Coordinating and integRating state-of-the-art Earth Observation Activities in the regions of North Africa, Middle East and Balkans and Developing Links with GEO related intiatives toward GEOSS

Panel Session 1
# Project Coordination and Management

Project Coordination Team

Outline

1 Management structure

2 Regional coordination and liaison

**3** Procedures and coordination tools

**4** GANTT, milestones and meetings

Management Structure - Overview

Management Structure – Governance level


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┌─────────────────┐        ┌─────────────────┐
│  EC Financial   │        │   EC Project    │
│    Officer      │        │    Officer      │
└────────┬────────┘        └────────┬────────┘
         │                          │
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│        ▼                          ▼                          │
│  ┌───────────────┐      ┌───────────────────┐   ┌──────────────────┐
│  │   Financial   │◄────►│     Project       │◄─►│ General Assembly │
│  │    Manager    │      │   Coordinator     │   │                  │
│  └───────────────┘      └───────────────────┘   └──────────────────┘
│ Governance                                                          │
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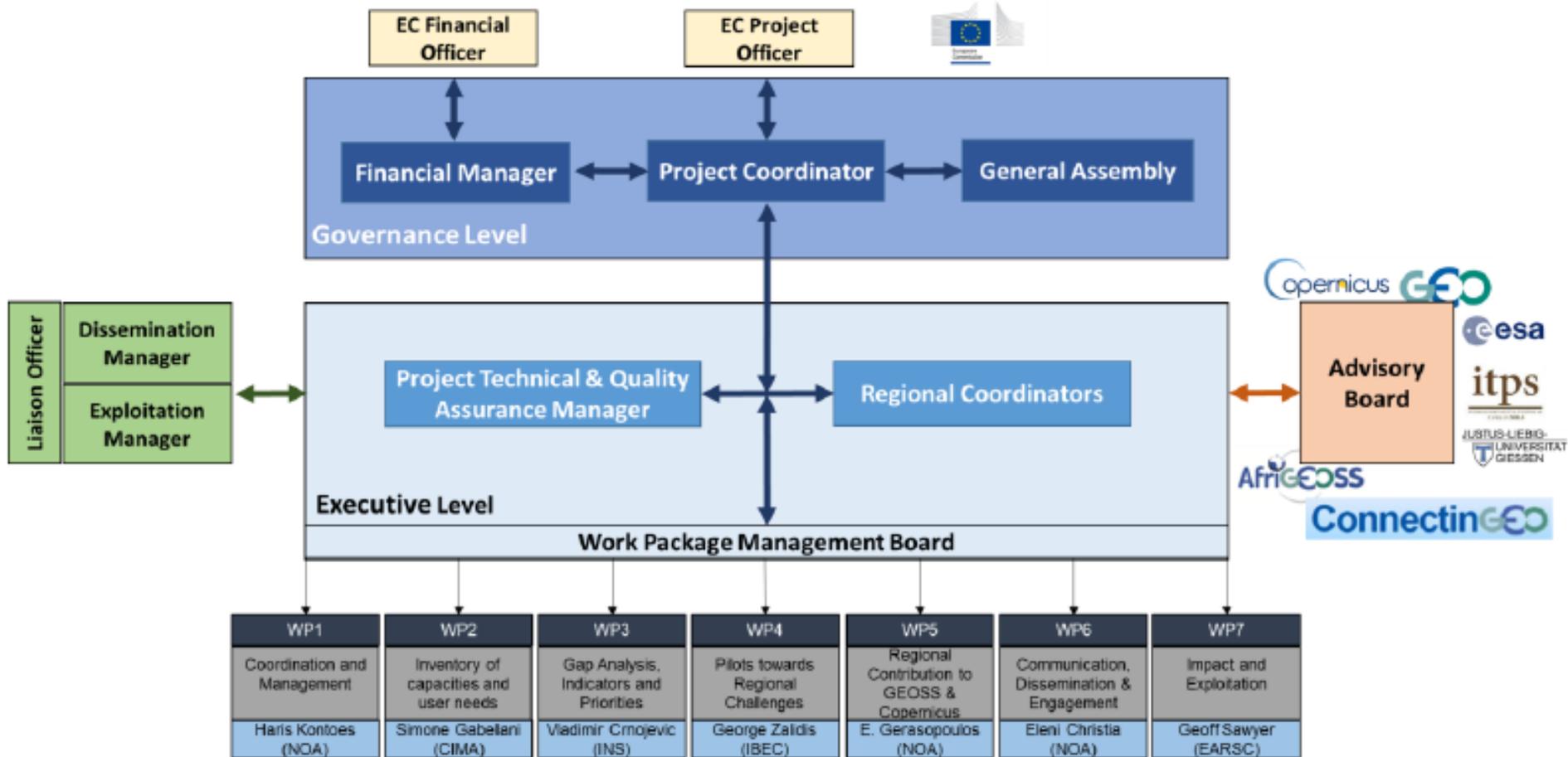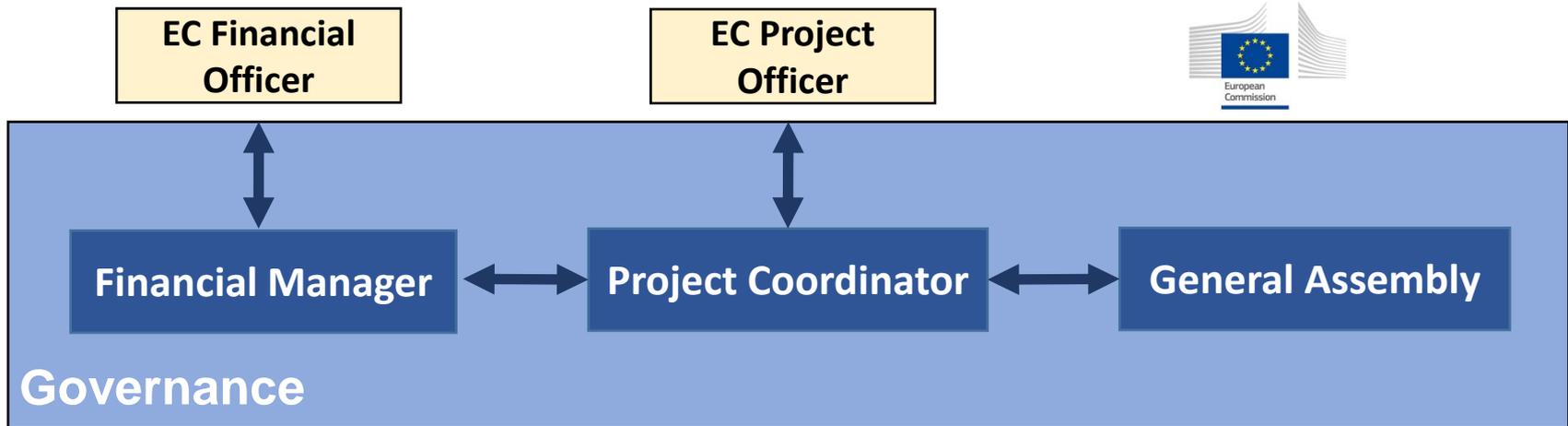
▪ Project Coordinator

