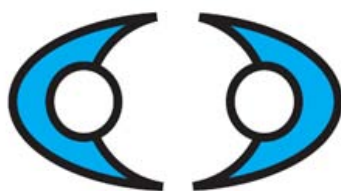




eParticipation Programme

Contract Number: EP-07-01-016

Project Full Title: CitizenScape
eParticipation in Legislation Implementation



CitizenScape

Periodic Progress Report 1

Deliverable Form	
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Table of Contents

Table of Contents.....	2
1 Publishable Executive Summary	4
1.1 Project Objectives.....	4
1.2 Contractors involved	4
1.3 Coordinator contact Details	5
1.4 Work performed & Results Achieved.....	5
1.5 Project logo	5
1.6 Project public website	5
2 Project objectives & major achievements during the reporting period	6
2.1 Objectives for the reporting period, work performed, contractors involved and the main achievements in the period.....	6
2.1.1 WP1.1- User Requirements & Service Specification	7
2.1.2 WP1.2 – Design & Develop CitizenScape System	8
2.1.3 WP1.3 – Installation in the 4 User Regions.....	9
2.1.4 WP2.1 Pilot Trials, Monitoring & Evaluation	10
2.1.5 WP2.2 - Dissemination	11
2.1.6 WP2.3 – Plans for Sustainable Operation	13
2.1.7 WP3-Project Management	14
3 Work package progress of the period	16
3.1 Overview of the actions carried out in the reporting period	16
4 Consortium Management.....	19
4.1 Consortium management tasks and their achievement	19
4.2 Project timetable and status.....	20
4.3 Co-ordination activities in the period	20
5 Other issues including the Use & Dissemination.....	22
6 Consumed Effort.....	24
7 Planning for the next period.....	28
Annex I: Deliverable Summaries	29
D1.1.1 -CitizenScape User & Tech Requirements for all sites.....	29
D1.2.1 -CitizenScape First Prototype & System Technical Specification.....	30
D1.2.2 -CitizenScape System running.....	30
D1.3.1 -CitizenScape System Operational in all 4 Trial Regions.....	31
D2.1.1 -Evaluation Criteria & Pilot Trials Monitoring Plan	32
D2.2.1 -CitizenScape Dissemination Strategy	33
D2.3.1 -Initial Viability Plan for Sustainable Operation	34
D3.1 -Project Handbook & www.CitizenScape.org website	35
D3.2.1 -Half-yearly Monitoring Report 1 – HMR1 (Jan-Jun08)	35

D3.2.2 -Half-yearly Monitoring Report 2 – HMR2 (Jul-Dec08)	36
D3.3 -Interim Project Progress Report	37
Annex II: Risk Monitoring & Tracking Sheets	38

1 Publishable Executive Summary

1.1 Project Objectives

CitizenScape - *eParticipation in Legislation Implementation*

CitizenScape is a citizen-driven initiative that provides tools, applications and services which empower citizens to contribute to legislative and decision-making processes and address the implementation of EU initiated legislation by Local Authorities. CitizenScape involves key stakeholders, i.e. actors from both civil society and public institutions in a shared environment that is moderated and managed by the Local Authority.

CitizenScape is integrating and testing state-of-the-art Web 2.0 social networking ICT-based tools and solutions in a socially purposeful way in concrete legislative and decision-making processes - specifically looking at engaging Citizens to debate and participate in the implementation of EU environmental legislation at a local level. It is defining the precise conditions to be fulfilled, the desires and needs expressed by citizens for collective participation in major EU issues, and the specific barriers to be overcome for deployment.

The project is, in parallel, integrating "best of breed" components into the technological solution, and has adapted the very successful Public-i webcast methodology to create a framework for recruiting citizens to CitizenScape and then moderating their inputs. From this experience it is planned that the platform and approach will be applied and contribute to other EU policies as a key driver to sustain and expand the service after the trial period. The project seeks to create a 'democratic pathway' by attracting and recruiting citizens to use the Web 2.- style space of CitizenScape and then migrating them to more formal online democratic tools (such as petitioning). These formal tools will be then the means to access the decision makers – in this case Local Councillors.

CitizenScape is unique in its combination of a strong and focused implementation methodology alongside the operational use of innovative technology. CitizenScape is a flexible online space that blends and integrates social networking and other Web 2.0 technologies with more formal online democratic tools. The Citizen eParticipation methodology has created an accessible and inclusive model for engaging citizens which ensure that CitizenScape implementations not only have effective technologies but also effective offline recruitment activities and support to guarantee that the CitizenScapes are vibrant and active democratic centres.

1.2 Contractors involved

1.The National Microelectronics Applications Centre Ltd	(MAC)	IE	www.mac.ie
2.Public-i Group Ltd	(PI)	UK	www.public-i.eu
3.Bristol City Council	(BCC)	UK	www.bristol.gov.uk
4.Comune di Genova	(CDG)	IT	www.comune.genova.it
5.Donegal County Council,	(DCC)	IE	www.donegalcoco.ie
6.Rozvojova Agentura Zilinskeho Samospravneho Kraja, N.O.	(RDA)	SK	www.razsk.sk

1.3 Coordinator contact Details

Dr. John J O'Flaherty, Project Manager,

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Fax: +353-61-338500

www.CitizenScape.org

1.4 Work performed & Results Achieved

During the first of its 2 years, the project Partners researched the CitizenScape System user requirements, documented the project's dissemination and evaluation plans, developed an initial viability plan (to sustain the service after the project ends), designed and developed the prototype CitizenScape Service (which can be viewed at <http://demo.citizenscape.public-i.tv>) and is currently completing commissioning of the service in the 4 pilot use sites in Bristol (UK), Donegal (Ireland), Genoa (Italy) and Zilina (Slovakia), for the Pilot Trials that will be undertaken throughout 2009.

1.5 Project logo



1.6 Project public website

www.citizenscape.org

2 Project objectives & major achievements during the reporting period

2.1 Objectives for the reporting period, work performed, contractors involved and the main achievements in the period

Please report your progress towards relevant objectives per WP and provide specific information on the work that each beneficiary has done

All phases of European legislation tend to be very remote from most EU citizens. So CitizenScape is focusing its work and trials on specific European Legislation and/or Directives that have an immediate impact on all local and regional Authorities across Europe. Operation of the CitizenScape service will be evaluated during 2009 in 4 very different regions, and thus determine best practice to interest and engage citizens in the implementation of such legislation at the local/regional level that is most directly and immediately relevant to their lives. As an interactive multimedia web-based service, CitizenScape complements and enhances at a regional level the vast amount of EU legislative online information and the European Parliament's own EPLive webcasting, and could provide future potential functional and citizen e-participation enhancements to that service.

The CitizenScape project focuses on the regional and local level, and addresses the legislation/legislative process at implementation (stage 3) of the four stages of European legislation:

1. the legislation proposal formation stage (e.g. by Regional Authorities and relevant institutions),
2. the debate on draft legislation (e.g. in Councils and with citizens, businesses, NGOs and other socio-economic groups),
- 3. the implementation level,**
4. the follow-up/monitoring of the legislation life cycle (e.g. amendments, impacts, etc).

The CitizenScape project is focusing on the implementation of EU Environmental legislation by Local Authorities as this is an important and tangible area of work for the Local Authority partners. The CitizenScape project gives decision makers formal comment and feedback via statutory instruments such as petitions as well as access to informal comment and discussion which should lead to a more informed debate and decision making process. Once proven during the project with environmental legislation, the CitizenScape service will be subsequently deployed to further EU legislation and policies.

The CitizenScape objectives and expected outcomes of the project are as follows:

Objective		Target
1.	Increased Citizen Participation in their Regional Legislative Processes.	(a) 25% increase in citizen participation in their regional legislative processes. (b) in 4 very different legislative regions across the EU during the project.
2.	Demonstration of a viable citizen led social networking site with re-useable recruitment and moderation methodology.	(a) Operation of a localised CitizenScape service in each of 4 Trial Regions. (b) Demonstration of the service scale-up potential to National and EU levels
3.	Sustainable operation of the CitizenScape Service	(a) Viability Plan for subsequent sustainable operation of the service across Europe.

2.1.1 WP1.1- User Requirements & Service Specification

Objectives

- Define the User Requirements at each of the 4 sites.
- Document specific European Legislative Processes at each of the 4 Trial Sites.
- Develop a Technical Specification of the CitizenScape System, to guide its implementation and subsequent deployment across Europe.

Work Performed (by Partners)

- BCC Local research into appropriate topics and partners plus discussions around what kind of technology and how it would best be utilised in Citizenscape. Briefing of Councillors about proposals to gain approval and input. Passed on requirements to Project Board and give feedback on Deliverable D1.1.1
- CDG Identified and analyzed local context and, according to EU environmental legislation, defined trials which will be focused on different possible scenarios:
 - an urban regeneration project of a district of Genoa named "Diamante" through the building of an open workshop in the district, that has become a physic reference for the inhabitants, and
 - -a small community of about 3.000 inhabitants named "Scarpino" characterized by inadequate waste management
- DCC EU Environmental Directives were researched. Provided feedback on D1.1.1. The CitizenScape concept for Donegal County Council was discussed internally as to how it could be implemented locally. Documented existing best-practice services in Donegal County Council.
- MAC Researched European Legislative sources and terminology, and developed an initial functional definition of the CitizenScape service. These were circulated along with a common format to all Partners to define the legislation implementation procedures at each of the 4 regional pilot sites. Based on this and inputs from all partners, the Deliverable D1.1.1 (CitizenScape User & Tech Requirements for all sites) was completed and submitted to the Commission.
- PI Functional specifications and definitions, User and Technical Requirements for all sites, documentation of regional situations, processes and plans were agreed and documented. Documented reuse of Public-i platform and appropriate Web 2.0 services to provide the CitizenScape features defined in the DoW. Updated the Regional Legislative Implementation Process maps.
- RDA Consulted with the Žilina regional authorities on what area of European policies implementation in the region and identification of target groups should be implemented in Citizenscape. Provision of inputs for deliverable D1.1.1.

