



LIFE Project Number  
**<LIFE07 INF/FIN/000152>**

**Inception Report**  
**Covering the project activities from 01/01/2009 to 30/09/2009**

Reporting Date  
**<30/09/2009>**

LIFE+ PROJECT NAME or Acronym  
**<Climate Change Community Response Portal>**

Data Project

<b>Project location</b>	Finland
<b>Project start date:</b>	<01/01/2009>
<b>Project end date:</b>	<31/12/2011>
<b>Total budget</b>	€1,987,534
<b>EC contribution:</b>	€990,317
<b>(%) of eligible costs</b>	50

Data Beneficiary

<b>Name Beneficiary</b>	Finnish Meteorological Institute
<b>Contact person</b>	Mr Juha A. Karhu
<b>Postal address</b>	Erik Palménin aukio 1, FI-00560, Helsinki
<b>Telephone</b>	+358-9-1929 4175
<b>Fax:</b>	+358-9-1929 3146
<b>E-mail</b>	JuhaA.Karhu@fmi.fi
<b>Project Website</b>	fmi.fi/CCCRP

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## 2. List of abbreviations

AFLRA – Association of Finnish Local and Regional Authorities  
CANEMU - Carbon neutral municipalities  
CaRePol - Climate Change Adaptation in Norway, Sweden and Finland – Do Research, Policy and Practice meet?  
CCCRP – Climate Change Community Response Portal  
CHAMP – Climate Change response through Managing Urban-27 Platform  
CHel – City of Helsinki  
CIV – Climate Impacts Wizard  
CK – City of Kuopio  
CKer – City of Kerava  
CL - City of Lappeenranta  
COR – Council of Oulu Region  
CFREC – Central Finland Regional Environment Centre  
CRoi – City of Rovaniemi  
CRii - City of Riihimäki  
CSPR - Centre for Climate Science and Policy Research, Linköping University  
FMI – Finnish Meteorological Institute

FNBE - The Finnish National Board of Education  
 HEUREKA - The Finnish Science Centre Heureka  
 IMMU- Mitigation of climate change with local actions  
 ISTO - Climate Change Adaptation Research Programme ISTO  
 Julia2030 – Mitigation of and Adaptation to the Climate Change in Metropolitan Areas –  
 From Strategy to Implementation  
 KNMI – Royal Dutch Meteorological Institute  
 ME – Ministry of the Environment  
 MP – Municipality of Parikkala  
 PM – Project Manager  
 PMO – Prime Minister’s Office  
 PT – Project Team  
 PTG – Pilot Test Group (= project pilot group)  
 RCCF - Regional Council of Central Finland  
 RCSC – Regional Council of South Carelia  
 SEI - Stockholm Environment Institute  
 SG – Steering Group  
 SNOWCARBO – Monitoring and assessment of carbon balance related phenomena in  
 Finland and northern Eurasia  
 SYKE – Finnish Environment Institute  
 TCR - Joint Authority of Tampere Central Region  
 UKCIP - United Kingdom Climate Impacts Programme  
 UCR – Uusimaa Regional Council  
 VACCIA - Vulnerability Assessment of ecosystem services for Climate Change Impacts and  
 Adaptation  
 VTT - Technical Research Centre of Finland  
 YLE – Finnish National Broadcasting Company  
 YTK – Helsinki University of Technology  
 YTV – Metropolitan Area

### 3. Executive summary (max 3 pages)

#### 3.1 General progress.

General progress of the project has been more than satisfactory. The goals for the preparatory phase (first 9 months) have mostly been achieved in terms of management and project progress. An overview of the general progress is presented in Table 1: Status of the milestones of the project and Table 2: Status of the deliverables of the project.

Table 1: Status of the milestones of the project

Name of the Milestone	Action code	Deadline	Status
project web site released ( <a href="http://fmi.fi/cccrp">http://fmi.fi/cccrp</a> )	7.1	27.2.2009	in progress
the first Steering Group meeting (Annex 3)	1	31.3.2009	completed
project pilot group established for actions 2-6 (Annex 14)	1	31.5.2009	in progress
eLearning solution and content designed, software selected	2	30.9.2009	completed for the relevant

			parts
content selected and presentation forms defined	3	30.9.2009	completed
content selected and presentation forms defined	4	30.9.2009	started, will be completed by 31.12.2009
release of pilot Climate Change Explained Wizard	2	31.5.2010	not started
release of pilot Climate Data and Scenarios Wizard	3	31.5.2010	not started
release of pilot Portal	6	31.5.2010	not started
preparation of impacts research to suit CIW	4	31.8.2010	not started
release of pilot Climate Impacts Wizard	4	31.12.2010	not started
release of pilot Community Response Wizard	5	31.12.2010	not started
seminar for research results providers and pilot group of actions 2-6	1	28.2.2011	not started
Portal released (Finnish)	6	30.9.2010, typo in the project proposal: correct deadline 31.5.2011, postponed to 30.8.2011	not started
1st user seminar for the target group	7	15.5.2011, deadline postponed to 15.9.2011	not started
last user seminar for the target group	7	15.9.2011, deadline postponed to 15.12.2011	not started
survey of user comments on Portal + all the Wizards	1	30.9.2011, deadline postponed to 15.12.2011	not started
Final modifications to Portal and the Wizards	1	31.10.2011, deadline postponed to 15.12.2011	not started
English and Swedish versions of Portal + Wizards released	1	31.12.2011, deadline advanced to 15.11.2011	not started

Table 2: Status of the deliverables of the project

<b>Name of the Deliverable</b>	<b>Action code</b>	<b>Deadline</b>	<b>Status</b>
press release on project start (Annex 5)	7	15.4.2009	completed
report: survey on user needs (actions 2-6) (Annex 1)	1	31.7.2009	completed
detailed implementation plan (actions 2-6) (Annex 8)	1	30.9.2009	started, will be finalized by the end of Nov-2009
summary of research results providers and pilot group seminar (actions 2-6)	1	28.2.2011, deadline postponed to 15.3.2011	not started
press release on launch of the Portal and Wizards	7	30.4.2011 deadline postponed to 30.8.2011	not started
report on user survey (actions 2-6)	1	15.11.2011	not started
layman's report	7	31.12.2011	no started
evaluation report	1	31.12.2011	not started
press release on user survey and future development	7	31.12.2011	not started

### ***3.2 Assessment as to whether the project objectives and work plan are still viable.***

The project objectives are still very viable. Need for reliable climate change information is ever growing and the necessity of practical tools for planning and decision making has been emphasized by the stakeholders of the project during the various workshops and meetings held during the first nine months.

The work plan is for the most parts viable, too. Nevertheless, based on the user survey, benchmarking work done and the input from the international workshop on web tools in climate change information held in Helsinki in June 2009, some modifications to the work plan and budget will be suggested together with a request for amendment to the agreement as the financial changes will be significant in the sense of the LIFE Common Provisions article 15.2. The amendment will be prepared and requested in Oct/Nov 2009.

One of the most important findings affecting the work plan is the importance of involvement of end-users in the development of the portal. This was emphasized by several experts participating the CCCRP Workshop on web tools for communicating climate change information 11-12 June in Helsinki, which was organised as an additional meeting in conformity with the EC letter of 24<sup>th</sup> April 2009. Thus, the reallocation of more financial resources for the end-user involvement and content production will be proposed in the request for amendment in Oct/Nov 2009. The resources would be taken from the external assistance costs: database and portal development and maintenance costs (Actions 2, 3 and 6) and web

tool programming (Actions 4 and 5) and transferred to personnel costs and travel and subsistence costs.

### **3.3 Problems encountered and foreseen.**

There were only few *problems encountered* during the first nine months of the project. Despite extensive interviews, SYKE, the associated beneficiary number 2, was not able to find a competent person who could have been hired within the first nine months to help to design the Climate Impacts Wizard (CIW) (Action 4). Therefore the linkages between the CIW and other wizards were not as fully explored as planned during the preparatory phase, and the milestone of Action 4 (content selected and presentation forms defined, deadline 30.9.2009) will be delayed with 3 months. These problems have delayed the work plan of other actions (Action 3 and Action 6), but they will not affect the timely completion of the project. This question will be solved as a competent person was found and hired by SYKE and starts working in October.

The online user survey (discussed in Sub-action 5.1 of the Chapter 5. Technical part of this report) response rate was below our expectations (Actions 1-5). This posed challenges to user need analysis (Actions 1-5). The deficiency was compensated with effective usage of the results of the workshops organized by CCCRP and the results from recent similar surveys made by other projects and actors. Due to the low response rate also the delivery date of the report of survey on user needs (deliverable to the action 1) was postponed from the original due date (31.7.2009) to 30.09.2009 (Annex 1).

In the budget there is no catering costs allocated for management in the project proposal. Nevertheless, coffee and refreshments have to be available in project team meetings and steering group meetings. Due to the fact that these costs are very minor (less than 600 € by the end of July 2009), travel and subsistence costs of Action 1 were reallocated to the cost category “consumables” in order to cover these costs without prior notice to the Commission.