- ➢ **Ensure the overall project coordination and official representation**

- ➢ **Single Point of Contact with EC officers**

- ➢ **Supervision of periodic and financial reporting**

- ➢ **Top-level management issues and conflict resolution**

The governance level deals with strategic issues

Management Structure - Governance

The governance level deals with strategic issues

EC Financial Officer		EC Project Officer

Governance

Financial Manager	⟷	Project Coordinator	⟷	General Assembly
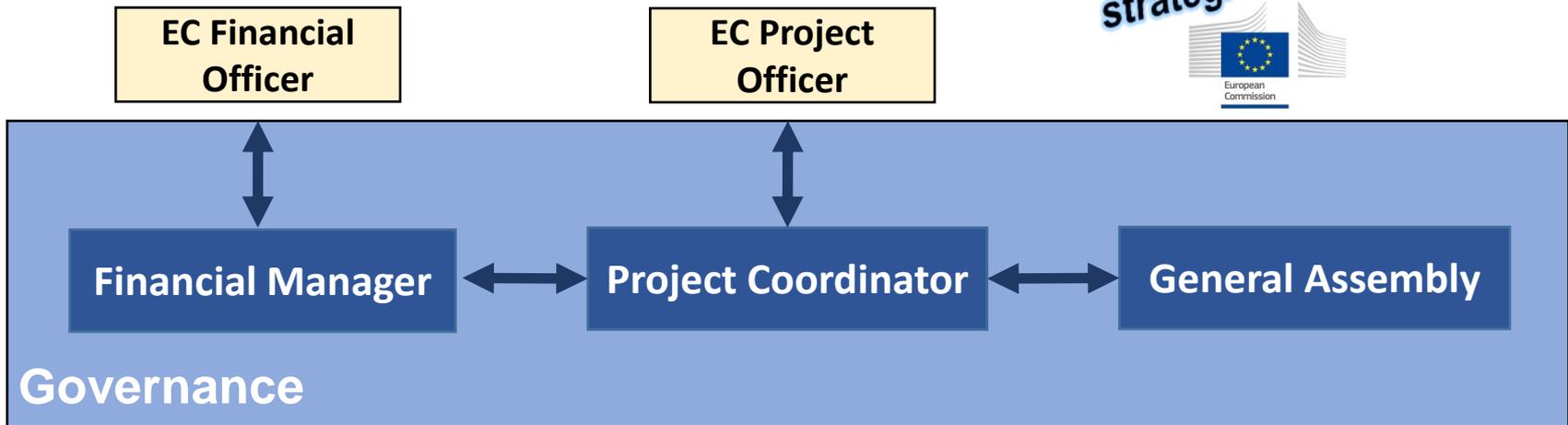
- **General Assembly**

  ➢ **Chaired by the PC and composed of one key representative from each project beneficiary**

  ➢ **Convenes – at minima – next to each periodic meeting**

  ➢ **Detailed of the role and the procedures followed are defined in the Consortium Agreement**

  ➢ **Makes decisions on strategic and top-level macro management issues**

  ➢ **Takes corrective actions in the case of progress problems or reported conflicts**

  ➢ **Decides on the allocation of appropriate resources with respect to the Work Plan**

Management structure – Executive level

Financial Manager   **Project Coordinator**

Executive Level

Dissemination Manager		Advisory Board
Exploitation Manager	**Project Technical & Quality Assurance Manager** **Regional Coordinators**	
Liaison Officer		

Work Package Management Board – WP Leaders
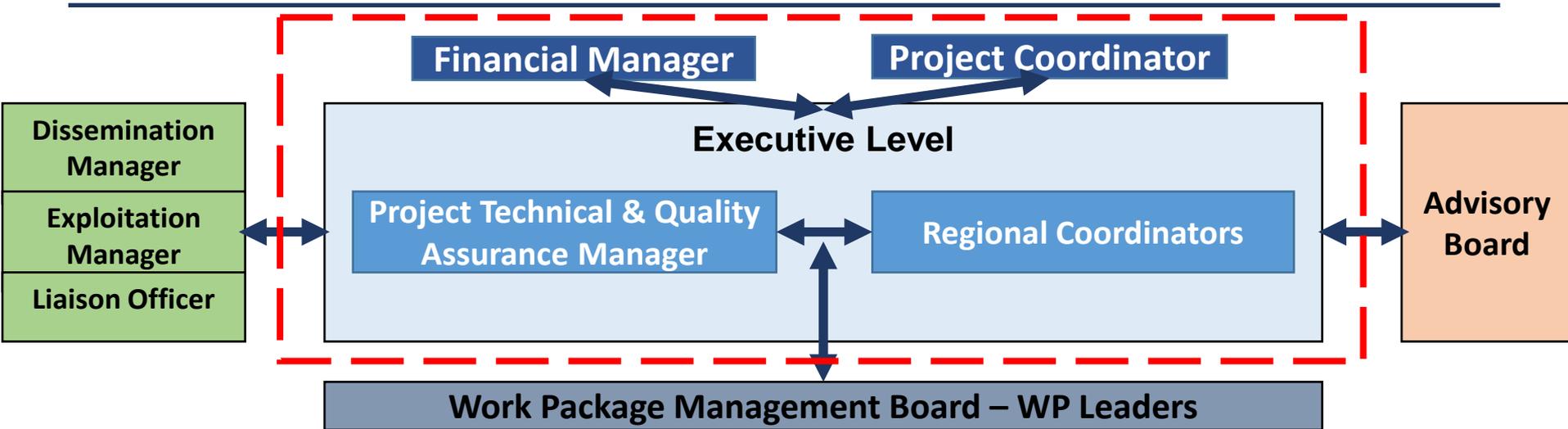
- **Project Coordination Team (PCT)**

