

**Sustainable Development, Global Change and Ecosystems,
Sustainable Surface Transport**



Central European Research in Transport INfrastructure

DELIVERABLE D1.1

INCEPTION REPORT

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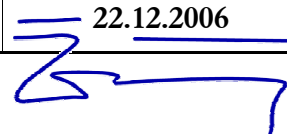


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PREFACE

In this inception report presents the original plans for CERTAIN Coordination Action reviewed, reworked and specified so as to provide a complete and comprehensive activity guide for all partners in the project consortium as well as for the European Commission, the other clustered projects, especially SPENS and ARCHES, and for the reference group of end users.

The report was part of the work of Work Package 1, based on contributions from all Work Package leaders. The final version was approved by the project's management committee on the 22nd of December 2006 for immediate delivery to the European Commission as deliverable D1.1.

1. INTRODUCTION

1.1 General background

The CERTAIN coordination action was planned in response to the European Commission's call for proposals 3B, addressing Topic 2.6 'Design and manufacture of new construction concepts' of objective 'Sustainable Surface Transport' under the Thematic priority 1.6 'Sustainable Development, Global Change and Ecosystems' of the GROWTH part of the Sixth Framework Programme. The contract was signed by the Commission on the 25th of July 2006. Project commencement date was the 1st of June 2006 and the duration of the project is 48 months.

1.2 Project summary

The aim of CERTAIN is to facilitate integration of the EU New Member States (NMS) and other Central and Eastern European countries (CEEC) into the established research and development community of the European Union.

WP 1 will provide the necessary clustering environment for the STREP projects from the same call: SPENS and ARCHES, the two accepted NMS project proposals, and HeavyRoute, another STREP project that is dealing with road transport. Other relevant on-going projects in this area will be also accounted for in order to provide synergy and maximum output for the NMS and CEEC without duplicating their work.

Language is a major obstacle for efficient dissemination of European research results in the NMS and CEEC. Thus, apart from four international events, WP 2 will organise five workshops in mother languages to attract considerably higher number of interested end-users than usually attend international conferences. For the same reason, it will translate into the mother languages some of the key documents of the SPENS and ARCHES projects.

Until today, partners from some NMS have taken part in the EU Framework projects on road infrastructure research, but without major responsibilities. WP 3 will organise training courses for leaders of European research projects, in order that partners from *non* EU-15 countries will play a much more active role in the future European research activities.

WP 4 will work on dissemination of results. It will prepare a consistent multi-lingual Internet platform for the projects and manage the common end-users group (road administrations, designers, construction companies, industry etc.). This will provide an effective link between the road research activities at the European level and the implementation at local level.

Three partners come from the NMS, the fourth one is FEHRL, the Association of Europe's National Road Research Centres.

1.3 Management, exploitation and implementation

1.3.1 Project management

Coordinator

The Coordinator performs the overall legal, contractual, financial and administrative management. The Coordinator:

- Communicate with the Commission. All project related information from the consortium to the Commission will be, with the exceptions foreseen in the contract, transmitted through the coordinator.
- Receive payments from the Commission and administer them between the participants.
- Keep accounts allowing to determine at any time what portion of the Community funds has been allocated to each participant for the purposes of the project and inform the Commission of the distribution of the funds on the annual basis.
- Ensure that the tasks regarding accession to the contract by the other participants are carried out in timely and correct manner.
- Do the administration, lead the Management Group meetings and prepare minutes.
- Transmit any documents and information related to the Project between the Contractors.
- Submit reports and other deliverables to the Commission.
- Obtain any financial security such as bank guarantees if requested by the Commission.
- Collect audit certificates from each of the participants.
- Co-ordinate progress of the technical work and control production of the deliverables.

The coordinator of the project is Aleš Žnidarič from the Slovenian National Building and Civil Engineering Institute (ZAG). Mr. Žnidarič has been involved into several COST and RTD projects, most lately as the vice-chairman of the COST 345 and as the Scientific Co-ordinator of the structural part of the 5th FW SAMARIS (Sustainable and Advanced Materials for Road Infrastructure) project where he was also responsible for managing its scientific Quality Assurance part. He is the national representative on PIARC technical committee TC 4.4 on “Bridges and Related Structures” and chairman of the Program Committee of the Transport Research Arena 2008 conference, organised by the European Commission, CEDR (Conference of European Directors of Roads) and ERTRAC (European Road Transport Research Advisory Council). He has lead or been involved in numerous other national and bi-lateral projects.

Management group

A Management group (MG) will direct the project. It will meet on a quarterly basis and for other occasions, if necessary. It will be responsible for all major decisions concerning the project and for ensuring that the project achieves all objectives within the allocated time and budget. It will consist of:

- the project co-ordinator who will chair it and
- the representatives of the other 3 project partners.

The Management group will:

- Decide upon allocation of the Project’s budget to Work Packages in accordance with the Contract, including the Project Plan.

- Follow the technical progress of the project.
- Approve the scientific quality assurance system and follow up its application.
- Decide on the technical roadmap for the project and overlook the work performed.
- Review and approve deliverables and milestones.
- If necessary, decide to suspend all or part of the Project, to terminate all or part of the Contract, to request the Commission to terminate the participation of one or more Contractors.
- Agree press releases and publications by the Contractors or by the Commission.
- Support the Co-ordinator in preparing meetings with the Commission.
- In case of default of a Contractor, agree on actions taken against it, including a request to the Commission for an audit.
- Decide upon entering of new contractors into the Contract and the Consortium Agreement.
- Agree procedures and policies in accordance with the Commission contractual rules, Annex II General Conditions - Part C for the management of the Knowledge.
- Decide upon major changes in Work Packages.

In conjunction with the wider stakeholder Reference group, established by FEHRL for the SERRP (Strategic European Road Research Programme) cluster, this group *will manage relations with the Reference group of end-users from the NMS and CEEC*. Two meetings are planned with this Reference Group: around the mid-term of the project and near the end for preparation of the symposium and dissemination of the outputs. Strong coordination with other clustered projects will be implemented.

Mid-term assessment milestone clause

The Project Co-ordinator will organise a Mid-Term Assessment meeting of the Group and the Commission's representative around the end of month 24. During this meeting the progress of the work will be reviewed in relation to the detailed work-plan and decisions will be taken concerning eventual adjustments to the remaining work-plan. Procedures and processes to encourage and support the practical exploitation of results will be discussed and assessed.