The project pilot group for actions 2-6 (Action 1 milestone) was established, but the number of pilot group members (Annex 14) has not reached to the anticipated level (at least 30). We expect that the pilot group will be strengthened through networking with other projects with similar testing needs, with enhanced stakeholder involvement and especially after the first pilot version of the portal is published and presented at the bi-annual climate conference of the municipalities in May 2010. One problem has also been that no incentives had been planned for the pilot group. This deficiency, too, will be addressed in the request for amendment regarding the project work plan and financial part of the project in Oct/Nov 2009.

To enhance communication between the project beneficiaries, steering group, pilot group and other project stakeholders, an internal project web site was established at [http://blog.fmi.fi/test\\_c3rp/](http://blog.fmi.fi/test_c3rp/). The site is also used for internal documentation archive and time planning tool for the project. Despite the internal web site and frequent Project Team meetings communication and interaction between the beneficiaries have not been optimal so far which has somewhat hampered smooth planning and implementation activities during the preparatory phase. This has partly caused some of the delays reported for the Action 3, 4 and 6 in the Technical part of this report. It seems that management of the project needs strengthening, which could be done through usage of a special web based project management tool. Adoption of this kind of tool beside the internal project web site should help not only in

planning and monitoring of the project activities, but also help in preparation of the next project reports.

There are some *problems foreseen*:

Due to internal personnel policy reasons it is difficult for SYKE (beneficiary number 2) to use external assistance in the implementation of the project. Therefore, a change for SYKEs costs will be included in the amendment request in such a way that a part of the external costs for web tool programming (actions 4, 5) are transferred to personnel costs.

User participation early on in the development of the portal is not emphasized enough in the current work plan. Ten dissemination seminars (FMI, beneficiary 1, travel and subsistence costs) have been planned after the publishing of the portal (May 2011). But there is too little dialogue planned with the end users during the development phase of the portal. Therefore more resources need to be allocated to organising workshops (travel and subsistence costs) with end users before the publication date in May 2011. This change in resource allocation will be addressed in the amendment request prepared during Oct/Nov 2009. This change is also envisaged in the detailed implementation plan (Annex 8).

Steering Group has repeatedly commented on lack of resources in the project to edit scientific texts to general public (Annex 3: Steering Group meetings; meetings 1 and 3). This deficiency might cause problems in production of easily usable content especially to the Climate Explained Wizard (Action 2), but also to actions 3-5. This deficiency resource allocation will be addressed in the Amendment request to be prepared by the project to the Life programme in Oct/Nov 2009.

Translation of the portal from Finnish to English and Swedish is not adequately addressed in the project proposal and the resource allocation. In the project proposal there are resources for translation allocated only for Action 4 and 5. Nevertheless, there is need for translation also for actions 2, 3 and 6 and 7. This issue will be addressed in the amendment request to be made in Oct/Nov-2009.

## **4. Administrative part**

### ***4.1 Description of project management***

The Project Manager (PM) has been responsible for arrangements for the Project Team (PT) and the Steering Group (SG) meetings. Financial management team include one person from each of the three beneficiaries. They work in the administration of the beneficiaries and assist the project manager and the project team to keep track in costs.

FMI (the coordinating beneficiary) organised the international workshop on web tools in climate change communication (Annexes 7 and 19) with the help of beneficiary 2 (SYKE). The following workshops have also been organised mainly by the coordinating beneficiary (FMI) (dates, places, participants and minutes in Annex 4):

- Julia2030/CCCRP workshop on co-operation
- BalticClimate/CCCRP workshop on co-operation
- YLE/CCCRP workshop on multimedia
- CCCRP/Baltrad meeting on co-operation
- CCCRP/MediaLab of Uni Art and Design Helsinki meeting on co-operation

- CCCRP/VACCIA Workshop on spatial data dissemination
- CCCRP/AFLRA meeting on spatial data
- CCCRP/Dep. Comm. Uni Helsinki meeting on co-operation
- CHAMP/BalticClimate/CCCRP workshop on co-operation

The following workshops have also been organised mainly by the beneficiary 2 (SYKE) (dates, places, participants and minutes in Annex 4):

- Mitigation workshop for end users and other stakeholders

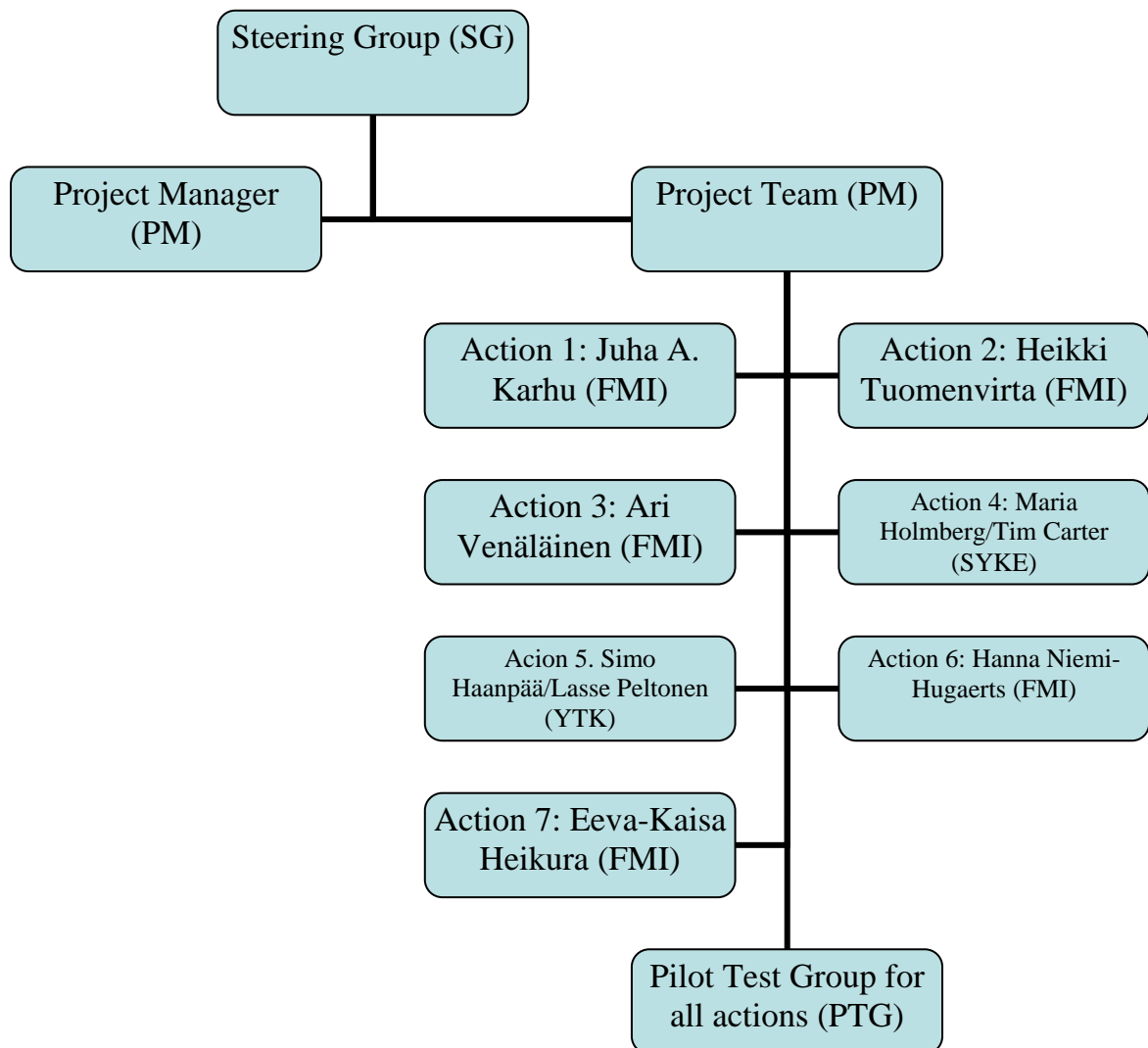
The following workshops have also been organised mainly by the beneficiary 3 (YTK) (dates, places, participants and minutes in Annex 4):

- Adaptation workshop for end users and other stakeholders
- CCCRP/AFLRA meeting on sectoral/thematical categories in portal

SYKE and YTK have organised few internal meetings for Action 5 and FMI for Action 6.

Listings of the members of the PT, SG and the Pilot Test Group (PTG) are in Annex 14. Listing of the PT meetings with the places, dates, number of participants and minutes are in Annex 2 and SG meetings are in Annex 3.

