



PROGRESS

PRediction Of Geospace Radiation Environment and Solar wind parameterS

Kick-off Meeting
January 12th, 2015
Brussels

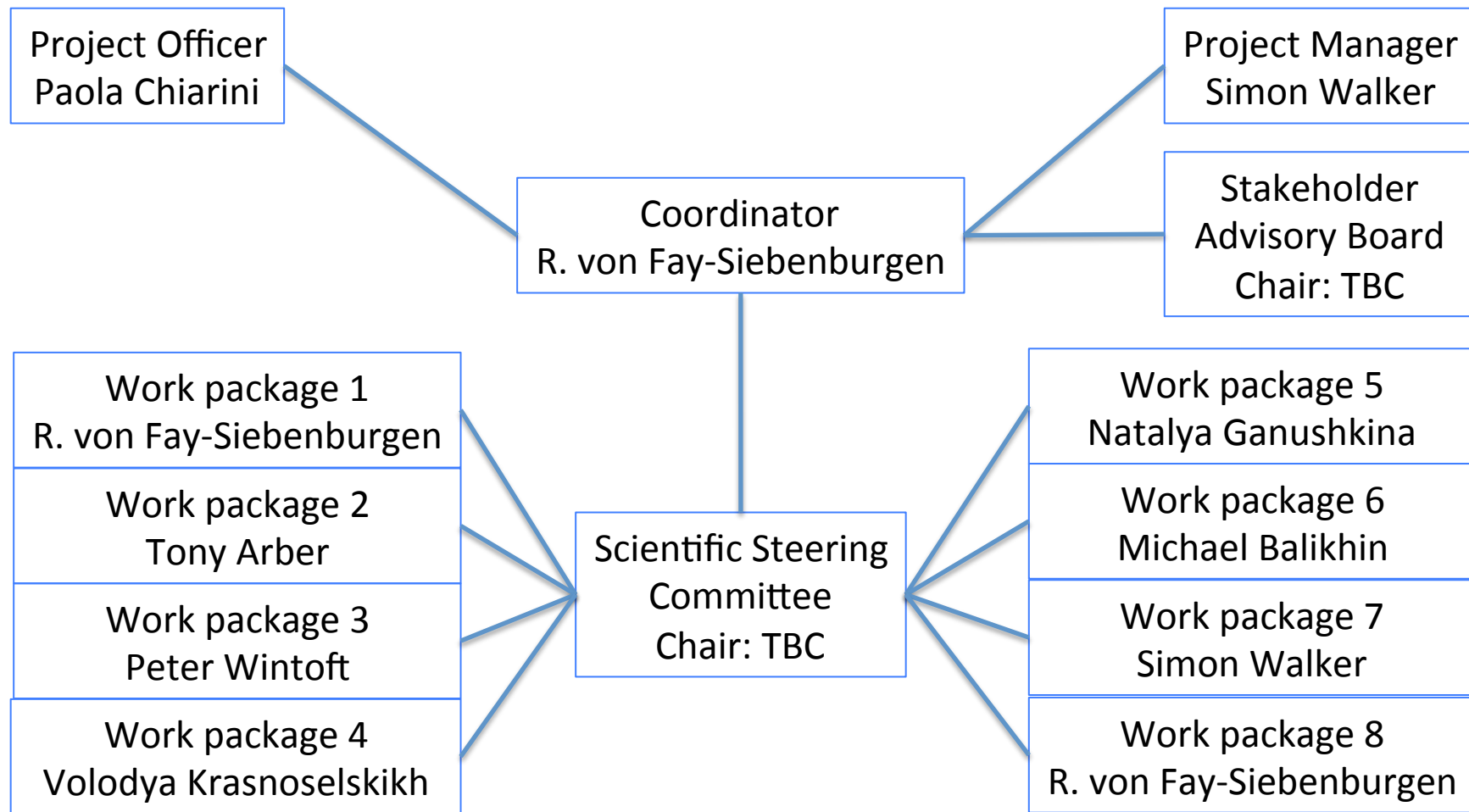
Overview

- Status
- Management structure
- Schedule
- Reporting
- Dissemination
- Do's and Don'ts

Status

- Project began January 1st, 2015
- Pre-financing has been received by Sheffield (Coordinator)
- Payments to beneficiaries will commence once we have the beneficiary bank details

Management Structure



Project Coordinator

- Implementation of the consortium agreement
- Main point of liaison with the Research Executive Agency (REA)
- Representing the PROGRESS project externally
- Chairing meetings of the Scientific Steering Committee and Stakeholder Advisory Committee
- Monitoring the progress of the project in terms of deliverables and milestones
- Identifying risks to the schedule and, in conjunction with the Scientific Steering Committee, the negotiation and implementation mitigation solutions to the project work plan
- The PC will have the casting vote on decisions for which the SSC cannot reach a majority consensus.