2.1..1 Main Achievements

Deliverable D1.1.1 (CitizenScape User & Technical Requirements for all sites) was researched, agreed and completed in June 2008.

2.1.2 WP1.2 – Design & Develop CitizenScape System

Objectives

- A complete operational CitizenScape system.

Work Performed (by Partners)

- BCC Discussions with PI and local partners on how the system should be developed, building on existing work and knowledge from Viewfinder and LEGESE.
- CDG Developed the approach for an effective requalification of the “Diamante district” to involve:
 - Realization of a “map of perception of insecurity”
 - Realization of a “map of degrade”
 - Building of an answer plan with the work priorities and with the solutions
 - Realization of the actions and adoption of experimental tools for every priority
 - Monitoring and checking of the project, of its execution and maintaining of the actions with the users/inhabitantsDeveloped the approach for a useful waste management of “Scarpino” situation to involve :
 - Realization of “Comitato per Scarpino” website and periodical upgrade with videoblog, local news, newsletter, EU environmental legislation, etc.
 - Realization of a link between Scarpino website and City of Genoa website
 - Installation of a webcam pointed on main access way to Scarpino dumping ground (Via Borzoli)
 - Built-up a database web-based (video, photo, document, articles, environmental pollution measurements, etc
 - Monitoring and checking of the system, of its execution and maintaining of the actions with the users/inhabitantsInvestigated ways to integrate sources from systems already used by CDG into the CitizenScape system. Focused on: export of forum, geographical (maps) and articles data from the Urban Lab (<http://www.genovaurbanlab.it/spip.php?rubrique110>) and Urban Center (<http://urbancenter.comune.genova.it/>) CMS systems and from the MySpace CDG site (<http://www.myspace.com/genova>)
- DCC Developed Citizenscape storyboards for system design. Researched potential Web2.0 technologies such as Google Maps and PHPBB bulletin boards Open Source Software and RSS feeds for use in the Citizenscape service for Donegal. Familiarisation of existing web 2.0 tools and technologies. Developed a shortlist of specific applications which could be used for Citizenscape in Donegal County Council as discussed at the Letterkenny Meeting. Prepared a local concept prototype arising from the Letterkenny meeting.
- MAC Investigated available Web 2.0 tools and sources. Provided feedback and contributions to their incorporation into the CitizenScape Technical Specification.
- PI Technical research into appropriate tools and resources, design and development Designed overall CitizenScape architecture. Reviewed of opensource frameworks. Developed the main Citizenscape "container". Converted existing tools to the new architecture.
Developed external content widgets. Investigated third party tools for use within the Citizenscape framework.
- RDA Research into the possibilities of implementation Citizenscape tools in the Žilina region and consultation with Žilina regional authorities and Public-i on the scope of the tools to be used.

Main Achievements.

The D1.2.1 (CitizenScape System First Prototype and System Technical Specification) was finalised and agreed at the PEC3 meeting discussions in Brighton on 1-2 December 2008, and the completed document was submitted in December 2008. The system was completed and documented in deliverable D1.2.2 (CitizenScape System running) in January 2009.

2.1.3 WP1.3 – Installation in the 4 User Regions

Objectives

- CitizenScape System customised and localised to the Ireland, Italy, Slovakia & UK
- CitizenScape System operational at the 4 Trial Sites in their local languages – English, Italian & Slovakian

Work Performed (by Partners)

- BCC Identified local community groups with an interest in the Citizenscape topics. Developed an outreach plan and plan for community moderators training. Identified requirements of residents through Neighbourhood Partnerships. Agreed content of the site and project scope with Public-i.
- CDG Cooperated with PI to define the CDG local installation layout. Defined the first information to be published regarding the CitizenScape topics.
- DCC Installed new webcasting technologies in Donegal County Council which will form some part of the Citizenscape service.. Systems that will feed into the Citizenscape site for Donegal County Council have been installed and tested on web servers locally (e.g. RSS feeds, PHPBB bulletin Board).
- MAC Input and support to the Regional installations.
- PI CitizenScape Service site build at <http://demo.citizenscape.public-i.tv>. Design of its look and feel.
Discussions with each User region on installation and deployment requirements.
Discussions on proposed installation timetables
Meeting with Brano Zacharides 18th June 2008 to discuss CitizenScape localisation issues.
- RDA Investigated the possibility and conditions of sharing the Public-i platform with other users in the Zilena region.

Main Achievements.

The CitizenScape Service running at all 4 trial sites. Completion and delivery of the Milestone D1.3.1 (CitizenScape System Operational in all 4 Trial Regions) in January 2009. The 4 sites are currently completing their testing and will be made operational to the public on 30 January 2009

2.1.4 WP2.1 Pilot Trials, Monitoring & Evaluation

Objectives

- Initial service deployment and evaluation of the CitizenScape Trial service in 4 varied Legislative Authority contexts, countries and languages, as the key input to the CitizenScape Viability Plan (D2.3.2)
- Directly contribute to the Democratic Renewal and increased Citizen Legislative Engagement in those Regions, by a 25% increase in citizen participation in local legislative and democratic activities and interactions by the end of the 12 month Pilot Trials period.
- To evaluate the legislative participation impact of CitizenScape and its relationship to wider aspects of e-governance.
- To establish the varying contextual issues that need to be addressed in implementing CitizenScape in different legislative, constitutional, political and linguistic environments
- To develop lessons on implementation of CitizenScape in preparation for market roll-out to National and European levels, and other European countries.

Work Performed

- BCC Focused on Noise Pollution and investigated how it might be presented on Citizenscape. Developed mapping tool on Bristol streets website for integration with Citizenscape. Raised awareness of the legislation with the general public through webcasts and online discussions. Review and fed back comments on D2.1.1
- CDG It is planned to hold an open meeting, a seminar of public thought, a comparison between experts and the citizens, with the presence of the protagonists of the experiences of participated requalification, it will be for two days of discussion about the possible participation on territory and would be the first stage for a direct presence of citizens in the decision process.
The existing technical equipment with citizens will test the line of investigation-action, already used in other European experiences.
Defined a survey on the use of renewable energy with regard to the possible installation of aeolian plants on the local CDG territory
Defined plans in order to use the CitizenScape capabilities for future use with regard to at least one of these items: "la Gronda" (to define a shared project with citizen about the realization of a new motorway junction on the west side of the city), "Progetto Boccadasse" (new housing scheme for the Boccadasse zone), Progetto area ex Verrina (Urban renovation and environmental improvement measures for the Verrina zone), Progetto ex Acciaierie di Cornigliano (Urban renovation and environmental improvement measures for the Cornigliano zone).
- DCC Analysed Website activity statistics to generate a baseline where future increased activity due to Citizenscape will be measured. Initial web 2.0 Content pilot evaluation (video/voxpops capture).
- MAC Produced a first draft of the CitizenScape Evaluation Plan format, then provided ongoing going review and inputs to D2.1.1 (Evaluation Criteria & Pilot Trials Monitoring Plan).
- PI Developed the Pilot Trials Evaluation Plan, and completed D2.1.1 (Evaluation Criteria & Pilot Trials Monitoring Plan).
Wrote first draft of the CitizenScape Evaluation Plan for approval and inputs to D2.1.1 (Evaluation Criteria & Pilot Trials Monitoring Plan).

- RDA Ongoing provision of inputs for Evaluation Criteria & Pilot Trials Monitoring Plan. Communication with Žilina Region on the process of the use of the Web 2.0 tools within the process of monitoring the Regional Development Strategy implementation. Four user groups were formed, and meetings held to provide feedback on their requirements regarding the process collected.

Main Achievements.

D2.1.1 "Evaluation Criteria & Pilot Trials Monitoring Plan" was delivered in July 2008, completing the first phase of WP2.1. The second intensive phase of WP2.1 is now beginning in 2009 with the operation and evaluation of the 4 Regional Pilot Trials.

2.1.5 WP2.2 - Dissemination

Objectives

- Increased Legislative eParticipation awareness and the central importance of engaging citizens in all eGovernment legislative services and initiatives.
- CitizenScape Service awareness, particularly in the 4 Trials Countries (UK, IE, IT, SK)
- Promotional materials, website and two dissemination workshops.

Work Performed

- BCC Presentation at various meetings, including CISCO e-leaders forum, and to "Connecting Bristol" meeting of public sector partners working to get citizens online - Nov 08
- CDG Various internal presentations to generate awareness, interest and feedback on the service, including:
 - Presentation at the "Open day on Social agenda policies" October 28th 2008 - Genova (with local civil society and EU Commission representation from Milano)
 - Presentation at the "Programma trasfrontaliero Italia – Francia Marittimo" workshop - June 10th
 - Presentation at the "Mobilità europea per giovani generazioni - Il mondo del lavoro e dello studio" workshop - September 22nd-23rd
 - Presentation of the CitizenScape project and Web 2.0 tools to City Councillors in charge of Security policies, Digital City and Participative City Policies sectors (3 meetings - May to August)Translation of local (Italian) home page on www.citizenscape.org
- DCC Meeting with inter-agency Donegal Environmental working group to explain the concept of Citizenscape.
Attendance at Webcasting dissemination event in Dublin June 17th.
Coordination of Letterkenny meeting June 16th.
Attended a Web 2.0 workshop (Citizen Participation in the Web2.0 / Facebook era) in the Institute of Public Administration Dublin Oct 2008 where the Citizenscape project concept was discussed with workshop organisers and attendees.
Attended EISCO IS Conference Naples Sept 2008, where Citizenscape project was presented.
Attended Promotion in the Knowledge Economy Conference, Derry Nov 08, where concept of Citizenscape and Donegal County Councils IS strategy going forward was presented.
Briefings with Head of Information Systems to highlight project progress.

