Presentation of WP1
Project coordination and management

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PERFORM, kick-off meeting
16-18 November 2015, Barcelona

WP1 Objectives

- **Coordination** of both research and technical activities and overall progress of the project

- Implementation of all legal, financial and administrative **obligations** and tasks

- Support on the establisment of technical and scientific discussion

- Sound and effective internal **communication** strategy.

- **Connection** with other European research science education projects.

WP1 Tasks

T1.1. Project management

Coordination and supervision of legal, technical and financial management:

a) Legal issues related to the Grant Agreement (GA), the Consortium Agreement (CA), and the use of Non Disclosure Agreements

b) Reporting budget expenditure with the support of the General Assembly (GenA) members

c) Communication with the EC officers

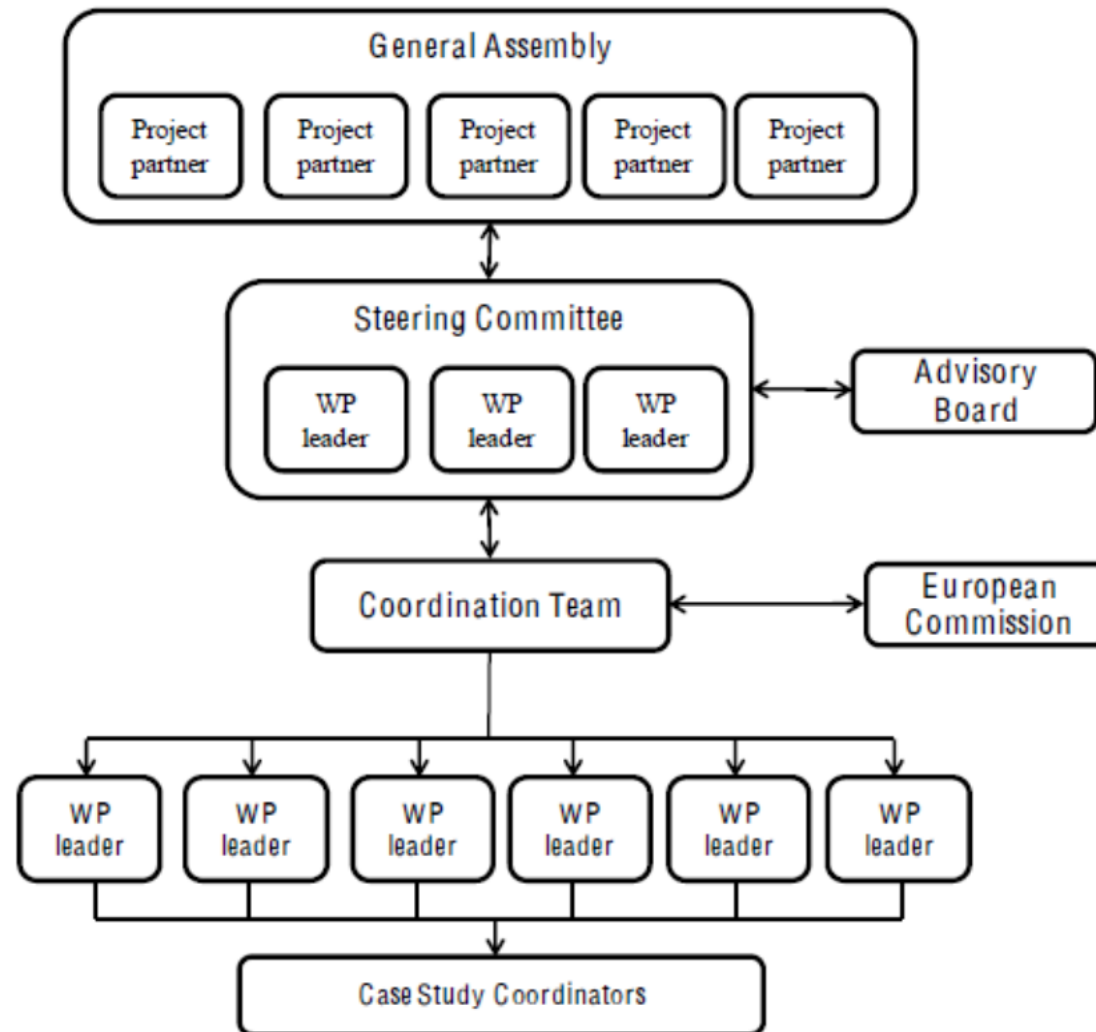d) Coordination of project meetings (kick-off, intermediate meeting in Bristol, and final meeting in Paris)

