WP8
PROJECT MANAGEMENT, COORDINATION, DISSEMINATION AND OVERSIGHT
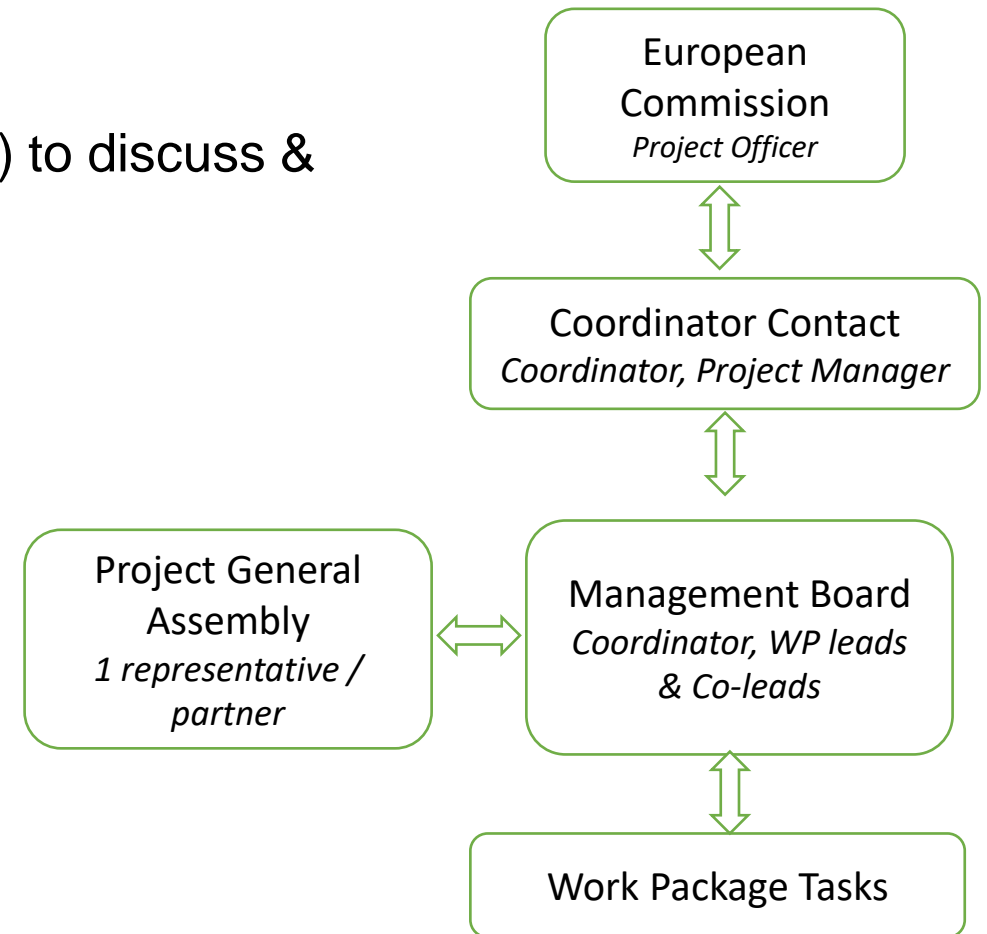
Tanya Warnaars
ECMWF

Coordination Team: ECMWF

- Patricia de Rosnay– Coordinator

  - Contact point for overall project including scientific progress

- Tanya Warnaars & Rhona Phipps – Project Management team

  - Responsible and contact point for all admin aspects and reporting

- ECMWF's Finance Department to help during financial reporting

- Project monitoring & internal collaborative space:

  - https://confluence.ecmwf.int/display/C3SEV/CERISE+Project+Phase

T8.1 Project Management

<u>Management aims</u>: unifying the cross project exchanges between partners & across WPs

- Management Board: consists of WP leaders (& co-leads) to discuss & review progress;

  - meets every 2 months

- Work Packages leads: responsible for tasks in their team

  - expectation is for regular meetings out side of the MB to monitor progress / identify any issues

- General Assembly: annual meeting of us all

  - One representative per partner needs to attend

European Commission
Project Officer

Coordinator Contact
Coordinator, Project Manager

Project General Assembly
1 representative / partner

Management Board
Coordinator, WP leads & Co-leads

Work Package Tasks

T8.3 Project Administration & Finance

Administration: supports project management by:

- Maintain secure access to the [Project Wiki](#) on confluence as a secure easy to use space

- WP specific collaborative space

- MB meetings - will keep record of discussions on progress etc

- Contacts: WP mailing lists

- General assembly once a year – next GA end of 2023

  - Will request partners to nominate 1 main and 1 deputy (specific mailing list will be created for this)

Distribution of Pre-financing

- 53% (less 5% contribution to Guarantee Fund)

- ECMWF Finance department has already been in contact for bank details

- Payments to be distributed shortly (after internal processes have been completed)

T8.2: Risk and Quality Management

- Risk Registry – living document reviewed regularly and updated as necessary through out project

    part of MB meetings

- Quality management

    - Internal Review of deliverables – [Plan available](#)

    - two reviewers for each deliverable.

    - Quality manual includes Identification of "Key Performance Indicators"/ Metric and target values for each year

    - Input requested from WP leaders by 14 Feb to template

    - Example:

Metric Definition	Unit of measure	M12	M24	M36	M48
Generic communications from project	Number of writtend and electronic papers / articles / publications	1/3/7	3/7/9	3/7/9	5/9/15
Availability of public relations materials	Number of Project PR material released in previous year	1/3/7	3/7/9	3/7/9	5/9/15
Official Press Communications from the project	Number of new releases in previous year	1/3/7	3/7/9	3/7/9	5/9/15

T8.4: Dissemination, Communication, and Exploitation

Project look & feel:

• Project branding, Logo and style guide currently being developed (Media and communication plan)

• Project website under development,

- *Partner input will be requested at start and continuously*

• Dissemination a task of each partner

- *first steps will be addressed in Dissemination and Exploitation Plan, due February*

• Exploitation Plan

- *Will ask input for identifying the potential for exploitation and their routes.*

Data Management Plan

- Developed according to the Open Research Data

- IPR register to be established by M6 and continuously maintained (incl. Background and Results)

• Exploitation - focus on the uptake of reports and data sets in the scientific communities and by policy makers.

• **Note: Requirement to display EU emblem and acknowledgment in dissemination material**

- "The   CERISE project (grant agreement No 101082139) is funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the Commission. Neither the European Union nor the granting authority can be held responsible for them."

First Deliverables:

- D8.1 Risk and Quality Management Plan (M2, R, not-public)

  - Will contain the risk register, and explain the management as a manual

- D8.2 Dissemination and Exploitation Plan (M3, R, PU)

  - Includes the plan and delivery of he Website for the project as Milestone 8.2

- D8.3 Media and Communication Plan (M4, R, PU)

  - To outline the approach for the project & input will be needed here

- D8.4 Data Management Plan (M6, R, PU)

  - To outline data management principles for the project

Further information

- Reviews with Commission:

    - M12: Periodic Report

    - M24: interim technical Review (Deliverable 8.5)

    - M34: Periodic Report

    - M48: Final Periodic Report

    - Please continue to update table with all staff details:
    https://confluence.ecmwf.int/display/C3SEV/CERISE+Staff+Contact+List

        - Will be monitored by management team so any additions will be added to the mailing list

        - For access to confluence, if not already done so, please register the relevant persons and send username to tanya.warnaars@ecmwf.int

Thank you

ECMWF, MetNorway, SMHI, Météo-France, DWD, CMCC, BSC, MetOffice, DMI, ESTELLUS, IPMA, NILU