## 4.2 Organigramme of the project team and the project management structure



## 4.3 Partnership agreements status (incl. date of signature) and key content

Partnership agreement (Annex 20) has been signed in four copies by all beneficiaries (YTK: 20.11.2008, FMI: 21.11.2008, SYKE: 24.11.2008). The partnership agreement (Annex 20) does not follow exactly the template provided in the EC LIFE Unit document “Guideline to Partnership agreements”. Nevertheless, the agreement does contain the minimum requirements as set out in the Guidelines document.

The partnership agreement (Annex 20) (in Finnish) covers the following issues:

1. Subject of the agreement
2. Parties of the agreement
3. Documents of the agreement
4. Purpose and duration of the agreement
5. Responsibilities of the parties

6. Implementation of the project
7. Reporting and payment of the funding portions
8. Management of the project
9. Rights to use the background material
10. Confidentiality
11. Ownership and rights to use the result material
12. Force majeure
13. Solving disputes
14. Contacts
15. Signatures

## **5. Technical part**

### **5.1 Actions (please follow the structure of your proposal).**

#### **Action 1: Management and monitoring**

##### ***Sub-action 1.1 Administrative, technical and financial aspects***

Management of the project has been described in 4.1 and the Project Manager has worked full time solely on this project since beginning of 2009. During 01/01/2009 to 30/09/2009 the PT has had meetings 13 (planned target 20) and the SG three times (according to the planned schedule) with attending rate of 69% (12/15, 9/15, 10/15). Dates, places, participants and the minutes of the PT meetings are in Annex 2 and. Annex 3 contains the same information for the SG meetings. The composition of both SG and PT corresponds with that described in the project proposal. Listings of the members of the PT, SG and the Pilot Test Group (PTG) are in Annex 14. The less than planned amount of PT meetings can be regarded as sufficient as it would have been practically impossible to increase the amount of meetings due to the summer vacation months and the fact that PT members have other duties too.

There has been some problems related to the management of the project though and these were discussed in the Executive Summary of this report.

All but two steering group (SG) members are from rather near to Helsinki where the SG meetings are held. Therefore there travel costs and carbon footprint from SG meetings are relatively low. To further lower the costs and carbon footprint, videoconferencing has been used during the SG meetings as an alternative for travelling. In addition to live project team (PT) meetings in FMI headquarters in Helsinki, also net meetings (4) utilizing the internal project web site has been held.

##### ***Sub-action 1.2. Monitoring***

The project progress and results are being monitored by the SG. In the third SG group meeting (Annex 3) PM presented an overview of the project progress and it was discussed by the SG. All in all the SG has been satisfied with the progress of the project. Milestones, deliverables, reports to LIFE+ Programme as well as the Indicators of progress listed in the Technical application forms Part C –detailed technical description of the proposed actions will be used to monitor the progress and results of the project.

##### ***Sub-action 1.3 Project work support***

The two workshops (Annex 4) (organised under Action 5: Community Response Wizard) for stakeholders on adaptation (11.3.2009) and mitigation (26.3.2009) as well as the international web tool workshop (Annex 7) organised by the project under Action 6: Climate Change

Community Response Portal were attended by participants of the beneficiaries, too. The discussion in the workshop and outcomes are explained elsewhere in this report (5.1.6 Action 6: Community Response Portal, Annex 7 and Annex 20).

Especially the international CCCRP Workshop on web tools for communicating climate change information 11-12 June in Helsinki, was a very valuable occasion for the CCCRP team members in all three beneficiaries. Please, see [http://www.fmi.fi/research\\_climate/climate\\_12.html](http://www.fmi.fi/research_climate/climate_12.html) for the agenda and presentations of the workshop. Justification of the workshop together with programme agenda, list of participants, list of invited speakers and presentations is provided in Annex 20. Minutes and discussion of the workshop is provided in Annex 7.

### ***Sub-action 1.4 Networking***

Networking has been one of the focuses during the nine first months of the project. The project has networked with more parties than expected already at this early phase of the project: with eleven international and fourteen national projects or institutions other than the beneficiaries or Steering Group members. Networking has taken place at multiple levels: Life+ projects (VACCIA, SNOWCARBO, CHAMP, Julia2030), other regional (BalticClimate, BaltCICA) and national ongoing projects (CANEMU, Maverick, IMMU), national institutions (Uni Lapland, The Finnish Science Centre Heureka, Central Finland Regional Environment Centre, Regional Council of Central Finland, Department of Communications at the University of Helsinki, MediaLab at the University of Art and Design Helsinki) and organizations (Demos), Nordic projects (CaRePol) and organizations (Norwegian Meteorological Institute, The Directorate for Civil Protection and Emergency Planning of Norway, Danish Energy Agency), European level (UKCIP, KNMI, EC DG Environment) and international level (Environment Canada, Stockholm Environment Institute).

The benefits of the networking are manifold and only a small portion of all benefits has materialized so far. Among the materialized benefits are eg. the results of user surveys done by other projects that were made available to CCCRP. In national scene it is important to get recognition for the project as an important partner in providing climate change information services in the future. Through networking the project can involve other actors in the service production process in such a way that they can design their services to be compatible with the CCCRP. This will result in more than 1+1=2, ie. synergies. Securing continuity and future funding is enhanced by networking.

One aspect of networking that has not been totally successful during the preparatory phase is the Pilot Test Group (PTG). Even though the milestone of establishing PTG was completed in time (31.5.2009) the number of members (13, see Annex 14) has not reached the target (30) set in the project proposal for Action 3: Data and Scenarios Wizard and Action 4: Climate Impacts Wizard. There are several reasons for this. One reason is the lower than expected response rate to the online user need questionnaire (discussed in chapter 5.1.5 of this report) that was envisaged as a principal mean of acquisition of participants. Another reason has been that there were no resources allocated to the PTG involvement. The ways to solve the problem is discussed in the executive summary of this report.

## **Action 2: Climate Change Explained Wizard**

This action is expected to develop awareness raising information on climate change based on material produced by the expert organisations. Visits to the web-site should motivate users to increase their knowledge and take action to mitigate and adapt. In addition, this wizard should provide relevant information to assist in the use of other wizards and tools of the Portal.

***Sub-action 2.1. Preparatory phase (01/01/2009-30/09/2009)***

Selection of eLearning approach and level of interactivity. The target group surveys (Annex 1) and discussions at the workshops (Annex 4) revealed that the main target groups have tight time schedules and occasionally heavy workload. They are under stringent time constraints. Also, their internet usage is somewhat less extensive than initially anticipated. Thus, Climate Change Explained Wizard of the CCCRP Portal should primarily work as an online assistant for users in their tasks.

There is only limited need for a fixed curriculum e-learning solution. Instead, the basic principle in the approach and instructional design will be breaking down information, identifying different content types and creating a unified structure for these content types and tagging each element so that they can be re-used across the portal. By doing this we feel that we can support the learning process that takes place while our target group uses the portal for their own purposes.

To offer also audiovisual content to support the textual information on the site we are developing learning modules. With the learning modules we mean explanatory (in most case interactive) animations or other type of interactive visualizations that are focused on illustrating terms or phenomena related to climate change. We feel this type of more focused, informal solution supports learning within our target group better than elaborate, more formal and guided solutions, such as courses on this topic. This approach of creating modular content that can be used to support the more practise-based content (such as Community response wizard) in the portal also supports our goal better, as we want the users to not only understand climate change but also to take action by adapting and mitigating. Still, the material is designed so that it can later on be used as material for actual online courses.

There was little hesitation to move from “fixed curriculum” approach to more “modular” approach as survey (Annex 1) so clearly supported the decision. Survey and design phase proved to very useful for the development of the overall concept, as we now feel our solution is targeted to our target groups needs: they are busy (they don’t have time for going through guided learning processes) and they know how to look for information they need (we support this in the way we will organise the content of the Climate Change Explained Wizard as well as other textual information).

We have gathered a team of experts to work on the Climate Change explained: our team consists of a digital media and eLearning expert, the representatives from the communications departments of both FMI and SYKE, various top researchers in the field of Climate Change research in Finland, an expert in geo-informatics and two IT experts. This team has now worked on the overall concept of this portal and the pedagogical aspects of it and will focus more on the content of Climate Change Explained wizard during this autumn.

According to the project work plan of Action 2 the actual interactive components comprise: 1) possibility to submit questions and 2) possibility for tutoring. These features were considered useful. They will function at the second half of the project. It was decided to continue development in a manner where 1) and 2) can be implemented. Development of a “chat type”

solution proved not to be necessary. The main form of interaction in our concept is the interaction between the content and the user: the efficient search function, the way the content is organized, the uniform structure of text articles and the automation that provides the user with the content he/she needs, but didn't know he/she needs.

Instructional and User Interface design. The focus will be more on making the textual material easy to access and understand than on developing an elaborate interface solution. Our main goal has been to find the optimal way to bring all the content in this portal, even though produced under different work packages, together. The ambition has been to create an interlinked site, where user can seamlessly move from textual information to graphs, images or map-based data: which ever happens to be the information need at hand. We have also been testing possible solutions for organizing and capturing webinars. Practical knowledge has been documented in the project website and can be used to produce additional material for the Portal. Experiences have been very positive.