Figure 3.2a. Schematic organization of the project

WP1 Tasks

T1.2. Facilitation of the consortium communication

a) Development of the intranet for data exchange

b) Organisation of GA meeting and Steering Committee (SC) during project meetings and video conferences

WP1 Tasks

T1.3. Scientific coordination and project monitoring

a) Internal reports (each 6 months) :

Including activities' progress, estimation of occurred costs, deviations from the work plan.
WP leaders will also include the planning of future activities;
Case Study Coordinators will also include the challenges and successes that encountered.

b) Peer-review of deliverables :

Deliverables must be internally peer-reviewed before being approved by the GenA and submitted to the EC.

c) Mid-term internal assessment by the GenA :

To evaluate the degree of completion of the project objectives, submission of deliverables, expectations of stakeholders, etc.
Based on the intermediate report delivered to the European Commission on M15.

d) External assessment:

The Advisory Board (AB) will generate an Evaluation Report with recommendations to improve the research during the second half of the project. The GenA will select the AB

members during its first meeting

Periodic Reports

Reports	Eligible period		Send to UAB	UAB sends to EU
Internal report (M6)	01/11/2015	30/04/2016	20/05/2016	--
Internal report (M12)	01/05/2016	31/10/2016	20/11/2016	--
Interim report (M15)	**01/11/2015**	**31/01/2017**	**20/02/2017**	**31/03/2017**
Internal report (M24)	01/02/2017	31/10/2017	20/11/2017	--
Internal report (M30)	01/11/2017	30/04/2018	20/05/2018	--
Final report (M36)	**01/02/2017**	**31/10/2018**	**20/11/2018**	**20/12/2018**

WP1 Tasks

T1.4. Links to STEM education research projects and networks at European level:

Direct communication with **Scientix** (European network Community for Science Education in Europe) and participation in their events

WP1 Deliverables and Milestones

Deliverables and Milestones	Deadline (M)
D1.1) Internal communication strategy and intranet	February 2016 (M4)
D1.2) Risk management plan	April 2016 (M6)
D1.3) Evaluation Report of the Advisory Board	October 2017 (M24)
D1.4)Data Management Plan	April 2016 (M6)
MS3) Mid-internal evaluation	April 2017 (M18)
MS6) Links to Scientix	April 2018 (M30)

What does WP1 leader expect from partners?

- To get in contact for whatever legal, financial, technical doubts and concerns

- To report any conflict related to management and coordination

- To report ASAP any delay related to the execution of tasks or submission of deliverables

- To avoid agenda problems in attending the Project meetings

What might other partners expect from WP1 leader?

▪ Clarity and anticipation in tasks organisation, including project meetings

▪ Efficient and fast communication

▪ Availability to deal with partners' management issues

WP1 Preliminary schedule

Tasks	Activity	Deliverable /Milestone	Timing
1.2.	Elaboration of the internal communication strategy and intranet set-up	D1.1	Dec 2015-Feb 2016, in coordination with Eusea
1.3.	Elaboration of the Risk Management Plan and Data Management Plan	D1.2 & D1.4	Dec 2015-April 2016
1.3.	Factsheet template for internal reports and selection of indicators	MS3	Dec 2015-Feb 2016
1.3.	Selection of AB members, initial contact	D1.3	Nov 2015-Aug 2016
1.4.	Initial contact with Scientix	MS6	Nov 2015
1.1.	Organization of SC virtual conferences	---	Every 6 months
1.1.	Support in organizing consortium meetings	---	Intermediate (Bristol, May 2017) Final (Paris, Sept/Oct 2018)