



# D6.1 Report on the Minority Report MEL Playbook



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## DELIVERABLE 6.1

### Report on the Minority Report MEL Playbook

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## Executive Summary

This deliverable 6.1 of the Minority Report project presents the development and application of a Monitoring, Evaluation, and Learning (MEL) Playbook, designed to enhance the systematic assessment and continuous improvement of project performance. The report is structured in three main sections.

Section 1 – Introduction outlines the scope and objectives of the deliverable, establishing its purpose within the broader project context. It also describes the structure of the document, providing an overview of its organisation and key components.

Section 2 – Methodology for designing the MEL Playbook details the conceptual and procedural foundation for developing the Playbook. It begins by defining the core terms and concepts within the MEL framework, followed by the design process of the Playbook itself. The section concludes with a description of the steps undertaken to design and apply the Playbook in practice, ensuring methodological rigour and replicability.

Section 3 – MEL Playbook introduces the Playbook's content and structure, including inputs such as specific objectives and key performance indicators (KPIs). It presents the MEL Playbook for project month 24, May 2026, as a concrete example, illustrating how the tool can be tailored to project-specific needs. Finally, it provides practical guidance on how to use the MEL Playbook, supporting effective implementation and integration into project workflows.

Overall, the deliverable provides both a conceptual foundation and a practical toolkit for applying MEL principles in project management, enabling more evidence-based decision-making, improved accountability, and continuous learning.

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## List of Acronyms and Abbreviations

Term	Description
CDE	Communication, Dissemination and Exploitation
D6.1	Deliverable 6.1 Report on the Minority Report MEL Playbook
D6.2	Deliverable 6.2 Interim Reports on Impact of Minority Report Solution
IPR	Intellectual Property Rights
IoT	Internet of Things
KPI	Key performance indicator
LCA	Life Cycle Analysis
LCC	Life Cycle Costing
MEL	Measurement, evaluation, and learning
SO	Specific objectives
TRL	Technology Readiness Level
T6.1	Task 6.1 Development of the Overarching Minority Report MEL Playbook
T6.2	Task 6.2 Impact Evaluation Assessment & Replicability Potential

## List of Partners

Participant organisation name	Short Name
Integrated Environmental Solutions	IESRD
Stam Srl	STAM
Demo Consultants BV	DMO

B-Kode	BK
Urban Intelligence	UI
Trinity College Dublin	TCD
University of Canterbury	UoC
University of Auckland	UoA
University College London	UCL
University of Patras	UPAT
Prospex Institute	PI
La Sia Srl	LASIA
E2ARC Architecture & Research for Cities	E2ARC
<b>Pilot site organisations</b>	
Wellington City Council	WCC
Dublin City Council	DCC
Region of Western Greece	RWG

# 1 Introduction

## 1.1 Scope and objectives of the deliverable

The scope and objectives of the deliverable are presented by sharing the task description of “T6.1 Development of the Overarching Minority Report MEL Playbook”:

*T6.1 will develop the (Measurement, Evaluation and Learning) MEL Framework and methodology that will be applied within the Minority Report project. The framework will establish and detail how the various project partners will collect, organise, analyse and apply learnings gained from the monitoring and evaluation of project data (both collected and simulated), as well as qualitative outcomes from the stakeholder engagement process and any other pertinent data. The development of the MEL framework will be completed according to an iterative process, with initial plans establishing “guideposts” to which the impact of the project’s solutions will be tracked, with periodic updates of the framework and realignment of the initial targets providing flexibility to adapt the process based on the outcomes and learning being realised as the project progresses.*

WP6 is organised by UCL and is supported by IESRD, STAM, BK, UI, UoA, UPAT, LASIA and E2Arc through their conceptional feedback as well as their shared insights on progress in other WPs.