Selection of eLearning software and/or software provider. The selection of modular approach for the Action 2 made this task badly formulated. While writing the project proposal we wrote this as our aim, since we thought it would be necessary to provide the pedagogical material as courses that the users could take. Due to abandoning the fixed curriculum, there is no single eLearning software that would fit to the selected approach for eLearning. Instead, multiple softwares will be utilized. The portal engine will be the basis of the eLearning applications and dedicated web and flash software packages for multiple purposes will be used. The final decision on the software needed for these modules remains open until the content is designed, but Macromedia Flash can be seen as a quite probable choice. In addition of the technical implementation of these modules we have to build bindings between the portal CMS platform and the modules, and then programming language Java will be used.

Detailed work plans for the implementation phase with technical specifications and for the implementation of the eLearning content. See separate document "Detailed implementation plan" (Annex 8). Work plans have been developed, but we have not been able to compile all detailed technical specifications. Problems have been related to delay of specifications of the Climate Change Explained as we have been working on the overall portal concept and creating connections related to data types common to all Wizards. We have seen this important for the educative goal of Action 2, as the richness of material and the possibilities that strong connections between all Wizards can provide the user with a very unique and intuitive learning process that would fulfil the needs that the target group has related to learning and climate change information

#### Evaluation work plan for the eLearning component

We have not yet made a work plan for the eLearning component as we have had delays in the planning phase. This work is postponed till June 2010, as we feel we will then be in a better position to finalize this work plan. This will not however cause any delays on our overall schedule. The evaluation period starts in July 2010, which means that evaluation plans are ready before that, even if they are delayed. We believe that is wise to postpone the finalization of the evaluation plans as by that time we know better the product and the stakeholders, so that we can design a better evaluation plan than if the project proposal timetable was followed.

All in all, Action 2 has been successful in identifying target group needs and their main ways to utilise the portal. We have been able to define the approach and structure of the eLearning

module in a way that it supports the overall usability of the portal. Due multiple inter-linkages between the Actions, the most problematic task has been fixing the large number of details related to building of such versatile Portal. There is need for a large coherency between the different tools and this sometimes causes delays. However, this is not seen as a major problem as during the implementation phase these “details” will be settled without any problems to the overall design or delays to time schedule.

The preparatory phase is concluded and we will move on to the implementation phase according to our implementation plan. We have reached all our aims in the sense that they are relevant to our updated plans. The evaluation work plan is delayed but will not delay the release of the portal.

***Sub-action 2.2. Implementation phase (01/10/2009 – 31/12/2011)***

Started

***Sub-action 2.3. Evaluation phase (12/2010-)***

Not started.

The **Milestone** “eLearning solution and content designed, software selected” proved not to be entirely meaningfully defined task as explained above: achieved. (also in Table 1: Status of the milestones of the project)

**Action 3: Climate Data and Scenarios Wizard**

It is very crucial that the data sets and climate variables made available address the needs and are suitable considering the expected level of knowledge of the layman end user. A clear and easy to use graphical user interface is needed to avoid unnecessary complicity and to gain the optimal level of usability.

***Sub-action 3.1. Preparatory phase. (01/01/2009 – 30/09/2009)***

To reach this goal and analysis of the needs for the end users and technical implementation of the selected approach was carried out during the preparatory phase. In addition the long experiences on the climate data requirements by different user groups obtained from the FMI’s climate service unit was exploited. Beside domestic experiences the comparable web-services provided by other European institutes like for example recently released UK climate projections (UKCP09, <http://ukclimateprojections.defra.gov.uk/>) were examined. A team of experts in the field of communications, IT and climatology has had discussions on the ways of the implementation of this action.

The key aims of the preparatory phase of the Climate Data and Scenarios Wizard were:

- Establishment of a user group
- Selection of the observational datasets
- Selection of the variables and form of presentation
- Selection of climate scenarios and model runs to be presented
- Detailed work plan for the implementation phase
- Detailed evaluation work plan

To reach the preparatory phase goals the following actions and decisions were carried out:

Establishment of a user group. The Pilot Test Group (PTG) established for the project (Annex 14) will be utilized. In addition, FMI has delivered climate information e.g. for the climate change adaption programs of Helsinki Metropolitan Area Council (YTV) and Council of Oulu Region. As there already exists earlier co-operation activities and good communication between FMI and the councils that will be utilized, too. These councils that comprise several municipals form an additional user group to test and give feedback about the Climate Data and Scenario Wizard during the development of the wizard.

Selection of the observational datasets. The observational datasets that will be available through CCCRP- portal are:

- Temperature and precipitation data at station locations. The stations that will be used are given in Table 1. These long time-series are monthly values. These data will be used to display long-term variability and portrait projected changes in a “historical” perspective.
- Application oriented indices like for example heating-degree days, growing season length. These are available for the stations given in Table 1 and the time-series start at year 1961. The preliminary list of indices is given in Table 2 and it will be updated and completed according to feedback of test users.
- Temperature, precipitation and solar radiation values interpolated into a 10\*10 km grid covering Finland. The data covers years 1971-2005 The user can select from the graphical map interface the location the data is needed.
- Statistical information of Finnish climate, this data is presented as maps and tables.
- Regional values like country mean or municipal mean values. This data is monthly mean temperature and monthly precipitation sum.
- Extreme value analyses, i.e. return periods of high and low temperatures, excessive precipitation, length of dry spells, length of hot and cold spells. The stations will be selected so that they cover the different climate zones in Finland.
- Description of meteorological stations and time series (metadata)

Table 1. Preliminary list of meteorological stations whose data will be available through the CCCRP portal.

Name	Lat (ddmm)	Lon (ddmm)	Beg_year	Years in operation
HELSINKI	6010	2456	1844	165
OULU	6456	2522	1846	163
KAJAANI	6417	2741	1847	162
MAARIANHAMINA	6007	1954	1869	140
TURKU	6031	2216	1873	136
UTÖ	5947	2122	1881	128
HANKO	5946	2257	1881	128
VAASA	6305	2139	1882	127
TAMPERE	6130	2343	1883	126
JYVÄSKYLÄ	6214	2544	1883	126
KUOPIO	6254	2741	1883	126
SODANKYLÄ	6721	2637	1901	108

Table 2. Preliminary list of climate indices that will be available through the CCCRP portal.

Climate index	Unit	Time period
Heating degree days	day°C	month/season
Growing season length	days	season
Growing season temperature sum	day°C	season
Number of dry days	days	year
Number of frost days (Tmin <0°C)	days	year
Number of cold days (Tmin <-20°C)	days	year
Number of hot days (Tmax >20°C)	days	year
Number of days with snow cover	days	year

Selection of the variables and form of presentation. The observational station data covers monthly mean temperatures and precipitation sums. Gridded data are daily values. In addition there will be application oriented indices. The presentation format of data will be graphs depicting the temporal variation of variables and maps depicting the spatial variation. Beside graphs and maps the also data can be downloaded. The very preliminary demo www-pages have already been made (Annex 15).

Article 14 of the Common provisions states that electronic tools, which include spatial data and are produced in the frame of a LIFE+ project, shall comply with the Directive 2007/2/EC of the European Parliament and of the Council of 14 March 2007 establishing an Infrastructure for Spatial Information in the European Community (INSPIRE). A report on the requirements and opportunities that INSPIRE imposes on CCCRP was prepared by the project (Annex 23, in Finnish). According to the report the most relevant parts of the INSPIRE are viewing services and download services. These will have significant impact on how the data will be presented to the end users and it will influence the user interface of the Data and Scenarios Wizard. It became also clear that by applying INSPIRE, climate change data (observations of climate change impacts) from other providers could be made available through the user interface. Data delivery to end users would be greatly enhanced by applying INSPIRE. Based on the report additional effort was decided to put on making CCCRP INSPIRE compatible.

Selection of climate scenarios and model runs to be presented. The climate scenarios are based mainly on the 19 global climate model runs performed for the IPCC AR4. Model projections have already been used in the Finnish Climate Change Adaptation Research Programme (ISTO). Based on these model runs a low, mean and a high emission case will be shown. In addition, the probabilities 5, 10, 25, 50, 75, 90 and 95 % fractals will be shown. When calculating these probabilities all emission scenarios are included into the input data. The future periods are the 30-year periods 2010-2039, 2020-2049, 2040-2069 and 2070-2099. For calculation of some indices daily data is needed and in these cases the magnitude of climate change is taken from above explained global model results and the daily variation is calculated using a weather generator. The selected approach has many similar features that have been used in the UKCP09.

As the observational datasets, climate scenarios and model runs and variables and form of presentation have been selected, it can be stated that the milestone “content selected and presentation forms defined” of the Action 3: Data and Scenario Wizard is completed (also in Table 1: Status of the milestones of the project).

