

# HYDR 4U

Sustainable Small-Scale  
Hydropower in Central Asia

## Deliverable 7.4: Planning and organization of the different board meetings

### WP7, Task 7.1

Date of document: 30/11/2021 (M6)

<b>Dissemination Level:</b>	<b>PU</b>
<b>Main Author(s):</b>	<i>TUM, Markus Reisenbüchler</i>



### Document History

<b>Project Acronym</b>	Hydro4U
<b>Project ID</b>	101022905
<b>Project Title</b>	Hydropower For You – Sustainable small-scale hydropower in Central Asia
<b>Project Coordinator</b>	Technical University Munich (TUM)
<b>Project Duration</b>	01/06/2021 – 31/05/2026
<b>Deliverable</b>	D7.4 - Planning and organization of the different board meetings
<b>Dissemination level</b>	Public
<b>Deliverable Lead</b>	TUM
<b>Due date / M</b>	30/11/2021 (M6)
<b>Submission date / M</b>	30/11/2021 (M6)
<b>Version</b>	1.0
<b>Author(s)</b>	Markus Reisenbüchler (TUM)
<b>Contributor(s)</b>	Hannah Schwedhelm (TUM)
<b>Reviewer(s)</b>	Matthieu Grosjean (SEZ), Charlotte Schlicke (SEZ)
<b>Work Package</b>	WP7 – Management of the project
<b>Work Package Lead</b>	TUM

#### Copyright Notices:

©2021 Hydro4U Consortium Partners. All rights reserved. Hydro4U is a HORIZON 2020 project supported by the European Commission under contract No. 101022905. For more information on the project, its partners and contributors, please see the Hydro4U website ([www.hydro4u.eu](http://www.hydro4u.eu)). You are permitted to copy and distribute verbatim copies of this document, containing this copyright notice, but modifying this document is not allowed. All contents are reserved by default and may not be disclosed to third parties without the written consent of the Hydro4U partners, except as mandated by the European Commission contract, for reviewing and dissemination purposes. All trademarks and other rights on third party products mentioned in this document are acknowledged and owned by the respective holders. The information contained in this document represents the views of Hydro4U members as of the date they are published. The Hydro4U consortium does not guarantee that any information contained herein is error-free, or up-to-date, nor makes warranties, express, implied, or statutory, by publishing this document.

## Table of Contents

0. Publishable Summary .....	6
1. Introduction & Relation to Project Progress .....	7
1.1. Purpose of Deliverable .....	7
1.2. Relation to other activities in the project .....	7
2. Hydro4U Meetings .....	8
2.1. Meeting frequency .....	8
2.2. Notice of a meeting .....	8
2.3. Sending Meeting Agenda .....	8
3. Hydro4U Meeting Schedule .....	9
3.1. Ordinary meetings schedule for GA and SC .....	9
3.2. Demonstration Board .....	10
3.3. D&C Secretariat .....	10
4. Summary .....	10

## List of Tables

Table 1 Meeting Frequency Rules .....	8
Table 2 Notice of meeting rules.....	8
Table 3 Meeting agenda rules.....	8
Table 4 Schedule for GA and SC .....	9
Table 5 Past DB Meetings.....	10

## List of Figures

Figure 1 Hydro Organizational Structure overview.....	7
---	---

## Abbreviations and Acronyms

Acronym	Description
AB	Advisory Board
CO	Coordinator
DB	Demonstration Board
DoA	Description of Action
D7.4	Deliverable number Y of the Xth Work-Package
D&C	Dissemination & Communication
EC	European Commission
EU	European Union
GA	General Assembly
H2020	Horizon 2020 (8 <sup>th</sup> Framework Programme for Research of the EU)
ICT	Information Communication Technology
IP	Intellectual Property
IPR	Intellectual Property Rights
MOOC	Massive Online Open Course
OA	Open Access
RTD	Research Technology and Development
SC	Steering Committee
WP	Work Package

## 0. Publishable Summary

The deliverable 7.4 “Planning and organization of the different board meetings”, is being submitted as specified in the Hydro4U Description of Action (DoA). The dissemination level of this deliverable is public.

This deliverable provides an overview of the different project meetings for General Assembly (GA), Steering Committee (SC) and Demonstration Board (DB) that have to be organized during the course of the project.