## 1.2 Structure of the deliverable

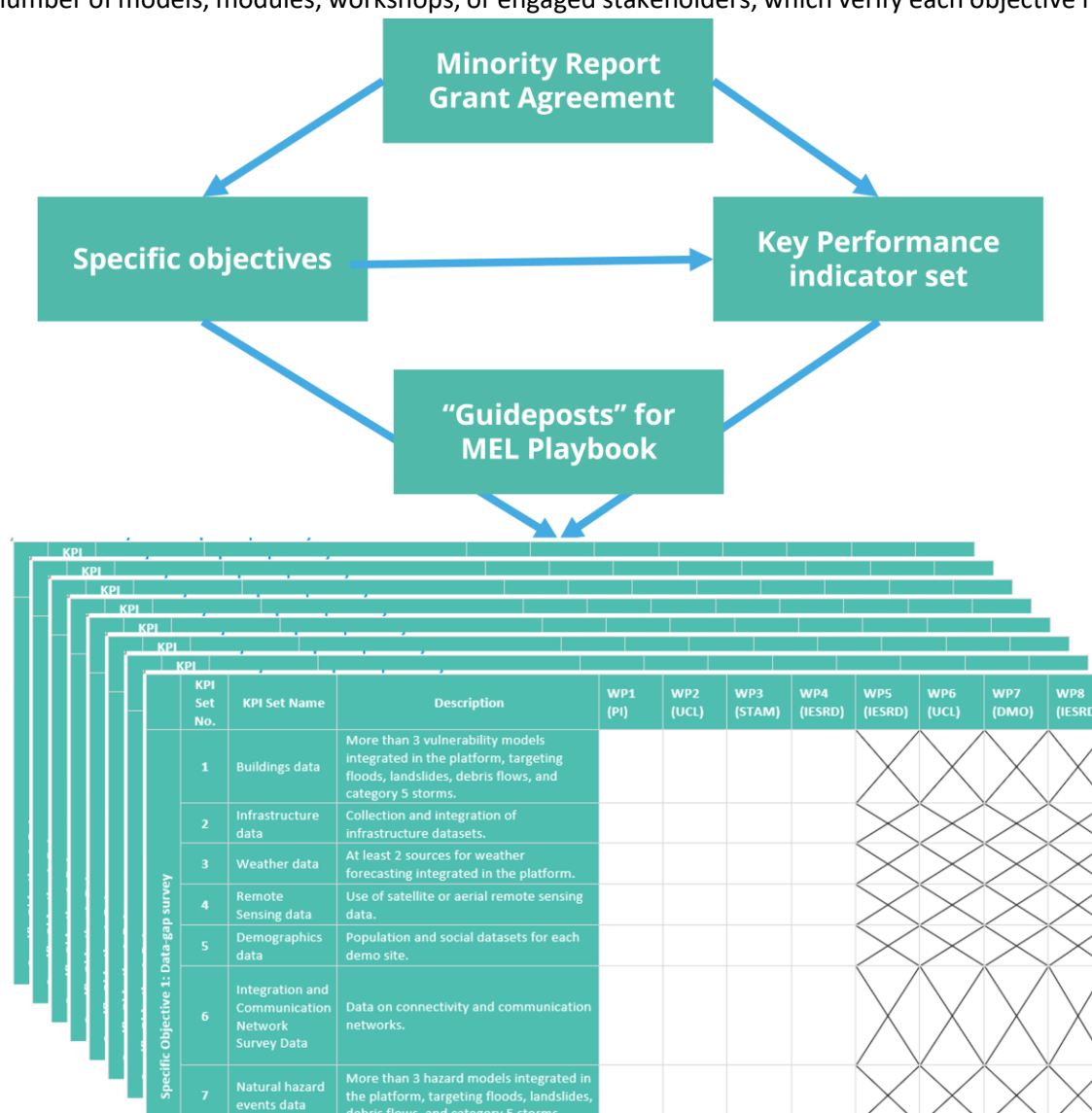
The deliverable is structured in two main parts. The first part (Chapter 2) presents the methodology for designing the MEL Playbook, beginning with a definition of the MEL Framework and the key terms it encompasses. The chapter then explains how these terms are operationalised and transformed into the MEL Playbook, providing a clear link between conceptual foundations and practical tools. Finally, the application of the MEL Playbook is elaborated, describing how it will be used in recurring meetings under T6.2 and how it contributes to periodic updates that ensure project insights are systematically monitored and progress is tracked. The second part (Chapter 3) of the deliverable introduces the MEL Playbook itself and its design, offering an overview of the concrete instrument that will guide implementation, stakeholder engagement, and continuous evaluation throughout the project lifecycle.