Detailed work plan for the implementation phase. The implementation plan is prepared and given as an (Annex 8). The implementation of the Climate Data and Scenario Wizard has already started in the sense that the observational data and part of the scenarios has been collected into the climate data base. To view the data on the WWW-pages the data must be retrieved first from the climate database to the map server and further to WWW-server. The programming of tools to retrieve data from the climate database to the map-server is planned to be ready in November 2009. In parallel, the work to collect climate scenario data to climate database continues. The work to finalize the WWW-page design is also underway and the first tests by the user groups are planned to start in the beginning of year 2010. This ensures that there will be time to finalize the demo version based on the comments and feedback from the test users of portal before May 2010.

Detailed work plan for the evaluation phase. The aim of the evaluation task is to assess the quality and usability of the Climate Data and Scenarios Wizard. The evaluation will be based on the feedback that will be obtained from the test users, as well as, on the experiences about the technical operationally achieved during the evaluation period. This is still to be done and will be finished in June 2010, as stated in the detailed implementation plan. The evaluation period starts in July 2010, which means that evaluation plan will be ready before that and thus does not hamper implementation of the project. We believe that is wise to postpone the finalization of the evaluation plans as by that time we know better the product and the stakeholders, so that we can design a better evaluation plan than if the project proposal timetable was followed.

### **Sub-action 3.2 Implementation phase**

This sub-action has started.

### **Sub-action 3.3. The evaluation phase**

This sub-action has not started.

## **Action 4: Climate Impacts Wizard (01/01/2009 – 31.12.2011)**

The responsible associated beneficiary – SYKE

### ***Sub-action 4.1 Preparatory phase (01/01/2009-30/09/2009)***

The work on Action 4 in the preparatory phase has focused on identifying the stakeholder needs, and selecting content and presentation format of the Climate Impacts Wizard. The experts involved were Timothy R. Carter, Maria Holmberg and Stefan Fronzek.

The Climate Impacts Wizard (CIW) is the working name for the section of the portal that deals with impacts of climate change, presenting observed impacts as well as projected impacts under selected climate change scenarios. The content of the CIW includes information on the impacts of climate change in key sectors and regions of Finland. Information on impacts on the global scale with implications for Finland is also presented, as appropriate. The presentation format of the CIW includes both articles with textual descriptions of key variables and processes that are affected by changing climate as well as data of observed changes in the variables and projected future changes. This information will be accompanied by illustrations (photographs and simple diagrams). Data will be presented both as maps, numeric and textual summary tables and as graphs. The content (articles and data) of the CIW will also be referenced from the Community Response Wizard (CRW).

Assisted by the content of the CIW, users will increase their understanding of observed and projected impacts of climate change in Finland, and they will become better informed and more able to understand the consequences of their actions of adaptation and mitigation as outlined in the CRW. The key target group of the CRW are planners and decision-makers in the municipalities. The primary users of the CIW are the same as those of the CRW, but the intended audience of the CIW is wider, including the general public, especially persons elected to participate in the municipal councils, boards and committees.

The needs of users were explored in the first Steering Group (SG) meeting of the project 26.2.2009 (Annex 3), in two workshops (10.3.2009 and 26.3.2009 Annex 4) and in an international workshop 11-12.6.2009 (Annex 7 and Annex 19). There was also a web based survey directed to the municipal actors. The comprehensive analysis of the user needs is reported in Annex 1.

Information on the direct impacts of climate change in Finland was clearly identified as a high-priority need by the users. To select impacts of climate change to be included in the CIW and to explore options of presentation formats with respect to the sectoral division, we have compiled documents:

- 'Collection of ideas for the CCCRP impacts wizard', SF 3.6.2009, which outlines sources of information on impacts, both observed and predicted, as well as lists potential functional characteristics and presentation formats of the CIW (Annex 9).
- 'Sectoral and regional coverage for the CCCRP impacts wizard and beyond' TRC 18.8.2009, which identifies climate-sensitive sectors, proposes types of climate change impact and adaptation information, by sector, and the likely regional definitions used for its presentation, as well as the provider of the information for the present-day case. This document will be used to guide the contacts to research groups that will be asked to provide impacts results. This document is also the key template to structure the selection of presentation formats (Annex 10).

The key research groups that will provide impacts results have been identified as those participating in the Finnish Climate Change Adaptation Research Programme (ISTO, Annex 12). Maria Holmberg participated in the spring meeting of the ISTO-programme 7.5.2009 (Annex 13 and Annex 6), presented the portal and the CIW and discussed the contributions of the ISTO-groups to the CIW. These discussions will be continued early on in the implementation phase so that agreement can be achieved as to which groups will be able to contribute with results to CIW.

The results to be presented in the CIW will be based primarily on model runs that have been conducted with the climate change scenarios presented in the Climate Data and Scenarios Wizard (A3). The presentation formats (articles, maps, summary tables and graphs) will be further specified in cooperation with the research groups providing the results during the implementation phase.

The linkages between the CIW and the other Wizards being developed in the project as a whole have been investigated and assessed in discussions and project group meetings. The final technical solutions will be made in the implementation phase.

As for the translation of material into Finnish, Swedish and English, we have identified material available in three languages, including the National Adaptation Strategy and parts of the FINESSI and the ISTO web tools. Translation of new material has not yet been undertaken, as all new material written for the entire portal will be translated towards the end of the implementation phase.

The milestone of Action 4 'Content selected and presentation forms defined' was not completed during the preparatory phase. This was because the most suitable person to work on programming the rendering of data (maps, graphs, summary tables) of the Climate Impacts Wizard could be hired only from October, as he had prior engagements (discussed also in the

executive summary of this report). The main bulk of the work to achieve this milestone was performed during the preparatory phase but the final completion of the milestone will be delayed by three months to 31.12.2009 (also in Table 1: Status of the milestones of the project). The implementation phase will not be delayed because of this.

***Sub-action 4.2 Implementation phase (1.10.2009-31.11.2011)***

This sub-action has not started.

***Sub-action 4.Evaluation phase***

This sub-action has not started.

**Action 5: Community Response Wizard (01/01/2009 - .....)**

***Sub-action 5.1. Preparatory phase (01/01/2009 – 30/09/2009)***

The preparatory phase of the Community Response Wizard focused on mapping the needs and priorities of key stakeholders and to design for the technical details of the wizard. A user survey report with an English summary is attached as Annex 1 and a ppt-model of the wizard as Annex 11.

The preparatory phase guaranteed that the end-product of the action is relevant for the target audience by completing the following tasks:

- 3 dialogue sessions with key stakeholders addressing “stakeholder needs and priorities” have been held on 10.3.2009, 23.3.2009 and 20.8.2009. The outcomes of these sessions have been written into the survey on user needs, Annex 1. For minutes and a detailed list of participants, please see Annex 4.
  - Workshop on adaptation needs 10.3.2009, 12 (of which 8 outside the project team) persons
  - Workshop on mitigation needs 23.3.2009, 27 (15) persons
  - Meeting with Association of Finnish Local and Regional Authorities 20.8.2009, 8 (3) persons. In this session a draft version of the Community Response Wizard was presented and its usability for the stakeholders and technical details discussed. The feedback obtained fed into the version of the wizard presented in Annex 11.
- An on-line survey on user needs conducted in late spring 2009, with 35 replies and 10 persons signing in as pilot group members.
- Analysis of stakeholder needs and priorities and an implementation plan for the Community Response Wizard made based on the user survey and the 3 dialogue sessions, in Finnish (40 pages) (Annex 1)
- Format and technical options for the implementation of the Wizard drafted as a PowerPoint-presentation (Annex 11)
- Existing climate change related web-based tools reviewed and an international Web tools workshop organised by FMI on 11.-12.6.2009

### *Problems and delays:*

On-line survey on user needs conducted in late spring 2009 failed slightly in terms of number of replies (n=35) (discussed also in the executive summary of this report), although succeeded in raising awareness about the project (thousands of people received a link and a short description of the project through e-mails and electronic newsletters). Reasons for this have been identified (too many ongoing surveys on the same theme, survey was too time-consuming) and will be taken into account in the future. The survey will be complemented with telephone queries to selected target group representatives. The queries will be made before drafting the final design of the wizard in spring 2010. This will not cause delays for the action.

It was decided to postpone the release of the user survey until the end of the preparatory phase (31.9.2009). This has not caused serious delays to the action as preliminary results have been available for the project group in due time.

### *Progress made:*

The action is progressing as planned, apart from the minor delays presented above. These have no effect on the overall schedule however.

There are no deliverables or milestones of the action 5 during the preparatory phase.

## **Action 6: Community Response Portal**

The plans for the Climate Change Community Response Portal that were stated in our project application are still valid. As the this work package has to bring together the results of the other work packages and appear to the end-users as one holistic portal, we had to work more on the overall concept than we anticipated in our project plan. This additional work will save time and resources in the other stages of the portal production, so we feel the delay it has caused on other deliverables is a well-justified one. We have now been able to find more synergy between the beneficiaries and therefore the future work can be done more efficiently and we can avoid doing things twice in the technical implementation phase.

