



PIISA

Piloting Innovative Insurance
Solutions for Adaptation

D5.1 Project Management Guide – Version 1

Authors: Anna Luomaranta, Hilppa Gregow



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Summary

The Project Management Guide puts together all the necessary guidelines for the effective project management. The objective is that all the persons working in the PIISA project have sufficient knowledge of the issues that may affect their work in the project. These include e.g., means of internal communication, decision making structures and bodies, meeting timetables, producing Deliverables, and monitoring Key Performance Indicators. The Project Management Guide also aims to offer guidance where to ask help in problematic situations. All the people working in the project are encouraged to familiarise themselves with this guide.

Keywords

Management, internal communication, Executive Board, meetings, Deliverables, Key performance Indicators, General Assembly, External Advisory Board

Abbreviations and acronyms

Acronym	Description
CDSEP	Communication, Dissemination and Stakeholder Engagement Plan
EAB	External Advisory Board
EB	Executive Board
EC	European Commission
GA	General Assembly
KPI	Key Performance Indicator
WP	Work Package

1 Project Guides

Following guides have been or will be created for handling different issues related to the management of the project:

- Project Administration Guide – Version 1: Link to be added later.
- Project Risks and Ethics Guide – Version 1: Link to be added later.
- Project Data Management Plan – Version 1: Link to be added later.
- Project communication, dissemination and stakeholder engagement plan CDSEP – Version 1: Link to be added later. The CDSEP describes how external and internal communication, dissemination and stakeholder engagement activities will be carried out in the PIISA project.
- Pilot process and technical requirements guideline for piloting, pilots' analysis and Loops performance, including iteration steps: Link to be added later.
- Guidance on setting up Pilots, living documents and—coordinated approach for surveying: Link to be added later.

2 Management structure and decision-making bodies

For the effective management of PIISA, the following bodies have been established.

2.1 Management Team

The Management Team coordinates the preparation of all required periodic activity and management reports and project reviews for the EC. The Management Team will summarize progress on project tasks, deliverables, and budget usage and report any deviations and corrective actions put in place.

The Management Team coordinates project internal communication related to management and towards the EC. The group maintains relevant internal mailing lists and other channels to guarantee smooth and efficient communication within the consortium.

The Management Team is responsible for organizing meetings, including consortium meetings, regular follow-up meetings and the External Advisory Board meetings.

The members of the Management Team are:

- Hilppa Gregow, coordinator

- Anna Luomaranta, project manager
- Eeva Kuntsi-Reunanen, risk manager
- Kaisa Juhanko, data manager
- Lauri Uusi-Hakala, administration manager
- Heikki Tuomenvirta, vice coordinator

The e-mail address for the Management Teams is: piisamanagement@fmi.fi. The Management Team has weekly meetings every Friday at 10 EET.

2.2 Executive Board (EB)

The Executive Board (EB) consists of the Management Team and the WP leaders and co-leaders. The Executive Board is responsible for implementation of the project plan and conducting internal and external evaluations for the deliverables. EB creates and follows an efficient meeting schedule to share progress and concerns and discuss solutions. The Executive Board will take overall responsibility to ensure that the deliverables of the project are produced on time and to the required quality level. EB will have remote meetings every 3 months. The first meeting took place on 20th September 2023.

The members of the Executive Board are:

- Hilppa Gregow, FMI, coordinator, WP5 leader
- Anna Luomaranta, FMI, project manager, WP5 co-leader
- Eeva Kuntsi-Reunanen, FMI, risk manager
- Kaisa Juhanko, FMI, data manager
- Lauri Uusi-Hakala, FMI, administration manager
- Heikki Tuomenvirta, FMI, vice coordinator, WP3 leader
- Jaroslav Mysiak, CMCC, WP1 leader
- Peter Robinson, VU, WP1 co-leader
- Stefano Ceolotto, CMCC, WP1 co-co-leader
- Sara dal Gesso, Amigo, WP2 leader, WP3 co-leader
- Ilaria Vigo, BSC, WP2 co-leader
- Ariane Kaploun, AXA Climate, WP3 co-co-leader
- Kati Berninger, Tyrsky, WP4 leader
- Adriaan Perrels, Tyrsky, WP4 co-leader

In the first General Assembly on 16 June, it was decided that a third co-leader can be added to the WPs if it is noted useful. The e-mail address for the EB is: piisaexecutive@fmi.fi.