## 2 Methodology for designing MEL Playbook

### 2.1 Definitions in the MEL Framework

The Grant Agreement of the Minority Report project makes use of the interplay between Specific Objectives (SO), thematic pillars, and Key Performance Indicators (KPI) to design the MEL Framework. The MEL Framework refers to the structure and interrelation of its components that form the MEL Playbook (Figure 2-1). The Grant Agreement provides measurable gauges that are strategically placed in all aspects of the Minority Report project. Using this existing structure guarantees that the Minority Report project delivers tangible results while remaining fully responsive to the expectations of the European Commission's call for this project.

The SOs are the project's specific goals, such as collecting data, engaging stakeholders, testing methodologies, integrating solutions, and ensuring sustainability. The (KPIs) are measurable checks, like number of models, modules, workshops, or engaged stakeholders, which verify each objective has



**Figure 2-1: Schematic overview of the MEL Framework that leads through guideposts to the MEL playbook. The tables below each represent one of eight specific tables which are introduced in Chapter 3.**

been achieved and that demonstrate the project's impact. The thematic pillars represent the strategic domains of action:

- Data Gathering and Integration – establishing robust baselines and filling critical knowledge gaps.
- Development, testing, integration of Minority Report techno-scientific solutions
- Minority Report outreach and Dissemination, Communication and Exploitation (CDE) strategy

Additionally, the Grant Agreement adds a “Pertinence to the call” to the description of each SO that refer to how well the Minority Report Grant Agreement aligns with the specific goals, priorities, and requirements outlined in the Horizon Europe funding program. These are not specifically considered in the further methodology.

## 2.2 Design of the MEL Playbook

The design of the MEL Playbook is grounded in the SOs and their corresponding key performance indicators (KPIs), which together serve as the “guiding posts” of the MEL Framework. The SOs and KPIs, already defined within the Grant Agreement, provide the foundation for structuring the MEL Playbook and ensure that monitoring is systematically embedded across all activities and for all partners. The KPIs have been carefully designed to capture the progress and findings of all partners involved, thereby enabling transparent tracking of project achievements.

While “pertinence to the call” is acknowledged as an important element of the Grant Agreement, it is not explicitly integrated into the MEL Framework, as it does not lend itself to measurable monitoring. Nevertheless, it is mentioned due to its recognition in the Grant Agreement. Instead, the MEL Framework, combined with the timeline of the Grant Agreement, is translated into the structure of the MEL Playbook, ensuring that it functions as a practical tool for guiding implementation, evaluation, and continuous learning throughout the project lifecycle.

## 2.3 Process of designing and applying the MEL Playbook

The methodology of the MEL Playbook has been developed through an iterative process, beginning at the General Assembly in Patras in June 2025 and refined through subsequent monthly project meetings. These discussions have shaped the structure of the MEL Playbook as it is presented now. The methodology was reviewed for final adjustments during the General Assembly in Wellington in November 2025, ensuring that the MEL Playbook reflects collective input and consensus.

The current version of the MEL playbook fully defines the guideposts that will be discussed in the first MEL Playbook meeting. The meetings structured by the MEL playbook are part of T6.2. It is also shared with the partners contributing and iteratively improving the MEL playbook during its application. The MEL Playbook remains a living document, allowing for the addition of new points in T6.2 future meetings.

