

**Grant agreement no. 309102**ENERGY.2012.5.2.2 – Impact of the Quality of CO₂ on Transport and Storage

- Collaborative project -

D7.2

Production and circulation of the interim project progress report template

WP 7 - Management and Coordination

Due date of deliverable: month 1

Actual submission date: 9/20/2013

Start date of project: March 1st 2013 Duration: 36 months

Lead beneficiary for this deliverable: UCL

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Project co-funded by the European Commission within the Seventh Framework Programme (2007-2013)		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

History table

Version	Date	Released by	Comments
1.0	9/20/13	Amelie Guisseau	

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Acknowledgements

The research leading to this report has received funding from the European Union 7th Framework Programme FP7-ENERGY-2012-1-2STAGE under grant agreement number 309102.

Disclaimer

The report reflects only the authors' views and the European Union is not liable for any use that may be made of the information contained therein.

1. Executive summary

This deliverable reports on the Production and circulation of the interim project progress report template by the project coordinator.

Introduction

The establishment of the project Executive Committee is part of the project's technical and administrative activities (WP7, Management and Coordination activities).

1.1 General context

WP7 tasks and objectives include:

- Establishing the project management structure
- Communication and reporting to the EC representatives
- Communication with the Strategic Advisory Board
- Effective coordination and harmonisation of consortium activities
- Review and evaluation of project progress reports milestones
- Quality control of deliverables before publication
- Implementation of the mechanisms for effective communication between partners
- Problems resolution
- Production of validation test protocols
- Risk assessment of the high pressure test facility in China and the production of operational safety manual
- Monitoring of the implementation of the EC ethical requirements by the project partners regarding project related safety and environmental issues

1.2 Deliverable objectives

In addition with providing to the Coordinator any information required to fulfill the Consortium's reporting requirements under Annex II.4 of the EC-GA, it was agreed within the consortium to communicate to the Coordinator every six months interim progress reports containing information such as:

- i. details of Project activities undertaken,
- ii. results achieved and
- iii. expenditures incurred in comparison to the forecast budget for the reporting period.

2. Summary of activities

Interim progress reports were first introduced to project partners as a coordination and management tool at the project kick off meeting held in London on March 11th 2013.

Interim progress report requests information on staff involved, an estimation of major costs, any progress against the work plan and any dissemination activities related to te project activities. To make the process as straightforward as possible, individual report templates were drafted for each partner, already pre-filled with the tasks in which each organisation is involved.

The template for interim progress reports is provided in appendix to this document.

3. Conclusions and future steps

The first interim progress report is due at Month 6 of the project (see deliverable D7.8).

Appendix 1: CO₂QUEST internal progress reports template

1. Staff Work

Month 1 – 6 Report – Deadline XX/XX/2013

Work Packages	Staff Member Name	Position	% of Full Time	Main Activities
		<i>e.g. Technician</i>	<i>e.g. 100% of full time (this would be 3 person months)</i>	<i>Please summarise the work carried out by this person during Months 1-6, in each individual Work Package where appropriate.</i>
WP1, Fluid Properties and Phase Behaviour				
WP2, CO ₂ Transport				
WP3, CO ₂ Storage Reservoir Integrity				
WP4, Techno-economic Assessment				
WP5, Impacts and Risk Assessment				
WP6, Dissemination				
WP7, Management and Coordination				
	<i>Etc.</i>			
		Person-months	<i>(Insert total)</i>	

2. Major Costs

Cost Type	Amount (EUR)	Description
Personnel		
Consumables		
Equipment		
Travel		
Other		
TOTAL		

It is not necessary for these figures to be exact, but please provide a rough overview of what you have spent in the six month period.