2.3 General Assembly (GA)

The General Assembly (GA) decides for the project course and amendments. All partners have a selected member in GA who has a voting right. Participation in the GA meetings is allowed for each of the project workers. GA meets remotely every 6 months. The mid-term meeting in M18 and the end meeting in M36 will be hybrid meetings. The locations of those meetings will be decided at a later stage.

GA members who have the voting right are:

- Ariane Kaploun (AXA Climate)
- Clara Beffa (CMCC)
- David Cooke (2DII)
- Heikki Tuomenvirta (FMI)
- Ilaria Vigo (BSC)
- Kati Berninger (Tyrsky Consulting)
- Laura Grassi (Politecnico di Milan)
- Lisa Benes (LGI)
- Lisette Klok (Climate Adaptation Services)
- Peter Robinson (Stiching VU)
- Petri Pitkänen (LocalTapiola)
- Sara Dal Gesso (Amigo)

2.4 External Advisory Board (EAB)

The EAB (External Advisory Board) is assembled from selected stakeholders from adaptation, insurance and climate risk management, platform, and climate service development. EAB is invited to give feedback prior to the General Assemblies and invited to the General Assemblies (hybrid). EAB also reviews Mid-Term and Final Reports of the Project as fitting their expertise best. The EAB will review the project's results, monitor Key Performance Indicators, and provide guidance on how to maximize the project's impact.

The members of the EAB are:

- Alessandro Bonazzi, Alessandro.Bonazzi@generali.com
- Francesco Sciascia, francesco.sciascia@greensrl.com
- Pascal Forrer, pascal.forrer@hagel.ch
- Timo Brinkmann, T.Brinkman@verzekeraars.nl
- Roberta Boscolo, rboscolo@wmo.int
- Samuel Almond, Samuel.Almond@ecmwf.int
- Sylvestre Coudert, sylvestre.coudert@forestry-france.com
- Markus Melin, markus.melin@luke.fi
- Leigh Wolfrom, leigh.wolfrom@oecd.org
- Mikael Hilden, mikael.hilden@syke.fi
- Jaakko Nuottokari, jaakko.nuottokari@fmi.fi

3 Meetings

Options for remote participation to meetings will be offered to ensure maximum participation, to reduce carbon footprints, and to mitigate the risks of travel limitations on project progress. When on-site meetings are organized, the public transport connections will be paid attention to, so that the possibilities for traveling by train will be maximized. A table for monitoring the carbon footprint related to traveling within the project will be created.



A shared calendar for the project will be created and shared through the Teams or other relevant channel. WP5 has already created a calendar for their meetings and an example of it is shown here (Fig. 1). Each WP should create their own calendar in the same way.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
SEPTEMBER	28	29	30	31	1	2	3
					WP5 Meeting		
	4	5	6	7	8	9	10
					WP5 Meeting		
	11	12	13	14	15	16	17
				WP5 Meeting			
	18	19	20	21	22	23	24
			EB Meeting		WP5 Meeting		
	25	26	27	28	29	30	1
					WP5 Meeting		
OCTOBER	2	3	4	5	6	7	8
					WP5 Meeting		
	9	10	11	12	13	14	15
					WP5 Meeting		
	16	17	18	19	20	21	22
				WP5 Meeting			
	23	24	25	26	27	28	29
					WP5 Meeting		
NOVEMBER	30	31	1	2	3	4	5
					WP5 Meeting		
	6	7	8	9	10	11	12
					WP5 Meeting		
	13	14	15	16	17	18	19
				WP5 Meeting			
	20	21	22	23	24	25	26
					WP5 Meeting		
	27	28	29	30	1	2	3
DECEMBER	27	28	29	30	1	2	3
					WP5 Meeting		
	4	5	6	7	8	9	10
				EB Meeting	WP5 Meeting		
	11	12	13	14	15	16	17
			GA 11-13	WP5 Meeting			
	18	19	20	21	22	23	24
					WP5 Meeting		
	25	26	27	28	29	30	31

Fig. 1: A screenshot of the WP5 calendar meetings.