The interpretation of D6.1 positions the MEL Playbook as the central tool for structuring these recurring meetings. They are scheduled every six months, beginning in project month 24 (May 2026), with participation from all work package leaders of the Minority Report project. The methodological MEL Framework, which builds the basis for the more specific MEL Playbook in combination with frequently structured meetings, facilitates a practical instrument for monitoring, evaluation, and learning across the project lifecycle.

## 3 MEL Playbook

### 3.1 Input

As described above the key sources of input for the MEL Playbook are the Specific Objectives and the Key Performance Indicators defined for the project and listed in the chapters below.

#### 3.1.1 Specific objectives

Table 3-1 describes all the SOs of the Minority Report project as taken from the Grant Agreement.

**Table 3-1: Specific objectives as input for the guideposts during MEL Playbook meetings in T6.2.**

SO No.	Thematic pillar	SO title	Description
1	Data gathering and integration	Data-gap survey	Survey and identify critical data gaps for each demo site to build a people-centric climate-risk framework and generate baseline data for the functional model.
2		Stakeholder mapping	Map and engage local stakeholders at each demo site to co-design the Minority Report digital platform and gather user feedback and data queries.
3	Development, testing, integration of techno stream	Vulnerability methodology	Develop and test site-specific vulnerability assessment and categorisation methods based on engineering assessments for integrated risk analysis.
4		Core module development	Integrate results from data-gap surveys and stakeholder mapping with vulnerability methods to create the core Minority Report resiliency toolkit and embed it in the people-centred platform.
5		Sustainability analysis	Apply life-cycle analysis, life-cycle costing and circularity assessment to evaluate environmental and financial impacts of proposed renovation solutions.
6	-	-	Not defined in the project proposal
7	Communication, dissemination, and exploitation	Exploitation plan	Formulate an exploitation plan to promote uptake of the Minority Report people-centric solutions across EU stakeholders.
8		Dashboards and UI	Design and test Minority Report dashboards and user interfaces that meet EN301549 accessibility standards and serve diverse stakeholder groups.
9		Awareness and dissemination	Create a communication strategy and stakeholder engagement activities to raise awareness of the co-creation framework and promote sustainability in the construction and renovation value chain.

### 3.1.2 Key performance indicators

The Grant Agreement makes use of roughly 80 different KPI sets. The KPI sets are introduced in the following chapter for each specific objective anecdotally and specific to get a better understanding of the approach chosen in this deliverable. For the entire list of KPI sets see the full MEL Playbook (Subsection 3.2).



**Figure 3-1: Specific objectives that are gauged using the key performance indicator sets.**

The Specific Objective 1 **Data gap survey** is measured against ten verification KPI sets that enumerate the critical data needs for each modelling component and pilot site. Each KPI set groups a thematic data domain and defines quantitative thresholds that signal adequate coverage.

- The KPI set “Buildings” requires the integration of more than three flood, landslide, debris flow and Category 5 storm vulnerability models.
- The KPI set “Weather” mandates at least two independent forecasting sources on the platform.
- The KPI set “Natural hazard events” calls for the inclusion of over three hazard models covering the same spectrum of phenomena.
- The KPI set “Behavioural, humancentric” stipulates the deployment of at least two AI assisted behavioural models (e.g., human building interaction, fire evacuation).
- The KPI set “AI-algorithm” demands two or more AI tools for option-engineering adaptation pathways and for simulating human-building interactions.
- *(Additional KPI sets address infrastructure inventories, socioeconomic indicators, sensor networks, validation datasets, and metadata standards.)*

Together, these KPI sets provide a structured yardstick that reveals where data are missing, guides targeted data acquisition, and verifies that the platform possesses the breadth and depth required for a comprehensive, people-centred multi hazard risk assessment.

The Specific Objective 2 **Stakeholder mapping** is evaluated using verification KPI sets that capture both the breadth and intensity of engagement activities.