- **MAC** Presentation of the project at various meetings as shown in the Half-yearly Monitoring Reports (HMR1 & HMR2.).
Setup project website at www.citizenscape.org using the Plone CMS to provide Web 2.0 functionality in keeping with the service itself.
The CitizenScape logo and graphical look&feel were developed, agreed by all Partners and applied to the website.
Setup the D2.2.1 CitizenScape Dissemination Strategy format and input to its content.
Produced the Project Information file and Risk Management Plan for the MOMENTUM Support Action.
Produced the DG INFSO EUROPA information file on the project.
Ongoing generation and maintenance of content for the project website at www.citizenscape.org.
- **PI** Completed and submitted D2.2.1 CitizenScape Dissemination Strategy and implemented programme to monitor progress and record activity.
Exhibited (in conjunction with eParticipation project Momentum) at the Empowerment Symposium 28/29 February 2008. Speakers were webcast by PI, archived material can be viewed at <http://www.empowerment-symposium-public-i.tv/site/>
Prepared Citizenscape Exhibition material (banner) for use at events
General external dissemination activities and coordination which included speaking / presenting and/or attending.
 - UDITE Conference, Cardiff, 04-05/09/08 (in conjunction with eParticipation project Momentum)
 - EISCO conference, Naples, Italy, 26/09/08 (in conjunction with eParticipation project Momentum)
 - eDemocracy forum, Issy, France, 15-17/10/08
 - eChallenges, Sweden, 22-14/10/08
 - Visit of Burgundy Mayors to Bristol, UK, 03/11/08
 - eDemocracy 2008 Event, London, UK, 09/11/08
 - Meeting with i2BC, Malaga, Spain, 10/11/08Attendance at the MOMENTUM Concertation day in Brussels on 10/07/08.
Submitted a CitizenScape case study to EU ePractice site.
- **RDA** Provision of inputs for the website (e.g. Slovak version of the project summary).
Presentation of the project at the conference Inovačný rozvoj regiónov (Innovative development of regions) held in Žilina on January 29, conference and in Brussels on June 24. Article about the project published in REGIO NEWS.
Meeting with a Slovak MEP, Mr. Mikolasik in the European Parliament, and presentation of the project to him. Presentation of the project during the Open days '09 conference in Brussels.

Main Achievements

Deliverable D2.2.1 (CitizenScape Dissemination Strategy) was completed and submitted in March 2008. The project is working very actively with the MOMENTUM Support Action.

2.1.6 WP2.3 – Plans for Sustainable Operation

Objectives

- The Initial CitizenScape Viability plan (in Month 6). This will elaborate on the ideas described here based mainly on the results coming from WP1.1 and WP1.3 to be tested by the Pilot Trials in WP2.1.
- The Final Viability Plan for Sustainable Operation of the CitizenScape Service (D2.3.2) to deploy the CitizenScape system across Europe, and to National and European legislative process levels, as the major output of this project.

Work Performed

- BCC Review and feedback on the D2.3.1 Initial Viability Plan.
- CDG Initial thoughts in the region, are
 - To build an open workshop in the district, that will become a physic reference for the inhabitants.
 - Through the dialogue with citizens and committees, to define the needs and the objectives with and for the population,
 - To study specific actions and project, different in the typology and in length
 - To propose these projects as useful workflows with the local and central institution, with which will be maintained a synergic relationship
 - To support the internal local and environmental resources to activate those, and to support the local development with private resources on the district.Plans to extend the actors involved in the project to assure a proper support
- DCC Review and feedback on Citizenscape Initial Deployment Plan. Engaging Waste Promotion officers to champion the rollout of the project and future ownership beyond project end 2009. Researching other methods of engaging stakeholders for sustained viability of project.
- MAC D2.3.1 CitizenScape Initial Viability Plan for sustainable operation of the service, was researched, agreed, completed and submitted to the Commission. Ongoing review and updating of the Initial Viability Plan and assumptions based on early feedback from the likely Pilot Trials operation of the service in the 4 regions, to lead up to the Final Viability Plan due at the end of the project.
- PI Input to CitizenScape Initial Deployment and Viability Plan. Ongoing discussions with all Users for ongoing development / implementation post project
Discussions with PI Business Partner Network within EU for Citizenscape deployment
- RDA Provision of inputs for CitizenScape initial Deployment Plan. Arrangement and participation at the meeting with the city of Turčianske Teplice and Public–i related to possible sharing of the CitizenScape unit.

Main Achievements

The D2.3.1 (Initial Viability Plan for Sustainable Operation) was completed and submitted in June. This ended the first phase of WP2.3. D2.3.2 (Final CitizenScape Viability Plan for Sustainable Operation) will mark the end of the project in December 2009.

2.1.7 WP3-Project Management

Objectives

- an effective and efficient project that will facilitate the CitizenScape project to achieve its objectives.
- All Contractual deliverables and progress reports delivered on time.
- All Coordinator responsibilities and liaison with the Commission and Consortium concluded as per contract

Work Performed

- BCC Organised Bristol project board meeting including preparing presentations and information for attendees. Prepare for, attended and contributed to the Donegal and Brighton project board meetings.
Feedback to Project Board groups about Bristol's planned content for Citizenscape and the stakeholders we will be working with.
- CDG Preparation of reports, coordination of internal meetings and participation at the Letterkenny and Brighton Project Board and Executive Meetings.
Reviewed and signed the CitizenScape Consortium Agreement.
- DCC Attended the First and Third Project Board and Executive Meeting held in Bristol and Brighton, respectively. Organised and hosted the Second Project Board and Executive Meeting held at Donegal County Council in Letterkenny, Ireland on 16 June 2008.
Maintenance and completion of costs, and time sheets.
Ongoing internal project management meetings with IT staff.
- MAC The Project Handbook, deliverable D3.1 was developed, completed and submitted to the Commission, as a very practical & useful resource for the Consortium.
The D3.2.1-Half-Yearly Monitoring Report 1 – HMR1 (Jan-Jun08) and D3.2.2-Half-Yearly Monitoring Report 2 – HMR2 (Jul-Dec08) were completed and submitted to the Commission.
The First Project Board and Executive Meeting was organised and held at Bristol County Council in Bristol UK on 7-8 Feb 2008. Its minutes and presentations are shown HMR1.
The CitizenScape Consortium Agreement was developed, agreed and signed by all Partners.
The Second Project Board and Executive Meeting was organised and held at Donegal County Council in Letterkenny, Ireland on 16 June 2008. Its minutes and presentations are shown in HMR1
The Third Project Board and Executive meeting was held in Brighton, UK, on 1-2 December 2008. Minutes and presentations of that meeting are shown in HMR2
The Fourth Project Board and Executive Meeting will be held in Žilina , Slovakia in April 2009, along with the Interim Dissemination Event.
Completion of this D3.3 - Interim Project Progress Report, for the Interim Progress Review to be held in Brussels on 30th January 2009
- PI Attended and assisted in coordination of the First Project Board and Executive Meetings in Bristol 7-8 Feb 2008
Attended and assisted in coordination of the Second Project Board and Executive Meetings in Donegal County Council in Letterkenny, Ireland on 16 June 2008
Organised and hosted the PEC3 & PPB3 meetings, in Brighton, 1-2 Dec 2008
Signed the CitizenScape Consortium Agreement
Contribution to first and second HMR and Interim Project Progress Report.
Preparation for attendance at the Interim Progress Review to be held in Brussels on 30th January 2009

- RDA Participation at all Project Board and Executive Meetings in Bristol, Letterkenny and Brighton. Provision of inputs for D3.1. Management of the tasks performed by the RDA staff within other WPs in the first half-year of the project. Preparation of the 4th Project Board and Executive Meeting to be held in Žilina , Slovakia.

Main Achievements.

- Three very effective and efficient Project Policy Board and Executive Committee meetings were held.
- The scheduled deliverables were completed and submitted during the period.
- The consortium is working very effectively and well together.
- The project objectives are being achieved.

3 Work package progress of the period

3.1 Overview of the actions carried out in the reporting period

3.1.1. Overview of progress and results against objectives per Main Activity	
<i>Describe concrete results (factual information, not generic descriptions) relevant to original objectives for each of the following Main Activities : Project Management, User Requirements Analysis & Design, Platform Implementation/Integration, Pilots / Evaluation of Project Results , Dissemination & Promotion</i>	
Main Activity	Progress within the reported Period
Project Management	The consortium is working very effectively and well together. The project objectives are being achieved, and all scheduled deliverables were completed and submitted during the period. Three very effective and efficient Project Policy Board and Executive Committee meetings have been held.
User Requirements Analysis & Design	The CitizenScape User & Technical Requirements for all sites were researched, agreed and completed.
Platform Implementation	The CitizenScape System First Prototype and System Technical Specification was agreed and completed, and the CitizenScape System prototype system was developed and is now running.
Pilots / Evaluation of Project Results	The CitizenScape Service is running at all 4 trial sites, which is the Interim Milestone of the project. The CitizenScape Evaluation Criteria & Pilot Trials Monitoring Plan was developed. The CitizenScape evaluation plans was developed, and operation and evaluation of the 4 Regional Pilot Trials will take place throughout 2009.
Dissemination & Promotion	The CitizenScape Dissemination Strategy was agreed and completed. The project has participated in many events and is working very actively with the MOMENTUM Support Action. The CitizenScape Initial Viability Plan for Sustainable Operation was developed and completed. Its assumptions will now be tested in the Pilot Trials leading to the Final CitizenScape Viability Plan for Sustainable Operation at the end of the project in December 2009.