### ***Sub-action 6.1. Preparatory phase (01/01/2009-30/09/2009)***

To provide the project team with a shared vision on this entity and to find the synergy that the different wizards as well as the different beneficiaries can create together, we organized seven internal workshops and the results of these can be seen in the overall portal design (there are no official memos or lists of participants but results can be found on our project site), build two demos (Annex 15 and 16) and collaborated effectively using our project site (approximately 40 registered users who have made more than 600 posts since January 2009). Through this work the plans have become more concrete in the ways that the wizards work together and support each other, so the catch of the portal became clearer to all of us.

In order to achieve a structured and coherent central project web site, in terms of its layout, technical consistency and linked content, regular dialogue and exchange of information has been required between all three beneficiaries and the co-operation has been established. This has taken slightly longer than the initial plan predicted as the importance of this work came clear and we decided to work even more closely together than planned earlier. Therefore some

additional aims have been achieved (such as the concept document, demos and a list of different content types that all the wizards can utilize) but some of the aims listed in the project plan we have been forced to re-schedule.

#### Specification of main web site contents

We have determined the content types that will be present in the portal but this listing is still object to change. As much of the content as possible, will be offered in a textual form but we will take advantage of visual and audiovisual material as well.

The actual content is not yet specified but we have estimated the amount of content in implementation plan of the Action 2 (Annex 8).

In order to make the specification of main web site contents we have employed various methods. Workshops were organized in order to provide the project team with a shared vision on the mission at hand and to introduce three new employees with this topic. These were a useful way to bring the beneficiaries together and ensure that all are working towards the same goal.

We have also familiarized ourselves with our national and international “competitors” in order to differentiate from them in a positive way as well as to find possible solutions to the design challenges we had.

Benchmarking has shown that there are no similar portals that would yet have made an attempt to cover the topic as widely as the CCCRP plans state. Still, we have picked up many development ideas from the websites we have so far seen and learned from some of the mistakes we felt our competitors had made.

To summarize our ideas on the site contents we have created a concept document (Annex 17) presenting the main conceptual ideas behind the portal, its overall structure and main features related to the usage of the portal. This document has to still be made more specific so that we can utilise it better in the actual specification process.

#### International workshop on web tools

CCCRP Workshop on web tools for communicating climate change information was held during 11-12 June in Helsinki

The Commission provisionally accepted (Brussels, 24.4.2009, ENV/E-4/FN/ jk Arcs(2009) 77477) a budget modification in order to organise and international workshop. The Commission also required that participation of each expert should be explained and properly justified in the inception report. The justification is attached as Annex 19.

The workshop was successful and very useful in terms of benchmarking and concept design (Action 6), wizards development (Actions 2-5) and networking (Action 1). The workshop gave us a great possibility to learn from other institutions providing similar services or working on related topics and for us to hear their comments on our plans so far. Our attempt was seen as a challenging one, but all the participants were very interested in the outcome, as the need for such portal has been recognized around the globe.

The workshop also served as a test bed for webinars (web seminars that have been envisioned in Action 2) where seminar or workshop lectures and discussions are streamed live in the internet so that the Internet audience can take part in the dialogue. The findings and results of the workshop have been integrated in the concept and the implementation plan of the project.

The presentations are accessible as videos and PDF-slides at [http://www.fmi.fi/research\\_climate/climate\\_12.html](http://www.fmi.fi/research_climate/climate_12.html).

#### Site engine and CMS system

We have not yet been able to choose the portal engine as this choice has to be inline with the solutions that FMI will choose this autumn for their websites. We do have familiarized ourselves with the options that FMI has been considering. Through the project site we have gained knowledge and developed technical solutions that can be implemented on the portal as well.

#### Specification of the site structure

We have initiated this work but as it relates to all beneficiaries and work packages, the work will still continue. We also need more detailed information on the users and the most common use cases that this portal would be used for. Nevertheless, we will finish this work during October.

#### Site interface and layout

Sketching of the site interface has started (Annex 18) but we feel that we still lack some necessary information on the target group and their work processes and therefore final sketches of site interface have not been made. We are planning to catch up with this after we organise two to three sessions with different members of the user group.

To test the possibilities for bringing together textual information and map based data and the interface solutions related to it, CCCRP project has created a demo of a map-based tool in order to test some preliminary concepts we had on combining location-based information with textual or visual background information (Annex 15). This demo has raised a lot of positive feedback and will help us greatly with the design and production of the actual map-based tool for the pilot of the portal.

As we learnt in Action 2, the user needs related to learning required some new kind of solutions to better support the learning process of the end users. Therefore we drafted a concept for embedding the word definitions into the text articles, so that user can get the additional info where she/he needs it instead of clicking away to some separate thesaurus. To test this concept we build a demo of one possible solution for this (Annex 16). We have got positive comments on the demo and will continue fine tuning it so that it can serve the portal in the best possible way.

For the layout we have not made any sketches yet for the reasons mentioned above. However, we still believe we can release the pilot of the portal in the given schedule as our implementation plan allows us to work still two more weeks with these topics.

#### Detailed work plan for the implementation of the main project web site

This has been made and can be seen in the detailed implementation plan (Annex 8).

#### Detailed evaluation work plan for project main web site

This is still to be done and will be finished in June 2010, as stated in the detailed implementation plan. The evaluation period starts in Jan 2011, which means that evaluation plan will be ready before that and thus does not hamper implementation of the project. We believe that is wise to postpone the finalization of the evaluation plans as by that time we

know better the product and the stakeholders, so that we can design a better evaluation plan than if the project proposal timetable was followed.

There were no deliverables or milestones of the action 6 during the preparatory phase.

***Sub-action 6.2. Implementation phase (01/10/2009 – 31/12/2011)***

Started

***Sub-action 6.3. Evaluation phase (12/2010-)***

Not started.

**Action 7: Communication and Dissemination**

Sub-action 7.1. Project web site - obligatory

*Description of what has been done:*

FMI launched CCCRP project web page in Finnish, English and Swedish in January 2009 at <http://fmi.fi/cccrp>. The project web site is a milestone of the Action 7 and is thus in progress. SYKE published its CCCRP project web site in Finnish, Swedish and English on 20.9.2009 at the address: [www.ymparisto.fi/syke/cccrp](http://www.ymparisto.fi/syke/cccrp). YTK published its CCCRP project web site in Finnish, Swedish and English at the address: [http://ytk.tkk.fi/fi/tutkimus/hankkeet/climate\\_cange/](http://ytk.tkk.fi/fi/tutkimus/hankkeet/climate_cange/). These web pages serve also the purpose of notice boards, as the logical place for a notice board of CCCRP-project is in the Internet.

*Problems and delays:*

There have been no problems or delays.

*Progress made:*

The progress with the project web site is well in line with the established time schedule. The web site is being updated regularly with project activities, progress, results and project documentation. The visibility and awareness of CCCRP has increased among the stakeholders of the project through the project web site. There is no reason to assume that the objectives of the sub-action would not be achieved.

Sub-action 7.2 Marketing CCCRP

*Description of what has been done:*

A press release on the project start was published in Finnish, English and in Swedish on 27.2.2009 (Annex 5). The press release was also a deliverable of action 7 (also in Table 2: Status of the deliverables of the project).

The CCCRP project has been presented and discussed in several scientific and professional arenas:

<b>Workshops, seminars and conferences organised by the project*</b>		
<b>Date</b>	<b>Number of attendees/audience</b>	<b>Description</b>
11.3.2009	10	Adaptation workshop for end users and other stakeholders
26.3.2009	30	Mitigation workshop for end users and other stakeholders
6.4.2009	20	Julia2030/CCCRP workshop on co-operation
8.4.2009	3	BalticClimate/CCCRP workshop on co-operation
8.4.2009	10	YLE/CCCRP workshop on multimedia
14.5.2009	7	CCCRP/Baltrad meeting on co-operation
12.6.2009	45	Web tools workshop
20.8.2009	7	CCCRP/ALFRA meeting on sectoral/thematical categories in portal
7.9.2009	5	CCCRP/MediaLab of Uni Art and Design Helsinki meeting on co-operation
8.9.2009	5	CCCRP/VACCIA Workshop on spatial data dissemination
15.9.2009	2	CCCRP/AFLRA meeting on spatial data
16.9.2009	9	CCCRP/Dep. Comm. Uni Helsinki meeting on co-operation
23.9.2009	7	CHAMP/BalticClimate/CCCRP workshop on co-operation
<b>Presentation of CCCRP in workshops, seminars and conferences organised by other entities than CCCRP**</b>		
2.10.2008	70	Annual conference of European Meteorological Society, Amsterdam, the Netherlands
11.1.2009	10	Workshop for information officers of several ministries
21.2.2009	30	VACCIA kick-off
2.3.2009	30	Life+ kick-off
10.3.2009	20	Climate change seminar for the YLE science journalists
27.3.2009		Forum on Connecting the IPCC WG1 and WG2 Communities through Regional Climate Information. Climate Research Committee Spring 2009 Meeting, National Academies of Science, Washington, D.C., USA
28.4.2009		8th meeting of the European Environmental Protection Agencies (EPA) Interest Group (IG) on Climate Change and Adaptation, Rome, Italy
7.5.2009	40	Spring meeting of the ISTO research programme
11.5.2009	30	Meeting of the focal points of the Climate Change Campaign of the Municipalities of Finland
12.9.2009	40	Climate change information services for decision making and adaptation, De Bilt, the Netherlands
15.9.2009	50	Europe adapts to Climate change, Utrecht, the Netherlands
<b>total</b>	<b>480</b>	

\*Dates, places, participants and minutes of workshops, seminars and conferences organised by the project are available in annexes 7 (Web tools workshop) and 4 (all other).