  - ➢ **Overall maintenance of work progress against the objectives**

  - ➢ **Inter-regional and cross-regional coordination**

  - ➢ **Control of the quality of project outputs and deliverables**

  - ➢ **Risk identification and mitigation**

  - ➢ **Assisted by DM, EM and LO for the respective activities**

The executive level deals with the daily organisational and programmatic steering of the activities

Management structure – Executive level
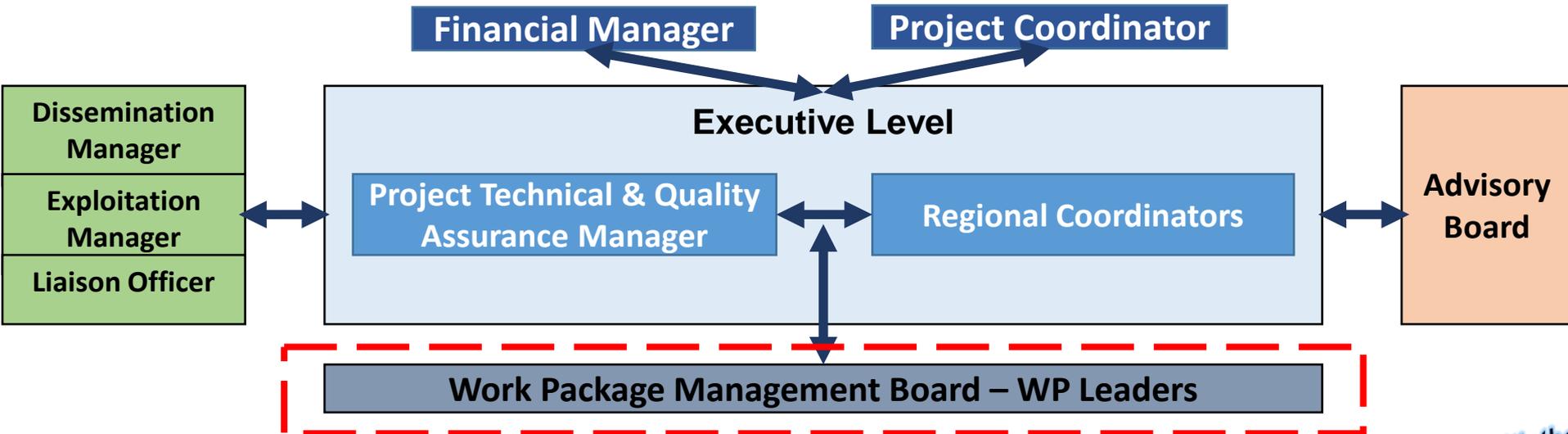
WP Management Board (WMB)

➢ Composed by all top-level WP leaders

➢ WP leaders are fully responsible for the management of the WPs

➢ Assist PCT in the effective management of the project

➢ WMB + PCT hold often (weekly-monthly) teleconferences and physical meetings as per the meeting schedule

The executive level deals with the daily organisational and programmatic steering of the activities