3.1.2. Deliverables, their status and critical assessment of delay if any.				
<i>Please list the deliverables per main activity</i>				
Main Activity	Del. No-Title	Planned delivery date¹	Actual delivery date²	Status /Notes/ Explanation of deviations (if any)
Project Management	D3.1-Project Handbook & www.CitizenScape.org website	Mar08	Mar08	
	D3.2.1-Half yearly Monitoring Rep1 – HMR1 (Jan-Jun08)	Jul08	Jul08	
	D3.2.2-Half-yearly Monitoring Rp2 – HMR1 (Jul-Dec08)	Jan09	Jan09	
	D3.3-Interim Project Progress Report	Jan09	Jan09	
User Requirements Analysis & Design	D1.1.1-CitizenScape User & Tech Requirements for all sites	Apr08	Jun08	<i>Due to its fundamental importance, this was not finalised until agreement by all Partners at the PEC2 Meeting in June 2008.</i>
Platform Implementation	D1.2.1-CitizenScape First Prototype & System Technical Specification.	Jun08	Dec08	<i>Due to its fundamental importance to the project, this was not finalised until formal agreement by all Partners at the PEC3 Meeting in December 2008</i>
	D1.2.2-CitizenScape System running.	Sep08	Jan09	<i>This followed on from D1.2.1.</i>
Pilots / Evaluation of Project Results	D1.3.1-CitizenScape System Operational in all 4 Trial Regions.	Dec08	Jan09	<i>This also followed on from D1.2.1. The CitizenScape service is currently completing internal testing at the 4 Pilot Site and will be publically operational on 30 January 2009, just one month behind the original schedule.</i>
	D2.1.1-Evaluation Criteria & Pilot Trials Monitoring Plan.	Mar08	Oct08	<i>This followed on from D1.1.1.</i>
Dissemination & Promotion	D2.2.1-CitizenScape Dissemination Strategy	Mar08	Mar08	
	D2.2.2-CitizenScape Interim Dissemination Event	Dec08	Apr09	<i>It was agreed that this would be part of the Žilina Regional Innovation Conference, which has been put back to April 2009.</i>
	D2.3.1-Initial Viability Plan for Sustainable Operation	Jun08	Jun08	

¹ dd/mm/yy

² dd/mm/yy

3.1.3. Milestones, their status and critical assessment of delay if any.

Please list the related milestones of the reported period per main activity

Main Activity	Milestone No-Title	Planned achievement date ³	Actual achievement date ⁴	Status /Notes/ Explanation of variance (if any)
<i>Project Management</i>				
<i>User Requirements Analysis & Design</i>				
<i>Platform Implementation</i>	MS1: CitizenScape Operational in 4 Regions	Dec08	Jan08	The CitizenScape Service is running at all 4 trial sites, which is the Interim Milestone of the project.
<i>Pilots / Evaluation of Project Results</i>				
<i>Dissemination & Promotion</i>				

3.1.4. Issues, deviations and corrective actions per Main Activity

Describe issues or problems that might affect achievement, delay activities, deliverables or milestones for each of the following Main Activities: **Project Management, User Requirements Analysis & Design, Platform Implementation, Pilots / Evaluation of Project Results, Dissemination and Promotion of project results.** Also, describe corrective actions and solutions applied in order to solve the matter!

Main Activities	Issues	Deviations from the initial plan	Corrective Actions
<i>Project Management</i>	None		
<i>User Requirements Analysis & Design</i>	Took longer than planned.	Spent more time to reach formal agreement.	No impact on project.
<i>Platform Implementation</i>	Took longer than planned.	Spent more time in finalising Prototype.	Completion of Interim Milestone put back one month.
<i>Pilots / Evaluation of Project Results</i>	Slight delay in startup.	One month later than planned due to longer platform Implementation.	All 4 Pilot Systems implemented and commissioned in parallel.
<i>Dissemination & Promotion</i>	Interim Dissemination Event	Host conference put back to April 2009.	We will have more useful Trial results at that time.

³ dd/mm/yy

⁴ dd/mm/yy

4 Consortium Management

This section should summarise the status of the project and its management activity including information on:

4.1 Consortium management tasks and their achievement

Consortium management tasks and their achievement: problems which have occurred and how they were solved. Beneficiaries: comments regarding contributions, changes in responsibilities and changes to consortium itself, if any.

The consortium is working very effectively and well together. There have been no changes in responsibilities nor changes to consortium itself. No significant problems, that will affect the achievement of the objectives of the project, have been encountered

- The Project Consortium Agreement was developed, agreed and signed by all Partners.
- The Project Handbook (deliverable D3.1) was produced to provide all Partners with a clear work-book of the project objectives, WP work and procedures.
- The project website was set-up at www.citizenscape.org with a Content Management System and private consortium space to enable all Partners upload, download and share all relevant formal and working documents.
- The project operates with continuous focus on the agreed workplan and objectives, through regular email and phone contact with all partners, and the www.citizenscape.org collaboration space.
- The D3.2.1-Half-Yearly Monitoring Report 1 – HMR1 (Jan-Jun08) and D3.2.2-Half-Yearly Monitoring Report 2 – HMR2 (Jul-Dec08) were completed and submitted to the Commission.
- Three very effective and efficient Project Policy Board and Executive Committee meetings have been held. Their minutes and presentations are included in the HMRs.

4.2 Project timetable and status

4.2.1. Schedule attainment			
Main Activity	Start month – End Month ⁵	Current Status ⁶	% of ⁷ completion
Project Management	Jan08-Dec09	In-Progress	50-75%,
User Requirements Analysis & Design	Jan08-Jun08	Complete	100%
Platform Implementation	Feb08-Sep08	Complete	100%
Pilots / Evaluation of Project Results	Oct08-Dec09	In Progress	25-50%,
Dissemination & Promotion	Jan08-Dec09	In Progress	25-50%

4.3 Co-ordination activities in the period

4.3.1. Project Meetings during the reported period		
Nature of meeting ⁸	Place	Date
PPB1/PEC1 Plenary Management Meetings	Bristol, UK	7-8 Feb 08
PPB2/PEC2 Plenary Management Meetings	Letterkenny, IE	16 Jun 08
PPB3/PEC3 Plenary Management Meetings	Brighton, UK	1-2 Dec 08

4.3.2. Collaboration activities with other projects		
<i>Please list the collaboration actions performed with other projects</i>		
Projects Involved	Type of Collaboration activity ⁹	Results from collaboration Activity
MOMENTUM	Joint dissemination events.	<i>Presentations at the Citizen Empowerment International Symposium London, Feb08, UDITE conference, Glasgow, and EISCO 2008, Naples, Sep08.</i>
LEGESE	Joint dissemination event; meeting; exchange of deliverables; circulation of material; know-how transfer; synergies identified	<i>Allowing CitizenScape to build on its experience and findings, and disseminate to its partners & at its meetings.</i>
FEED	Joint dissemination event; meeting; exchange of deliverables; circulation of material; know-how transfer; synergies identified	<i>Allowing CitizenScape to build on its experience and findings, and disseminate to its partners & at its meetings.</i>

⁵ As per DoW

⁶ Started; In-Progress; Completed

⁷ Choose one from : (0-25)%, (25-50)%, (50-75)%, (75-100)%

⁸ Negotiation, kick-off, technical, plenary, management board meeting, other

⁹ Joint dissemination event; meeting; exchange of deliverables; circulation of material; know-how transfer; synergies identified, other (if any, please specify)

<i>eParticipate</i>	Joint dissemination event; meeting; exchange of deliverables; circulation of material; know-how transfer; synergies identified.	<i>Allowing CitizenScape to build on its experience and findings, and disseminate to its partners & at its meetings.</i>
<i>CitizenFirst</i>	Joint dissemination event; meeting; exchange of deliverables; circulation of material; know-how transfer; synergies identified.	<i>Allowing CitizenScape to build on its experience and findings, and disseminate to its partners & at its meetings.</i>
<i>DemoNET</i>	Circulation of material, meeting, know-how transfer.	<i>Joined DemoNet Network, links & events information on website.</i>

5 Other issues including the Use & Dissemination

This section should briefly summarise project's executed dissemination activities for the period.

