



**European
Commission**
European Climate,
Infrastructure and
Environment
Executive Agency
(CINEA)

WP1 Final Report

Reporting period:

03/07/2017 – 30/06/2021

1. INFORMATION ON THE ACTION

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|--------------------|-----------------------------|
| Grant Agreement N° | INEA/CEF/TRAN/M2016/1352262 |
| Action number | 2016-EU-TMC-0075-S |
| Action title | eGAFOR |

Author of the report

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2. INFORMATION ON THE PROGRESS OF THE ACTION

Overview of progress in the reporting period

The overview should include a description of the actual progress in the reporting period, referring to the main issues, milestones and events that affected progress.

Work package 1 – WP1 Project Management and Communication

This activity aimed to conduct effective and successful project management throughout the lifetime of the Action. The project was managed by the Project Manager and the Project Team (PT) that consisted of one person per partner. Within their organisations, the PT members organised and planned the execution of individual activities defined in the Work Packages and participated in the accomplishment of the defined tasks.

Deliverables:

D1.1 eGAFOR Project Management Plan

D1.2 eGAFOR Final report

D1.3 eGAFOR promotional materials and video

D1.4 Report on the functionality of the Web portal www.egafor.eu

Meetings:

Kick-off meeting, Zagreb, 18/10/2017

Meeting of financial experts, Bucharest, 05/12/2017

Coordination meeting, Belgrade, 25/4/2018

Coordination meeting, Bratislava, 11/9/2018

Coordination meeting, Sarajevo, 11/12/2018

Meeting of financial experts, Ljubljana, 22/11/2019

Due to the COVID-19 pandemic, there were no F2F meetings in 2020 and 2021. In 2020, six teleconferences were held (on 25/03/2020, 08/04/2020, 22/04/2020, 07/05/2020, 12/05/2020 and 14/05/2020).

Coordination teleconference, 22/01/2021,

The final meeting, teleconference, 17/06/2021.

Milestones:

M1.1 eGAFOR project Management Plan drafted and approved by all the partners

M1.2 End of eGAFOR project

M1.3 Development of promotional materials and video

M1.4 Creation of web portal

Date of reaching milestones:

M1.1 17/11/2017

M1.2 30/06/2021

M1.3 22/10/2020

M1.4 25/05/2018

Short overview of the progress:

This Activity included the following tasks, as defined in the grant agreement:

- Coordinating the Action with INEA and producing documents and reports
- Drafting reports at the Activity level
- Creating promotional materials
- Presenting the Project at specialised events
- Creating and maintaining the web portal
- Raising awareness of partners

Coordinating the Action with INEA and producing documents and reports

The coordination with INEA (CINEA in 2021) was mainly done by email. Coordination by phone or on teleconferences was also used but to a smaller extent. The INEA coordinator was present at the kick-off meeting in Zagreb and the F2F meeting was held in Zagreb between the coordinator and project manager before the first Action Status Report.

Drafting reports at the Activity level

Many reports and documents at the Activity level were created, including the following:

- Internal Cooperation Agreement (06/10/2017)
- Project Management Plan (17/11/2017)
- Report on the functionality of the web portal (22/05/2018)
- WP1 status report every six months

- Three Action Status Reports (for 2017-2018, 2019 and 2020)
- Interim Financial Statement (20/07/2020)

Creating promotional materials

At the beginning of the project, the visual identity of the Project (which consists of the logo and basic visual standards) was procured from an external firm selected through the public procurement process. All consequent material was made following the visual identity.

Following promotional material was procured and distributed among partners:

- 100 posters
- 7000 brochures (leaflets) about the project in English
- 500 brochures (leaflets) in each of the following languages: Croatian, Bosnian, Hungarian, Romanian, Slovak, Slovenian, Serbian
- 7000 ballpoint pens with applied project logo
- 700 key rings with the applied project logo
- 350 mobile phone holders with applied project logo

The promotional material was distributed to end-users during 2020 and 2021. However, this distribution was limited by the pandemic.

