



**DELIVERABLE E2 ACTION  
 MONITORING TOOL AND PROGRESS INDICATORS LIST**

**Monitoring tool for assessing the progress of the EFFIGE project**  
 Expected outputs for the visit by the Monitoring Team – 30/01/2018

Azione	PARTNER	Descrizione azione	Attività previste		Stato di implementazione rispetto a quanto programmato	Azioni correttive	Progress indicators
			Activities	Deliverable			
E1	SSSUP	Management of project Organization of Steering Committee ( <i>kick off meeting</i> )	<i>x</i>		↑		<ul style="list-style-type: none"> <li>• 2 SC (1 kick off)</li> <li>• 18 participants</li> </ul>
		Regulation of Steering Committee		<i>x</i>			
		Appointment of Financial Manager	<i>x</i>				
E2	SSSUP	Monitoring activities	<i>x</i>	<i>x</i>			<ul style="list-style-type: none"> <li>• <i>Indicators of monitoring tool 13</i></li> <li>• <i>Members of monitoring team 6</i></li> </ul>
		Monitoring tool	<i>x</i>	<i>x</i>			
		Monitoring team	<i>x</i>				
		Internal auditor	<i>x</i>			1 internal auditor appointed	
A1	SSSUP	Case studies selected	<b>x</b>	<b>x</b>			50 case studies selected 5 case studies identified

		Interviews				
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Type of action	Subject liable to the action	Description of the action	Done Activities and obtained Products		State of implementation assessment	Corrective actions	Progress indicators
			<i>Activities</i>	<i>Deliverable</i>			
B1	CAM	STG establishment	x		↑		5 STG
C1	ENEA	Planning of activities	x				
C2	CAM	Planning of activities	x				
D1	Assofond	Logo Web site	x				<ul style="list-style-type: none"> <li>• 1 project logo designed</li> <li>• 3 publish events</li> </ul>

Action	Progress indicators
E1	<ul style="list-style-type: none"> <li>• <i>number of participants of Steering Committee</i></li> <li>• <i>Number of external subject involved in the SC</i></li> <li>• <i>Number of meetings</i></li> <li>• <i>Number of decisions</i></li> <li>• <i>Number of SC and AB meetings</i></li> </ul>
E3	<ul style="list-style-type: none"> <li>• <i>Number of project selected</i></li> <li>• <i>Number of participants of the meetings</i></li> </ul>
A1	<ul style="list-style-type: none"> <li>• <i>Number of collected experiences</i></li> <li>• <i>Number of countries where the analyzed experiences were carried out</i></li> <li>• <i>Number of companies interviewed</i></li> </ul>
B1	<ul style="list-style-type: none"> <li>• <i>Number of pilot group meetings</i></li> <li>• <i>Number of stakeholder involved in Pilot Group meetings</i></li> </ul>
B2	<ul style="list-style-type: none"> <li>• <i>Number of SMEs involved in the data collection,</i></li> <li>• <i>Number of PEF performed</i></li> <li>•</li> </ul>
B3	<ul style="list-style-type: none"> <li>• <i>Number of improvement actions</i></li> <li>• <i>Number of improvement Plan</i></li> </ul>
B4	<ul style="list-style-type: none"> <li>• <i>Number of SMEs interviewed</i></li> <li>• <i>Number of tools elaborated</i></li> </ul>
B5	<ul style="list-style-type: none"> <li>• <i>Number of WG mebers</i></li> <li>• <i>Number of WG meetign</i></li> </ul>
B6	<ul style="list-style-type: none"> <li>• <i>Number of SMEs which test the EFFIGE methodology</i></li> <li>• <i>Number of request in PEF Observatory</i></li> </ul>
C1	<ul style="list-style-type: none"> <li>• <i>Number of KPI updating</i></li> </ul>
C2	<p><i>Number of KPI updating</i></p>
D1	<ul style="list-style-type: none"> <li>• <i>Number of WEB SITE contacts</i></li> <li>• <i>Number of WEB SITE download</i></li> <li>• <i>Number of participants in the Middle and Final Conference</i></li> <li>• <i>Number of CD-Rom delivered;</i></li> <li>• <i>Number of subjects participating to conferences;</i></li> <li>• <i>Number of communication activities for each region</i></li> <li>• <i>Number of subjects participating to communication activities in the regions (Communication Plans);</i></li> <li>• <i>Number of published layman's reports;</i></li> <li>• <i>Number of issued publications.</i></li> <li>• <i>Number of participants in the first national event by first project year: at least 70: (40% companies, 20% public institution and others);</i></li> <li>• <i>Number of participants of middle and final conferences: at least 100 for each event (40% companies, 20% public institution, 20 trade organizations and others);</i></li> <li>• <i>Number of regional meeting: at least 4 involving 20 SMEs and 5 trade organizations in each event;</i></li> <li>• <i>Number of seminars on LCA: at least 4 with around 20 participants for event (50% companies, 20% public</i></li> </ul>

- *institution and others);*
- *Number of participants in the European Workshop: at least 40 organization (40% European institution, 30%*
- *European cluster, 30% European trade associations)*
- *Number of national and regional events (such as Ecomondo) to disseminate the EFFIGE*
- *(during these event the partner will introduce the project to different stakeholders such as students,*
- *researchers, NGO, SMEs and others): at least 2, with 300 SMEs 50 Trade association, 200 NGO, 500*
- *students.*
- *Number of international conferences attended by SSSUP: at least 2 with 100 researchers for each event.*
- *European organizations contacted to project dissemination; at least 20*

## **Descrizione attività**

### **Azione E1:**

Le attività previste per il management del progetto sono state svolte come previsto. I partner hanno condiviso il regolamento dello SC. Il *financial* e l'*internal* auditor sono stati nominati. Sono stati svolti un kick of meeting, con 25 partecipanti e uno SC via web conference a cui hanno partecipato 15 rappresentanti dei partner.

### **Azione E2:**

Tutto il materiale è stato predisposto; il team di monitoraggio è stato composto ed è costituito da uno/due rappresentanti di ciascun partner.

### **Azione A1:**

I partner sono stati concentrati principalmente nella ricerca di esperienze LCA. 50 esperienze sono state individuate e descritte.

### **Azione B1**

Sono in corso i primi meeting per la costituzione dei SWG

### **Azione D1**

3 eventi organizzati e invio del comunicato stampa