5.1. Dissemination activities performed in the period					
<i>Describe dissemination activities performed during the period, incl. Actual dates, Activity, Type of audience, Countries addressed, Size of audience, Feedback collected (if any)</i>					
Actual Date	Type of Activity¹⁰	Type of Audience¹¹	Size of audience	Countries addressed	Feedback collected
29/01/08	Innovative Development of Regions Conference	MPs, Research & practitioners; NGOs; citizens.	200	Slovakia	
05/02/08	Attendance at DemoNet user group	Research & practitioners.	50	All	
21/02/08	Presentation to Regional ICT Group	Research & practitioners; NGOs;	30	Ireland	
29/02/08	Presentation at Citizen Empowerment International Symposium	MPs, MEPs, Research & practitioners; NGOs; citizens.	500	All	
17/04/08-18/04/08	Cisco eLeaders conference	MPs, Research & practitioners.	100	UK	
20/5/08	Presentation at eCommunities Workshop	Research & practitioners; NGOs; citizens.	50	Netherlands	
3/06/08	ICT Regional Cluster Meeting presentation.	Research & practitioners; NGOs.	25	Ireland	
10/06/08	Technologies for Participation	Research & practitioners	100	UK	
10/06/08	Workshop Presentation "Programma trasfrontaliero Italia – Francia Marittimo"	MPs, Research & practitioners; NGOs.	100	Italy	
11/06/08	ePetitions seminar	MPs, Research & practitioners	50	UK	
12/06/08	Webcasting user group meeting	Research & practitioners; NGOs	50	UK	
17/06/08	Practical tools for eDemocracy Workshop	Research & practitioners; NGOs;	75	Ireland	
24/06/08	Innovative Development of Regions Conference	MPs, MEPs, Research & practitioners; NGOs.	250	All	
10/07/08	eParticipation Projects Concertation Meeting	Research & practitioners;	40	All	Minutes of meeting.
4/09/08	Dissemination Workshop at UDITE Conference	MPs, Research & practitioners; NGOs; citizens.	300	All	

¹⁰ Conference, Workshop, Publications,, Brochure, Electronic Newsletter; Press Releases; Whitepaper; Other (if any please specify)

¹¹ MPs, MEPs, Research & practitioners; NGOs; citizens; other (if any please specify)

22-23/09/08	Workshop Presentation "Mobilità europea per giovani generazioni - Il mondo del lavoro e dello studio"	Research & practitioners; NGOs;	150	Italy	
25/09/08	Including ALL Citizens.....how Technology can help	MPs, Research & practitioners; NGOs; citizens.	200	Ireland	
26/09/08	EISCO conference,	MPs, MEPs, Research & practitioners; NGOs	300	All	
22-14/10/08	eChallenges,	MPs, MEPs, Research & practitioners; NGOs	250	Sweden,	
15-17/10/08	eDemocracy forum	MPs, MEPs, Research & practitioners; NGOs	200	All	
28/10/08	Presentation at "Open day on Social agenda policies"	Research & practitioners; NGOs	50	Italy	
03/11/08	Burgundy Mayors event,	MPs, Research & practitioners.	90	France & UK	
<p><i>If MEPs and MPs are participating in your events, please specify names, committees which are involved, areas of interest</i></p>					
<ul style="list-style-type: none"> • Mr. Mikolasik Slovak MEP, eParticipation • Brian Crowley, Irish MEP, PETI, General Citizen Participation & eDemocracy. • Graham Watson, UK MEP, Citizen's Participation. <p><i>Note: Further events and details meetings are listed in the two Half-yearly Monitoring Reports.</i></p>					

6 Consumed Effort

6.1. Estimation of consumed PMs / WP in the period per partner			
Partner: 1 - MAC			
Work-package No	Workpackage title	Planned Effort (person-months)	Actual Effort (person-months)
1.1	User Requirements & Service Specificaiton	2.3	2.4
1.2	Design & Develop CitizenSpace System	3.1	0.5
1.3	Installation in the 4 User Regions.	3.4	0.2
2.1	Pilot Trials, Monitoring & Evaluation	1.5	0.4
2.2	Dissemination	1.1	2.5
2.3	Plans for Sustainable Operation.	0.9	2.0
3	Project Mgt, Coord & Liasion with EU	3.3	4.9
Total		15.6	12.9

6.1. Estimation of consumed PMs / WP in the period per partner			
Partner: 2 - PI			
Work-package No	Workpackage title	Planned Effort (person-months)	Actual Effort (person-months)
1.1	User Requirements & Service Specificaiton	2.0	0.7
1.2	Design & Develop CitizenSpace System	6.9	4.5
1.3	Installation in the 4 User Regions.	5.1	4.5
2.1	Pilot Trials, Monitoring & Evaluation	2.5	0.7
2.2	Dissemination	1.1	1.8
2.3	Plans for Sustainable Operation.	0.6	0.5
3	Project Mgt, Coord & Liasion with EU	0.6	1.1
Total		18.8	13.8

6.1. Estimation of consumed PMs / WP in the period per partner			
Partner: 3 - BCC			
Work-package No	Workpackage title	Planned Effort (person-months)	Actual Effort (person-months)
1.1	User Requirements & Service Specificaiton	1.9	0.4
1.2	Design & Develop CitizenSpace System	1.8	2.6
1.3	Installation in the 4 User Regions.	0.9	0.8
2.1	Pilot Trials, Monitoring & Evaluation	1.3	0.0
2.2	Dissemination	0.7	0.2
2.3	Plans for Sustainable Operation.	0.3	0.0
3	Project Mgt, Coord & Liasion with EU	0.3	0.7
Total		7.2	4.7

6.1. Estimation of consumed PMs / WP in the period per partner			
Partner: 4 - CDG			
Work-package No	Workpackage title	Planned Effort (person-months)	Actual Effort (person-months)
1.1	User Requirements & Service Specificaiton	2.0	2.0
1.2	Design & Develop CitizenSpace System	2.0	1.1
1.3	Installation in the 4 User Regions.	1.7	0.7
2.1	Pilot Trials, Monitoring & Evaluation	2.2	1.2
2.2	Dissemination	0.3	1.0
2.3	Plans for Sustainable Operation.	0.3	0.4
3	Project Mgt, Coord & Liasion with EU	0.3	0.5
Total		8.8	6.9

6.1. Estimation of consumed PMs / WP in the period per partner			
Partner: 5 - DCC			
Work-package No	Workpackage title	Planned Effort (person-months)	Actual Effort (person-months)
1.1	User Requirements & Service Specificaiton	1.0	1.0
1.2	Design & Develop CitizenSpace System	2.1	1.4
1.3	Installation in the 4 User Regions.	2.0	0.2
2.1	Pilot Trials, Monitoring & Evaluation	2.2	0.5
2.2	Dissemination	0.3	1.3
2.3	Plans for Sustainable Operation.	0.3	0.1
3	Project Mgt, Coord & Liasion with EU	0.3	2.0
Total		8.2	6.5

6.1. Estimation of consumed PMs / WP in the period per partner			
Partner: 6 - RDA			
Work-package No	Workpackage title	Planned Effort (person-months)	Actual Effort (person-months)
1.1	User Requirements & Service Specificaiton	1.4	2.1
1.2	Design & Develop CitizenSpace System	4.3	5.7
1.3	Installation in the 4 User Regions.	2.9	0.1
2.1	Pilot Trials, Monitoring & Evaluation	2.9	4.4
2.2	Dissemination	0.7	1.2
2.3	Plans for Sustainable Operation.	0.6	0.9
3	Project Mgt, Coord & Liasion with EU	0.4	1.0
Total		13.2	15.4

6.2. Cumulative Effort for the project			
Work-package No	Workpackage title	Planned Effort (person-months)	Actual Effort (person-months)
1.1	User Requirements & Service Specifcaiton	10.6	8.7
1.2	Design & Develop CitizenSpace System	20.2	15.8
1.3	Installation in the 4 User Regions.	16.0	6.5
2.1	Pilot Trials, Monitoring & Evaluation	12.5	7.2
2.2	Dissemination	4.3	7.9
2.3	Plans for Sustainable Operation.	2.9	4.0
3	Project Mgt, Coord & Liasion with EU	5.1	10.1
Total		71.6	60.2

6.3. Estimated vs consumed PMs / Main activity in the reporting period		
Main activity	Estimated PMs for the period (person-months)	Effort consumed in the period (person-months)
<i>Project Management</i>	5.1	10.1
<i>User Requirements Analysis & Design</i>	10.6	8.7
<i>Platform Implementation</i>	20.2	15.8
<i>Pilots / Evaluation of Project Results</i>	28.5	13.7
<i>Dissemination & Promotion</i>	7.2	11.9
Total	71.6	60.2

7 Planning for the next period

7.1. Planned activities concerning the work for the next period	
Main Activity	Planned activities for the next period
Project Management	<i>The project will continue to address its objectives and meet its contractual commitments. The HMRs and Final Reports will be produced.</i>
User Requirements Analysis & Design	<i>None.</i>
Platform Implementation	<i>In line with its Web 2.0 approach the CitizenScape service will continue to improve and evolve based on its users' feedback and suggestions.</i>
Pilots / Evaluation of Project Results	<i>The CitizenScape Pilots will continue to be operated and evaluated as specified in the Evaluation Plan. The Final Evaluation Report will be produced. The Final CitizenScape Viability Plan for Sustainable Operation will be developed and agreed.</i>
Dissemination & Promotion	<i>The CitizenScape dissemination will continue and be intensified in line with the pilot trials as defined in the Dissemination Plan, with the highlights being the Interim and Final Dissemination Events.</i>

7.2. Planned activities concerning the dissemination and promotion for the next period				
Planned Date	Type of the dissemination activity ¹²	Targeted Audiences ¹³	Countries addressed	Expected Size of audience
4 March 2009	<i>EU conference on eParticipation</i>	<i>MPs, MEPs, Research & practitioners.</i>	<i>All</i>	<i>100</i>
April 2009	<i>CitizenScape Interim Dissemination Workshop at the Žilina Regional Innovation Conference.</i>	<i>MPs, Research & practitioners; NGOs; citizens; other</i>	<i>Slovakia.</i>	<i>250</i>
November 2009	<i>CitizenScape Final Dissemination Conference.</i>	<i>MPs, MEPs, Research & practitioners; NGOs; citizens; other</i>	<i>All</i>	<i>250</i>