Advisory Board
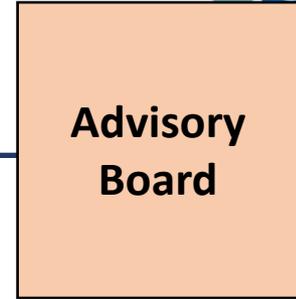
- **Key functions**
  - ➢ **Alignment to the priorities of GEO and Copernicus**

  - ➢ **Active cooperation with other key projects and initiatives in the RoI**

  - ➢ **Expert inputs on execution of work across different WPs**

- **Composition**
  - ➢ **Experts ready to actively support the key functions**

  - ➢ **A well-balanced team, a clear mandate and a "code of engagement" will be ensured by M6, enhancing the scope and synthesis presented in the proposal**

  - ➢ **Dedicated Management Tasks (1.1 and 1.3) will ensure optimal traction**

Regional Coordination and Liaison

- **Support the coordination of the project's activities at regional level**
- **Aid quality control and progress monitoring**
- **Address potential conflicts and assist PCT**
- **Support outreach in respective regions (especially for WP2 and WP6)**
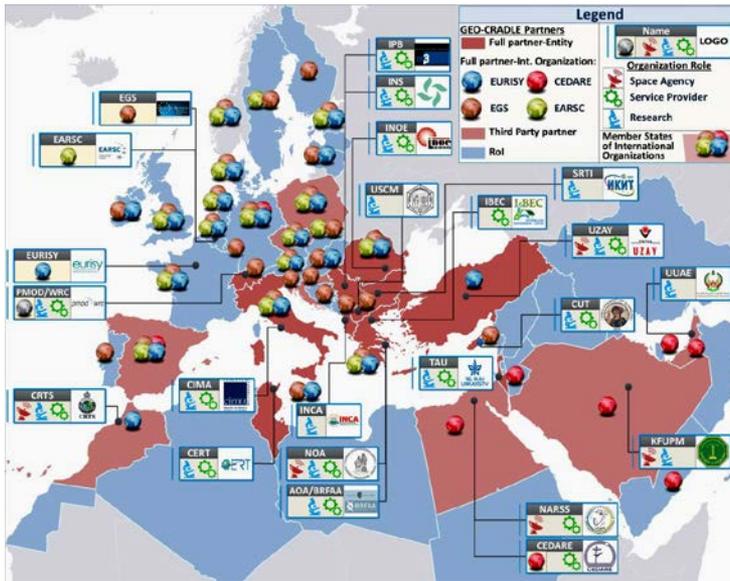
IBEC is a GEO Partner Organisation active in the Balkans and Middle East, with the mandate of clustering of EO organisations

CEDARE advocates sound governance for environmental protection through building human resources and institutional capacity in N. Africa and Middle East

Engages with high-level stakeholders from the EC (e.g. DG GROW K2 and K3 - Copernicus , DG RTD), GEO Secretariat, Participating Organisations , Regional initiatives/flagships, GEO relevant projects, ESA , UN Organisations, Programmes and Initiatives (e.g. WMO, UNEP, UN-GGIM, GSDI), and national authorities (Ministries, Space agencies, etc.)

The Greek GEO Office will consist the **Liaison Office for GEO-CRADLE**, supported by the regional coordinators (IBEC, CEDARE) and key partners (e.g. EARSC, EURISY)

Procedures and Coordination Tools

1 Administrative Procedures

2 Quality Control process and mechanisms

3 Communication procedures

4 Knowledge Base Management tools

Administrative Procedures

- **Financial Procedures**
    - IMPORTANT: **keep records and other supporting documentation** to prove the proper implementation and the costs declared as eligible.
    - **Two Periodic Reports (M15, M30) –** All beneficiaries must fill in and sign their financial statement <u>AND</u> have completed their deliverables on time
    - **Reporting Guidelines** can be found **online (http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports_en.htm)**
    - **Payment Schedule** as agreed in the **Consortium Agreement**
    - **Questions** forwarded **to Financial Manager**

- **Grant Agreement and Consortium Agreement**
    - **Amendments – see guidelines (http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/amendments_en.htm)**
    - **Consult Consortium Agreement** for administrative procedures. The signed Consortium Agreement is based upon the DESCA model consortium agreement.