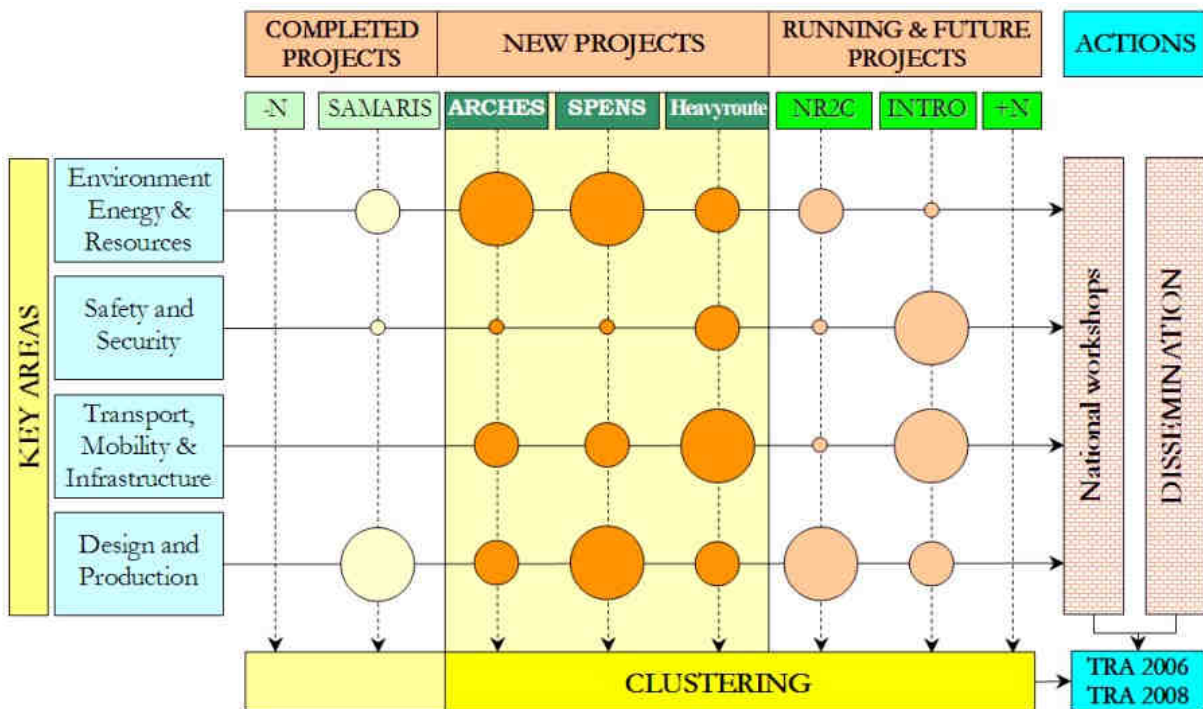
1.3.2 Exploitation and implementation

CERTAIN will develop an *Internet-based platform* to provide means for easy communications within all projects of the cluster. This will include the CERTAIN coordination action web site itself and all the tools and components (file managers, forums, searching tools, database of project members and end-users...) to include in a uniform way the web sites from the other clustered projects. Of special importance for the end-users in NMS and CEEC will be its *multi-lingual* feature, which will allow far greater number of users from these countries to benefit from the information published on its public part (results of the clustered projects, contact information of end-users, etc.).

The protected part of the site will contain standard features of a European research project web site, including a file manager for all project documents (final deliverables, minutes of meetings, decisions, draft reports...), to allow for swift communication between the partners. The website will be controlled and maintained by the project coordinator.

Raising public participation and awareness

As all consortium partners are members of the association of Europe's National Road Research Centres (FEHRL), direct contacts will be kept with ongoing projects or the preparation of new, related projects. CERTAIN cluster, being a part of a much bigger SERRP cluster, will not only provide optimal networking between the NMS STREP projects, but also maintain relations with other running projects, such as NR2C, INTRO and HeavyRoute, and numerous other road infrastructure research projects, already completed in the 4th and 5th framework programmes. Networking between researchers and end-users will be further enhanced through the series of national workshops that will bring together researchers of the clustered projects and potential users of their results.



A *reference group of end-users*, gathering public road authorities from the NMS and other from CE countries together with European professional associations, will support the consortium and the entire CERTAIN cluster. Unlike the reference groups from some recent FW projects (SAMARIS), which served only that specific project, the ambition of CERTAIN is to provide a comprehensive list of end users and experts, with complementary qualifications and from different countries, to be available to any project from the CERTAIN and SERRP clusters. Members from this reference group will provide guidance to the projects on how to present the project results, will ensure that the project objectives are achieved and that outputs are efficiently disseminated. The reference groups from the running and past projects will be taken as the starting points, to be along the duration of CERTAIN updated by new names, with special emphasis on the members from the NMS and CEEC. CERTAIN web based database tools will provide the framework in which these end-users will be available in the most efficient way.

A major focus of this reference group of end-users will be to attract a high number of *industrial partners and SME's*, to involve these stakeholders actively in the dissemination process of the running European research projects.

2. OVERVIEW

2.1 Organisation of work

One of the main objectives of this coordination action is to provide platform for exchange of information between the researchers and the end users in NMS and CEEC but also between NMS and EU-15 countries. With this, it will:

- provide tools that the research results will gain its practical value in NMS and CEEC and thus,
- facilitate implementation of the main common objective of the clustered STREP projects, ARCHES and SPENS, to reduce the gap between the level of road infrastructure in NMS and CEEC on one side and EU-15 and EEA countries on the other side.

Therefore, this CA has been structured to produce mechanisms that the results of the clustered projects can be applicable and implemented soon in the practice. The number, the nature and the content of the deliverables (Table 2.2) reflect this. For example:

- development of a web platform for all clustered projects,
- organisation of national workshops,
- organisation of training programmes for managers of the research projects,
- establishment and maintenance of the database of end-users from NMS and CEEC,
- translation of the key reports of clustered projects in different languages,
- providing joint dissemination material for clustered projects,
- presenting cluster activities at the main European transport research events, at European Research Arenas in Göteborg 2006, Ljubljana 2008 and in 2010.

This CA will provides substantial community added value from strong interactions between this project, the projects organised in the CERTAIN and SERRP clusters and other ongoing research activities at European, national and international level.

2.2 Introduction – general description and milestones

The work of the project is organised around four work packages (Figure 2.1). Each of them is placed under the responsibility of a WP leader, who is an experienced researcher and research project manager. The detailed work plan within the work packages will be prepared within the first 6 months of the duration of the project and will be submitted as an Inception report for approval by the Management group.

Work package WP 1 will coordinate the CA and will provide efficient cooperation of all projects, included into the CERTAIN cluster, with special emphasis on the NMS STREP projects. WP 2 will promote wide dissemination of results from the clustered project through organisation of national workshops in mother languages and workshops attached to the major European events in the area of road research. WP 3 will develop and implement the Project Man-

agement training programme for new and aspiring leaders of collaborative European research projects. Finally, WP 4 will work on clustering and knowledge sharing, will support cohesion and promote excellence in the new EU countries in the areas of road material, pavements and highway structures and facilitate integration of researchers into the mainstream European projects.

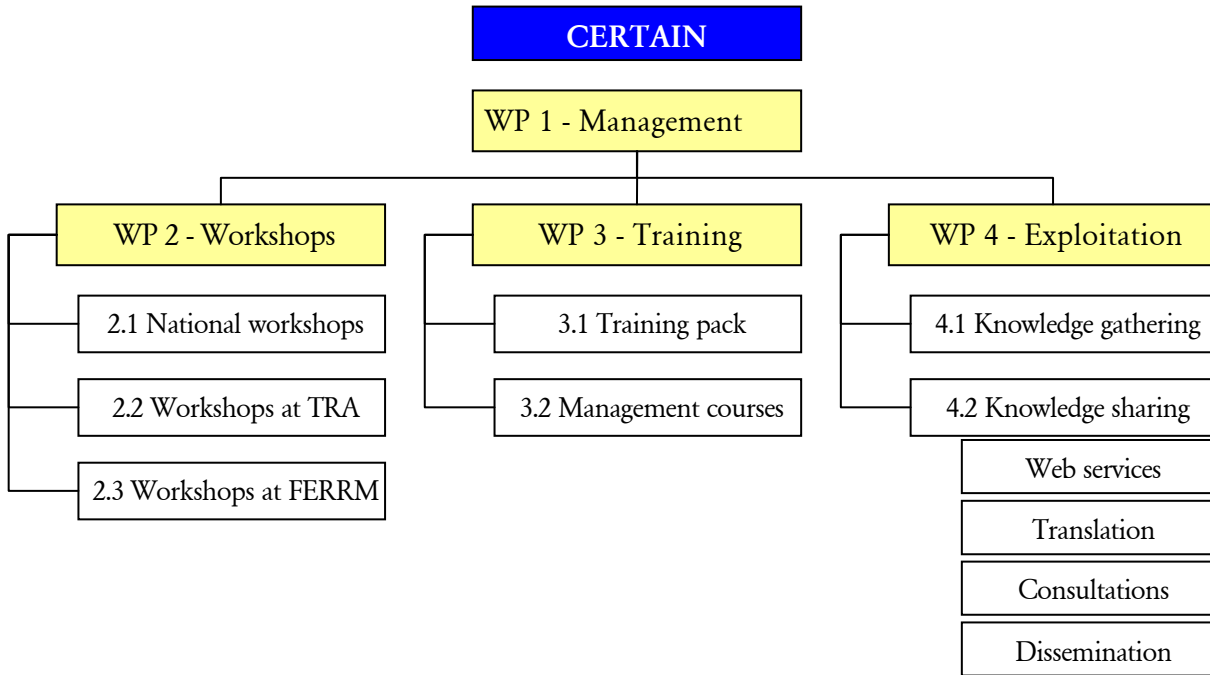


Figure 2.1: Project CERTAIN organisation of work

Milestones indicate points in the progress of work at which important decisions must be taken with respect to the course of research. A special milestone is the mid-term assessment, at which the project with the Commission will evaluate the progress and direction of the project before starting the second half of the project. The project has eleven such milestones (Table 2.1).

