Work Package 7: Management and coordination

Task 7.1: Project management

Activity number	Activity description	Partners (Lead in bold)
A7.1.1 M36	The project will be managed by the dedicated project coordinator from FER and he will be supported by the project management board consisting of one representative from each partner; including the leaders of each work package. The members of the project management board will guide the project, attend the project meetings, organise the progress meetings at their local institutes and call additional meetings if needed to ensure the overall project's success. The project management board will be in charge of the high level management of the project, addressing all the administrative, contractual and financial matters.	FER, all partners
A7.1.2 M36	The work package leaders will report on the on-going progress of the work to the coordinator by e-mail and telephone conferences.	FER, all partners
A7.1.3 M36	The coordinator, with support from the partners, will manage the project's risks to ensure timely and effective delivery of the scientific and technical objectives and deliverables.	FER, all partners
A7.1.4 M36	The consortium will ensure that any ethics issues identified (see Section D.3) are addressed.	FER, all partners

Task 7.2: Project meetings

Activity number	Activity description	Partners (Lead in bold)
A7.2.1 M1	The kick-off meeting, involving all partners, will be held within the first month of the project, at NPL.	FER, all partners
A7.2.2 M36	There will be six formal project meetings: three of them will be face-to-face project meetings around M1, M18 and M36 (Jun 18, Nov 19 and May 21, respectively) plus a satellite meeting at the CPEM 2020 (M26, Jul 20) and two teleconference meetings (M9 and M27, Feb 19 and Aug 20). The meetings will review the progress and will be used to ensure partners are clear as to their role for the next period. The meetings and teleconference meetings will take place before the project reporting. Mid-term meeting will be held at PTB, and final meeting will be held at CEM. During these meetings, or just after them, some visits (and eventually trainings) will be organised.	FER, all partners
A7.2.3 M36	In addition, technical meetings of work package groups may be held whenever necessary, and will be arranged on an ad-hoc basis.	FER, all partners

7.3: Project reporting

Activity number	Activity description	Partners (Lead in bold)
A7.3.1 M2	One month after the signature of the grant agreement a publishable summary and data management plan (DMP) (if applicable) will be produced and submitted to EURAMET.	FER, all partners

A7.3.2 M36 +60 days	Following Articles 17 and 20 of the grant agreement, information will be submitted to EURAMET, in accordance with the procedures issued by them to enable EURAMET to comply with its obligations to report on the programme to the European Commission. • Progress reports will be submitted at months 9, 27 (Feb 19, Aug 20; + 45 days), 18, 36 (Nov 19, May 21; + 60 days). • Impact/Output reports and data management plans (if applicable) will be submitted at the same times. All partners will provide input to these reports and the coordinator will provide these and updated publishable summaries to EURAMET.	FER, all partners
A7.3.3 M36 +60 days	Periodic Reports (including financial reports and questionnaires) will be delivered at months 18 and 36 (Nov 19, May 21; + 60 days) in accordance with Article 20 of the grant agreement. All partners will provide input to these reports and the coordinator will provide these to EURAMET.	FER, all partners
A7.3.4 M36 +60 days	Final Reports will be delivered at month 36 (May 21;+ 60 days) in accordance with Article 20 of the grant agreement. All partners will provide input to these reports and the coordinator will provide these to EURAMET.	FER, all partners

All formal reporting will be in line with EURAMET’s requirements and will be submitted in accordance with the Reporting Guidelines.