



Deliverable Report for Grant Agreement Number 760813

Deliverable 8.3

Management framework & shared server for information management established

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Lead beneficiary for this deliverable: ERS

Dissemination Level:		
PU	Public	X
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)	

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1. Description of task

Task 8.3 Facilitate day-to-day project coordination; (ERS, SU, WP leads); M1-42

Within the first month a secure shared server will be established for the exchange of administrative documents, templates for documentation (progress, costs, decisions, attendance to meetings, Deliverables, etc), and easy-to-read guides on procedures (ERS). The server will later also contain reports, notes and conclusions of meetings. Coordination mechanisms and tools will include meetings, video-conferences, project monitoring systems, decision-making and voting procedures. SU will be responsible for implementing these mechanisms. We will coordinate the work-plan via the General Assembly (GA; all partners), Steering Board (SB; Project Coordinator and all WP leaders), and the WPs. The Coordinator will chair GA and SB meetings. All partners are committed to playing an active role in project coordination. They will meet in the GA for kick-off and annually thereafter. During these meetings we will discuss overall project progress and fulfillment of Milestones, refining the goals for subsequent stages and ensuring that the management process is efficiently serving all partners. Where strategic decisions need to be taken, a minimum two-thirds-majority consensus will be required. Sufficiently in advance of each meeting, the chair (Coordinator) will distribute a list of decisions to be taken by vote (partners may request additional topics). ERS will document votes and communicate decisions to all partners. Our International Advisory Board comprises renowned topic experts as well as key stakeholders who will also contribute to the GA annually, providing strategic advice on how best to disseminate/exploit project results. Additionally, to avoid duplication of work and to promote sharing of standards and protocols we will invite representatives from other European and global initiatives to our meetings or to dedicated workshops (see 'Links to other initiatives' in Section 1.3.3 and 'Dissemination' in Section 2.2.1).

The SB will: monitor scientific progress; harmonise the WPs; ensure timely execution of all tasks, Milestones and Deliverables; propose corrective actions and contingencies for risks; keep the QMP up to date; and manage IPR (as stipulated by the Consortium Agreement signed by all partners, see Section 2.2.1). It will also coordinate the preparation of periodic and final reporting on the project as required by the Commission. The SB will meet every month via teleconference in order to be able to respond quickly to events and initiate all necessary proactive steps in a timely manner. It will meet face-to-face 6-monthly and hold parallel WP meetings to ensure a cohesive approach between the WPs and timely delivery of all project outputs. The WPs will be required to deliver completed work in line with the timing of the work-plan, with contingency built in to accommodate new ideas and consequently to extend timescales where necessary. WP teams will communicate regularly (monthly) regarding progress, plans, and problems and will document discussions and decisions. Problems that cannot be solved directly by the WP team will be escalated to the SB.

2. Description of work & main achievements

The PATROLS project kick-off meeting took place in Swansea, UK, on 29-30 January 2018 and was attended by representatives from 22 partners plus advisory board members and international expert/speaker (70 delegates were in attendance).

At the kick-off meeting ERS explained to the consortium the projects management structures and procedures, including the financial reporting requirements. In the first month of the project, ERS has set up a secure shared fileserver for the project and discussed with the Steering Board the file structure and contents to be included before announcing it to the partners. It was agreed that each WP designate a responsible person for uploading project content. The aim of setting up the project fileserver is to provide an efficient and safe document sharing facility for its partners. The file server has met all its data security requirements needed for the project.

ERS have provided individual templates for periodic reporting and offered to partners an easy-to-use excel cost tool to keep track of spending, in terms of its eligibility and PM. Partners discussed a test run in month 10 of the periodic internal reporting, to prepare the consortium for our month 18 reporting deadline.

SU and ERS work together as a joint management office and take care of the day-to-day queries of partners. The current management issues are discussed and tasks are distributed in bi-weekly telephone calls. The joint management office will ensure efficiency through-out the duration of the project.

3. Deviations from the Workplan

N/A

4. Performance of the partners

The partners fulfilled their tasks in satisfactory quality.

5. Conclusions

The Steering Board Assembly deemed this deliverable to be fulfilled satisfactory.