¹² Conference, Workshop, Publications,, Brochure, Electronic Newsletter; Press Releases; Whitepaper; Other (if any please specify)

¹³ MPs, MEPs, Research & practitioners; NGOs; citizens; other

Annex I: Deliverable Summaries

D1.1.1 -CitizenScape User & Tech Requirements for all sites

Project	CitizenScape
Del. Number	D1.1.1
Del. Title	CitizenScape User and Technical Requirements for all Sites.
Related WP	WP1.1
References	
Abstract	<p>This document defines the CitizenScape User and Technical Requirements that provide the key input to the CitizenScape System Technical Specification (D1.2.1).</p> <p>CitizenScape will integrate and test state-of-the-art Web 2.0 social networking ICT-based tools and solutions in a socially purposeful way in concrete legislative and decision-making processes - specifically looking at engaging Citizens to debate and engage with the implementation of EU environmental legislation at a local level. CitizenScape will use Web 2.0 tools in order to create interaction spaces which Local Authorities can use in order to encourage and stimulate debate around the legislative process.</p> <p>Web 2.0 tools such as discussion boards, wikis and blogs will be used in order to create citizen interaction around either a single issue or a single legislative process. The focus of the project is on the integration of such tools, not on new development or research. These tools will be used in parallel with more formal democratic tools such as ePetitions and webcasting of meetings to ensure that the discussion reached decision makers in a format which they are able to respond to. Rather than create energy and engagement outside the formal process CitizenScape will use informal tools to create accessible inclusive mainstream debate.</p> <p>The project will, in parallel with integrating “best of breed” components into the technological solution, adapt the very successful Public-i webcast methodology to create a framework for recruiting citizens to CitizenScape and then moderating their inputs. From this experience it is planned that the platform and approach will be applied and contribute to other EU policies as a key driver to sustain and expand the service after the trial period.</p> <p>The project will create a ‘democratic pathway’ by attracting and recruiting citizens to use the Web 2.0 style space of CitizenScape and then migrating them to more formal online democratic tools (such as petitioning). These formal tools will be the means to access the Decision Makers – in this case Local Councillors. The CitizenScape Trials will involve key stakeholders, i.e. actors from both civil society and public institutions in a shared environment that is moderated and managed by the Local Authority.</p>
Related Keywords	User Requirements, technical spec
Key Results	User Requirements, technical specification of the CitizenScape service.

D1.2.1 -CitizenScape First Prototype & System Technical Specification.

Project	CitizenScape
Del. Number	D1.2.1
Del. Title	CitizenScape First Prototype & System Technical Specification
Related WP	WP1.2
References	
Abstract	<p>CitizenScape is developing a repeatable methodology for engaging with and mentoring Citizen's through different stages of engagement with the aim to ensure that participants have, as a result of the project activities, taken part in some kind of formal decision making process. The technology and first prototype (at http://demo.citizenscape.public-i.tv) to support this process are described in this document and have a number of core characteristics:</p> <ol style="list-style-type: none"> 1. All of the component parts of the CitizenScape architecture are built in a flexible and modular way so that stakeholders at each pilot site are able to create a facility that is tailored to their needs rather than requiring standardization across all the CitizenScape sites. 2. These 'widgets' are made available on external sites as well as within CitizenScape so that content can 'travel' to find its audience. 3. Widgets will be split into three types; (a) those which contain CitizenScape interactivity, (b) those which are read only content from external sites and (c) those which contain content from external sites but with some kind of interactivity. <p>One of the central tenants of the CitizenScape project is the use of existing Web 2.0 content where possible in order to emphasise the idea that the CitizenScape sites are co-created with Stakeholders.</p>
Related Keywords	Service, Technical Specification.
Key Results	First CitizenScape Prototype and Technical Specification.

D1.2.2 -CitizenScape System running.

Project	CitizenScape
Del. Number	D1.2.2
Del. Title	CitizenScape System running
Related WP	WP1.2
References	
Abstract	<p>This report describes the operational CitizenScape System as a follow-on from D1.2.1 (Technical Specification) describing the prototype site that was developed. The report explains the system that has been developed and the</p>

	<p>theory behind it.</p> <p>The prototype described in D1.2.1 is complete and being tested and validated. The next phase of the process involves the User Partners working with their stakeholders to agree on the descriptions of how the sites will be implemented. This phase of making the system operational is not just about the technology and the applications that will be used, but about winning the hearts and minds of those involved.</p> <p>One of the central tenants of the CitizenScape project is the use of existing Web 2.0 content where possible in order to emphasise the idea that the CitizenScape sites are co-created with Stakeholders.</p> <p>Before the actual sites are completed, the stakeholders (alongside the User Partners) must decide on the specific content that will be pulled in from other sources, putting the Web 2.0 element of the sites at the fore.</p> <p>This report explains the basic system that sits behind the regional user sites.</p>
Related Keywords	System, Prototype.
Key Results	CitizenScape Prototype system.

D1.3.1 -CitizenScape System Operational in all 4 Trial Regions.

Project	CitizenScape
Del. Number	D1.3.1
Del. Title	CitizenScape System Operational in all 4 Trial Region
Related WP	WP3
References	
Abstract	<p>This deliverable outlines the phases of the installation of the CitizenScape sites in the 4 regions. It is split into two strands of work – the technical and the social – while each User Partner requires a site (CitizenScape container), this can only be completed once the social element (interaction, consultation and buy-in from stakeholders) of the installation has taken place.</p> <p>Each site requires a website that will act as the portal for a number of citizen engagement tools (set out in the technical specification – D1.2.1), known as widgets. The widgets will be used to engage citizens on a single issue in that region. This document highlights these issues and the methods through which they will be addressed – in terms of technology and media.</p> <p>Each of the User partner sites' URLs are:</p> <p>Bristol: www.bristol.CitizenScape.public-i.tv Donegal: www.donegal.CitizenScape.public-i.tv Zilina: www.zilina.CitizenScape.public-i.tv Genoa: www.genoa.CitizenScape.public-i.tv</p> <p>These sites will be activated on 30 January 2009 after completion of their testing and validation. This report presents an overview of the user partners' sites including wireframe pictures of the layout and content of each site.</p>

Related Keywords	Service, operational system.
Key Results	MS1 of the Project. CitizenScape System Operational in all 4 Trial Region

D2.1.1 -Evaluation Criteria & Pilot Trials Monitoring Plan

Project	CitizenScape
Del. Number	D2.1.1
Del. Title	Evaluation Criteria & Pilot Trials Monitoring Plan
Related WP	WP2.1
References	
Abstract	<p>This report is the CitizenScape project Evaluation Criteria & Pilot Trials Monitoring Plan, providing evaluation of the CitizenScape Pilot service in 4 varied Legislative Authority contexts, countries and languages to assess the legislative participation impact of CitizenScape and its relationship to wider aspects of e-governance, to establish the varying contextual issues that need to be addressed in implementing CitizenScape in different legislative, constitutional, political and linguistic environments. This will be a key input to the CitizenScape Viability Plan (D2.3.2).</p> <p>This plan will also measure how the CitizenScape service contributes to the Democratic Renewal & increased Citizen Legislative Engagement in the 4 Regions, by a 25% increase in citizen participation in local legislative & democratic activities & interactions by the end of the 12 month Pilot Trials period.</p> <p>This CitizenScape evaluation plan looks at the full scope of the CitizenScape project and examines each of the following areas:</p> <ul style="list-style-type: none"> • Evaluation of the project against all stated objectives and business plan assumptions • Evaluation of the system usage by the public and its democratic impacts • Cost benefit analysis from the point of view of the actors involved • Review of the CitizenScape methodology • Technical evaluation of platform performance • SWOT analysis for wider deployment <p>For each of those criteria, the scope of work is defined and actors are identified.</p>
Related Keywords	Evaluation Plan
Key Results	Pilot Trials Evaluation Plan

D2.2.1 -CitizenScape Dissemination Strategy

Project	CitizenScape
Del. Number	D2.2.1
Del. Title	CitizenScape Dissemination Strategy
Related WP	WP2.2
References	
Abstract	<p>This report is the CitizenScape Dissemination Strategy, which will be implemented in WP2.2 as the shop window of the project. The aim is to expose the progress and outputs of the CitizenScape project and European trials to disseminate real life implementation and experiences on the potential of such tools to reengage citizens in legislative and decision making processes thus increasing local authority's transparency.</p> <p>The Strategy aims to disseminate the project results to the different target groups identified, through a series of physical and web based events and known market opportunities. The work includes two dissemination workshops/communication events (mid- and end project, in Month 9 and 24), relevant press work from the start of the project (press conference, press releases, press clippings, etc.), attendance at relevant events, communications / briefings to identified audiences as well the setup and maintenance of a project web site at www.citizenscape.org.</p> <p>The project will also link into MOMENTUM and the other eParticipation Action projects to, where relevant, provide a coordinated dissemination from all of the projects.</p> <p>The key dissemination target groups for CitizenScape are:</p> <ol style="list-style-type: none"> a) Regionally: local citizens, local administration and local politicians, b) Nationally: other local authorities, business partners c) European level: the EC and stakeholders involved in formulating policies regarding eParticipation in Legislative Processes and other eDemocracy projects, particularly the European Parliament. <p>This Dissemination strategy describes mechanisms for the delivery of information to the target groups. It is the first release of the dissemination strategy for channelling CitizenScape's achievements to key external audiences. It is expected that while this document is delivered in month 3 of the project. The strategy will subsequently be reviewed and updated on an on-going basis (at least at each project meeting) to reflect new activities and actions. The strategy outlines the objectives of the dissemination workpackage (WP2.2) and defines the set of target audiences and regions, the methodology and detailed plans for channelling, the partner's responsibilities as well as the Web Marketing Plans.</p> <p>A consolidated schedule of activities will be maintained by the leader of WP2.2.</p> <p>The CitizenScape Dissemination strategy will be reviewed at each project meeting. During project reviews the WP2.2 leader will present progress against the current plan, and an updated plan will be produced, which takes account of newly identified opportunities or changes in previous opportunities.</p>

