

greenGain project
Grant Agreement n°646443



D3.1 Comprehensive Stakeholder Database

28.05.2015



About greenGain project

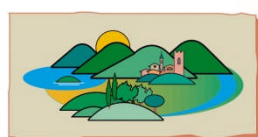
Project greenGain is looking for solutions to increase energy use of biomass feedstock coming from landscape conservation and maintenance works in the public interest. The main target groups are regional and local players, who are responsible for maintenance and conservation work and for the biomass residue management in their regions. Moreover, the focus will be on service providers - including farmers and forest owners, their associations, NGOs and energy providers and consumers.

The three year project which started on January 2015 is supported by the Horizon 2020, European program to foster research and innovative solutions in the EU. The project is gathering partners and researchers from Germany, Italy, Spain and Czech Republic. Researchers will map biomass potential coming from landscape conservation, various technological options to utilise it, identify possible obstacles and provide recommendations to a wide range of stakeholders in the EU 28.

Project coordinator



Project partners



Comunità Montana
Associazione dei Comuni
"Trasimeno - Medio Tevere"



About this document

This report corresponds to D3.1 (Comprehensive Stakeholder Database) of the greenGain project. It has been prepared by:

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Start date of project:	01-01-2015
Duration:	36 months

Work package	WP3 (Creating and EU knowledge platform for LCMW feedstock and reach the commitment of non-project LCMW stakeholders)
Task	Task 3.1 Set-up a stakeholder database
Lead contractor for this deliverable	6 – CZ Biom
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Dissemination Level ¹		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services):	
CO	Confidential, only for members of the consortium (including the Commission Services)	x

Version	Date	Author(s)	Reason for modification	Status
0.1	DD-MM-YYYY			
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¹ Dissemination Level of the Deliverable 3.1 is listed in the DoW as a "Public" which is a mistake. For functional reasons it cannot be "Public" (see personal protection for more information).



Summary

Stakeholder database serves the project partners as a tool to share and update information and contacts of relevant stakeholders in the field of biomass coming from landscape conservation and maintenance works, renewable energy, waste management, conversion technologies, etc. The database serves as a tool for contacting stakeholders and to communicate and disseminate project activities and results. The database will be continually updated and expanded during the course of the project, both its structure and the contacts.

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The greenGain project Stakeholder database

The greenGain project Stakeholder database serves the project partners as a tool to share and update information and contacts of relevant stakeholders in the field of biomass coming from landscape conservation and maintenance works (LCMW), renewable energy, waste management, etc.

1. Objective

The database serves as a tool for contacting stakeholders and to communicate and disseminate project activities and results. Some of the data will be used also as a basis for creation of an online information platform on LCMW biomass later during the course of the project.

2. Source of the data

The database takes advantage of relevant stakeholder databases of project partners (e.g. from partner's projects: S2Biom, Europrunning, BioBoost, BioEUParks or by cooperating with other projects: Grass to Green Gas, COMBINE, TWECOM). Database comprises also from newly acquired contacts during the implementation of the greenGain project by desk research or by personal contact.

3. Management and accessibility

The database will be continually updated and expanded during the course of the project, both the structure and the contacts.

The database is accessible by every project partner on a common online platform www.smartsheet.com on a dedicated spreadsheet. Each partners is able to edit the database. CZ Biom as a task leader maintains the structure and leads discussions on future adjustments of the database (structure, complementarity with relevant tasks in greenGain work packages, etc.).

4. Personal data protection

Dissemination level of the Deliverable 3.1 in the DoW has been indicated as "Public" which is a mistake. In order for the database to serve the partners during the course of the project and to fulfill its function it cannot be public. The database itself is "Private" as also this deliverable is. Only some of the data from database will be made public thanks to the online information platform which will be created according to task 3.4 and reported as a separate deliverables D 3.2 and D 3.5.



Establishment of an internal database *(relevant for Task 3.1 and D 3.1 Stakeholder database)*

The data sharing among the project partners and the data publication requires the consent of the person of whom the data is forwarded. This can be achieved by written consent (e.g. via e-mail) or by the fact that data of a respective person are publicly available (e.g. they are published on a website). When contacting stakeholders in the database, a contact must be named, to which a stakeholder can turn to, if he or she does not agree to receive information related to greenGain project.

Establishment of a public database *(relevant for Task 3.4 and Deliverable 3.2 and 3.5 related to the Online information platform)*

Preliminary design:

1. GreenGain project collects stakeholder's contact details from partners' databases, from online research and otherwise obtained (e.g. personal contact, etc.) during the course of the project.
2. User of the online information platform will have the ability to sort the data by country, function/organization, LCMW biomass material/keyword.
3. After applying the search/filtering, names of institutions would be available with a respective electronic link to their homepages.