2.3 Work planning and timetable

Duration of the project will be 48 months. It has started earlier than the clustered STREP projects in order to present the CERTAIN cluster to the widest audience at the Transport Research Arena conference in June 2006 in Göteborg. The reason for running CERTAIN beyond the duration of the other clustered project lays in one of the main objectives of the project to provide translations of the key documents of the clustered projects into several local languages, it is essential that CERTAIN is extended over the end dates of other relevant STREP projects. Duration of the tasks and milestones in form of Gantt diagram are given in Figure 2.2. Detailed description of individual work packages is given in sub chapters below.

Table 2.1: Overview of the milestones (*denotes changes compared to Technical Annex)

Milestone No.	Milestone title	Due date	Delivered by WP
M 4.1	<i>Web site.</i> The restricted project-execution area is in use.	1	4
M 2.1	<i>Detailed workshop plan</i> for the first 24 months available	6*	2
M 4.2	<i>Project logo and official brochure</i> approved and released	6*	4
M 3.1	<i>Evaluation of first phase management training</i> and recommendations for second phase training available	11*	3
M 4.3	<i>The CERTAIN Cluster visual map</i> online	12	4
M 2.2*	<i>Preparations for the TRA 08</i> started	15	2
M 3.2	<i>Review of first training course</i> , revision of programme for second management training course available	20*	3
M 2.3	<i>Detailed workshop plan</i> for the second 24 months available	21	2
M 1.1	<i>Mid-term follow-up</i> process completed	26	1
M 2.4*	<i>Preparations for the TRA 10</i> started	39	2
M 4.4	All <i>NMS STREP executive summaries</i> collected for translation	40*	4

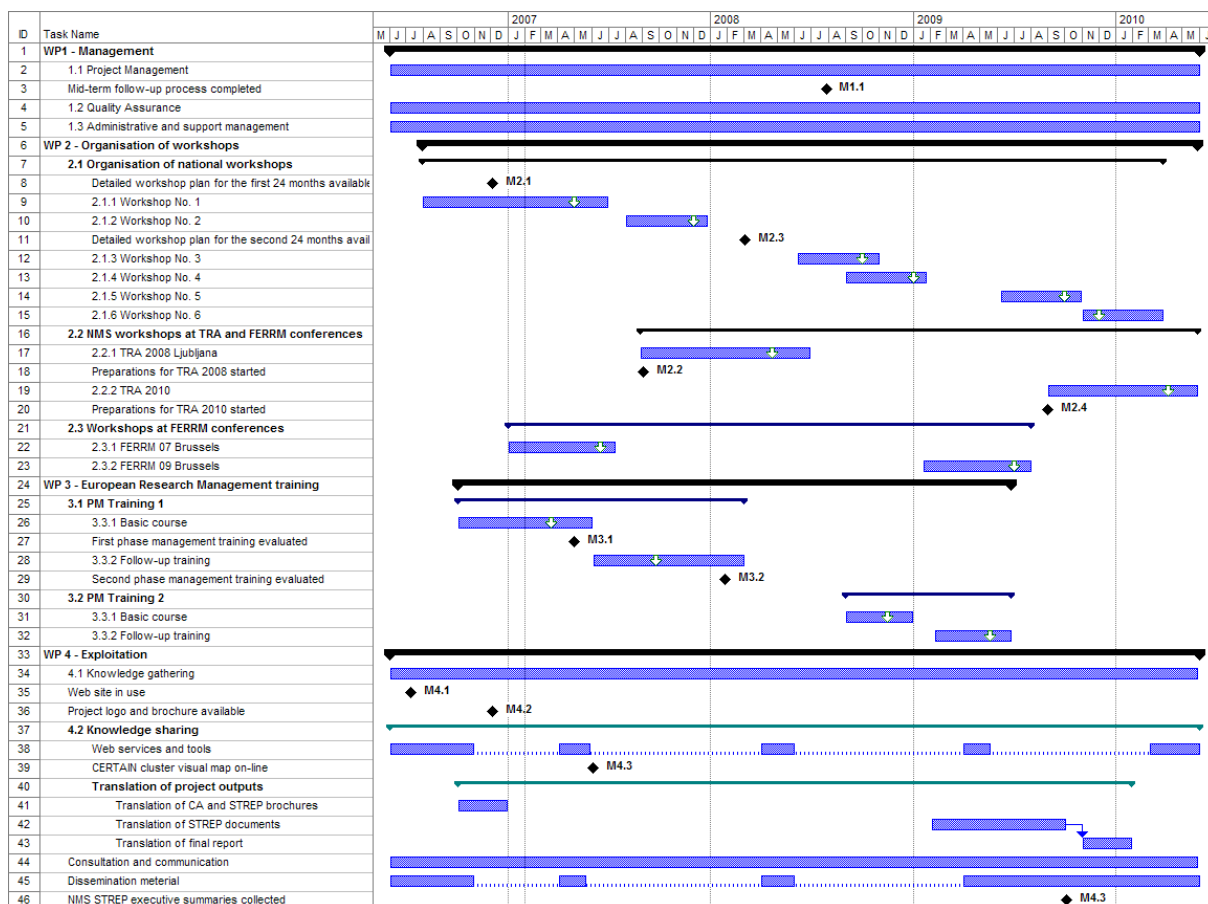


Figure 2.2: Gantt diagram of CERTAIN project

2.4 Justification of changes of milestones compared to the Technical Annex

The following changes of milestones (Table 2.1) have been introduced in this document:

- M 2.1 - Detailed workshop plan for the first 24 months available, *from month 3 to 6*: due to the summer holidays and start of the workshops not earlier than in late 2007 it was not feasible to prepare the list at the end of month 3.
- M 4.2 - Project logo and official brochure approved and released, *from month 3 to 6*: corresponds to deliverable D 4.1.
- M 3.1 - Evaluation of first phase management training, *from month 10 to 11*: original date too early due to postponement of the training course, see also explanation for D 3.1.
- M 2.2 - Preparations for the TRA 08 started: new milestone added.
- M 2.3 - Preparations for the TRA 10 started: new milestone added.

2.5 Deliverables

The project is contracted to produce 14 deliverables, i.e. formally approved written or internet documents or products. Some are intermediary, meaning that they represent a step in the link of activities necessary to arrive at an end result. Many of them are activity reports on organisation of workshops and management training courses. The others comprise project brochure and poster, CERTAIN web site, CERTAIN cluster web portal and translations of key documents of SPENS and ARCHES projects.

Table 2.2: Overview of the deliverables (*denotes changes compared to Technical Annex)

Deliverable No.	Deliverable title	Delivery date	Nature	Dissemination level
D 4.1	Project poster and brochure	6*	O	PU
D 4.2	Project web site	3	O	PU
D 1.1	Project Inception report	6	O	PU
D 3.1	Project management training pack	9*	O	RE
D 4.3	Report of survey on end-user and project profiling	12*	R	PP
D 2.1	First year report on national and international workshops	12	R	RE
D 3.2	Review of first training course	12*	R	RE
D 4.4	CERTAIN cluster visual map and related database	18	O	PU
D 3.3	Final report of first training course with recommendations for further ones	22	R	PU
D 2.2	Second year report on national and international workshops	24	R	PP
D 1.2	Mid-Term Assessment report	25	R	PP
D 2.3	Third year report on national and international workshops	36	R	RE
D 2.4	Final year report on national and international workshops	46	R	PU
D 4.5	Multi-lingual executive summaries of clustered project reports	48	R	PU

2.6 Justification of changes of deliverables compared to the Technical Annex

The following changes of deliverables (Table 2.2) have been introduced in this document:

- D 4.1 - Project poster and brochure, *from month 3 to 6*: project poster was added and was published on month 3, project brochure has been postponed until the final programme in this Inception report has been defined.
- D 3.1 - Project management training pack, *from month 6 to 9*: due to the beginning of the project in June, according to the original plan from the Technical Annex, the start of the training course would fall into the Christmas time. Thus, the first training course was postponed to April 2007 and the training pack for it will be available in month 9.
- D 4.3 - Report of survey on end-user and project profiling, *from month 6 to month 12*: this deliverable requires at the same time to define the development of web based software; this will be happening between month 6 and 12.
- D 3.2 - Review of first training course, *from month 16 to month 12*: there is no need to wait until month 16.