The procured video material consists of three parts:

- [Promo video](#) – the ad for the eGAFOR product
- [Video tutorial](#) - for end-users (pilots)
- ["Making of video"](#) – for internal use to raise awareness of the management

The video material was uploaded to YouTube. The promo and the tutorial are shared via social networks, while the "making of" is distributed only among partners and to CINEA. The tutorial video is integrated into the eGAFOR Viewer (a part of the eGAFOR prototype for displaying the forecast to users) as well.

All the promotional material and videos were made following the INEA's Publicity Guidelines and contain information about the EU funding.

Presenting the Project at specialised events

The Project was promoted continuously throughout the Project duration and was presented at conferences, seminars, user meetings and similar events. In 2020 eGAFOR promotion on airshows was planned, but the COVID-19 pandemic made the promotion in person impossible since in 2020 all the airshows were cancelled. The eGAFOR project was presented on:

- Challenges in Meteorology Conference, Zagreb, 16/11/2018

- General Aviation and Low-Level Weather Seminar organized by EASA, Cologne, 17/07/2019
- IBL User Group Meeting, Innsbruck, 07/10/2019
- AVAC05 Collaboration Workshop, London Heathrow, 15/10/2019
- 20th Hungarian Aeronautical Science Days, Budapest, 26/11/2019
- EUMETNET assembly, online, 24/11/2020
- Days of Meteorological Science at the Hungarian Academy of Sciences, online, 19/11/2020
- Federation of European Women Pilots Board, online, 27/05/2021

During the project lifetime, METSP partners held 33 user meetings in total (ARSO 7, BHANSA 4, CCL 3, OMSZ 2, ROMATSA 3, SHMU 4, SMATSA 10)

Due to the pandemic, in 2021 eGAFOR was presented to end-users on the teleconferences:

- Croatia, 17/05/2021 - <https://web.microsoftstream.com/video/e838fabb-239b-43cb-af48-774a593f0c5f>
- Slovenia, 17/05/2021 - <https://www.youtube.com/watch?v=57C0mkdn0pI>

All the presentations were made following the INEA's Publicity Guidelines and contained information about the EU funding.

Creating and maintaining the web portal

The web portal was created before than planned, in 2018, because according to the grant agreement the reports about reached milestones had to be published on a web page.

The domain www.egafor.eu was procured in 2018 for a period of nine years. Until 2021 the website contained information about the Project (in English and all languages of the partners) and "News" and "Forum" sections. The reports were published in the "News" section.

The project web portal was made following the INEA's Publicity Guidelines and contains information about the EU funding.

In 2021 the website was split into three parts:

www.egafor.eu – link to the eGAFOR Viewer

editor.egafor.eu – link to the eGAFOR Editor (a part of the eGAFOR prototype for creation/editing the forecast)

project.egafor.eu – link to the eGAFOR project

Raising awareness of partners

Awareness of the management of partners had been raised throughout the Project, especially in 2019 and 2020. That was necessary because

the partners had to agree on the cooperation after the project's end and to find a way to operationally produce the eGAFOR forecast. Thanks to this effort, the partners started to operationally issue the eGAFOR forecast on 20/05/2021 as a Module in the Aviation Support Program of EUMETNET (a network of 31 European National Meteorological Services).

Effects of the pandemic and the extension of the Project's duration

The COVID-19 pandemic in 2020 significantly influenced activities in the WP1 and the Project in general. It prevented F2F meetings and made the promotion of the project more difficult. Because of the inability to organize the Joint Level Workshop (in WP4) in person, partners requested an amendment of the Grant Agreement to extend the duration of the Project until 30/06/2021. The amendment was approved and signed on 14/01/2021. Consequently, all three remaining work packages (WP1, WP3 and WP4) prolonged.

Conclusion

Due to the pandemic and the consequent project prolongation, the duration of the WP1 was extended to 30/06/2021 as well, and the deadlines for delivering the milestones were rescheduled accordingly. All the partners actively participated in all activities and tasks scheduled in the WP1 of the Project. Thanks to that, all the goals in WP1 are achieved.