\*\*Presentations of CCCRP in workshops, seminars and conferences organised by other entities than CCCRP including photos and other relevant material are available at Annex 6.

#### *Problems and delays:*

There have been no significant problems or delays. Nevertheless, there is no evidence that the press release on 27.2. created any interest in the media. It seems that no news or articles were published in the media related to the press release. This may have been due to the fact that the press release was about the start of the project and no results or new services were published. This situation should be better for the second and third press release.

*Progress made:*

The visibility and awareness of CCCRP has increased among the stakeholders of the project. There is no reason to assume that the objectives of the action would not be achieved.

An own graphical face and logo will be designed during spring 2010 for the release of the first pilot version of the portal at the 5<sup>th</sup> National Conference on Climate Change for Municipalities. The competition for the name of the portal will be organised in spring 2011 before the launch of the portal in May that year.

The second press release will be published at the publication of the CCCRP and the wizards in May 2011 and the third at the end of the project.

Banners will be released at the time of publication of the portal in August 2011. The ten dissemination seminars targeted to the municipalities will be organised after the release of the portal during September – December 2011. Before that, there will be additional seminars and workshops organised before the release of the portal.

## ***5.2 Availability of appropriate licences and authorisations (if relevant; as indicated in the proposal).***

## ***5.3 Envisaged progress until next report.***

### **Action 1: Management and monitoring**

By the time of Mid-Term report Steering Group has met three more times and monitored the progress of the project. Amendment has been requested, Project management tool has been implemented and the implementation plan has been finalized. Independent auditor has been selected, project staff has been trained in web writing and the project has continued networking for the benefit of the end users.

### **Action 2: Climate Change Explained Wizard**

The specific structure for the articles to be included into the Climate Change Explained Wizard will be defined. Exemplars for the article production, guidance on writing, and tool to produce articles into the “data base” will be prepared. The list of topics to be covered in the articles will be drafted. Web tool for displaying definitions utilising the glossary (containing definitions) within the text articles will be implemented. About one hundred of the total of 300 articles will be prepared by May 2010.

Topics for the ten audiovisual eLearning modules will be decided. Visual, text and audio content of the two pilot learning modules will be created. Two learning modules will be designed and prepared.

### **Action 3: Climate Data and Scenarios Wizard**

By the time of the Mid-Term report technical specification of the Climate Data and Scenario module in CCCRP portal system has been finalized. Daily values of temperature and

precipitation have been calculated using a weather generator for the selected station locations. The magnitude of the change is adopted from the climate scenarios are based mainly on the 19 global climate model runs performed for the IPCC AR4. Based on the daily datasets the application oriented indices in the future climate have been calculated and loaded into climate database. The first demonstration version of Climate Data and Scenario Wizard has been introduced to test users in May 2010.

#### **Action 4: Climate Impacts Wizard (CIW)<sup>1</sup> – Anticipated status of sub-actions at the time of mid-term reporting (June 2010)**

##### **PREPARATORY PHASE CONTINUATION**

There are two sub-actions that were not fully completed during the Preparatory phase and require additional attention during the Implementation phase. Both are expected to be completed before mid-term reporting.

##### **Selection of impacts results (observations, projections)**

Description: This involves deciding upon the types of results to include in the CIW that illustrate either past (observed during the past 50-100 years) or future (model estimates for the 21<sup>st</sup> century) impacts of climate change.

Status in June 2010: Completed

##### **Definition of suitable presentation formats of impacts results**

Description: This involves finalising the technical specification of the types of information to be included in the CIW so that this is fully compatible with other components of the Portal. It requires discussions between project experts and web programmers from all Partners working across the Portal as a whole.

Status in June 2010: Completed

##### **IMPLEMENTATION PHASE**

**Convert available impacts research results into a format that is most useful for the user group**

**Production of background material (first for priority sectors and regions; later for the others)**

Description: The production of background material about climate change impacts for a range of sectors and relevant to different regions of Finland is a core, priority task for the CIW. This is intended to provide at least a basic coverage of potential impacts occurring in all sectors vulnerable to climate change. It entails the development of narrative (textual) information on impacts, supported with illustrations and, if available, linking to concrete examples (data, maps, graphs) based on research results. By mid-term, complete information will have been compiled for priority sectors.

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<sup>1</sup> The Climate Impacts Wizard is to be understood as a shorthand for the content (data, maps, tables, figures and descriptive material) on the impacts of climate change developed by SYKE and contributing to the Portal. While for the user, this content may not be physically distinguishable from other content produced by Consortium partners (e.g. on adaptation or climate), to support future updating and continuity of the Portal, institutional responsibility for content development will need to be explicit in the overall content management system.

Status in June 2010: Ongoing

### **Contact research groups that will provide impacts results (ISTO primarily)**

Description: This involves identifying research groups working on climate change impact assessments in Finland and requesting permission to summarise their research results in the CIW.

Status in June 2010: Ongoing

### **Conversion of research results into comprehensible examples**

Description: This involves gathering available quantitative impacts research results (data, summary information, maps, figures) and re-packaging them in a format that can be readily understood by the target user groups (primarily municipal planners and decision-makers). By mid-term examples will be ready for selected priority sectors.

Status in June 2010: Ongoing

### **Selection of scenarios**

Description: This involves agreement on "standard" climate, sea level change and socio-economic scenarios to be selected for the CCCRP project and the technical specifications of the scenarios needed to include them as options for users to select in the web-based interface.

Status in June 2010: Completed

### **Selection of model runs**

Description: In this task, the needs for new information, its potential availability and its technical specifications for presentation on the CIW will be determined. Efforts will be made to solicit new model-based simulations, where impact models are available to do this (based on discussion with relevant research groups – see above), and if necessary some existing tools will be used by Consortium members to generate information.

Status in June 2010: Ongoing

### **Program the CIW on the basis of the latest version of FINESSI**

#### **Definition of map tool functionality and linkages to A6**

Description: This task requires discussion and agreement on a common approach for producing maps on the portal. Maps will be especially important in the CDSW and CIW, so it is desirable that shared protocols be developed for generating maps.

Status in June 2010: Completed

#### **Programming map tool**

Description: This task covers the development of the map tool according to the plans outlined in the previous task. This work will be carried out in close collaboration with FMI, which also has a substantial amount of map-based material to display on the CDSW. By mid-term, results will be available on the map tool from selected priority sectors.

Status in June 2010: Ongoing

## **Production of impacts content for the portal (programming of the CIW)**

Description: This involves the development of a user-friendly (both for the target audience but also for the developers of the CCCRP site) web-based environment for hosting and updating the background material and illustrative research-based content, linking to the map tool, and connecting seamlessly to the other Wizards in the portal. By mid-term, illustrative material will be available for priority sectors.

Status in June 2010: Ongoing

### **Other sub-actions**

Three sub-actions in the Implementation phase and two in the Evaluation phase are not scheduled to begin until after the mid-term reporting in June 2010.

#### **Action 5: Community Response Wizard**

By the time of the Mid-Term report literature survey has been done and internet-articles (200 words / 2000 characters) for the Community Response wizard in co-operation with SYKE (10/09-06/10) have been completed (12/09, SYKE: mitigation, YTK: adaptation). A step-by-step pathway has been designed for adaptation and mitigation decision (01/10-05/10, YTK). A coherence check with national guidelines (mitigation and adaptation policies & legislation) (09/09-01/10, SYKE: mitigation, YTK: adaptation) has been conducted. Checkpoint-lists have been completed, first case-studies, good practices and supporting material identified (06/10, SYKE: mitigation, YTK: adaptation). PowerPoint-framework on the decision-making cycle, 22+22 articles on mitigation and adaptation, supporting articles and case-studies for other sub-pages of CRW (3 x 16 pages) have been produced. Interactive elements of the Wizard have been specified and designed (09/09-12/09, YTK).

#### **Action 6: Climate Change Community Response Portal**

By the midterm report Action 6 has produced a pilot of the portal's technical framework. In order to achieve this we should have completed the specification phase by January 2010. During the specification phase we will finalize the specification of main web site contents & site structure so that the work on the site interface and layout can begin by the end of the year 2009.