- The KPI set “Minimum actor base” measures the minimum number of distinct actors required for the project, specifying that at least three individual stakeholders and two stakeholder groups must be formally enrolled in the Minority Report initiative.
- The KPI set “Co-creation interactions” quantifies the volume of collaborative activities, requiring three co-creation workshops, two site visits and four modular engagement activities per demonstration site. Across the 42-month project this totals 27 events and reaches roughly 350 stakeholders.

These indicators provide concrete thresholds that allow the team to verify that the stakeholder landscape is sufficiently diverse and that the engagement approach is robust enough to support the co-design of the technology platform.

The Specific Objective 3 **Vulnerability methodology** is measured against a verification KPI set that guides project partners to produce a tailored Hazard-Exposure-Vulnerability mapping framework for each pilot site.

- The KPI sets require a version of a “Dublin City Council framework”, a “Wellington City Council framework” and a “Western Greece region framework”.

These location specific KPI sets serve as concrete checkpoints that verify the methodology can be instantiated across distinct administrative and geographic contexts, confirming its flexibility and applicability.

The Specific Objective 4 **Core module development** is evaluated through a series of verification KPI sets, each linked to a distinct functional component of the Minority Report platform.

- The KPI set “Predictive Weather Module” requires delivery of a weather prediction capability.
- The KPI set “Predictive Physics Module” calls for a physics engine that simulates hazard dynamics.
- The KPI set “Predictive Behaviour Module” mandates a module that captures human-response patterns.
- The KPI set “IoT Integration Module” expects a baseline, data-driven component for real-time sensor integration.
- The KPI set “Renovation Road-mapping Decision-Support Module” specifies an advanced tool that must incorporate more than ten solution sets for deep retrofits, covering innovative designs, technologies, materials, and novel retrofit techniques.
- The KPI set “Flexible Architecture Verification” checks the implementation of the adaptable architecture that underpins the entire system.
- The KPI set “People-Centric Platform Integration” confirms the final, integrated technology platform, completed at the milestone in project month 38 and refined at the milestone in project month 42.

Together, these KPI sets provide concrete, measurable checkpoints that demonstrate the progressive assembly and functional readiness of each core module.

The Specific Objective 5 **Sustainability analysis** is measured against three verification KPI sets, each targeting a concrete deliverable.

- The KPI set “High Fidelity LCA Tool” requires a Technology Readiness Level 8 (TRL 8) version of a simplified lifecycle assessment tool, establishing a high-fidelity method for evaluating environmental impacts.
- The KPI set “TRL 8 LCC & Circularity Tools” calls for a TRL 8 version of life-cycle-costing and resource-efficiency tools, enabling precise calculation of LCC and resource-efficiency metrics.
- The KPI set “Renovation Roadmap Assessment Reports” mandates production of assessment reports for more than three renovation roadmaps—one per demonstration site—showing that the proposed solution sets can achieve up to 70 % energy savings, a 30 % reduction in carbon footprint (kg CO<sub>2</sub> per technology set), and a 60 % decrease in overall environmental impact (ratio of points for Minority Report technology versus current technology) in at least one pilot site.

These KPI sets supply quantifiable thresholds that verify the sustainability analysis is both technically mature and capable of delivering substantial environmental benefits.

The Specific Objective 7 **Exploitation plan** is verified through three concrete KPI sets.

- The KPI set “Knowledge & IPR Management Plan” requires an annually updated plan beginning in month 6, ensuring systematic recording and protection of intellectual-property assets and shared knowledge.
- The KPI set “Project Exploitation & Business Model Plan” calls for a yearly-updated exploitation plan with defined business-model options, starting at project month 12, to keep the commercial strategy aligned with market developments.
- The KPI set “Customer Interview Programme” mandates interviewing more than twenty prospective customers at the demo sites to test and refine the pricing approach.

Collectively, these KPI sets provide clear, time-bound checkpoints that demonstrate Minority Report’s readiness to transition from research to market uptake.

The Specific Objective 8 **Dashboard and UI** is evaluated through a single verification KPI focused on participatory design.