Names of persons can only be published if this person is explicitly mentioned by name as a contact person on the stakeholder's website. If the contact details are not from publicly available sources or had to be researched with effort, this persons should be previously requested. A simple e-mail request with a short description of the greenGain project, the relevant activity and the question can be used asking who can be listed as a contact person for the project.

General guidelines for personal data protection for the Stakeholder database:

- In-line with Regulation (EC) No. 45/2001 of 18 December 2000 on personal data protection²
- Personal data will be collected, stored and destructed only with and accordingly to the consent of the personal data holder
- To safeguard project procedures of personal data protection, the Coordinators' in-house authorized agent for data protection and FNRs external contracted data protection advisor will be consulted in all tasks with processing personal data
- The project will ask and obtain the authorization of the relevant authorized authority for personal data protection before the start of the related WPs: (WP 2.3 on month 1, WP 3.1 on month 1, WP 3.4 on month 5)
- Means of personal data protection and proof of authorization will be reported in the interim and final report to the European Commission³

² [Regulation \(EC\) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data](#) (Official Journal L 008 , 12/01/2001 P. 0001 – 0022)

³ See GA Part B, 1.3.6.1 Ethics, p. 46.



5. Stakeholder database characteristics

Basic information		
Country	<i>Country of residence or EU in case of EU28 relevance</i>	2-letter country code (e.g. CZ, ES, DE, IT or EU if it is EU28-wide)
City/Region	<i>Useful for the activities in model regions.</i>	Text (manual input)
Organisation name	<i>Original title</i>	Text (manual input)

Stakeholder & LCMW characteristics		
Organisation type	<i>In reference to general organisational status.</i>	Choose one option from the dropdown list: Company NGO/Civil Society International authority National authority Municipal authority Research/Education Project
Stakeholder category	<i>In reference to LCMW biomass (After update will be complementary to wording in tasks in WP 5).</i>	Choose one or more options (from the list below) and write them down manually: Feedstock owner LCMW service provider Logistic operator Feedstock storage or redistribution Conversion Manufacturer Final consumer Research Administrative/Governmental authority
Scope of action:	<i>Information whether stakeholder can have a broader relevance to EU28.</i>	Choose one option from the dropdown list: Local International Local and International
LCMW source area	<i>In reference to the purpose of the area (complementary to wording in tasks in WP5)</i>	Choose one or more options (from the list below) and write them down manually: Scenery, recreation Nature/environmental protection Technical infrastructure Defence or public security Non-recurring resources Other
LCMW biological property		Choose one option from the dropdown list: Woody Herbaceous Mixed

Context for other tasks		
3.2. Stakeholder Working Group (SWG)	<i>Helps to keep track of stakeholders working on various aspects of LCMW biomass utilization.</i>	Choose one option from the dropdown menu: Feedstock Supply Concepts LCMW Utilisation Pathways Strategies Policy, Finance and Public Participation
3.4. Information Platform	<i>Serves as an indication of stakeholders whose information can be published on the online information platform.</i>	Choose one option from the dropdown menu: Public Private
5.1. Local Working Group (LWG)	<i>Helps to indicate in which model region (if relevant) is the stakeholder active.</i>	Choose one option from the dropdown menu: Friesland Rotenburg CM-ACT PRO-ODPAD Energetika Knezice Bajo Aragón/OMEZYMA Matarrana/OMEZYMA

Contact evaluation		
Contact value	<i>Stakeholder contact prioritization.</i>	Choose one option from the dropdown menu: Crucial player/contact necessary Relevant player Possibly relevant player
Contact status		Choose one option from the dropdown menu: Action needed Waiting for reply Contact established Not interested in cooperation
Responsible partner	<i>Helps to keep track which partner is in close contact with the stakeholder.</i>	Choose one option from the dropdown menu: FNR COALS SYNCOM CIRCE OMEZYMA CZ Biom Sogesca CM-ACT
Last contact /date & partner	<i>The aim is not to keep comprehensive track of the communication, rather to orient oneself quickly regarding the last time stakeholder has been contacted.</i>	DD.MM.YY/Name

Contact details		
Contact person (First name)	<i>Personal information (see personal data management)</i>	<i>Text (manual input). Note: include details of person only with his/her consent</i>
Contact person (Last name)	<i>Personal information (see personal data management)</i>	<i>Text (manual input). Note: include details of person only with his/her consent</i>
Email	<i>Personal information (see personal data management)</i>	<i>Text (manual input). Note: include details of person only with his/her consent</i>
Telephone n.	<i>Personal information (see personal data management)</i>	<i>Text (manual input in format +42, +49, etc.). Note: include details of person only with his/her consent</i>
Websites		<i>Text/URL (manual input).</i>

Additional comments		
	<i>Additional comments and clarifications on the stakeholder</i>	<i>Text (manual input)</i>