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Kick-off Meeting

Management structure

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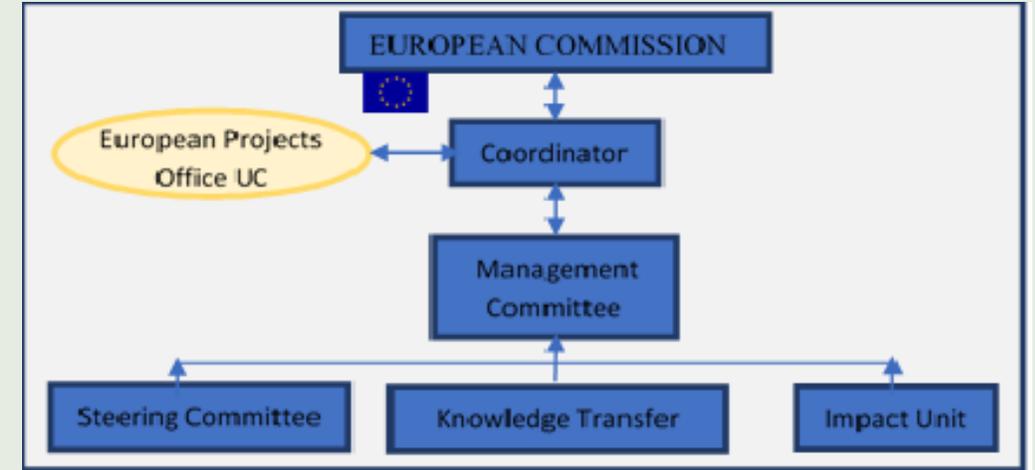
- Management Structure (roles and composition)
- Management Committee
- Steering Committee
- Knowledge Transfer Unit
- Impact Unit
- Project meetings: practicalities



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Management structure: composition

- Sec. 4.2 of Part B of Annex 1, Grant Agreement (GA) - prevails
 - Simple, well-balanced: 5 bodies, closely interacting
 - Functions briefly described
- Sec. 6 Governance structure, Consortium Agreement (CA) - details
 - **Steering Committee in CA = Management Committee in GA**
 - **Technical Board in CA = Steering Committee in GA**
 - Does not affect the general operational procedures of each body presented in the CA, it is just a rename (typo)
 - Possible solution: amend CA to correct the names, however in case of conflict GA prevails and we shall refer to those names



- **Coordinator - composition:**
 - Prof. Alberto Coz (UC): scientific and technical coordination of the network
 - Assisted for the S&T questions by Dr. Tamara Llano
 - Finance and Administrative Support Team from European Projects Office: María Herrero and Catalin Tirnauca.
- Sec. 6.3.3 and 6.3.4 of the CA
 - day-to-day management and overall coordination;
 - preparation of reports, minutes, meetings, templates, etc.
 - administering the financial contribution of the EC (payments)
 - keeping the address list updated and available
- Cost fully covered by the Coordination fund described in Sec 7.1.5 of the CA (distribution of B2 cost category).



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Management Committee (MC)

Main functions (full list in Section 6.3.1 of the CA):

- ✓ Highest decisional body at consortium level (**one vote per beneficiary**)
- ✓ Approve changes in the working plan, i.e., Description of the Action and Consortium Agreement (secondments, budget transfers, consortium members, etc.). Amendments
- ✓ Periodic meetings (at least once every six months by conference means; face-to-face once per year – workshops?!)
- ✓ Chaired by UC (Prof. Alberto Coz)
- ✓ Other relevant members of the management structure may participate with no vote (by invitation only; costs might be covered from the Organisational Fund)

Appointments necessary (one representative per Beneficiary): nominees??

Substitute statements if nominees cannot attend (CA, Art. 6.2.1)



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Steering Committee (SC)

❑ Main functions (full list in Section 6.3.2 of the CA):

- ✓ responsible for the proper execution/implementation of MC decisions
- ✓ monitor the effective and efficient implementation of CELISE
- ✓ collect information at least every 6 months on the progress of the Project (deliverables and milestones; training events, distribution of resources, budgets, communication strategies, dissemination and exploitation at all levels; Grant Agreement and Consortium Agreement deviations, major amendments; scientific misconduct)
- ✓ review the research plan every 6 months (meeting).

❑ Composition (Coordinator and the Principal Investigator of each partner of the scientific and technical work packages: from both Beneficiaries and Partner Organisations, includes WP Leaders).



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Knowledge Transfer Unit (KTU)

- Main functions** (full list in Table B1.6, Part B, Annex 1 of the GA):
 - ✓ control the training program of the seconded staff
 - ✓ suggest changes and additional scientific or technical courses to enhance the capacities of the personnel
 - ✓ ensure the seconded staff reintegrates at the Sender
 - ✓ ensure the Host organizes small courses or training events for the seconded personnel
 - ✓ Meetings twice per year.
- Composition** (one or even two supervisors from each partner: from both Beneficiaries and Partner Organisations).



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Impact Unit (IU)

- ❑ **Main functions** (full list in Table B1.6, Part B, Annex 1 of the GA):
 - ✓ lead and control the dissemination and outreach activities
 - ✓ archive the scientific papers, workshops, conferences, leaflets, used during the life of the project to elaborate at the end of the project a final Impact Report (D4.5).
 - ✓ promote the participation of stakeholders in CELISE events.
 - ✓ prepare the content and timing of press releases and joint publications by the consortium or proposed by the EC
 - ✓ review the dissemination plan every 6 months (meeting).
- ❑ **Composition** (Composed of the coordinator and one representative from each partner with knowledge/experience in communication, dissemination and exploitation).



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Project Meetings – practicalities

□ TECHNICAL MEETINGS :

- ❖ To be organized by the WP leader
- ❖ By videoconference (preferably)
- ❖ Whenever are needed.

□ PROGRESS MEETINGS (Coordinator, SC, KTU, IU/WP Leaders):

- ❖ To be organized by the Project Coordinator
- ❖ By videoconference (preferably)
- ❖ At least twice per year (**best practice once every three months**).

□ MC MEETINGS:

- ❖ To be organized by the Project Coordinator
- ❖ Every six months
- ❖ At least one Face-to-Face meeting per year (together with a larger event?!).