0,00
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Contractor's certificate (8)

We certify that :

- the above costs are derived from the resources employed which were necessary for the work under the contract,
- such costs have been incurred and fall within the definition of eligible costs specified in the contract,
- any necessary permissions of the Commission have been obtained, and
- full supporting documentation to justify the costs hereby declared, including time sheets as referred to in Article 23(1)(a) subparagraph 3 of Annex II to the contract, is available for audit by the Commission and its authorised representatives of the Court of Auditors and reflects the costs actually incurred.

We certify that any necessary adjustments, for any reason, to costs reported in previous cost statements have been incorporated in the above statement (6).

Date	Date
Name of Person in charge of the work	Name of duly authorised responsible Financial Officer
Signature of Person in charge of the work	Signature of duly authorised responsible Financial Officer

Part E1.2- Co-ordination Cost Statement Summary (Euro/Currency)

FIRST PERIOD (Reporting Period N°1)			
For the Period from	01 DECEMBER 2002	To	30 NOVEMBER 2003
Project Title			
Contract N°	EVK1-CT-2002-00111-Daywater		
Name of the Co-ordinator			
		Cost Basis	
Currency (Euro/Currency) in which account is kept		Conversion Rate in	1

Contact person for this cost statement		Telephone	
E-mail address		Fax	

Categories of Eligible Costs	Amount for the Period	
	EURO	Currency
Direct Costs		
1- Personnel	0,00	0,00
2- Durable Equipment	0,00	0,00
4- Travel and Subsistence	0,00	0,00
5- Consumables	0,00	0,00
6- Computing	0,00	0,00
7- Protection of Knowledge	0,00	0,00
8- Other Specific Costs	0,00	0,00
Subtotal	0,00	0,00
Indirect Costs		
9- Overheads	0,00	0,00
Adjustments		
10- Adjustments to costs previously reported (6)	0,00	
TOTAL	0,00	0,00

% Community Financial Contribution (7)	100,00%	0,00	0,00
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Part E1.3 - Cost Statement - Details by Category (Euro/Currency) (1/2)

For the Period from	01 DECEMBER 2002	To	30 NOVEMBER 2003
Project Title	0		
Contract N°	EVK1-CT-2002-00111-Daywater		
Name of the Contractor (2)	0		
Type of Contractor	Principal / Assistant	Cost Basis (1)	0
Currency (Euro/Currency) in which account is kept	0	Conversion Rate in Euro	1

Contact person for this cost statement	0	Telephone	0
E-mail address	0	Fax	0

PERSONNEL AND OVERHEADS									
Name (4)	Title (Mr/Mrs)	Category (5)	Status (6)	Occupation (7)	Number of person-hours (8)	Hourly Personnel Rate (9)	Hourly Overhead Rate (10)	Personnel Amount	Overheads Amount (11)
					A	B	C	A x B	A x C
								0,00	0,00
								0,00	0,00
								0,00	0,00
								0,00	0,00
								0,00	0,00
								0,00	0,00
								0,00	0,00
TOTAL								0,00	0,00

TRAVEL AND SUBSISTENCE			
Name (4)	Destination (City, Country)	Purpose of Travel	Amount (12)
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
TOTAL			0,00

DURABLE EQUIPMENT (13)							
Description	Procurement	Cost/Value (Net)	Date of Invoice	Month to depreciate	Depreciation 36/60 month	% Allocation to Project (16)	Amount (12)
				0	1		0,00
				0	1		0,00
				0	1		0,00
				0	1		0,00
				0	1		0,00
Project Start	####	Project End	31/12/2004	TOTAL			0,00

Part E1.3 - Cost Statement: Details by Category (Euro/Currency) (2/2)

For the Period from	01 DECEMBER 2002	To	30 NOVEMBER 2003
Project Title	0		
Contract N°	EVK1-CT-2002-00111-Daywater		
Name of the Contractor (2)	0		
Type of Contractor	Principal / Assistant	Cost Basis (1)	0
Currency (Euro/Currency) in which account is kept	0	Conversion Rate in Euro	1
Contact person for this cost statement	0	Telephone	0
E-mail address	0	Fax	0

SUBCONTRACTING		
Subcontractors	Description	Amount (12)
		0,00
		0,00
		0,00
		0,00
		0,00
TOTAL		0,00

CONSUMABLES			
Name (4) / Department / Team	Description	Purpose / Use	Amount (12)
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
TOTAL			0,00