3. CONSORTIUM AND RESOURCES

3.1 Consortium

CERTAIN coordination action is primarily addressing some specific issues of the non EU-15 countries that originate from the construction culture of the past decades. Thus, the consortium is composed of the three NMS institutes that have lead the preparation of the NMS project proposals:

- ZAG from Slovenia, the CERTAIN CA leader and the coordinator of SPENS,
- IBDiM from Poland, the coordinator of ARCHES,
- CDV from Czech Republic, the coordinator of the unsuccessful RIMAT proposal.

Although all three NMS partners are research institutes, they bring into the consortia expertise of a diversity of members (research institutes, universities, engineering consultants, construction companies, infrastructure managers, product applicants and manufacturers) from the SPENS and ARCHES projects.

To provide the all-European dimension of the CA, the fourth member of the consortia is FEHRL, the Europe's National Road Research Centres. Its role is to:

- provide technical support for training and workshop programmes,
- support the clustering activities within the CERTAIN cluster and the wider SERRP cluster,
- host under its FEHRL umbrella members of the other member institutes from the NMS countries that will organise the regional workshops. As the exact venues will be defined along the course of the CERTAIN, the concept of FEHRL umbrella, where FEHRL temporally recruits members of its member institutes as necessary, was selected as the optimal solution.

Table 3.1 gives an overview of the consortium, including their management role (coordinator, work package leader, member) in the project. Partners from the NMS will contribute 68% of the human resources to the project (Figure 3.1).

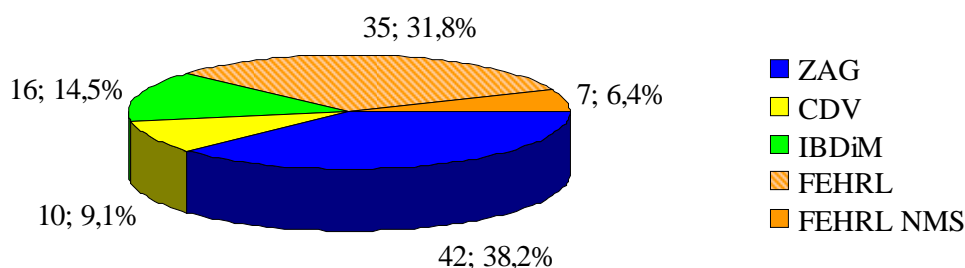


Figure 3.1. The CERTAIN consortium – human resources expressed in man/months and in percentage of total effort

Table 3.1. Contribution of partners to work packages

Participant		Organisation name and Country		Business Activity Main Area of Activity	Role of the partner in project
Activity	No.				
REC	01	ZAG	SI	Research and development	Coordinator, WP 1 leader, member of WP 2, WP 3 and WP 4
REC	02	IBDiM	PL	Research and development	WP 2 leader, member of WP 1, WP 3 and WP 4
REC	03	CDV	CZ	Research and development	Member of WPs 2, 3 and 4
OTH	04	FEHRL	BE	Association	WP 3 and WP 4 leader; member of WP 1 and WP 2

All partners have close ties to the national road authorities (the end users of the project results), to EC and other international bodies and associations. Their expertise and ability to work in such a group was demonstrated with success in the past European COST actions and RTD projects. Table 3.1 also presents the role of each partner in the projects.

3.2 Resources

3.2.1 Human resources

Table 3.2 summarises man-months that will be spent by partners for different work packages during the full duration of the project.

Table 3.2. CA Project Effort Form - Full duration of project

Work Package	Partner	ZAG	CDV	IBDiM	FEHRL	Total
WP 1 Management		4		1	1	6
WP 2 Organisation of workshops		10	4	7	11	32
WP 3 Management training		5	4	4	16	29
WP 4 Exploitation		23	2	4	14	43
Total research/innovation		42	10	16	42	110

3.2.2 Financial resources

Tables 3.3 and 3.4 give detailed financial information about the CERTAIN for the full duration of the project.

Each Contractor will keep records about all costs related to the work of the Project. The Coordinator will receive all payments made by the Commission and will forward the payments without unjustified delays to the Contractors in accordance with the Contract and the budget allocation decided by the Contractors' committee. In the situation where a Contractor did not provide the requested deliverables or it provided them late or incomplete, it would not receive the contribution concerned until obligations from the contract were fulfilled.

Table 3.3. Financial information – Full duration of the project

Participant No.	Organisation short name	Cost model used	Estimated eligible costs and requested EC contribution (whole duration of the project)		Coordination activities (1)	Training activities (2)	Consortium management activities (3)	Total (4)=(1)+(2)+(3)
1	ZAG Ljubljana	FC	Eligible costs	Direct costs (a)	139.760 €	38.640 €	27.280 €	205.680 €
				of which subcontracting	0	0	0	0 €
				Indirect costs (b)	27.952 €	7.728 €	5.456 €	41.136 €
				Total eligible costs (a)+(b)	167.712 €	46.368 €	32.736 €	246.816 €
Requested EC contribution				167.712 €	46.368 €	32.736 €	246.816 €	
2	IBDiM	FCF	Eligible costs	Direct costs (a)	33.740 €	27.160 €	4.660 €	65.560 €
				of which subcontracting	0	0	0	0 €
				Indirect costs (b)	6.748 €	5.432 €	932 €	13.112 €
				Total eligible costs (a)+(b)	40.488 €	32.592 €	5.592 €	78.672 €
Requested EC contribution				40.488 €	32.592 €	5.592 €	78.672 €	
3	CDV	FCF	Eligible costs	Direct costs (a)	19.400 €	28.000 €	2.000 €	49.400 €
				of which subcontracting	0	0	0	0 €
				Indirect costs (b)	3.880 €	5.600 €	400 €	9.880 €
				Total eligible costs (a)+(b)	23.280 €	33.600 €	2.400 €	59.280 €
Requested EC contribution				23.280 €	33.600 €	2.400 €	59.280 €	
4	FEHRL	FC	Eligible costs	Direct costs (a)	168.032 €	126.944 €	9.384 €	304.360 €
				of which subcontracting	0	0	0	0 €
				Indirect costs (b)	33.606 €	25.389 €	1.877 €	60.872 €
				Total eligible costs (a)+(b)	201.638 €	152.333 €	11.261 €	365.232 €
Requested EC contribution				201.638 €	152.333 €	11.261 €	365.232 €	
TOTAL			Eligible costs	433.118 €	264.893 €	51.989 €	750.000 €	
			Requested EC contribution	433.118 €	264.893 €	51.989 €	750.000 €	

Table 3.4. Estimated breakdown of EC contribution per reporting period

Estimated breakdown of EC contribution per reporting period				
Reporting period	Start Month	End Month	Estimated grand to the budget	
			Total	In which first six months
Reporting period 1	1	12	250.000,00 €	0,00 €
Reporting period 2	13	24	150.000,00 €	75.000,00 €
Reporting period 3	25	36	150.000,00 €	75.000,00 €
Reporting period 4	37	48	200.000,00 €	100.000,00 €

The financial resources for the project are split among the work packages as displayed in Figure 3.2. All three non-management work packages are almost of the same size as they will work on three equally important topics. Work package 1 on management has reserved 6,9% of the budget of which 19% is allocated for the annual financial audits.

FEHRL office in Brussels with its professional staff will be the main organiser of the international workshops in Brussels, of the management training and will contribute greatly to clustering activities and to organisation of national workshops in local languages. Also due to higher prices of labour than in NMS, it will consume 43.8% of the planned budget. From the rest, ZAG will take 33.8% of the budget, mainly allocated for management of the project, clustering activities and dissemination, including most of the printing. CDV and IBDiM will participate in clustering activities. IBDiM will also act as the WP 2 leader. 4.9% of the budget were reserved for the NMS partners, members of FEHRL, who will be organising the local workshops and assist in translation of the documents. FEHRL and ZAG will take 76.7% of the budget, but this is necessary, as they have appointed most of the staff for organisation of workshops and seminars, management training and development of multi-lingual Internet portal.

They are also responsible for paying 85% of other specific costs, associated with organisation of these events.

78.7% of all costs are allocated for personnel and overheads, 11.4% will go for travel. This is above the average, but could not have been avoided due to high number of national and international workshops, which will be organised. The remaining 9.9% are intended for other specific costs associated with organisation of workshops (venue fees, invitations, programmes), printing of brochures, leaflets, posters and other dissemination material and audit certificates. 25% of the other specific costs are reserved for printing of the executive summary reports of the most important deliverables of ARCHES and SPENS in five NMS languages.