Partner Name

[name]

Techno-economic Assessment of CO₂ Quality Effect on its Storage and Transport

3. Progress against Description of Work

Deliverables and main milestones due in Months 1-6 against the CO₂QUEST Description of Work:

Project month	date	Nature of work to be delivered	Title	Partner responsible
M1	March 2013	Deliverable	D6.5, Operational project meeting	P10-UoL
M1	March 2013	Deliverable	D7.1, Establishment of the project Executive Committee	P1-UCL
M1	March 2013	Deliverable	D7.2, Production and circulation of the interim project progress report template	P1-UCL
M2	April 2013	Deliverable	D2.10, A report describing the test protocol for fracture & flow/release experiments agreed by the partners	P1-UCL
M2	April 2013	Deliverable	D7.3, Risk assessment of the high pressure test facility in China & production of operational safety manual	P1-UCL
M3	May 2013	Deliverable	D2.4, A report detailing the agreed Experimental investigations and testing protocols between all partners	P10-UoL
M3	May 2013	Deliverable	D6.4, Accessible web site (month 3) and its regular update (continuous).	P10-UoL
M3	May 2013	Deliverable	D7.4, Production and approval of the experimental validation test protocols	P1-UCL
M4	June 2013	Deliverable	D7.5, Establishment of the project Strategic Advisory Committee and its remit	P1-UCL
M4	June 2013	Milestone	MS1, Completion of parametric testing (WP1)	P8-NCSR
M4	June 2013	Milestone	MS28, Information on impurities gathered (WP3) - Issued report	P11-UU
M6	August	Milestone	MS2, Completion of sample analysis (WP1)	P8-NCSR
M6	August	Milestone	MS8, Baseline model testing with pure CO ₂ (WP1)	P8-NCSR
M6	August	Deliverable	D1.1, Report detailing CO ₂ product gas composition and range of impurities from different CO ₂ sources	P8-NCSR
M6	August	Deliverable	D1.7, A report that identifies Knowledge gaps for thermodynamic properties of CO ₂ mixtures with impurities	P8-NCSR
M6	August	Milestone	MS42, Agreed set of performance measures to perform cost-benefit analysis (WP4)	P6-ICL
M6	August	Deliverable	D4.3, Report describing the key performance measures and their quantification	P6-ICL
M6	August	Deliverable	D6.1, A report describing the detailed dissemination plan (MS53)	P10-UoL
M6	August	Deliverable	D6.2, Newsletters and dissemination packages (MS54)	P10-UoL
M6	August	Deliverable	D6.3, Publications at international and national conferences and in journals	P10-UoL
M6	August	Milestone	MS55, Delivery of open technical workshops	P10-UoL
M6	August	Deliverable	D7.6, Executive committee project meeting	P1-UCL
M6	August	Deliverable	D7.7, Strategic Advisory Committee meeting	P1-UCL
M6	August	Deliverable	D7.8, Interim periodic progress report	P1-UCL

* e.g.: completed/achieved on time, upcoming (please indicate a revised date), not achieved (please explain and indicate a revised date)

Please provide a short description of the progress of your organisation's work in Months 1-6.

*If there are any deviations from the Description of Work, or you have had any problems, please provide details of the situation. In particular please mention whether or not your **Person Month** budget, **Cost** budget, and work on **Deliverables**, **Milestones** and **Tasks** have begun on track as mentioned the Description of Work.*

WP 1 - Fluid Properties and Phase Behaviour

[description of work]

WP 2 - CO₂ Transport

[...]

WP 3 - CO₂ Storage Reservoir Integrity

[...]

WP 4 - Techno-economic Assessment

[...]

WP 5 - Impacts and Risk Assessment

[...]

WP6 – Dissemination

[...]

WP 7 - Project Management

[...]

4. Publications and dissemination activities

Please list any publication related to CO₂QUEST during the period

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Please indicate in the below table any non-peer reviewed activities related to the dissemination of the results of the CO2QUEST project, e.g. papers, posters and presentations.

Start Date	End Date	Lead Partner	Lead Scientist	Activity**	Title	Place	Countries Addressed	Audience Size	Main Audience***
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31

32 ** e.g.: Publication; Communication; Thesis; Conference; Event targeting general public; Website; Media briefing; Press Release; Exhibition; Other, etc.

33 ***e.g.: Scientific Community; Higher Education Community; Industry; Civil Society Policy Makers; Medias, etc.