Project Manager

- Monitoring of the completion of tasks, achievement of milestones, and submission of deliverables.
- Organisation of Project, SSC, and SAB committee meetings
- Preparation of the formal reports for the commission
- Monitor partner budgets

Scientific Steering Committee

The Scientific Steering Committee is the Project's key management and scientific leadership committee.

Responsible for:

- The overall direction of the project
- Assessing progress with respect to the schedule
- Risk identification possible and mitigation actions

Steering committee decisions will be made following open discussions. These will be based on the evidence available so that an informed decision may be reached ensuring transparency and traceability.

The SSC is composed of:

- Project Coordinator
- Project Manager
- Work Package Leaders
- At least one Stakeholder to provide an external view

SSC Membership

- **Coordinator** - R. von Fay-Siebenburgen
- **Manager** - S. Walker
- **WP Rep** - T. Arber, P. Wintoft, V. Krasnoselskikh, N. Ganushkina, M. Balikhin, Y. Shprits
- **SAB** – D. Pitchford
- **Chair** - M. Balikhin

Stakeholder Advisory Board

The **SAB**, a body external to the project, takes a wider view of the project, advising the SSC and PC with respect to project direction and commercial interests. The main purpose of this body is to provide the commercial requirements that may be addressed by the project.

Membership

- Project Coordinator/Manager (Chair)
- Dave Pitchford – SES
- David Jackson – UK Met Office
- M. Kuznetsova – NASA CCMC
- J. Volpp – ESOC
- D. Mourenas - CEA

Membership can evolve during the project.

Work Package Leaders

- Each work package has a named leader and deputy.
- The WPL will be responsible for the scientific coordination of their assigned work package, including its deliverables, milestones, and dissemination of results, reporting their fulfilment to the PC and PM.
- The WPL will also highlight any discrepancies and risks to the project schedule, reporting any instances and possible mitigation solutions to the PC/PM who, with the aid of the SSC, will advise the WPL on the appropriate course of action to take to minimise the risk to the rest of the project