# 1. Introduction & Relation to Project Progress

## 1.1. Purpose of Deliverable

To ensure that the various activities of Hydro4U proceed in an orderly manner and to generate as much synergy as possible between the engineering and socioeconomic work, it is necessary to install committees at various levels. These meet regularly to control progress, coordinate upcoming tasks and thus reduce risks. This structure is explained in the following deliverable.

## 1.2. Relation to other activities in the project

This deliverable is part of the Project Management (WP7) and thus affects all activities in Hydro4U. The organizational structure of the Consortium shall comprise the following **Consortium Bodies** at management level:

- The **Coordinator (CO)** is the legal entity acting as the intermediary between the Parties and the Funding Authority. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and the Consortium Agreement.
- **General Assembly (GA)** as the ultimate decision-making body of the consortium. One representative of each partner organisation is part of the GA.
- **Steering Committee (SC)** as the supervisory body for the execution of the Project, which shall report to and be accountable to the General Assembly. WP Leaders are represented in the SC.
- The **Demonstration Board (DB)**, which is responsible for the technical realization of the demonstration sites. All relevant partner organisations are represented in the DB.
- The **D&C Secretariat** is meeting regularly with at least the country representatives and WP Leaders to plan future actions.
- The **External Expert Advisory Board (EEAB)** supports the Management Boards and consists out of external scientific and industrial experts.

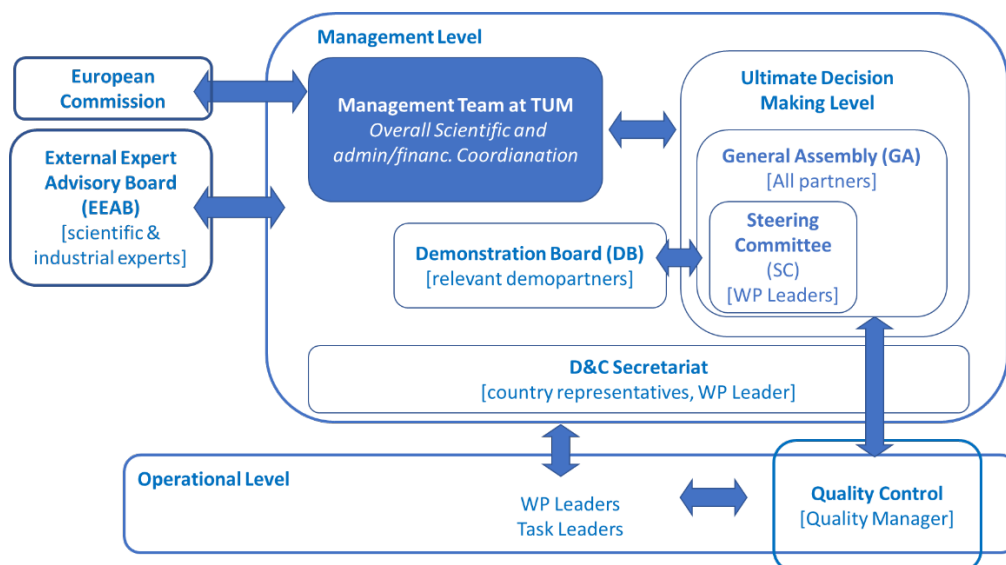


Figure 1 Hydro Organizational Structure overview

## 2. Hydro4U Meetings

Specific rules regarding frequency, meeting documentation (Minutes), agenda and meeting notice to partners are defined in detail in the consortium agreement.

### 2.1. Meeting frequency

**Table 1 Meeting Frequency Rules**

	Ordinary meeting	Extraordinary meeting
General Assembly	At least once a year	At any time upon written request of the Steering Committee or 1/3 of the Members of the General Assembly
Steering Committee	At least every six months	At any time upon written request of any Member of the Steering Committee
Demonstration Board*	At least every two months	At any time upon written request of any Member of the Demonstration Board
D&C Secretariat	At least every two months (monthly at the beginning of the project)	At any time upon written request of any Member of the D&C Secretariat

### 2.2. Notice of a meeting

The chairperson of a Consortium Body shall give notice in writing of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

**Table 2 Notice of meeting rules**

	Ordinary meeting	Extraordinary meeting
General Assembly	45 calendar days	15 calendar days
Steering Committee	14 calendar days	7 calendar days
Demonstration Board	14 calendar days	7 calendar days
D&C Secretariat	14 calendar days	7 calendar days

### 2.3. Sending Meeting Agenda

The chairperson of a Consortium Body shall prepare and send each Member of that Consortium Body a written (original) agenda no later than the minimum number of days preceding the meeting as indicated below.