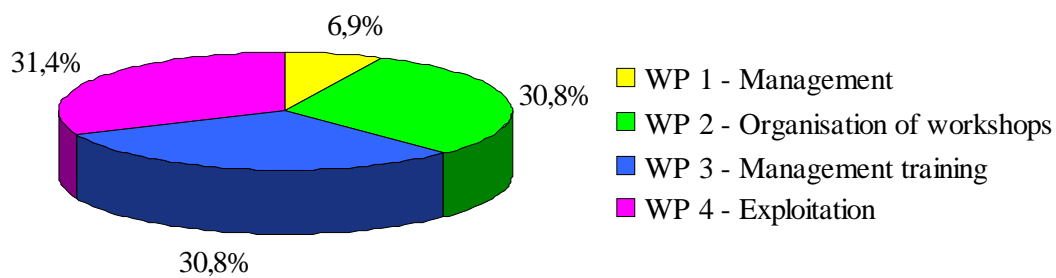


Figure 3.2. The CERTAIN consortium – distribution of funding between the work packages

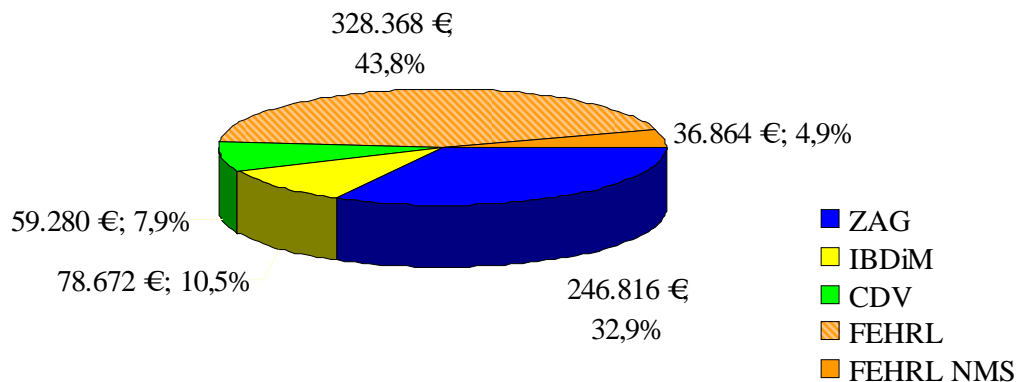


Figure 3.3. The CERTAIN consortium – distribution of funding between the partners

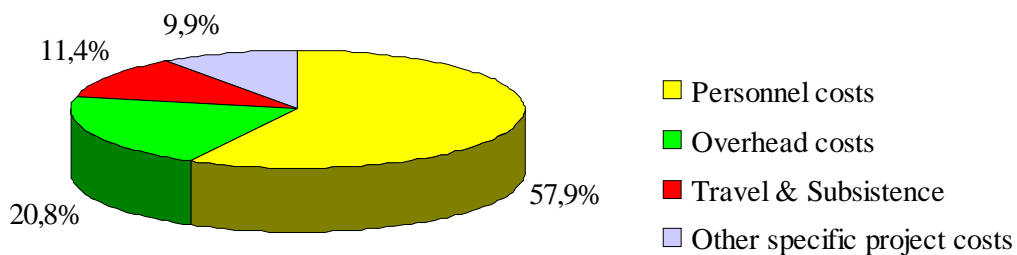


Figure 3.4. The CERTAIN consortium – distribution of funding per type of cost

4. DETAILED DESCRIPTION OF WORK

This chapter provides detailed description of work of all 4 work packages.

4.1 WP 1 'Management'

4.1.1 Objective

The objective of WP 1 'Management' is to manage the project and deliver its results in accordance with the project planning and budget. The Project Co-ordinator will carry out the administrative, financial and support management, and will be in charge of the Quality Assurance process throughout the project. An internal, password-protected part of the project's Internet site will enable the exchange of information between all project partners. Table 4.1 gives a concise Work Package description.

4.1.2 Tasks

This WP provides the necessary management support and administrative services for implementing the proposed activities in the remaining 3 technical work packages. It will set aside the interface with the Commission and will ensure that the contractual obligations are completed in due time.

Formally the WP 1 is organised into three tasks which are heavily interlinked:

- **Task 1.1 – Project management** will take care of day-to-day project management.
- **Task 1.2 – Quality assurance** will approve the deliverables produced by the CA based on quality assurance principles.
- **Task 1.3 – Administrative and support management** will primarily take care for financial auditing and reporting to the commission.

4.1.3 Program

Apart from the daily work the WP 1 will in month 6 prepare the Inception report (this document) which elaborates the detailed work programme of the CA. Within 45 days of the end of each of the 4 reporting periods (not later than July 15 each year) it will also provide the yearly (in the year 2010 also the final) activity and management reports. Furthermore, within this WP the necessary audit certificates will be acquired.

4.1.4 Participants

Participants to this WP are the project coordinator, Mr. Aleš Žnidarič, the leaders of the other work packages (Dr. Adewole Adeyisun, Ms. Carolyn Hoey and Mr. Steve Phillips) and the representative of the fourth partner, Dr. Karel Pospíšil.

Table 4.1: Description of work package WP 1 'Management'

Work package number	1	Start date or starting event:				0
Participant ID	1-ZAG*	2-IBDiM	4-FEHRL			Total
Person-months per participant:	4	1	1			6
Objectives						
To manage the project and to monitor its scientific content.						
Description of work						
Day to day management, communication with European Commission, checking progress, Quality Assurance, project secretariat, project file, financial control, corrective actions including re-allocation of work						
Deliverables						Due month
D 1.1: Inception report						6
D 1.2: Mid-Term Assessment report						25
Yearly and final Progress and Activity reports						
Milestones and expected result						Due month
M 1.1: <i>Mid-term follow-up</i> . Specified results delivered. Financial and man-months expenditures in compliance to those planned						26

* WP leader

4.2 WP 2 'Workshops'

4.2.1 Objective

The objective of WP2 "Workshops" is to disseminate the results of on going research projects, SPENS and ARCHES. This will be done in two folds. Firstly, by organising four international events attached to the major European events in the area of road research, and secondly, by organising workshops in different NMS. The workshops in NMS will be conducted in mother languages so as to make communication easier as well as to attract a higher number of end-users who probably would not attend international conferences.

4.2.2 Tasks

The WP 2 is organised in following tasks:

- Task 2.1 - National workshops
- Task 2.2 - Workshops at TRA
- Task 2.3 - Workshops at other international events

These separate tasks are described below.

Task 2.1: National workshops

Description and Justification

The workshops being planned will be in mother languages and will focus mainly on disseminating the results of European projects dedicated to the New Member States, SPENS and ARCHES, but also to other projects from the CERTAIN cluster, as appropriate. These workshops will play a major role in bringing “home” to end-users results of projects undertaken at the European level. This has been the missing link in facilitating a faster transition into practice of new methods and innovations in the road transport sector in NMS.

Programme

Five to six national workshops are planned. They will be organized in the following countries: Poland, Slovenia, Czech Republic, Estonia and Hungary.

Timetable

As the projects being disseminated (SPENS and ARCHES) have just recently started, most of the workshops have been planned for the year 2008. The timetable and the events they will be attached to are as follows:

Polish workshop

- Workshop on bridges (ARCHES project):
 - International conference “Eco-Bridge”, May 2008, Kielce, Poland
- Workshop on pavements (SPENS project):
 - II Polish Road Congress, October 2008, Warsaw, Poland

Estonian workshop

- Workshop on bridges (ARCHES project):
 - Seminar “Bridges Day 2008”, March 2008, Estonia
- Workshop on pavements (SPENS project):
 - Seminar “Asphalt Day 2008”, April 2008, Estonia

Czech workshop

The Czech workshop will be attached to one of these events:

- Road conference - October - every year
- Asphalt roads - November - every two years (2007, 2009)
- Concrete roads - October or November - every two years (2008, 2010)
- Symposium Bridges - April, Brno (as a part of structural fair - IBF)

Slovene workshop

The Slovene workshop will be either attached to the biannual Slovene Congress on Roads and Traffic (the next one will take place in October 2008) or organized as a special event by DRC, the Road and Transportation Research Association of Slovenia.