	<p>CitizenScape dissemination will be channelled through different means:</p> <ul style="list-style-type: none"> • Physical dissemination (in collaboration with MOMENTUM and other eParticipation Action projects where possible): <ul style="list-style-type: none"> ○ 2 principle dissemination workshops ○ Regional dissemination workshops at partner councils to demonstrate the CitizenScape services to local stakeholders (MEP's, neighbouring Councils, Strategic partners, Regional / Central Government and citizens) ○ Attendance / Exhibiting / demonstrations at identified conferences / events within the EU ○ Meetings / presentations to identified representatives within Central Government / MEP's and other Local Authority agencies/organisations in each partner territory • Print material <ul style="list-style-type: none"> ○ Press Coverage • Web marketing plan <ul style="list-style-type: none"> ○ The www.citizenscape.org website (and if necessary localised versions for partners –at partner's discretion) ○ European contact details database of local authorities and regular site visitors • Demonstration of the system to the European Parliament in order to show the usability of the service.
Related Keywords	Dissemination plan, strategy
Key Results	Dissemination Strategy & Plan

D2.3.1 -Initial Viability Plan for Sustainable Operation

Project	CitizenScape
Del. Number	D2.3.1
Del. Title	Initial Viability Plan for Sustainable Operation.
Related WP	WP2.3
References	
Abstract	<p>This is the initial viability plan for sustainable operation of the CitizenScape service, and elaborates on the plans outlined in the project Description of Work, to be tested and evaluated by the Pilot Trials in WP2.1, and will be finalised in the D2.3.2 Final Viability Plan at the end of the project.</p> <p>CitizenScape will be a flexible online space that will blend and integrate social networking and other Web 2.0 technologies with more formal online democratic tools in a socially purposeful way in concrete legislative and decision-making processes - specifically looking at engaging Citizens to debate and engage with the implementation of EU environmental legislation at a local level. CitizenScape is a citizen-driven initiative that will provide tools, applications and services that empower citizens to contribute to legislative and decision-making processes and address the implementation of EU initiated legislation by Local Authorities. CitizenScape will involve key stakeholders, i.e. actors from both civil society and public institutions in a shared environment that is moderated and managed by the Local Authority.</p>

	The key initial users and purchasers/funders of CitizenScape will be Local Authorities, who wish to add this functionality to their Public-i platform and the European Parliament to extend the impact of its EPLive and EPTV services to regional level. In due course National authorities and other relevant agencies will be targeted to adopt the service on their parliamentary platforms also.
Related Keywords	Viability Plan, Sustainable Operation.
Key Results	Viability Plan, Assumptions to be confirmed from Pilot Trials' evaluation.

D3.1 -Project Handbook & www.CitizenScape.org website

Project	CitizenScape
Del. Number	D3.1
Del. Title	Project Handbook & www.CitizenScape.org website
Related WP	WP3
References	
Abstract	<p>This document is a quick and easy reference Working Handbook of project management guidelines and practices to help the Consortium Partners achieve the CitizenScape project objectives, while delivering on their Grant Agreement commitments and responsibilities within the project in an efficient and effective manner.</p> <p>This document elaborates on, and must be read in conjunction with, the following documents:</p> <ul style="list-style-type: none"> CitizenScape Grant Agreement (No: EP-08-01-016), including all of its Annexes, Jan 2008. CitizenScape Grant Agreement Annex I – Description of Work, Jan 2008 CitizenScape Consortium Agreement, Jan 2008. <p>eParticipation Project Management Guidelines, version 08/06/2007¹⁴</p>
Related Keywords	Management Procedures, website,
Key Results	www.citizenscape.org

D3.2.1 -Half-yearly Monitoring Report 1 – HMR1 (Jan-Jun08)

Project	CitizenScape
Del. Number	D3.2.1

¹⁴ At http://ec.europa.eu/information_society/activities/egovernment_research/doc/pdf/epart_project_mgmt.pdf

Del. Title	Half-yearly Monitoring Report 1 – HMR1 (Jan-Jun08)
Related WP	WP3
References	
Abstract	<p>In this first period of the project the focus was on establishing the consortium, project procedures, dissemination, evaluation and planning the CitizenScape System user requirements, and then on defining and designing the CitizenScape service based on the user requirements.</p> <p>The following deliverables were completed and submitted:</p> <ul style="list-style-type: none"> • D1.1.1-CitizenScape User & Tech Requirements for all sites • D2.2.1 CitizenScape Dissemination Strategy • D2.3.1-Initial Viability Plan for Sustainable Operation • D3.1 CitizenScape Project Handbook
Related Keywords	Progress Report,
Key Results	Progress Report

D3.2.2 -Half-yearly Monitoring Report 2 – HMR2 (Jul-Dec08)

Project	CitizenScape
Del. Number	D3.2.2
Del. Title	Half-yearly Monitoring Report 2 – HMR1 (Jul-Dec08)
Related WP	WP3
References	
Abstract	<p>In this second period of the project the focus was on developing, completing and installing the CitizenScape service and procedures at the 4 user sites, and preparing for the mid-project Review. The following deliverables were delivered:</p> <ul style="list-style-type: none"> • D1.2.1-CitizenScape System Technical Specification. • D2.1.1-Evaluation Criteria & Pilot Trials Monitoring Plan • D3.2.1-Half-Yearly Monitoring Report 1 – HMR1 (Jan-Jun08)
Related Keywords	Progress Report
Key Results	Progress Report

D3.3 -Interim Project Progress Report

Project	CitizenScape
Del. Number	D3.3
Del. Title	Interim Project Progress Report
Related WP	WP3
References	
Abstract	This Report in the Periodic Progress Report format.
Related Keywords	Interim Progress Report, Mid-Project
Key Results	Interim Progress Report

Annex II: Risk Monitoring & Tracking Sheets

Risk ID¹⁵:	R1.1	Related WP / activity	WP1.1 - User Requirements & Service Specification		
Date Identified:	01/07	Originator¹⁶:	O'Flaherty, MAC		
Risk Statement:	Findings come back negative for a Web 2.0 eParticipation service on European Legislation.				
Actual / Potential Impact on the Project:	High impact as this is the main point of the project.				
Effect (Level of Impact)¹⁷	3 – critical	Probability¹⁸	1 - low	Risk exposure¹⁹	High
Proposed solution / Mitigation strategy	This is unlikely given the UK & LEGESE experience, but the situation will be analysed to understand why and the platform will be appropriately refocused.				
Status²⁰	Monitored		Status Date:	19/11/08	
Comments: Trials will evaluate this key risk.					
Closing date²¹: 31/12/09			Approval²²: John J O'Flaherty		

¹⁵ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

¹⁶ Name, organisation

¹⁷ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

¹⁸ 3— high, 2— medium, 1— low

¹⁹ High, Medium, Low, as per table in Section

²⁰ Identified, Monitored, Contained

²¹ Date when related activity is completed

²² WP Leader

Risk ID²³:	R1.2	Related WP / activity	WP1.2 - Design & Develop CitizenScape System		
Date Identified:	01/07	Originator²⁴:	O'Flaherty, MAC		
Risk Statement:	Better existing systems may be found.				
Actual / Potential Impact on the Project:	Medium Impact as we could use the better systems.				
Effect (Level of Impact)²⁵	3 – critical	Probability²⁶	2 Medium	-	Risk exposure²⁷ Low
Proposed solution / Mitigation strategy	The CitizenScape platform is made up of "best of breed" applications and Web 2.0 omponents, so if better solutions are found, they will be incorporated into the eParticipation system				
Status²⁸	Identified		Status Date:	19/11/08	
Comments:	Trials will evaluate this issue.				
Closing date²⁹: 31/12/09			Approval³⁰: Catherine Howe		

²³ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

²⁴ Name, organisation

²⁵ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

²⁶ 3— high, 2— medium, 1— low

²⁷ High, Medium, Low, as per table in Section

²⁸ Identified, Monitored, Contained

²⁹ Date when related activity is completed

³⁰ WP Leader

Risk ID³¹:	R1.3	Related WP / activity	WP1.2 - Design & Develop CitizenScope System		
Date Identified:	01/07	Originator³²:	O'Flaherty, MAC		
Risk Statement:	Scope of requested customisation may be much larger than expected and beyond the scope of the project.				
Actual / Potential Impact on the Project:	Unlikely as the project is using available Web 2.0 tools.				
Effect (Level of Impact)³³	3 – critical	Probability³⁴	1 - Low	Risk exposure³⁵	Low
Proposed solution / Mitigation strategy	Customisation and selection of Web 2.0 tools will be focused on the core Legislative eParticipation needs to keep the system simple and stay within budget and scope of the project				
Status³⁶	Contained		Status Date:	19/11/08	
Comments: CitizenScope system is currently being made operational.					
Closing date³⁷: 31/12/08			Approval³⁸: Catherine Howe		