Computing			
Name (4) / Department / Team	Description	Purpose / Use	Amount (12)
			0,00
			0,00
			0,00
			0,00
TOTAL			0,00

OTHER SPECIFIC COSTS (18)	
Description and Supplier Name if Applicable	Amount (12)
	0,00
	0,00
	0,00
	0,00
TOTAL	0,00

ANNEX D

Signature list with suggested ID's of DayWater participants

Signature List - DayWater Partners

ID	Name	First name	Institution	Lab	Town	Country	Office phone	Cell phone	Fax	E-Mail
ZV	Vergos	Zissimos	DG RTD, Directorate I - Environment	Unit I/3 - Water Cycle and Soil Related Aspects	Brussels	Belgium	00 32 (0)2 29 53 322		00 32 (0)2 29 52 097	Zissimos.Vergos@cec.eu.i nt
DT	Thévenot	Daniel	ENPC	Cereve	Marne la Vallée Cedex 02	France	00 33 1 64 15 37 53	00 33 6 81 73 34 69	00 33 1 64 15 37 64	daywater@cereve.enpc.fr
JCD	Deutsch	Jean-Claude					00 33 1 64 15 36 20		00 33 1 64 15 37 64	deutsch@cereve.enpc.fr
JMM	Mouchel	Jean-Marie					00 33 1 64 15 36 45		00 33 1 64 15 37 64	mouchel@cereve.enpc.fr
BT	Tassin	Bruno					00 33 1 64 15 36 40		00 33 1 64 15 37 64	tassin@cereve.enpc.fr
HG	Hubert	Gilles					00 33 1 64 15 36 36		00 33 1 64 15 37 64	hubert@cereve.enpc.fr
JFD	Deroubaix	José-Frédéric					00 33 1 64 15 36 40		00 33 1 64 15 37 64	jfd@cereve.enpc.fr
BVL	Vinçon-Leite	Brigitte					00 33 1 64 15 36 42		00 33 1 64 15 37 64	bvl@cereve.enpc.fr
EC	Chouli	Eleni					00 33 1 64 15 37 61		00 33 1 64 15 37 64	chouli@cereve.enpc.fr
MF	Förster	Miriam					00 33 1 64 15 37 61		00 33 1 64 15 37 64	daywater@cereve.enpc.fr
CC	Carré	Cathérine	Université de Paris I	Prag-UFR de Géographie	Paris	France	00 33 1 43 97 07 10		00 33 1 64 15 37 64	carre.catherine@voila.fr
GG	Geldof	Govert	TAUW		Deventer	The Netherlands	00 31 570 699 331		00 31 570 699 666	gdg@tauw.nl; govert.geldof@planet.nl
AD	Anema	Diederik					00 31 570 699 551		00 31 570 699 666	dfa@tauw.nl
GS	Svensson	Gilbert	Chalmers University of Technology	Water Environment Transport (CUT WET)	Gothenburg	Sweden	00 46 31 77 22 126	00 46 70 30 88 126	00 46 31 77 22 128	gilbert.svensson@wet.chal mers.se
SA	Ahlmann	Stefan					00 46 31 77 22 129	00 46 70 24 46 937	00 46 31 77 22 128	stefan.ahlman@wet.chalm ers.se
PSM	Mikkelsen	Peter Steen	Technical University of Denmark	Environment & Resources DTU	Lyngby	Denmark	00 45 4525 1605		00 45 4593 2850	psm@er.dtu.dk
ANL	Ledin	Anna					00 45 4525 1584			anl@er.dtu.dk
EVE	Eriksson	Eva					00 45 4525 1552		00 45 4593 2850	eve@er.dtu.dk