Hungarian workshop

Venue to be decided.

Participants

Participants to this work package are the leaders of the work packages, Mr. Aleš Žnidarič WP1, Dr. Adewole Adesiyun WP2, Ms. Carolyn Hoey WP3 and Mr. Steve Phillips WP4, and the representative of the fourth partner Dr. Karel Pospíšil. Also taking part are the representatives of TECER in Estonia (Mr. Marek Truu) and KTI in Hungary, Dr. Lázló Gáspár.

Task 2.2: Workshops at Transport Research Arenas

Description and Justification

Apart from organising national workshops to meet the needs of end-users in the NMS, CERTAIN aims to present its activities at major international conferences to reach the widest possible professional audience. These venues will be organised as special sessions of these conferences. They are felt crucial to:

- disseminate results to widest possible audience,
- obtain appropriate feedback from international researchers and end-users who are familiar with the subjects but are not involved into the work of these projects and
- provide guidance for optimal demonstration and implementation of the results.

Programme and Timetable

Two workshops will be organised to coincide with the two major international events in the area of transport research: Transport Research Arena conferences in Ljubljana, from April 21 to 25, 2008 and in 2010 (venue to be decided).

Participants

Participants to this WP are the leaders of the work packages, Mr. Aleš Žnidarič WP 1, Dr. Adewole Adesiyun WP 2, Ms. Carolyn Hoey WP 3 and Mr. Steve Phillips WP 4.

Task 2.3: Workshops at other international events

Description and Justification

Two additional international events are planned, at which the CERTAIN cluster will present its results in years 2007 and 2009. Possible events are still under investigation. The current possibilities are the Final seminar of the NR2C project (November 2007), the PIARC Road Congress in September 2007 or the Third FERHL Road Research Meeting (FERRM), if organised.

Programme

Two half to full-day seminars (mid-term and final), one in 2007 or 2008 and another in 2009, will be organised in conjunction with the selected events. The objectives of these workshops are similar to the ones of the TRA sessions, except that the information will be broader and pre-

sent to more targeted audience which will require more detailed (full-day instead of 1 and a half hour) explanation and discussion of the results.

Timetable

Timetable is summarised in Table 4.3 and in Figure 2.2.

Participants

Participants to this WP are the leaders of the work packages, Mr. Aleš Žnidarič WP 1, Dr. Ade-wole Adesiyun WP 2, Ms. Carolyn Hoey WP 3 and Mr. Steve Phillips WP 4.

4.2.3 Schematic description of WP 2

The revised description of the activities, deliverables and milestones of Work Package 2, incorporating the proposed changes in schedule (chapter 2.4 and 2.6) is given in Table 4.3.

Table 4.2: Description of Work Package 2

Work package number	2		Start date (month) or starting event:			2
Participant ID	1-ZAG	2-IBDiM*	3-CDV	4-FEHRL		Total
Person-months per participant:	10	7	4	11		32
Objectives						
To disseminate results of ARHCES, SPENS and other clustered research project to the end-users in NMS and CEEC countries through workshops organised in mother languages and through major international events (Transport Research Arenas in 2008 and 2010 and FEHRL Road Research Meetings in 2007 and 2009).						
Description of work						
Task 2.1: <i>National workshops</i> . Organise national workshops and seminars in conjunction with appropriate national and international events. Provide technical support to run these workshops. Generate mailing lists of NMS and CEEC end-users for future use. Prepare reports on the workshops.						
Task 2.2: <i>TRA workshops</i> . Organise special CERTAIN sessions as a part of 2008 and 2010TRA conferences.						
Task 2.3: <i>CERTAIN cluster projects' workshops</i> . Organise mid-term and final workshops/seminars of the NMS STREP projects within FERRM 2007 and 2009 or other conferences.						
Deliverables						Due month [*]
D 2.1:	First year report on national and international workshops					12
D 2.2:	Second year report on national and international workshops					24
D 2.3:	Third year report on national and international workshops					36
D 2.4:	Final report on national and international workshops					46
Milestones and expected result						Due month
M 2.1:	Detailed workshop plan for the first 24 months available					6
M 2.2:	Detailed workshop plan for the second 24 months available					21

* WP leader

4.3 WP 3: European Project Management training

4.3.1 Objective

The objective of WP 3 *European Project Management training* is to develop and implement a package of training for new and aspiring leaders of collaborative European projects. Two courses will be run – each of which will be two phases – that will develop an understanding of processes and techniques for successfully delivering large multi-national projects. Supported by training material and web-based tools, the work package will provide approximately 30 future project managers with the skills, confidence and continued support to develop future projects. At least 50% of the participants are planned from the NMS and CEEC in order to encourage the joint development of proposals with peers from Western European countries and accelerate integration into European RTD activities.

4.3.2 Tasks

The WP 3 is organised in following tasks:

- **Task 3.1** – Training pack and website tools
- **Task 3.2** – European project management courses

These separate tasks are described below.

Task 3.1 – Training pack and website tools

Description and Justification

Develop a project managers' training pack. Update the SERRP cluster web platform with a number of tools to support the project management process.

Programme

Apart from the daily work in the WP 3 will in month 9 prepare a project management training pack in order to prepare the trainees for the first training session in month 10.

The training materials will provide background information in following 7 key areas:

1. Project Management Intro/General:
 - Common understanding of Project Management
 - Key stages of Project Management
 - Roles of the Project Manger vs. technical responsibilities
 - Address the European Commission expectations, needs and benefits
 - Review Risk Management
2. Building Consortia:
 - Identify the necessary individuals needed to produce results
 - Develop strategic partnerships
 - Utilize complimentary roles and objectives
 - Encourage the investment in conferences and networking
 - Identify ways/means to add value to the project
 - Managing WP as a subset
3. Leadership:
 - Role of a leader

- Identify the fear of the roles of a “political” leader
- Links between leadership and management
- Engaging project sponsors
- 4. Organisation Skills:
 - Structure and complimentary skills
 - Risk management
 - Identifying a “good” project
 - Benchmarking
- 5. Communication Skills/Management Styles:
 - Influencing & engaging stakeholders
 - Dissemination should not be left until the end
 - Internal objectives and distribution of responsibilities
 - Identifying team types & management styles
 - Collecting feedback from team
 - Respecting international & cultural differences
- 6. Change Management Relevant to Projects:
 - Managing through change
 - Addressing stages appropriately
 - Project variations & managing implications
 - Positive impact of change
 - Managing expectations
- 7. Budgeting and Working with Industry and EC:
 - Different characteristics of customers
 - Overall impacts on the Project Manager
 - Budgeting
 - EC funding processes & arrangements
 - 7th Framework focus

Timetable

See Table 4.3 below.

Participants

Participants to this WP are the WP leader, Ms. Carolyn Hoey, the project coordinator, Mr. Aleš Žnidarič, the leaders of the other work packages (Dr. Adewole Adeyisun, and Mr. Steve Phillips) and the representative of the fourth partner, Dr. Karel Pospíšil.

Task 3.2 – European project management courses

Description and Justification

Apart from the daily work in the WP 3 will in month 9 prepare a project management training pack in order to prepare the trainees for the first training session in month 10.

Programme

Prepare two courses for potential research project leaders from NMS and CEEC. Recruit experienced managers from FEHRL and other partner research and industrial organisations (e.g. ERTRAC). Prepare training material.

The first three day training session will be held during the week of March 18, 2007.

Participants

As for Task 3.1.

4.3.3 Schematic description of WP 3

The revised description of the activities, deliverables and milestones of Work Package 3, incorporating the proposed changes in schedule (chapter 2.4 and 2.6) is given in Table 4.3.

