

TPWind Secretariat WindSec

- q Missions
- q Structure
- q Work Packages
- q Deliverables
- q Budget
- q Work Packages 1 - 3

Missions

Secretariat

Optimises

the activities of the Platform

Manages

the calls for selecting the members of the groups

Provides

logistical, functional and organisational support

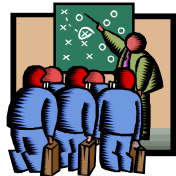
Provides

intellectual inputs for SRA & MDS

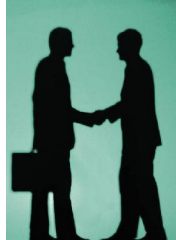
Reports

to SC and Commission

Structure - I



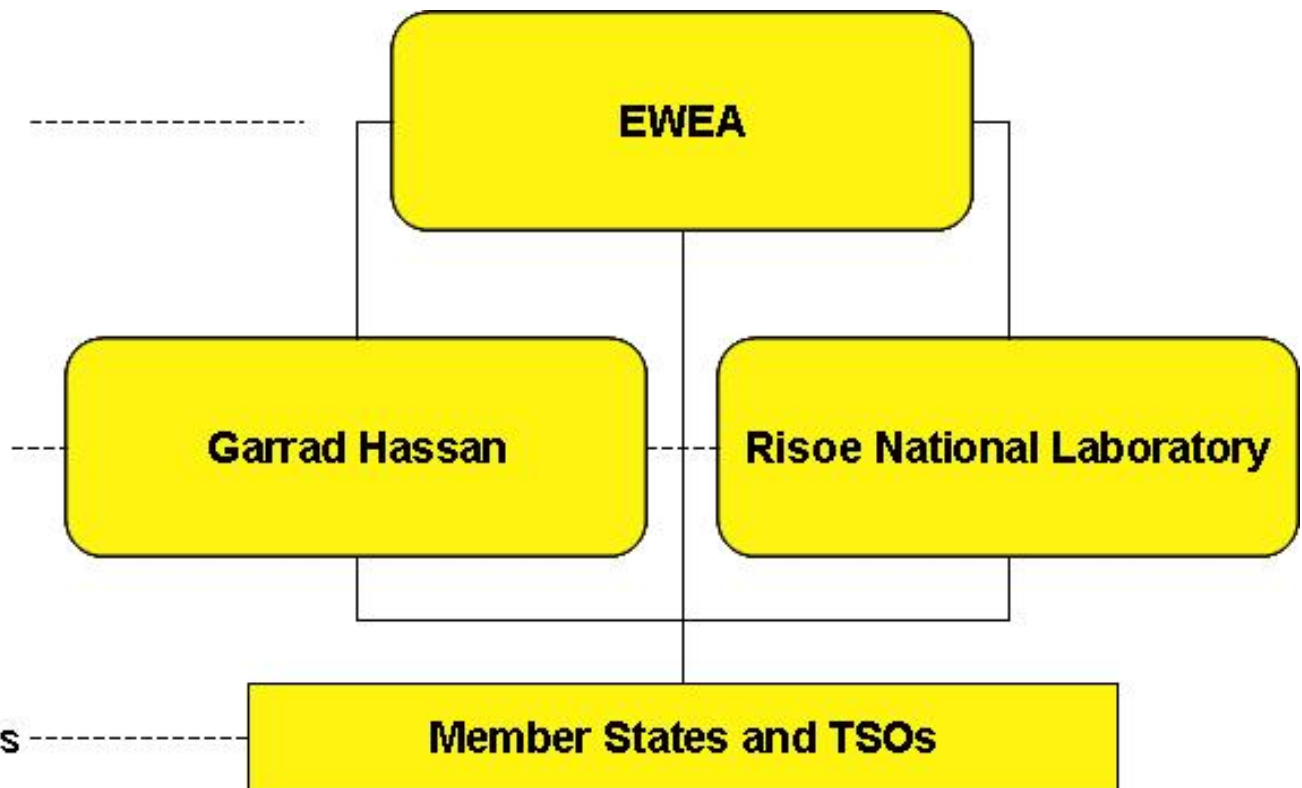
Tier 1
WindSec
Coordinator



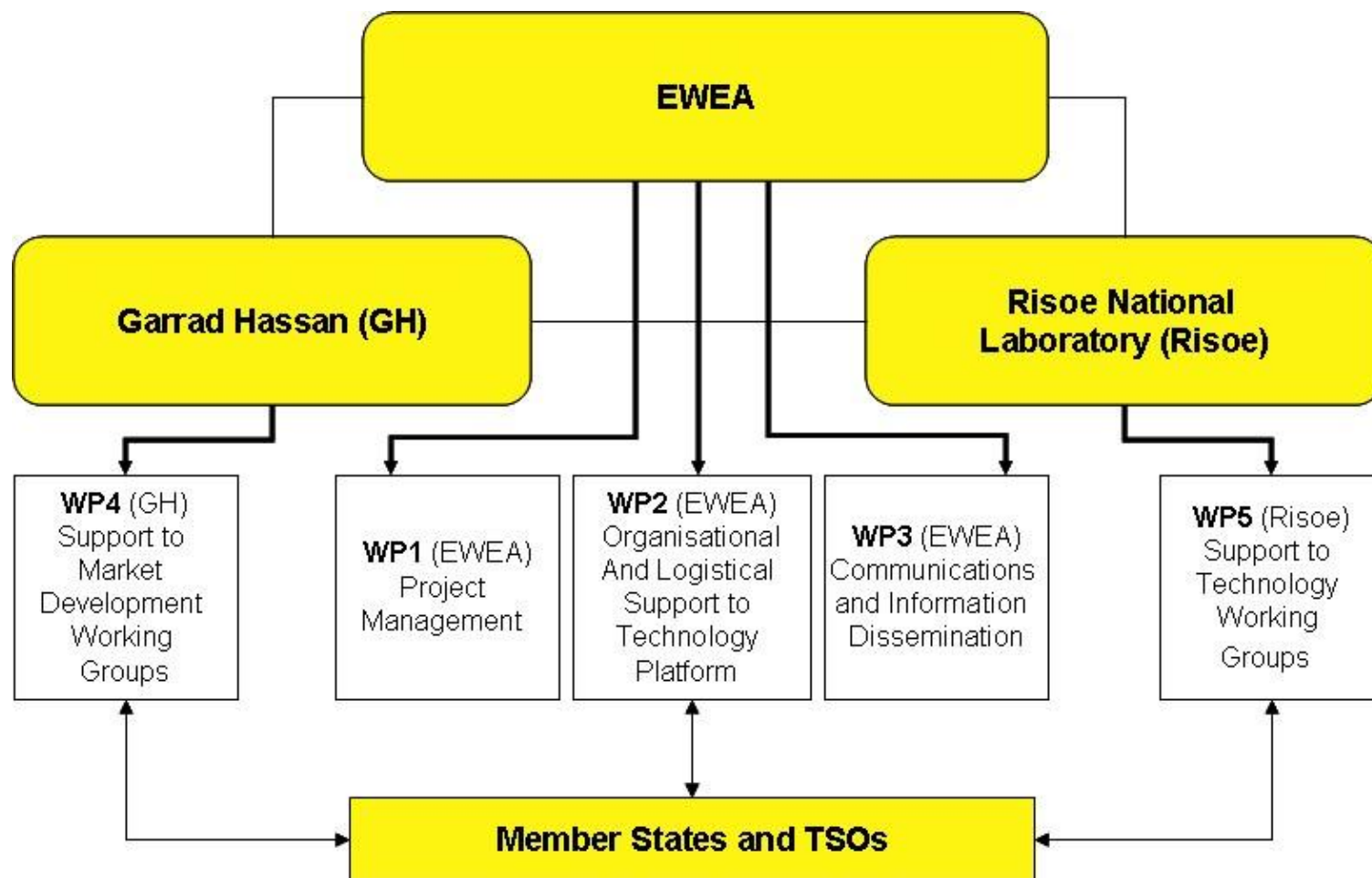
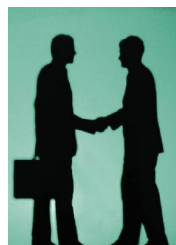
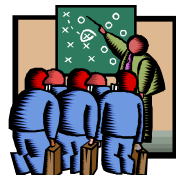
Tier 2
WindSec
Partners



Tier 3
Member States
Contributors



Structure - II



Deliverables

WP5: Support to Tech. Groups

Deliverable Number	Deliverable Title	Delivery Date
(D1.1–D1.13)		
D1.7- D1.9		
D1.10-D1.12		
D1.13- D1.15		
D2.1		
D2.2		
D2.3		
D2.4- D2.6		
D2.7–D2.12		
D3.1		
D3.2		
D3.3		
D3.4- D3.9		
D3.10- D3.15		
D4.1– D4.6		
D4.7– D4.9		
D4.10–D4.12		
D4.13–D4.15		
D5.1– D5.6	Preparation of Session Orientation Package and Output Minutes for Technology Working Groups	5,11,17,23,29,35
D5.7– D5.9	Annual Reports for each Working Group (all findings)	12,24,36
D5.10–D5.12	Strategic Research Agenda (<i>must haves</i>):	12,24,36
D5.13– 5.15	SRA electronic updates	6,18,30