Quality Control processes and mechanisms

- **Deliverable Submission Process**
  - **Task Leaders fully responsible for preparation of deliverables –** in coordination with task contributors <u>and</u> supported by regional coordinators and PCT

  - **WP Leader** performing **first order of quality control <u>and</u> approves uploading on portal** (by task leaders)

  - **Technical Quality Manager** (and when necessary PC) reviews and provides feedback for final improvements before submission to EC

- **Quality Control tools**
  - **Utilisation of common templates for project presentations and documents**
  - **Deployment of best practices**

Communication procedures

- **Distinct roles and modern tools** shall enable smooth communication between all partners and between project and EC

- **Communication will be supported in 4 levels**

  - ➢ **Task Level**

  - ➢ **WP Level**

  - ➢ **Region Level**   Regional Coordinators will decisively help to overcome linguistic and cultural barriers

  - ➢ **Liaison Level**

Knowledge Base Management Tools

- **Functional Documentation**
    - ➤ **Access to wiki for a well-defined number of registered users (partners)**

- **Databases**
    - ➤ **On-line collection of survey, inventories, etc.**
    - ➤ **Linkage to GEO-CRADLE portal**

- **Official H2020 Portal (SYGMA)**
    - ➤ **Deliverables**
    - ➤ **Reports**
    - ➤ **Publishable summaries**

GANTT, milestones and meetings

Milestones

Milestone N°	Milestone Name	Related WP(s)	Estimated Date	Lead
MS1	**Completion of inventories**	WP2	M5	CIMA
MS2	**GEO-CRADLE portal**	WP5	M6	NOA
MS3	**Completion of gap analysis**	WP3	M9	INS
MS4	**Priorities Action Plan/Launch of pilots based on refined scopes**	WP3 / WP4	M10	IBEC
MS5	**Mid Term Review / Regional Data Hub on Portal**	ALL	M15	NOA
MS6	**Mid Term Pilots Review**	WP4	M18	IBEC
MS7	**End of Pilots**	WP4	M24	IBEC
MS8	**Final outcomes of user need analysis / roadmap for future implementation of GEOSS**	WP2, WP5	M27	CIMA
MS9	**Final Mark / Sustainability Plan**	ALL	M30	NOA

Meetings – actively building a network

- **Meetings will be central for the project's success at various levels**

  - ➤ Task or WP coordination and progress monitoring

  - ➤ Regional Workshops and participation in conferences

  - ➤ Project Meetings to monitor and further boost the progress of the project

- GEO-CRADLE will seek **synergies for co-organisation of meetings**

  - ➤ Already at Kick-off with 1st Regional Workshop

  - ➤ Cross-fertilization with other relevant projects and initiatives

Project Meetings

Milestone Meeting	ID	Project Month	Location	Subject	Organisational Structure level
MM01	KO/RW1	M1	Athens	Kick-off meeting / RoI WS / 1st EGS-organised side event	GA / WMB
MM02	PM1/RW2	M6	Novisad	Outcomes of WP2 and methodology of WP3. Kick-off of AB involvement / RoI WS	WMB / AB
MM03	PM2	M10	Limassol	Pilots scope revision and launch	WMB
MM04	MTR/WS1	M15	Brussels	Mid Term Review / Industry Engagement WS (by EARSC) /	GA / WMB / AB
MM05	PM3	M20	Cairo	Progress Meeting – planning of the last 10 months	WMB
MM06	PM4/WS2	M24	Istanbul	Presentation of pilot outcomes / "EO in support of decision making" (by EURISY)	GA / WMB
MM07	PM5/RW3	M27	Thessaloniki	Preparation of Final Review / RoI Workshop (3rd Regional GEO Workshop)	WMB / AB
MM08	FR/GA	M30	Brussels	Final Review	GA / WMB

KO: Kick-off; PM: Project Meeting; MTR: Mid-Term Review; FR: Final Review; WS: Workshop; RW: Regional WS; GA: General Assembly; WMP: WP Management Board; AB: Advisory Board