- The KPI set “Co-Design Workshop Programme” requires organizing two co-design workshops per demonstration site (six workshops total), serving as the concrete metric for measuring user involvement and ensuring that end-user feedback is systematically gathered and incorporated into the interface design.

By meeting this KPI set, the project shows that the dashboard and user interface are being shaped through iterative, stakeholder-driven processes.

The Specific Objective 9 **Awareness and dissemination** is assessed through a suite of six verification KPI sets that capture both academic integration and broad public outreach.

- The KPI set “Curriculum Adoption” requires the adoption of more than six curricula at partner universities, embedding project results into teaching for scholars and practitioners.
- The KPI set “Dissemination & Outreach Plan” calls for a completed plan by month 6, providing partners with guidelines for future communication and stakeholder engagement.
- The KPI set “End-User Reach” sets a target of reaching over 300 end-users through dissemination and exploitation activities.
- The KPI set “Student Impact” expands educational reach to more than 500 students across five institutions (University of Cork, University of Aberdeen, University of Pretoria, Trinity College Dublin, University College London).

- The KPI set “Social Media Audience” aims for at least 10 000 stakeholders in the project’s online community.
- The KPI set “International Project Events” mandates organizing four international events to facilitate knowledge exchange and networking.

Together, these KPI sets provide concrete, measurable checkpoints that verify the project’s success in raising awareness, embedding its findings in curricula, and engaging a wide spectrum of audiences.

## 3.2 Output

### 3.2.1 MEL Playbook for project month 24

Table 3-2 presents an example compiled following the methodology previously outlined for the specific objective SO1 (Subsection 2.3). During the scheduled meeting (starting in project month 24), each WP lead is expected to attend and provide updates on how each KPI is being monitored and administered. Where necessary, it is within the WP lead’s authority to collect relevant information from the contributing partners and making sure that action is taken if KPIs are potentially not addressed appropriately.

The initial MEL Playbook meetings will likely have an impact on the KPIs themselves instead of only addressing them. After 24 project months, the project partners have accumulated enough knowledge about the programme and can refine the KPIs where needed, adding greater detail and specificity. For example, the KPI set “Student impact” within SO 9 (“Awareness and dissemination”) currently states that 500 students should be reached with the Minority Report content. A more precise formulation would clarify what “reaching” entails: the Minority Report findings must be presented and discussed in a lecture, ensuring that students are not only exposed to the material but also engage with its main conclusions.

The complete table forming the MEL Playbook, covering all specific objectives from SO1 to SO9 is made available for Minority Report Team members here: [D6.1 MEL Playbook v1.xlsx](#) and is added as Appendix 5-1.

### 3.2.2 Interaction with the MEL Playbook

The cells of the MEL Playbook’s table are addressed in the regularly scheduled MEL Playbook meetings. The meetings are moderated by UCL who is responsible for scheduling the meeting and making sure that actions suggested from previous meetings are taken by the involved work package leads.

In the MEL Playbook meetings work package leads assess three things:

- (1) the current status of completion for each of the KPI set
- (2) the insight from that status and implications for the Minority Report project
- (3) the planned and necessary actions for this KPI set

For example, for SO1 “Data Gap and Survey” on KPI Set 7 (Natural Hazard Data):

- (1) The current status is that two of the three data sets have been received; however, the hazard data are only partially available and contain gaps remain for the pilot site in Dublin.
- (2) Prolonged efforts to obtain the missing data have not succeeded, indicating persistent barriers to completion.
- (3) The action is to continue working with the incomplete data while clearly noting its limitations in the forthcoming results; the presentation of those results may re-engage partners and motivate them to provide the remaining data.