Table 4.3: Description of Work Package 3

Work package number	3		Start date (month) or starting event:			4	
Participant ID	ZAG	IBDiM	CDV	FEHRL*		Total	
Person-months per participant:	5	4	4	16		29	
Objectives							
To develop and implement a package of training for new and aspiring leaders of collaborative European projects.							
Description of work							
Task 3.1: <i>Training pack and website tools</i> . Develop a project managers' training pack. Update the SERRP cluster web platform with a number of tools to support the project management process.							
Task 3.2: <i>European project management courses</i> . Prepare two courses for potential research project leaders from NMS and CEEC. Recruit experienced managers from FEHRL and other partner research and industrial organisations (e.g. ERTRAC). Prepare training material. Organise a session in conjunctions with the Transport Research Arena in Ljubljana in 2008.							
Deliverables							Due month
D 3.1: Project management training pack							9
D 3.2: Review of first training course							18
D 3.3: Final report of first training course with recommendations for further ones							22
Milestones and expected result							Due month
M 3.1: <i>Evaluation of first phase training</i> and recommendations for 2 nd phase training available							12 20
M 3.2: <i>Review of first training course</i> , revision of training programme for 2 nd course available							

5. DISSEMINATION AND EXPLOITATION OF RESULTS

5.1 WP4: Dissemination and exploitation

5.1.1 Objective

The objective of WP 4 ‘Exploitation’ is three-fold:

- to foster and organise clustering and knowledge sharing;
- to support cohesion and promote excellence in Central and Eastern European Countries as regards road material, structures and pavements facilitating the integration of researchers into mainstream European projects;
- to establish appropriate collaboration with relevant European and national projects on highway and traffic engineering.

The close collaboration between ongoing projects and CERTAIN clustered projects, will allow the dissemination of partial and final results through system that CERTAIN Coordination Action will build up and, on the other hand, to pull knowledge from relevant stakeholders and end-users.

5.1.2 Tasks

The WP 4 is organised in following tasks:

- **Task 4.1** – Knowledge gathering activities and mechanisms
- **Task 4.2** – Knowledge sharing, dissemination mechanisms and exploitation

These separate tasks are described below.

Task 4.1 – Knowledge gathering activities and mechanisms

Description

Task 4.1 Knowledge gathering activities and mechanisms will generate knowledge at several integrated levels. In the first six months of the project, two important types of data will be collected, on NMS end-users and on projects that show synergies with the CERTAIN cluster. This knowledge will be pulled from the *NMS STREPs* (ARCHES and SPENS) and from *other projects clustered with CERTAIN*. Attention will be paid to reducing overlaps and duplication of information.

The methodologies used for knowledge generation will be surveys, reviews of literature and other available documentation and consultation with key stakeholders and end-users.

Task 4.2 Knowledge sharing, dissemination mechanisms and exploitation

Task 4.2 Knowledge sharing, dissemination mechanisms and exploitation will work on effective sharing, dissemination and exploitation of knowledge in CERTAIN. It is aimed at informing and stimulating the adoption of innovative solutions and will include a variety of mechanisms

such as coordination meetings and working groups, published reports and web-based tools as described below, all to promote their *synergistic effects* within the Cluster.

The most important output of Task 4.2 will be the *web services and tools*. The data collection (see description in Task 4.1) will be followed by the implementation of web-based tools to disseminate knowledge pulled from relevant stakeholders. For example, a visual map will be implemented to display links and synergies between projects and stakeholders/end-users.

The CERTAIN web system, embedded in the FEHRL platform, will provide users with access to information about all projects in the cluster and with direct links to reference material. This will allow users to obtain quickly an overview of relevant highway issues. The implementation of the web sites of CERTAIN clustered projects is not a core activity of this Coordination Action and will be provided by the relevant projects.

Other tools, such as online surveys, e-polls and forums, will be implemented to facilitate consultation with end-users and relevant stakeholders.

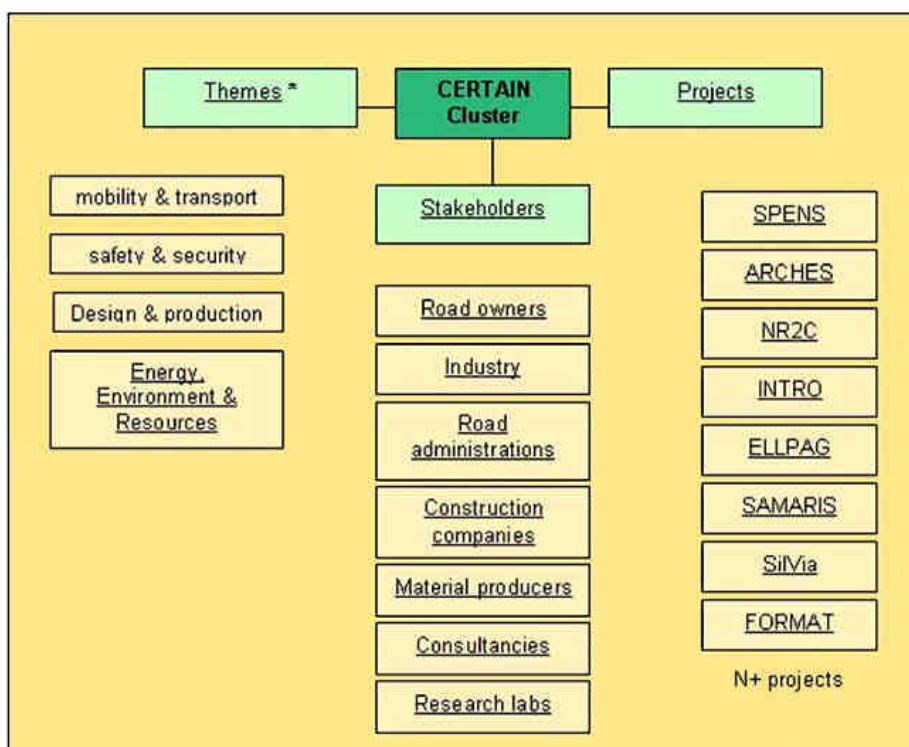


Figure 5.1. Themes, projects and stakeholders displayed on the visual map and corresponding to the SERRP cluster

Subtask Translation of project outputs will translate the project executive summaries and up to three of the key documents of the ARCHES and SPENS projects into relevant languages. Translation into at least Czech, Polish, Hungarian and Slovene is foreseen. Dissemination material will be translated into relevant languages, when required. Altogether, around 15 translated documents will be provided (3 to 4 documents with 3 to 5 translations).

Subtask Consultation and communication will organise meetings with end-users and feed guidance from these meetings into the projects. It will also maintain links with ERTRAC (European

Road Transport Research Advisory Council), ECTP (European Construction Technological Platform) and other relevant partners and organise coordination meetings with NMS STREP project coordinators and focus group leaders.

Subtask Production and distribution of dissemination material will prepare a promotional brochure and other dissemination and publicity material and distribute them to participants in meetings, conference and exhibitions. A poster will be produced to provide an eye-catching presentation of the project at exhibitions and public meetings. Reports on the findings of national workshops will be prepared for the appropriate sessions of the European TRA Conferences 2008 in Ljubljana (Slovenia) and in 2010 (venue to be decided). As a complement to the deliverables, papers and articles will be produced at international conferences and in technical journals dedicated to highway and traffic engineering.

5.1.3 Schematic description

The revised description of the activities, deliverables and milestones of Work Package 4, incorporating the proposed changes in schedule (chapter 2.4 and 2.6) is given in Table 5.1.

5.2 Reference Group of End Users

The original proposal for project CERTAIN and the resulting contract with the Commission stipulate that a reference group of end users be established.

5.2.1 Role

The reference group is seen as having two distinct roles:

1. to facilitate the introduction of the results of the NMS projects in road infrastructure maintenance units in Europe and in the industries that provide services for these units.
2. to serve as a dialog partner for the project when setting priorities and selecting instruments for effective dissemination and use of project results.

The role of CERTAIN is to provide, with the assistance of other clustered projects, a comprehensive, well defined database of end users from European countries (mainly from NMS and CEEC), accessible on the web site, which will facilitate the relevant STREP projects to select targeted audience for their purposes (midterm seminars and final workshops). Typical members of the end users' group will be designers, researchers, owners, consultants, policy makers and industry.