4 Internal communication

WP4 and WP5 will together be responsible for coordinating internal communication. WP5 will be responsible for internal communication related to decision-making, administration and general management of the project. WP4 will plan and use tools and methods for internal communication as well as organize internal workshops if needed. This part of the internal communication is described in The Project communication, dissemination and stakeholder engagement plan CDSEP – Version 1. WP4 will also create templates which will be used for Deliverables and PowerPoint presentations.

To ensure effective internal communication within the project, several mailing lists have been created.

- piisamanagement@fmi.fi: Management Team members
- piisawpleads@fmi.fi: WP leaders and co-leaders
- piisaexecutive@fmi.fi: Executive Board members
- piisa@fmi.fi: all the people working in PIISA
- Mailing lists for the work packages:
 - Piisawp1@fmi.fi
 - Piisawp2@fmi.fi
 - Piisawp3@fmi.fi
 - Piisawp4@fmi.fi

If mailing list recipients need to be updated, an email request is sent to the project manager, anna.luomaranta@fmi.fi. The updates to the recipients of the lists are made weekly based on the requests.

The Management Team will send Management info letter to the whole consortium monthly. This letter will include information about the finished Deliverables and the Deliverables under preparation as well as the Milestones and agreement issues.

An internal Newsletter about topical work progress will be sent quarterly by WP4. The content will include:

- links to news or blog posts published on the website
- information on the pilots and deliverables produced
- reports from internal briefings and consortium workshops
- stories on events attended with photos
- calendar of events

4.1 Structure of Teams

For sharing of the documents, FMI Microsoft Teams Space is used. The Management Team members are the owners of the space and can grant access to it. In the Teams space there are separate folders for each work package. Besides these, in the General folder there are subfolders for the Communication including the logos of the partners and the PIISA logo, Kick-off meeting materials, General Assembly notes and Templates. The General folder also includes useful information for the whole consortium, e.g., the lists of deliverables and milestones, the work plan, and the Gantt chart.

5 Deliverables

The Executive Board will take overall responsibility to ensure that the Deliverables of the project are produced on time and to the required quality level. The first production of Deliverables will be managed at WP level.

The practicalities concerning the commenting of deliverables:

- At least 3 experts from other WPs comment the Deliverable.
- The responsible WP leader or the person responsible for the Deliverable decides the reviewers from other WPs depending on the relevance of the Deliverable and the expertise of persons.
- Deliverables should be sent to selected reviewers for comments one month before the final deadline.

The deadlines for the Deliverables can be seen in the Deliverables list and in the Gantt chart which can be found in the Teams space.

The coordinator Hilppa Gregow will send the finalized Deliverables to the EC. Before the final submission, the quality of all Deliverables will be checked at 3 levels by:

- (i) the partner responsible for producing the Deliverable;
- (ii) the WP leader; and
- (iii) the coordinator.

Any issues with quality will be resolved before final approval and submission to the EC.

6 Key Performance Indicators (KPIs)

PIISA has several Key Performance Indicators (KPIs) that are monitored throughout the project. Work Packages are responsible for achieving the KPIs indicated to them in Table 1. KPIs will be reported in the project status reports: D5.11 Project Data Management Plan (DMP) – Version 2 (M18) and D5.12 Project Data Management Plan (DMP) – Version 3 (M35).

Table 1. The key performance indicators for filling in adaptation and insurance gaps, piloting process KPIs and goals in total for PIISA as progress KPIs. The first column of the table indicates Deliverables and/or WPs responsible for achieving KPIs.