**Table 3 Meeting agenda rules**

	Ordinary and extraordinary meeting
General Assembly	21 calendar days, 10 calendar days for an extraordinary meeting
Steering Committee	7 calendar days
Demonstration Board	7 calendar days
D&C Secretariat	7 calendar days



### 3. Hydro4U Meeting Schedule

The meetings of the GA and SC are planned and fixed in advance. The DB, as an important executive element in Hydro4U, meets more frequently and the appointments are dynamically organized as needed according to the rules of the Consortium Agreement, which are also mentioned here in Chapter 2.

#### 3.1. Ordinary meetings schedule for GA and SC

According to the schedule, the GA meets on an annual basis while the SC meets at least twice a year. To organize the meetings time and cost efficiently, when there is a GA meeting, a SC meeting will be held as well. The additional SC meetings will be organized as online events. In order to plan for the next project meetings, a survey was made and sent to all partners to mark their availability. In the survey, the following was considered:

1. The coordinator has considered all public holidays in the partners' countries. (based on internet references) and important conferences related to the project's topics.
2. The meetings' duration would range from 2-3 days unless coupled with other events (working group meetings, case study visits, workshops etc.) that is why we suggested one-week slots and more details on specific dates would be decided at a later stage.
3. During the lifetime of the project, and due to unforeseen circumstances, some changes might take place to the plan; however, the partners would be notified in advance if that were the case. The need for additional/extra-ordinary meetings might emerge as well during the course of the project

At this stage, not all meetings were fixed, in particular those beyond 2023, since the uncertainties e.g. development of the Covid19 pandemic, are too high. However, the hosts were already defined. According the survey, the planned ordinary meeting dates for the years 2021-2026 are as follows:

**Table 4 Schedule for GA and SC**

#	GA Meeting	SC Meeting	Location/Host	Status
1.1	29-30/06/2021	29-30/06/2021	Online/TUM (pandemic)	<b>Past</b>
1.2		15/12/2021	Online/TUM	upcoming
2.1	20-24/06/2022	20-24/06/2022	Uzbekistan/IWMI	upcoming
2.2		24/11/2022	Online/TUM	upcoming
3.1	19-23/06/2023	19-23/06/2023	Spain/CARTIF	upcoming
3.2		Tbd (~12/2024)	Online/TUM	upcoming
4.1	tbd (~06/2024)	~06/2024	Kyrgyzstan/KSTU	upcoming
4.2		Tbd (~12/2025)	Online/TUM	upcoming
5.1	tbd (~06/2025)	~06/2025	Austria/BOKU	upcoming
5.2		Tbd (~12/2026)	Online/TUM	upcoming
6.1	tbd (~06/2026)	~06/2026	Uzbekistan/TIAME	upcoming

Note: The 1st GA and SC Meeting already took place in form of the Kick-off event on 29-30th June 2021.

### 3.2. Demonstration Board

Since the DB meetings hosted by TUM will be held virtually as conference calls, no long-term planning is necessary, and the meetings will be scheduled accordingly to the rules from section 2.2. The following meetings of the Demonstration Board already took place:

**Table 5 Past DB Meetings**

#	Date	Type
1	25/06/2021	Online
2	15/07/2021	Online
3	11/08/2021	Online
4	08/09/2021	Online
5	13/10/2021	Online
6	09/11/2021	Online

### 3.3. D&C Secretariat

The D&C meetings are hosted by SEZ and were held monthly in 2021 to ensure that the setup of the D&C strategy, the roles and actions are clear for the partners.

In 2022 they will take place every two months.

**Table 6 Past D&C Meetings**

#	Date	Type
1	14/07/2021	Online
2	11/08/2021	Online
3	08/09/2021	Online
4	06/10/2021	Online
5	10/11/2021	Online

## 4. Summary

This deliverable presents the project meetings regulations and schedule set according to the Grant Agreement and the Consortium Agreement, and adopted by the Hydro4U project's coordinator. For all the ordinary meetings, the tentative schedule was presented along with the detailed dates and locations for the meetings that are scheduled to take place in the period 2021-2026. The meetings schedule would be continuously updated and developed during the project's lifecycle. This deliverable acts both as a scheduling guide that would be communicated with the project partners, the coordinator and the European Commission to ensure that the project meetings are well planned and to enhance the effective planning of the project activities.