Table 5.1: Description of Work Package 4

Work package number	4		Start date or starting event:			0
Participant ID	1-ZAG	2-IBDiM	3-CDV	4-FEHRL*		Total
Person-months per participant:	23	4	2	14		43
Objectives:						
<ul style="list-style-type: none"> • to prepare a package of web instruments and tools, including the relevant databases, for the collection, dissemination and exploitation of knowledge. • to elaborate graphic objects (including the project logo) and layouts for communication for all project activities. • to achieve and develop efficient synergies with clustered projects and other major initiatives launched at European level. • to translate and publish the main inputs from the NMS STREP projects. • to coordinate the promotional and dissemination activities regarding European events and actions 						
Description of work						
Task 4.1: <i>Knowledge gathering activities and mechanisms.</i> Put in place mechanisms and instruments to pull knowledge from clustered projects and relevant stakeholders. Establish and maintain close working relations with the parallel STREPs (ARCHES and SPENS).						
Task 4.2: <i>Knowledge sharing, dissemination mechanisms and exploitation:</i>						
<u>Web services and tools.</u> Create web tools to support the dissemination and exploitation of results of clustered projects in English and in mother languages. Implement a restricted area, accessible to the members of the project consortia and other NMS stakeholders. Publish online deliverables, project results and executive summaries.						
<u>Translation of project outputs.</u> Prepare and publish translations of the project executive summaries of ARCHES and SPENS and other selected documents into relevant languages.						
<u>Consultation and communication.</u> Organise meetings with end-users and feed guidance from these meetings into the projects, maintain links with ERTRAC, ECTP and other relevant partners. Organise coordination meetings with NMS STREPs project coordinators and focus group leaders.						
<u>Production and distribution of dissemination and publicity material.</u> Design and produce a project brochure and other dissemination and publicity material. Provide general information about the project activities to the public at large. Raise awareness of the importance and relevance of the research work carried out in the CERTAIN Cluster.						
Deliverables						Due month
D 4.1: Project brochure						6
D 4.2: CERTAIN web site						3
D 4.3: Report of survey on end-user and project profiling						12
D 4.4: CERTAIN cluster visual map						18
D 4.5: Compendium of executive summaries of clustered project reports						48
Milestones and expected result						Due month
M 4.1: The restricted project-execution web area is in use						1
M 4.2: The project logo and official brochure are approved and released						6
M 4.3: The CERTAIN Cluster visual map released						12
M 4.4: SPENS and ARCHES executive summaries collected for translation						40

6. OTHER

6.1 Project web site

CERTAIN web page was setup to facilitate day-to-day work on the project. It was designed within the FEHRL's SERRP cluster portal being currently under development. It accepts only registered users who during the registration process get different access rights, from visitor, project member to project administrator.

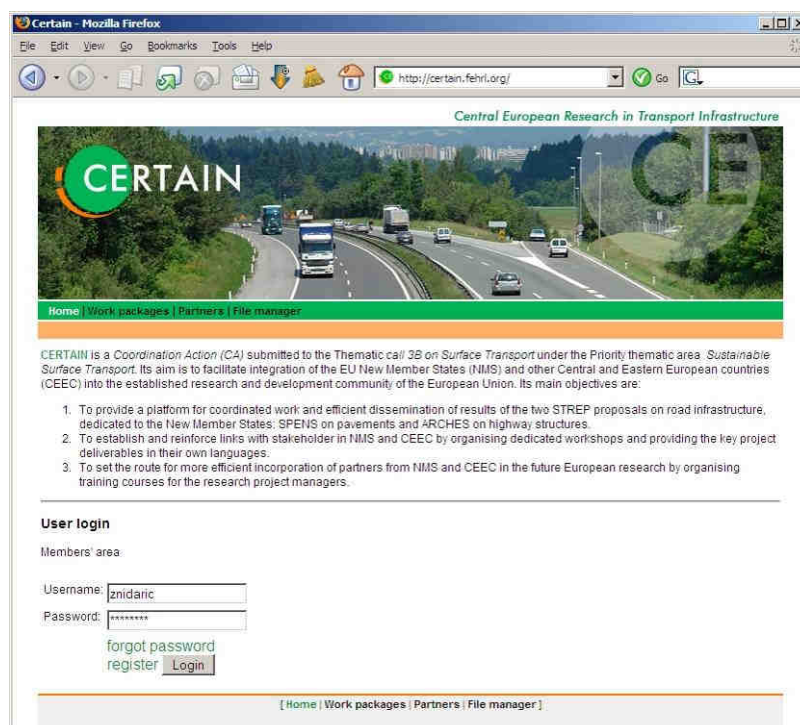


Figure 6.1: Opening pages of the CERTAIN web page

Pages currently also contain:

- description of objectives of individual work packages (Figure 6.2),
- general and detailed information about all partners (Figure 6.3),
- file manager for all documents, public and private, which enables adding, moving or removing directories and files, sorting of files, searching for filenames and specific content within files (Figure 6.4).



Figure 6.2: Work package descriptions



Figure 6.3: Partners pages

6.2 Quality Assurance and Control

As CERTAIN is a not a RTD or scientific project, the QA process will be straight forward. General quality assurance of the deliverables will be provided by the Management group. For the main deliverables:

- D 3.1 Project management training pack,
- D 3.3 Final report and recommendations for training, and
- D 4.5 Multi-lingual executive summaries of clustered project reports

external reviewers, not participating in the project, will be appointed.



Figure 6.4: File manager with filtering and searching tools

The technical part of the quality assurance plan (QAP) is simple. Milestones and deliverables were defined as part of this project proposal. They have been updated as a part of the detailed working plan, presented in this Inception report. From its beginning, a unique numbering system for all documents and reports has been applied and will be referred to in the entire QA process to ensure reliable follow-up of all documents produced in the project.

All changes will be identified and records maintained. The changes will be reviewed and verified as appropriate and approved before implementation. This process will include:

- a) evaluation of the effect of the changes on constituent parts of results already delivered and
- b) procedures for informing all interested parties about the changes.

Document, that changes are based on, is this Inception report (deliverable CERT-MG-DE1.1).

6.2.1 Responsibilities

Responsibilities for the quality of the project are shared between the Management group, the work package leaders and the task leaders.

Task leaders are directly responsible for the quality of work performed in their tasks. They report progress, problems and changes to their WP leaders. Every 3 months at the MG meeting (or as necessary), the WP leaders report the QA issues to the MG for review. MG approves the QA related issues or takes necessary changes.

6.2.2 Numbering of CERTAIN Documents

All CERTAIN documents:

1. have a standard cover sheet,

2. are numbered in a unique and unambiguous way.

Cover sheets are included into two templates available on the private part of the SAMARIS web page (<http://ceratain.fehrl.org/>).

The first one (cert-mg-te01.dot) is a document template intended for simpler documents, such as agendas or minutes of the meetings. The second one (cert-mg-te02.dot) will be used for reports as it contains automatic tables of contents, figures and tables, a table for QA information and is prepared for double-side printing.

For numbering of documents the following procedure will be used:

- each number starts with CERT to identify a CERTAIN documents, followed by a hyphen,
- followed by a 2-letter code specifying owner of the document:
 - MG: Management Group document
 - 01 to 04: Work package document
- followed by a hyphen and a 2-letter code specifying type of the document:
 - GE: General project documents
 - AG: Agenda
 - MI: Minutes
 - AR: Activity report
 - MR: Management report
 - DE: Main deliverable according to the project proposal
 - CS: Cost statement
 - TE: Template
 - QA: Quality assurance document
 - OT: other document
- followed by successive number of the document of that type, written with 2 digits (e.g.: 03, 12), except for deliverables which are written as specified in Table 2.2, i.e. without zeroes and with a dot, and
- followed by an underscore (_) character and version of the document; final versions of the documents do not have the version number.

Some examples:

- CER-MG-MI03_1: Minutes of the 3rd Management group meeting, version 1
- CER-MG-MR02: 2nd Management report of WP 3, final version
- CER-MG-DE1.1_1: Project deliverable 1.1, version 1
- CER-01-OT15: Non-classified general document No. 15, prepared by WP 1, final version
- CER-03-AR01_1: WP 3 document related to the Activity report number 1, version 1,
- etc.

6.3 Coordination with other projects

6.3.1 NMS projects

CERTAIN will by definition look over SPENS and ARCHES NMS project, in order that they work in a comprehensive way, with as little overlapping as possible. It will also assist these projects with developing a web based platform and setting up tools for efficient selection of the End-users group, with translation of the key documents to different mother languages of the participants, with assistance in organisation of the mid-term and final seminars etc.

6.3.2 SAMARIS

The 5th FW SAMARIS (Sustainable and Advanced Materials for Road Infrastructure) project is a key project finished in 2006 that both, SPENS and ARCHES, will build on. Therefore, the CERTAIN partners, who have actively contributed to the work of SAMARIS, will take care that its results are used in an optimal way, without duplication of work.