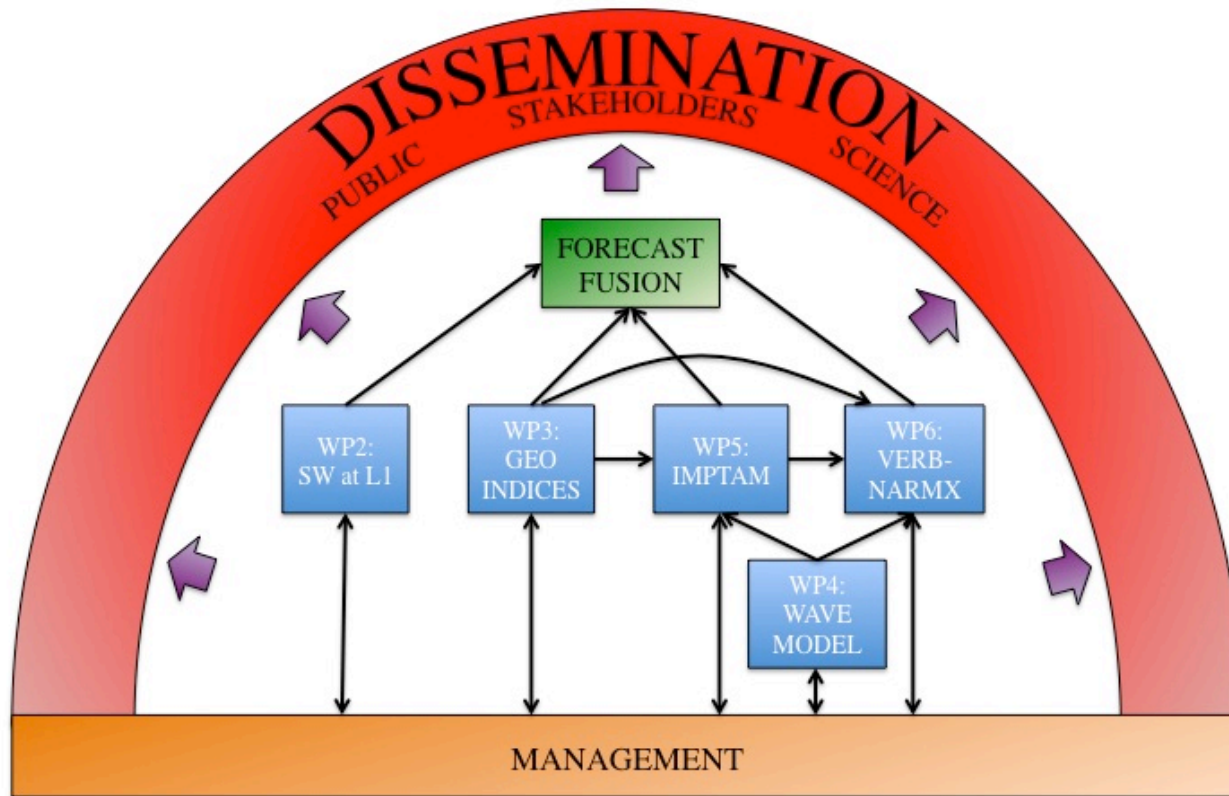
Meetings

- **Project Meetings**
 - 2 per year, face to face
 - Overview of work carried out and future plans
- **SSC**
 - 2 per year, face to face
 - Assess status and direction of project
- **SAB**
 - One per year
 - Provide industrial based feedback on products and direction
- **Review**
 - Tentative schedule M12 (T+F), M24 (T), M36(T+F)
 - Attended by Coordinator/Manager, Project Officer, External reviewer

Deliverables

- Schedule defined by deliverables, reports, and milestones as listed in GA (table 1.3.2)
- Inform Project Officer of late deliveries.
 - discuss any knock on effects to schedule (SSC).
- **Note:** *under FP7 beneficiaries may upload deliverables to PP BUT only the Coordinator can submit them.*

WP Dependencies



Risks

A number of risk situations were identified in the proposal/GA.

List may need updating to include new risks that become apparent as the project progresses.

Risks and mitigation discussed within SSC

Reporting

- **Project split into two reporting periods**
 - Months 1-12 and months 13-36
 - Reports need to be submitted within 60 days of end of reporting period
- **Periodic technical report**
 - Explanation of work performed
 - Overview of progress
 - Updated dissemination plan
 - Publishable summary
 - Questionnaire
- **Periodic financial report**
 - Individual certified financial statement for each beneficiary
 - Explanation of use of resources

Reporting

- **Final reports**
 - Submitted within 60 days of end of final reporting period
- **Final technical report**
 - Overview of results, their exploitation and dissemination
 - Conclusions of Project and socio-economic impact
- **Final financial report**
- **Final payment is made once these reports are accepted**

Dissemination

- Results should be published as Open Access
- Final peer-reviewed papers may be placed in scientific repositories
 - metadata should include - the terms "*European Union (EU)*" and "*Horizon 2020*"; the name of the action, acronym and grant number; the publication date, and length of embargo period if applicable, and a persistent identifier.
- Dissemination of results must also (unless impossible)
 - (a) display the EU emblem
 - (b) include the following text:
“This project has received funding from the *European Union’s Horizon 2020 research and innovation programme* under grant agreement No 637302”.

Do's and Don'ts

These points are taken from a presentation given at a coordinators day meeting and available at

http://ec.europa.eu/research/participants/data/ref/h2020/other/events/2014_09_26/h2020-coordinators-day-26092014-7-Dos-Donts_PW.pptx.

These points are meant to make life easier for the participants/EC, and avoid conflicts.

Identified errors could lead to

- Recovery of money
- Penalties
- Reputational damage
- Financial losses

Time records

Staff working on the project must keep time records

- staff must record the hours they spend on the project
- regularly (daily, weekly)
- countersigned by a supervisor

Regular errors:

- Staff working on the project and sick or on holiday at the same time!!
- Hours claimed cannot be supported
- Impossible number of hours claimed

Costs

You must declare costs based on actual amounts spent

- Personnel Costs based on actual staff costs
- Other direct costs based on actual costs for the project
 - Depreciation costs for assets
 - Real costs of consumables
- Declare all costs to mitigate potential disallowance

Regular errors

Full costs of assets charged

Internal charging system with no relation to real costs

No demonstrated link of consumables to project

Costs – best value

Must demonstrate “best value” in purchasing

- Some level of tendering
- Normally accept standard practices when properly used
- Normally accept commercial agreements already in place
- Naming a supplier does not demonstrate “best value”

Regular errors

- “best value” not demonstrated
- Participants own normal practices not applied
- No documentation kept

Payments

- **Pre-financing**
 - 30 days from start date or entry into force of agreement
 - Retention 5% of max grant for Guarantee Fund
- **Interim Payments**
 - 90 days from reception of periodic report
- **Payment of balance**
 - 90 days from reception of final reports