³¹ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

³² Name, organisation

³³ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

³⁴ 3— high, 2— medium, 1— low

³⁵ High, Medium, Low, as per table in Section

³⁶ Identified, Monitored, Contained

³⁷ Date when related activity is completed

³⁸ WP Leader

Risk ID³⁹:	R1.4	Related WP / activity	WP1.2 - Design & Develop CitizenScape System		
Date Identified:	01/07	Originator⁴⁰:	O'Flaherty, MAC		
Risk Statement:	CitizenScape System may not operate reliably.				
Actual / Potential Impact on the Project:	High impact as this is critical for the service to be acceptable.				
Effect (Level of Impact)⁴¹	3 – critical	Probability⁴²	1 - low	Risk exposure⁴³	Low
Proposed solution / Mitigation strategy	Only proven Web 2.0 components and applications are being integrated in CitizenScape to mitigate against this.				
Status⁴⁴	Contained		Status Date:	19/11/08	
Comments:	Trials will prove the systems reliability				
Closing date⁴⁵:	31/12/09		Approval⁴⁶:	Catherine Howe	

³⁹ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

⁴⁰ Name, organisation

⁴¹ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

⁴² 3— high, 2— medium, 1— low

⁴³ High, Medium, Low, as per table in Section

⁴⁴ Identified, Monitored, Contained

⁴⁵ Date when related activity is completed

⁴⁶ WP Leader

Risk ID⁴⁷:	R1.5	Related WP / activity		WP1.3 - Installation in the 4 User Regions.	
Date Identified:	01/07	Originator⁴⁸:		O'Flaherty, MAC	
Risk Statement:	It may not be possible to install the Legislative eParticipation system in all 4 Pilot Sites.				
Actual / Potential Impact on the Project:	Low impact as this would just reduce the value of the trials. Unlikely as Web 2.0 tools are widely available and used.				
Effect (Level of Impact)⁴⁹	2 - marginal	Probability⁵⁰	2 Medium	-	Risk exposure⁵¹ High
Proposed solution / Mitigation strategy	There will be close liaison between the partners, prior and during this task to resolve any issues that might arise to delay or preclude installation in a specific site.				
Status⁵²	Monitored	Status Date:		19/11/08	
Comments: Service is currently being installed in all 4 regions.					
Closing date⁵³: 31/12/08			Approval⁵⁴: Catherine Howe		

⁴⁷ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

⁴⁸ Name, organisation

⁴⁹ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

⁵⁰ 3— high, 2— medium, 1— low

⁵¹ High, Medium, Low, as per table in Section

⁵² Identified, Monitored, Contained

⁵³ Date when related activity is completed

⁵⁴ WP Leader

Risk ID⁵⁵:	R2.1	Related WP / activity	WP2.1 - Pilot Trials, Monitoring & Evaluation		
Date Identified:	01/07	Originator⁵⁶:	O'Flaherty, MAC		
Risk Statement:	Evaluation may not be useful				
Actual / Potential Impact on the Project:	High impact as this is a key point of the project.				
Effect (Level of Impact)⁵⁷	2 - Marginal	Probability⁵⁸	1 - low	Risk exposure⁵⁹	Medium
Proposed solution / Mitigation strategy	The focus of the project from day one, is on an evaluation of the CitizenScape system to determine if initial assumptions that underlie it are valid. So only useful evaluation in that context will be undertaken. Agreement and ongoing liaison				
Status⁶⁰	Monitored	Status Date:	19/11/08		
Comments:	Evaluation of the Trials will address this.				
Closing date⁶¹:	31/12/09		Approval⁶²:	Catherine Howe	

⁵⁵ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

⁵⁶ Name, organisation

⁵⁷ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

⁵⁸ 3— high, 2— medium, 1— low

⁵⁹ High, Medium, Low, as per table in Section

⁶⁰ Identified, Monitored, Contained

⁶¹ Date when related activity is completed

⁶² WP Leader

Risk ID⁶³:	R2.2	Related WP / activity	WP2.2 - Dissemination		
Date Identified:	01/07	Originator⁶⁴:	O'Flaherty, MAC		
Risk Statement:	Ongoing dissemination may take more effort and resources than planned.				
Actual / Potential Impact on the Project:	Not a big impact on the core objectives of the project.				
Effect (Level of Impact)⁶⁵	2 - Marginal	Probability⁶⁶	1 - low	Risk exposure⁶⁷	Low
Proposed solution / Mitigation strategy	Continuous on-line liaison between the partners and with the Commission will ensure that this does not occur.				
Status⁶⁸	Contained		Status Date:	19/11/08	
Comments:	Not proving to be a problem so far, especially as MOMENTUM is now in place.				
Closing date⁶⁹: 31/12/09			Approval⁷⁰: Keith Young		

⁶³ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

⁶⁴ Name, organisation

⁶⁵ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

⁶⁶ 3— high, 2— medium, 1— low

⁶⁷ High, Medium, Low, as per table in Section

⁶⁸ Identified, Monitored, Contained

⁶⁹ Date when related activity is completed

⁷⁰ WP Leader

Risk ID⁷¹:	R2.3	Related WP / activity	WP2.3 - Plans for Sustainable Operation.		
Date Identified:	01/07	Originator⁷²:	O'Flaherty, MAC		
Risk Statement:	The WP2.1 analysis may indicate that a viable CitizenScape business model is unlikely.				
Actual / Potential Impact on the Project:	High impact as this is a key point of the project.				
Effect (Level of Impact)⁷³	1 - critical	Probability⁷⁴	2 - Medium	Risk exposure⁷⁵	High
Proposed solution / Mitigation strategy	Intense discussions will be undertaken amongst the partners to come up with a viable and sustainable model. The WP2.1 Trials and evaluation will be refocused to address this and test its assumptions.				
Status⁷⁶	Identified	Status Date:	19/11/08		
Comments:	This will be a key issue in the ongoing evaluation of the trials & will be addressed in D2.3.2 Final Viability Plan P				
Closing date⁷⁷:	31/12/09		Approval⁷⁸:	John J O'Flaherty	

⁷¹ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

⁷² Name, organisation

⁷³ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

⁷⁴ 3— high, 2— medium, 1— low

⁷⁵ High, Medium, Low, as per table in Section

⁷⁶ Identified, Monitored, Contained

⁷⁷ Date when related activity is completed

⁷⁸ WP Leader

Risk ID⁷⁹:	R2.4	Related WP / activity	WP2.3 - Plans for Sustainable Operation.		
Date Identified:	01/07	Originator⁸⁰:	O'Flaherty, MAC		
Risk Statement:	The results from the trials may indicate that the Final Viability Plan assumptions are not valid or the system is not viable.				
Actual / Potential Impact on the Project:	High impact as this is a key point of the project				
Effect (Level of Impact)⁸¹	1 - Critical	Probability⁸²	2 - Medium	Risk exposure⁸³	High
Proposed solution / Mitigation strategy	The evaluation will focus on validating the assumptions for sustainable operation. If these prove that pan-European deployment of the system is not viable, then partners will work with the partner local authorities to ensure that their needs are met within this Trial Project.				
Status⁸⁴	Identified	Status Date:	19/11/08		
Comments: This will be a key issue in the ongoing evaluation of the trials.					
Closing date⁸⁵: 31/12/09			Approval⁸⁶: John J O'Flaherty		

⁷⁹ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

⁸⁰ Name, organisation

⁸¹ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

⁸² 3— high, 2— medium, 1— low

⁸³ High, Medium, Low, as per table in Section

⁸⁴ Identified, Monitored, Contained

⁸⁵ Date when related activity is completed

⁸⁶ WP Leader

Risk ID⁸⁷:	R3.1	Related WP / activity	WP3.3 - Administration, Project coordination & EU Liaison		
Date Identified:	01/07	Originator⁸⁸:	O'Flaherty, MAC		
Risk Statement:	This task may require more effort and time than planned.				
Actual / Potential Impact on the Project:	Not a big impact on the core objectives of the project.				
Effect (Level of Impact)⁸⁹	2 - Marginal	Probability⁹⁰	1 - low	Risk exposure⁹¹	Low
Proposed solution / Mitigation strategy	Continuous on-line liaison between the partners and with the Project Officer to ensure that this does not occur.				
Status⁹²	Monitored	Status Date:	19/11/08		
Comments:	Is not proving to be a problem so far.				
Closing date⁹³: 31/12/09	Approval⁹⁴: John J O'Flaherty				

⁸⁷ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

⁸⁸ Name, organisation

⁸⁹ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

⁹⁰ 3— high, 2— medium, 1— low

⁹¹ High, Medium, Low, as per table in Section

⁹² Identified, Monitored, Contained

⁹³ Date when related activity is completed

⁹⁴ WP Leader

Risk ID⁹⁵:	R3.2	Related WP / activity	WP3.3 - Administration, Project coordination & EU Liaison		
Date Identified:	01/07	Originator⁹⁶:	O'Flaherty, MAC		
Risk Statement:	The partners may not be able to reach agreement on a Consortium Agreement				
Actual / Potential Impact on the Project:	High impact on the project consortium				
Effect (Level of Impact)⁹⁷	3 - critical	Probability⁹⁸	1 - low	Risk exposure⁹⁹	High
Proposed solution / Mitigation strategy	This is currently being completed early in the project to ensure that the IPR issues are agreed & resolved before significant new IPR is created.				
Status¹⁰⁰	Contained		Status Date:	11/03/08	
Comments: Consortium Agreement was signed by all Partners. Did not prove to be a problem.					
Closing date¹⁰¹: 31/03/08			Approval¹⁰²: John J O'Flaherty		

⁹⁵ In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

⁹⁶ Name, organisation

⁹⁷ 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

⁹⁸ 3— high, 2— medium, 1— low

⁹⁹ High, Medium, Low, as per table in Section

¹⁰⁰ Identified, Monitored, Contained

¹⁰¹ Date when related activity is completed

¹⁰² WP Leader