Budget



Day to day activities of Groups are obtained with no attached personnel costs

WP1

Project Management

DEVELOP

management tools for
the successful
achievement of
project objectives

ASSESS

the effectiveness of
the project *(a proposal
for funding WindSec after
the end 3y.)*

Task 1.1: Consortium Management

COORDINATE the technical and other activities *(incl. legal, contractual, financial issues)*

MAINTAIN close contact with the members of the consortium & the EC

Task 1.2: Consortium Meetings

ORGANISE two full consortium meetings annually + others

INCLUDE Member State Contributors & 1 TSO

PREPARE detailed agenda and minutes

Task 1.3: EC Reporting & TP Assessment

WRITE progress reports, annual report & final report
(evolution of the Secretariat, achievement in objectives)

Task 1.4: Assessment of Technology Platform

Activities

ASSESS the TP

(good results that have been achieved, desirable optimisations)

WP1

Project Management

q Deliverables

- | | |
|---|-------------------------|
| § Consortium Meeting Agenda and Minutes | months 5,11,17,23,29,35 |
| § 3 six-monthly Progress Reports | months 6,18,30 |
| § 2 Reports and assessment of WindSec activities | months 12,24 |
| § Final Report and assessment of WindSec activities | month 36 |
| § Annual assessments of Technology Platform Unity | months 12,24,36 |

q Milestones and expected results (and meetings)

- § Confirmation of MSC (Member State ministries and TSO) involvement
- § Bi-annual consortium meetings, totalling 6 meetings

WP2

Organisational and Logistical Support

Optimise structures
and develop effective
procedures for smooth
operation of the TP

Support the Groups

Assist Groups in
producing action plans

Manage logistics
(meetings and workshops,
attract target audiences)

Perform general
administrative work

Task 2.1: Platform Structure Development

ASSIST the SC in the development of Groups
COMPILE Expert Lists for invitations to submit EoI in the
participation Groups

Task 2.2: Platform Operations

DEVELOP the infrastructure to optimise operation of the
platform, under the supervision of the SC
DRAFT Rules of Procedure through ToR

Task 2.3: Group Secretaries

INSTALL Group Secretary in the SC, and WG's.
responsible for the provision of "Output Minutes" of each
meeting to act as the basis for drafting of the MDS & SRA

Task 2.4: Scheduling Meetings.

DEVELOP annual schedules in collaboration with Steering
Committee for all platform meetings, at the beginning of each
year

Task 2.5: Session Management

CARRY OUT the logistical tasks to support the meetings

WP2

Organisational and Logistical Support

q Deliverables

- | | |
|--|-------------------------|
| § Proposed membership lists for WG establishment | month 2 |
| § TP operational documentation | month 2 |
| § Group Secretaries identified | month 4 |
| § Annual Meetings Schedule | month 2,13,25 |
| § Agenda Minutes for meetings of the Groups | months 5,11,17,23,29,35 |

q Milestones and expected results

- | | |
|--|---------|
| § Development of ToR | |
| § Establishment of WG | month 4 |
| § Spring and Autumn Sessions comprising Groups Meeting | |

WP3 Communications and Information Dissemination

Effective internal
communications for
exchange of ideas
during and around
meetings

Powerful external
communications to
maximise the impact
of findings

Strong expression of
tech. and pol. research
needs to raise wind
energy to high priority
status for funding

Task 3.1: Communications Plan

COVERS Internal, external web portal; public access workshops; broad & targeted communication actions with EU & others; visual identity (logo, electronic graphics, etc.); promotional activities at events of TP-Wind Membership.

Task 3.2: Internal communications web portal

CONTAINS a library for documentation and presentations, a calendar detailing the activities of the platform ...

Task 3.3: External communications web portal

MAXIMISING the interest of stakeholders & general public

Task 3.4: Newsletters

PRODUCE electronic newsletters every six months
DISSEMINATE information (emails, web portal)

Task 3.5: Annual Workshops

Public access workshops in EWEC

WP3 Communications and Information Dissemination

q Deliverables

§ Communications Plan	month 3
§ Internal web portal	month 5
§ External web portal	month 7
§ Electronic newsletters	months 6,12,18,24, 30, 36
§ Agenda, logistics and minutes for Public Access Workshops	months 4,16,28

q Milestones and expected results

- § Communications Plan
- § Internal web portal operational
- § External web portal operational
- § Strong participation at public access workshops and involvement in TP activities