Adaptation and insurance gap filling KPIs	Target

KPI 1 (D1.3, D2.2, D3.1, D3.5, D4.2) Climate risks regarding city and well-being, food, and agriculture as well as forest growth risks will be better presented and awareness in the need to adapt will be rising. (WP1, WP2, WP3, WP4)	PIISA mapping and surveying responses will be high, and awareness can be seen from them.
KPI 2 (D1.2, D1.4) Knowledge on adaptation alternatives employing Nature-Based-Solutions (NBS) will be rising. (WP1)	Collection of NBS published and liked (> 1000) in Twitter.
KPI 3 (D4.7) Business models for NBS and insurance will be developed, demonstrated and the replication strategy documented. (WP1, WP2, WP3, WP4)	Published in open access journals.
KPI 4 (D3.2) PIISA granular climate adaptation dashboard will complement EIOPA's bottom-up approach by providing very local data and translating the scientific and meteorological data regarding the protection gaps for natural catastrophes (hazards are earthquakes, floods, wildfires, and windstorms) into financial terms. (WP1, WP2, WP3)	Vulnerability, exposure, and insurance coverage will be built in the PIISA Adaptation dashboard for Citizens.
KPI 5 (D2.2, D3.6) PIISA granular climate adaptation dashboard will be co-designed rapidly because in the co-development phase, the PIISA consortium will employ several state-of-the-art tools which we learned to exist during the proposal preparation phase. (WP2, WP3)	Entering as planned to pilot the PIISA Adaptation Dashboard for citizens to support efforts of EIOPA.
Piloting process KPIs	Target
KPI 6 (WP2, WP3 and WP5) Nr of novel piloted open-source risk indicators integrated to Risk Data Hub	> 10
KPI 7 (WP3 D3.14) Nr of pilot domains (sector-product combinations)	10
KPI 8 (WP3, WP5 D3.2) Nr of areas piloted (EEA climate risk zones, countries, regions, cities)	> 10
KPI 9 (WP5 D5.11, D5.12) Growth rate of clients interested in parametric insurance solutions	Based on surveys: increasing
KPI 10 (WP2, WP3, D3.2) Nr of domain pilot demonstrations based on Destination Earth simulations	1
KPI 11 (WP1 and WP2, D2.3) Open sharing solutions for hazard risks, damage risks and insurance will be in use by supervisors for adaptation and insurance companies when pilots are tested and considered functional. The PIISA granular platform will be open-access.	TRL from 5 to 7-8

KPI 12 (WP2, WP3 and WP5, D5.12) Seasonal forecasts will be semi-operational and disseminated via C3S as outlooks and tailored for agriculture for the farmers and insurers during the growing season.	TRL from 5 to 7-8
KPI 13 (WP1, WP3 and WP4) For the local forests, novel microclimatic quick simulations will be applicable for carbon insurance solution testing and support immediate adaptation gap filling.	TRL from 5 to 7
KPI 14 (WP2) For the forests in the EU, novel indicators for mid- and long-term adaptation planning will be developed and can be further developed.	TRL from 3 to 4
KPI 15 (WP1 and WP3) Carbon farming insurance will be demonstrated.	TRL from 3 to 4
Engagement, Dissemination, and Communication items and measures in WP4 and monitoring in WP5	Target
KPI 16 (D4.2, D4.6) Project website	> 12000 visitors
KPI 17 (D4.2, D4.6) social media	> 1000 total followers
KPI 18 (D4.2, D4.6) Newsletters	> 200 subscribers
KPI 19 (D4.6, D5.3) PIISA presented in conferences and events	> 40 events attended
KPI 20 (D5.9) Scientific publications	> 10 publications
KPI 21 (D4.6, D4.8, D4.9, D5.3) Webinar series (3 webinars)	> 1000 total attendees
KPI 22 (D4.2) Blog	12 posts
KPI 23 (D4.4, D4.5, D4.9, D5.3) Policy briefs and white papers	> 2 documents
KPI 24 (D4.6, D4.9, D4.10, D5.3) Workshops, round tables and discussion sessions organized	> 10 PIISA events
KPI 25 (D5.3) Clustering activities with related projects and initiatives	8 projects engaged
KPI 26 (D4.8, D5.3) Mid-term online event	> 150 attendees
KPI 27 (D4.9, D5.3) Final event	> 150 attendees

7 Problem solving

Do not hesitate to ask for help if you have problems. There are no stupid questions. Depending on the topic you need help, contact the following persons:

- Problems related to your work in Work Packages, contact the WP Leader or Co-leader.
- Problems related to the data management, contact the Data manager, Kaisa.Juhanko@fmi.fi
- Problems related to the deadlines for Deliverables, contact the coordinator Hilppa.Gregow@fmi.fi or the vice coordinator Heikki.Tuomenvirta@fmi.fi or the project manager Anna.Luomaranta@fmi.fi.
- Problems related to risk or ethical issues: contact the Risk and Ethics Manager Eeva.Kuntsi-Reunanen@fmi.fi.
- Problems related to administrative issues. Contact the Administration Manager Lauri.Uusi-hakala@fmi.fi.
- Problems with using the Shared Teams Space, or e-mail lists: contact the project manager Anna.Luomaranta@fmi.fi.