

WP1: Project Coordination

Description

Work package number	WP1	Lead beneficiary	1 - IAC
Work package title	Project Coordination, management and dissemination		
Start month	1	End month	36

Objectives

- Effective coordination and management of the whole project.
- Implementation of an effective and transparent management of the project, ensuring appropriate project control and monitoring: schedule, budget & scope (milestones and deliverables).
- Effective communication with the project office of EST
- Contractual and financial follow-up of the project.
- Coordination of dissemination activities.

Description of work and role of partners

WP1 - Project Coordination, management and dissemination [Months: 1-36] (IAC)

Sub-WP1.1. Project Coordination and Management

The organisational structure and procedures to guarantee the most appropriate and high-standard project management and coordination, as well as the main roles and responsibilities of all beneficiaries.

The Coordinator and the Manager will ensure management support towards a global and coordinated achievement of the GREEST objectives, through the different work-packages deployed under this project. This includes the overall coordination and continuous monitoring of the work plan, the organisation of meetings for the governing and advisory bodies (Board and General Assembly), as well as the preparation of other general meetings (annual meetings and Midterm Review), financial management of the budget, communication with the European Commission on administrative and technical aspects of the project, reporting, etc.

The coordinator, who will be assisted by the Project Manager, will ensure the overview of activities encompassing simultaneously several Work Packages. The responsibilities will also comprise the administrative, financial and contractual follow-up of the project, according to the EC Annotated Grant Agreement and its annexes. This work will cover the preparation of the periodic and final activity reports and the reviewing of the Deliverable and Milestone reports. The financial follow-up will consist of distribution and payments of the EU funding, resource utilisation control, internal cost reporting and collection, review and submission of Certificates on Financial Statements.

As coordinator, the IAC will take the responsibility to provide useful Information Technology tools in order to ensure the effective management of the project and excellent communication among partners and work-packages.

Specific tasks: Fulfilment of EC Grant Agreement; interaction with Governing bodies; coordination and monitoring of the whole project; financial management; internal communication of the consortium Actions on dissemination and exploitation of results will be also carried out under this WP.

Sub-WP1.2 Dissemination and exploitation of results.

While dissemination activities will be based on the implementation of a Dissemination and Communication Plan, the exploitation of results will be achieved through mobilizing the best expertise, in particular researchers involved in the evaluation of the scientific potential of the tested key enabling technologies and engineers involved in the design of prototypes.

Specific tasks: project website; promotional material, participation in relevant events and relevant EU mass media, to increase awareness on Solar Physics.