Signature List - DayWater Partners

ID	Name	First name	Institution	Lab	Town	Country	Office phone	Cell phone	Fax	E-Mail
MR	Revitt	Mike	Middlesex University	Urban Pollution Research Centre	London	UK	00 44 20 8 3625308		00 44 208 362 6580	m.revitt@mdx.ac.uk
EA	Aftias	Emmanuel	National Technical University Athens (NTUA)	Faculty of Civil Engineering, Department of Water Ressources	Athens	Greece	00 30 2 10 77 22 835	00 30 97 39 86 169	00 30 2 10 77 22 879	emaftias@central.ntua.gr
KH	Hatzibiros	Kimon					00 30 2 10 77 22 896		00 30 2 10 77 22 879	kimon@hydro.ntua.gr
JK	Krejcik	Jan	DHI Hydroinform a.s.		Praha 10	Czech Republic	00 420 271 737 320	00 420 603 489 012	00 420 271 736 912	j.krejcik@dhi.cz
SV	Vanecek	Stanislav					00 420 271 735 387	00 420 603 439 791	00 420 271 736 912	s.vanecek@dhi.cz
KP	Pryl	Karel					00 420 271 734 802	00 420 603 439 790	00 420 271 736 912	k.pryl@dhi.cz
MT	Tesarik	Miroslav					00 420 271 734 802	00 420 604 595 673	00 420 271 736 912	m.tesarik@dhi.cz
TM	Metelka	Tomas					00 420 271 734 802	00 420 603 827 746	00 420 271 736 912	t.metelka@dhi.cz
HS	Sieker	Heiko	Ingenieurgesellschaft Prof. Dr. Sieker mbH		Dahlwitz-Hoppegarten,	Germany	00 49 3342 35 95 15	00 49 171 523 9308	00 49 33 42 35 95 29	h.sieker@sieker.de
UZ	Zimmerman	Ullrich					00 49 3342 35 95 15		00 49 33 42 35 95 29	u.zimmerman@sieker.de
ML	Legret	Michel	Laboratoire Central des Ponts et Chaussées	Division Eau	Bouguenais Cedex	France	00 33 2 40 84 58 66		00 33 2 40 84 59 98	michel.legret@lcpc.fr
GR	Raimbault	Georges					00 33 2 40 84 58 63		00 33 2 40 84 59 98	georges.raimbault@lcpc.fr
MV	Viklander	Maria	Luleå University of Technology (LUT)	Dept. of Sanitary Engineering	Luleå	Sweden	00 46 920 91634	00 46 070 330 1486	00 46 920 91493	maria.viklander@sb.luth.se
CAM	Westerlund	Camilla					00 46 920 91634	00 46 920 491494	00 46 920 491493	cam@sb.luth.se

ANNEX E

List of WP, T and D responsible and referees

DayWater work package (WP), task (T) and deliverable (D) responsible persons / referees

(see footnotes at the end of the table)

Work package (WP)	Responsible	Workpackage tasks (T)	Output Deliverable (D)	Referee	Deliverable date (month #)	Deliverable nature ⁱ	Dissemination level ⁱⁱ
WP1: Co-ordination and dissemination of results	D. Thévenot						
	D. Thévenot	T1.1 Follow-up the project	D1.1 Production of annual technical and financial reports	M. Revitt	6, 12, 18, 24, 30, 36	Re	CO
	D. Thévenot	T1.1 Follow-up the project	D1.2 White paper on the choice of case studies for final ADSS testing	G. Geldof	12	Re	CO
	D. Thévenot	T1.1 Follow-up the project	D1.10 Proceedings of regional conferences, extended end-users group	G. Geldof	12	Re	PU
	M.Förster	T1.2 Quality assurance, information exchange	D1.3 Quality control (QC) procedure definition	D. Thévenot	1	Re	PU
	M.Förster	T1.3 Partner meeting, internal web site	D1.4 Partners and core-end-users meetings proceedings	E. Aftias	1, 12, 22, 31	Re	PU
	M.Förster	T1.3 Partner meeting, internal web site	D1.5 Internal Web-site	M. Viklander	2	O	CO
	M.Förster	T1.4 External web site & technological implementation plan development	D1.6 Agreement on the use and diffusion of results/ Consortium Agreement (CA)	D. Thévenot	1	Re	RE
	M.Förster	T1.4 External web site & technological implementation plan development	D1.7 External Web-site	M. Viklander	1, 31, 36	O	PU
	D. Thévenot	T1.4 External web site & technological implementation plan development	D1.8 CD-ROM and dissemination agreement	D. Thévenot	1	Pr	PU
	D. Thévenot	T1.4 External web site & technological implementation plan development	D1.15 Technological Implementation Plan	H. Sieker	12, 24,36	Re	RE
	D. Thévenot	T1.5 ADSS conference	D1.9 International Urban Storm Water ADSS conference	P.-S. Mikkelsen	34	O	PU
	D. Thévenot	T1.6 Contact with end-users, news letter	D1.11 Bi-annual newsletter	G. Geldof	1, 9, 18, 24, 30, 36	Re	PU
	D. Thévenot	T1.7 CityNet cluster meetings and activities	D1.12 CityNet press-releases (bi-annual)	W. Schilling	1, 9, 18, 24, 30, 36	Re	PU
D. Thévenot	T1.7 CityNet cluster meetings and activities	D1.13 Participation to EU policy meetings	G. Geldof	36	O	PU	
P.S. Mikkelsen	T1.8 Strategy for final CityNet cluster conference	D1.14 Strategy for final CityNet cluster conference	D. Thévenot	26	Re	PU	