In the course of the specification process we also create the detailed work plan for the implementation of the main project web site to support the actual production of the portal and to ensure that we can follow the schedule indicated in the implementation plan. After this plan is created we will follow it during the programming phase of the technical framework pilot that lasts until May 2010.

In May we will launch the pilot of the portal's technical framework within the test user group and move on to the testing phase. Testing phase continues until the May 2011, but we will utilize the results of the testing and keep developing the technical framework according to the feedback through out the testing phase.

#### **Action 7: Communication and dissemination**

By the time of the Mid-Term report the project web site (fmi.fi/cccrp) has been updated at least five times. Visual image and logo have been designed for the CCCRP.Awareness campaign for research institutions has been performed. CCCRP has been presented in several conferences and seminars both nationally and internationally, e.g. at the 5<sup>th</sup> National Climate

Conference of Municipalities and Life+ Climate Seminar/workshop. CCCRP has been presented and discussed in several dialogue workshops with the end users.

**Planned actions are indicated in the Gantt chart: (please show the progress by this report – including 3T)**

Action	Number/name	2009				2010				2011				2012
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I
1 Management and monitoring	proposed			*				§				¶		x
	actual													
1.1 Admin., tech. and financial aspects	proposed													
	actual													
1.2 Monitoring	proposed													
	actual													
1.3 Project work support	proposed													
	actual													
1.4 Networking	proposed													
	actual													
2 Climate Change Explained Wizard	proposed													
	actual													
2.1 Preparatory phase	proposed													
	actual													
2.2 Implementation phase	proposed													
	actual													
2.3 Evaluation phase	proposed													
	actual													
3 Climate Data and Scenarios Wizard	proposed													
	actual													
3.1 Preparatory phase	proposed													
	actual													
3.2 Implementation phase	proposed													
	actual													
3.3 Evaluation phase	proposed													
	actual													
4 Climate Impacts Wizard	proposed													
	actual													
4.1 Preparatory phase	proposed													
	actual													
4.2 Implementation phase	proposed													
	actual													
4.3 Evaluation phase	proposed													
	actual													
5 Community Response Wizard	proposed													
	actual													
5.1 Preparatory phase	proposed													
	actual													
5.2 Implementation phase	proposed													
	actual													
5.3 Evaluation phase	proposed													
	actual													
6 CCCRP	proposed													
	actual													
6.1 Preparatory phase	proposed													
	actual													

6.2 Implementation phase	proposed																
	actual																
6.3 Evaluation phase	proposed																
	actual																
7 Dissemination	proposed																
	actual																
7.1 Project Web Site	proposed																
	actual																
7.2 Marketing CCCRP	proposed																
	actual																

\*=Inception report, §=Mid-term report, ¶=Progress report, x=Final report

## 6. Financial part

### 6.1 Putting in place of the accounting system.

A separate cost account for the project has been opened. The suppliers of services, equipment or consumables are being asked to include project acronym or project name with the reference number to the invoices. Sometimes even repeated requests do not succeed, though, and the acronym and the reference number have to be added to the invoices by the beneficiaries.

Project manager approves the costs, although in line organisation other people participate in cost approval process, too. Commission model time sheets are used to follow work hours. The time sheets are signed by the project manager and a worker on a monthly – three month basis. The travel and subsistence cost follow up system follows the national guidelines and national method for selection of sub-contractors is applied. National rules of depreciation are followed. According to the rules, depreciation rates are applied only to goods worth 10 000 euro or more. Durable goods or consumables costing less than 10 000 euros will be presented as eligible costs with their original value. An inventory for equipment is maintained at the coordinating beneficiary. The equipment in the inventory are identifiable with LIFE stickers. It has been agreed (although not written in the partnership agreements) that the associated beneficiaries send the costing documents to the coordinating beneficiary after every financial year as well as one month before every reporting dead line.

### 6.2 Continued availability of co financing.

There is no co financing in the project

### 6.3 Costs incurred (summary by cost category and relevant comments).

Fill in the following table concerning the incurred project costs:

Budget breakdown categories	Total cost in €	Costs incurred from the start date to 31.07.2009 in €	% of total costs
<b>1. Personnel</b>	1 473 490,00	172 139,36	11,68
<b>2. Travel and subsistence</b>	44 370,00	2 368,14	5,34
<b>3. External assistance</b>	311 000	0,00	0,00
<b>4. Durable goods</b>			
<b>Infrastructure</b>			
<b>Equipment</b>	13 800,00	1 937,36	14,04
<b>Prototype</b>			
<b>5. Land purchase / long-term lease</b>			
<b>6. Consumables</b>	3 500,00	983,46	28,10
<b>7. Other Costs</b>	12 800,00	3 870,09	30,24
<b>8. Overheads</b>	129 574,00	10 946,79	8,45
<b>TOTAL</b>	<b>1 987 534,00</b>	<b>192 245,20</b>	<b>10</b>

#### Comments on budget posts:

- 55% of the personnel cost are from FMI, 30% from SYKE and 15 from YTK.
- 55% of the travel costs are from SYKE and 45% from FMI.
- External assistance was planned to be used in the implementation and evaluation phase and thus has not caused any costs so far.
- Equipment costs are due to purchase of laptop computer for the Project manager (Action 1: management and Monitoring)
- Consumable costs are from FMI for Action 1 and from SYKE for Action 2: Climate Impacts Wizard and Action 5: Climate Response Wizard
- the Commission has provisionally accepted (Brussels, 24.4.2009, ENV/E-4/FN/ jk Arcs(2009) 77477) a budget modification for organising web tools workshop (Action 6., Annex 7 and Annex 19) concerning budget categories 2 and 3, but these changes have not been included in breakdown of the revised budget, the costs of the workshop have been included in the budget category 7. Other costs, which is the reason for 30% spent in that category.
- Overheads of YTK are missing

Please fill in also the following additional table (recommended). When compiling the information please refer to Form B of the proposal:

<b>Action number and name</b>	<b>Foreseen costs</b>	<b>Spent so far (until 31.7.2009)</b>	<b>Remaining</b>	<b>Projected final cost</b>
<b>Action 1 Management and monitoring</b>	187 698	22 992,75	164 705,25	187 698
<b>Action 2 Climate Change Explained</b>	264 748	21 491,13	243 256,87	264 748
<b>Action 3 Data and Scenario Wizard</b>	280 749	23 244,87	257 504,15	280 749
<b>Action 4 Climate Impacts Wizard</b>	180 361	10 132,68	170 228,32	180 361
<b>Action 5 Community Response Wizard</b>	501 807	71 207,68	430 599,37	501 807
<b>Action 6 Climate Change Community Response Portal</b>	214 349	40 962,82	173 386,18	214 349
<b>Action 7 Communication and Dissemination</b>	221 348	2 245,00	219 103,00	221 348
<b>TOTAL</b>	1 851 060	192 276,87	1 658 783,13	1 851 060

## **7. Annexes**

### **7.1 Partnership agreements**

- Annex 20. Partnership agreements.

### **7.2 Deliverables**

- Annex 1: Report of survey on user needs (deliverable of Action 1: Management and monitoring)
- Annex 5: Press release on project start (deliverable of Action 7: Communication and Dissemination)
- Annex 8: Detailed implementation plan (deliverable of Action 1: Management and monitoring)

### **7.3 Maps, drawings, technical designs, technical memos etc. as appropriate.**

- Annex 2. Project Team meetings
- Annex 3. Steering group meetings.
- Annex 4. List of workshops and meetings with users and other stakeholders
- Annex 6. Presentations of CCCRP in workshops, seminars and conferences organised by other entities than CCCRP including photos and other relevant material
- Annex 7. List of CCCRP International meetings
- Annex 9. Collection of ideas for the CCCRP impacts wizard SF 3.6.2009
- Annex 10. Sectoral and regional coverage for the CCCRP impacts wizard and beyond TRC 18.8.2009
- Annex 11. Format and technical options for the Community Response Wizard
- Annex 12. List of research groups in the Finnish adaptation research programme ISTO

- Annex 13. ISTO-research programme, spring meeting agenda
- Annex 14. Listing of the members of Project Team, Steering Group and the Pilot Test Group
- Annex 15. Screenshots of the map tool demo
- Annex 16. Screenshots of the glossary tool demo
- Annex 17. The concept document
- Annex 18. Preliminary sketches of the portal wireframes
- Annex 19. Justification of expert participation to CCCRP Workshop on web tools for communicating climate change information 11-12 June 2009, Finnish Meteorological Institute, Helsinki
- Annex 23. INSPIRE-direktiivi, laki paikkatietoinfrastruktuurista ja niiden merkitys CCCRP:lle

#### **7.4 Output indicators. Definition.**

- Annex 21. Output indicators
- Annex 22. Definitions of output indicators.

#### **7.5 Other**