**Table 3-2: MEL Playbook example for specific objective SO1.**

	KPI Set No.	KPI Set Name	Description	WP1 (PI)	WP2 (UCL)	WP3 (STAM)	WP4 (IESRD)	WP5 (IESRD)	WP6 (UCL)	WP7 (DMO)	WP8 (IESRD)
Specific Objective 1: Data-gap survey	1	Buildings data	More than 3 vulnerability models integrated in the platform, targeting floods, landslides, debris flows, and category 5 storms.								
	2	Infrastructure data	Collection and integration of infrastructure datasets.								
	3	Weather data	At least 2 sources for weather forecasting integrated in the platform.								
	4	Remote Sensing data	Use of satellite or aerial remote sensing data.								
	5	Demographics data	Population and social datasets for each demo site.								
	6	Integration and Communication Network Survey Data	Data on connectivity and communication networks.								
	7	Natural hazard events data	More than 3 hazard models integrated in the platform, targeting floods, landslides, debris flows, and category 5 storms.		Example text Sub-section 3.3						
	8	Vegetation and terrain data	Environmental and geospatial datasets on vegetation and terrain.								

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## 4 Conclusion

This deliverable report details the step-by-step process for developing and implementing the MEL Playbook, directly fulfilling the objectives of Task T6.1. It defines the MEL framework as a set of thematically grouped specific objectives, each associated with its own set of KPIs. Together, these two elements act as guideposts for measuring, evaluating, and learning within the Minority Report project.

The deliverable also introduces standardized terminology for specific objectives and KPIs, presenting the MEL Playbook as a series of structured tables designed to facilitate recurring MEL meetings. These meetings, held every six months, require work package leads to attend and report on progress against each guidepost. As a result, the outputs of T6.1 provide a robust foundation for the subsequent phase, T6.2.

Given the iterative nature of the design, beginning with initial plans and incorporating regular updates and realignments, the system maintains the flexibility required by T6.1. This approach allows the MEL framework to adapt and evolve in response to new insights and lessons learned throughout the project.

## 5 Appendix

### Appendix 5-1: Complete set of tables of the MEL Playbook

	KPI Set No.	KPI Set Name	Description	WP1 (PI)	WP2 (UCL)	WP3 (STAM)	WP4 (IESRD)	WP5 (IESRD)	WP6 (UCL)	WP7 (DMO)	WP8 (IESRD)
Specific Objective 1: Data-gap survey	1	Buildings data	More than 3 vulnerability models integrated in the platform, targeting floods, landslides, debris flows, and category 5 storms.								
	2	Infrastructure data	Collection and integration of infrastructure datasets.								
	3	Weather data	At least 2 sources for weather forecasting integrated in the platform.								
	4	Remote Sensing data	Use of satellite or aerial remote sensing data.								
	5	Demographics data	Population and social datasets for each demo site.								
	6	Integration and Communication Network Survey Data	Data on connectivity and communication networks.								

	7	Natural hazard events data	More than 3 hazard models integrated in the platform, targeting floods, landslides, debris flows, and category 5 storms.									
	8	Vegetation and terrain data	Environmental and geospatial datasets on vegetation and terrain.									
	9	Behavioural, human-centric data	More than 2 AI-assisted behavioural models integrated in the platform (e.g., human–building interaction, fire evacuation).									
	10	AI algorithms	At least 2 AI algorithms integrated in the platform									
			Optioneering of different adaptation options for given hazard exposures and risks, included in the project renovation roadmaps.									
			Simulation of human–building interactions (behavioural models).									

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	2	Project Exploitation Plan and Business Models	Development of the <b>Project Exploitation Plan</b> and <b>Business Models</b> by <b>Month 12</b> , with <b>yearly updates</b> .									
	3	Customer validation	More than <b>20 target customers interviewed per demo site</b> to validate the pricing strategy.									
	KPI Set No	KPI Set Name	Description									
Specific objectives 8: Dashboards and UI	1	Co-Design Workshops	Conduct 2 co-design workshops for user feedback per demo site (6 workshops in total).									
	KPI Set No	KPI Set Name	Description									

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## Mitigating environmental disruptive events using people-centric predictive digital technologies to improve disaster and climate resilience



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