Annex E - List of DayWater WP, T and D responsible persons / referees

Work package (WP)	Responsible	Workpackage tasks (T)	Output Deliverable (D)	Referee	Deliverable date (month #)	Deliverable nature ⁱ	Dissemination level ⁱⁱ
WP2: ADSS Production	J. Krejčík						
	G. Geldof	T2.1 Literature survey: decision support tools	D2.1 Characterisation of CEUG and EEUG sites	J-C. Deutsch	4, 6	Re	PU
	J. Krejčík	T2.2 Software architecture development for the ADSS	D2.2 Software architecture, HCI and specific requirements for component design	H. Sieker	8	Re	CO
	J. Krejčík	T2.3 Production of demonstration templates of ADSS	D2.3 Template of ADSS including improved and additional components	H. Sieker	11, 16	De	RE
	J. Krejčík	T2.4 Construction of the ADSS including structured access to information	D2.4 Full ADSS for testing in case studies	J-C. Deutsch	22	Re	RE
J. Krejčík	T2.5 Prototype of ADSS: CD-ROM production	D2.5 Final ADSS product for dissemination, CD-ROM and additional material	J-C. Deutsch	34	De	PU	
WP3: Urban Dynamics	G. Geldof						
	G. Geldof	T3.1 Inventory of processes in urban area	D3.1 Report including information from end-users and mental maps derived from the interviews	J-C. Deutsch	6	Re	RE
	G. Geldof	T3.2 Characterisation of decision processes	D3.2 A comparative description of decision making processes related to USWM in Europe	J-C. Deutsch	6, 12	Re	PU
	G. Geldof	T3.3 Analysis of the processes and identification of uncertainties	D3.3 A methodology for carrying out attractor analysis	J-C. Deutsch	12, 18	Me	PU
	G. Geldof	T3.4 Incorporation of mental maps in the ADSS	D3.4 A methodology for carrying out a sensitivity analysis	J. Krejčík	18	Me	PU
G. Geldof	T3.5 Other decision making tools	D3.5 Miscellaneous decision-making tools for incorporating USWM in urban development	J. Krejčík	30	Re	PU	

Annex E - List of DayWater WP, T and D responsible persons / referees

Work package (WP)	Responsible	Workpackage tasks (T)	Output Deliverable (D)	Referee	Deliverable date (month #)	Deliverable nature ⁱ	Dissemination level ⁱⁱ
WP4: Risk assessment	P.S. Mikkelsen						
	P.S. Mikkelsen	T4.1 Inventory and characterisation of risks	D4.1 White paper on risks related to USW	J.-M. Mouchel	6	Re	PU
	P.S. Mikkelsen	T4.2 Development of methodology for evaluating and prioritizing environmental risks	D4.2 Methodology for assessing environmental risks to surface waters, soils and ground water	J.-M. Mouchel	12	Me	RE
	P.S. Mikkelsen	T4.3 Definition of potential priority pollutants	D4.3 Proposed justified list of priority pollutants	J.-M. Mouchel	12	Da	PU
	P.S. Mikkelsen	T4.3 Definition of potential priority pollutants	D4.4 Database on priority pollutants	J.-M. Mouchel	18	Da	PU
	J.M. Mouchel	T4.4 Biotests and ecosystem vulnerability	D4.5 Report on biotests applied to runoff and sediment pore water	P.-S. Mikkelsen	18, 24	Re	PU
	J.M. Mouchel	T4.4 Biotests and ecosystem vulnerability	D4.6 Methodology for screening vulnerability	P.-S. Mikkelsen	18, 24	Me	PU
H. Sieker	T4.5 Development of environmental screening tool prototype	D4.7 Prototype of stand alone screening tool	J. Krejcik	30	Pr	PU	
WP5: Multi-Criteria Analysis of Structural and Non-structural BMPs	M. Revitt						
	M. Revitt	T5.1 Applicability and performance of different stormwater management practices	D5.1 Literature review identifying the appropriateness of BMP's in Europe	J-C. Deutsch	6	Re	PU
	M. Revitt	T5.2 Identification of relevant criteria to the assessment of BMP performance	D5.2 Methodology to assess the use of BMP for USWM	M. Legret	12	Re	PU
	M. Revitt	T5.3 Fate of priority urban pollutants	D5.3 Database of benchmark indicators for BMP's	P.-S. Mikkelsen	18	Da	RE
	M. Revitt	T5.4 Assessment of treatment systems	D5.4 Determination of numerical values for the assessment of BMP's	P.-S. Mikkelsen	24	Me	PU
M. Revitt	T5.5 Development of generic multi-criteria analysis methodology	D5.5 Web-based catalogue, multi-criteria methodology	J. Krejcik	30	Me	PU	

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Work package (WP)	Responsible	Workpackage tasks (T)	Output Deliverable (D)	Referee	Deliverable date (month #)	Deliverable nature ⁱ	Dissemination level ⁱⁱ
WP6: Sources and Flux Model (SFM)	G. Svensson	T6.1 Integrated assessment of stormwater quality and quantity	D6.1 Literature review of concepts and approaches for SFM	P.-S. Mikkelsen	6	Re	CO
	G. Svensson	T6.2 Methodology for surveying the topology of urban catchments	D6.2 Specification of a GIS database structure	J. Krejcik	16	Re	PU
	E. Aftias	T6.3 Hydrological models for sumulating stormwater runoff and urban catchment water and NPO balances	D6.3 Methodology for evaluating hydrological impacts	G. Svensson	18, 24	Re	PU
	E. Aftias	T6.3 Hydrological models for sumulating stormwater runoff and urban catchment water and NPO balances	D6.4 Methodology for adapting hydrological model to risk assessment	P.S. Mikkelsen	18, 24	Me	RE
	G. Svensson	T6.4 Sources and flux model(s) for analysing material fluxes of priority pollutants	D6.5 Beta version of SFM	J. Krejcik	18	De	CO
	G. Svensson	T6.4 Sources and flux model(s) for analysing material fluxes of priority pollutants	D6.6 Report and examples on the use of SFM	J. Krejcik	24	Re	RE
	H. Sieker	T6.5 Development of SFM prototype for incorporation in ADSS	D6.7 Prototype of stand-alone SFM	J. Krejcik	30	De	PU
	H. Sieker	T6.5 Development of SFM prototype for incorporation in ADSS	D6.8 Guidelines for using the SFM	J-C. Deutsch	30	Re	PU

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Work package (WP)	Responsible	Workpackage tasks (T)	Output Deliverable (D)		Referee	Deliverable date (month #)	Deliverable nature ⁱ	Dissemination level ⁱⁱ
WP7: Field testing	J.C. Deutsch							
	J.C. Deutsch	T7.1 Inventory of identified case studies	D7.1	Characterisation of CEUG and EEUG sites	G. Svensson	4, 12	Re	RE
	J.C. Deutsch	T7.1 Inventory of identified case studies	D7.4	Terms of Reference (ToR) of the ADSS	M. Legret	6, 12	Re	RE
	J.C. Deutsch	T7.2 Choice of ADSS components for testing in case studies	D7.2	List of ADSS components to be tested	G. Svensson	6, 14	Re	RE
	J.C. Deutsch	T7.2 Choice of ADSS components for testing in case studies	D7.3	Method for homogeneous testing of ADSS components	J. Krejcik	11	Me	RE
	J.C. Deutsch	T7.3 Field testing of ADSS sets of components	D7.5	Report on ADSS field testing and proposed improvements	G. Svensson	17, 22	Re	RE
	J.C. Deutsch	T7.4 Testing the suitability and applicability to end-users of the whole ADSS	D7.6	Methodology for testing full ADSS	J. Krejcik	22	Me	RE
	J.C. Deutsch	T7.4 Testing the suitability and applicability to end-users of the whole ADSS	D7.7	Report on global ADSS testing	G. Svensson	30	Re	RE
J.C. Deutsch	T7.4 Testing the suitability and applicability to end-users of the whole ADSS	D7.8	Final report on ADSS performance assessment	G. Svensson	34	Re	RE	

ⁱ Re = Report; Da =Data set; Eq = Equipment; Pr = Prototype; Si = Simulation; Th = Theory; De = Demonstration; Me = Methodology; O = other

ⁱⁱ PU = Public; RE = Restricted to a group specified by the consortium (incl. Commission Services); CO = Confidential, only for members of the consortium (incl. Commission Services)

Referee load per Partner:

ENPC	19
TAUW	9
Chalmers	10
DTU	10
MU	6
NTUA	4
DHI	10
IG Sieker	6

LTU	4
LCPC	3
Wolfgang Schilling	6

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