



DESCRIPTION OF WORK PACKAGES: WP 1: COORDINATION

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Work package specifications

Specification	
Starting date (project month)	1
Ending date (project months)	36
Associated partners	All
Collaborating partners	All



Description of the work

- Project work plan ✓
- Project management
- Project monitoring
- Project reporting
- Information exchange



Project management

- Day-to-day project management
 - On the basis of the grant agreement
- Management of financial project resources
 - Financial administration according to the EC rules/GA
 - Financial controlling
 - Submission of payment requests
 - Coordination and transfer of payments to the co-beneficiaries



Project reporting

- Interim implementation reporting
 - Description of project work carried out/results obtained until M18
 - Indication of (occurred or possible) deviations from the work plan
 - Description of the work programme M18-36
 - Financial report to compare expenditures with project budget
- Final implementation reporting
 - Description of all project activities carried out/results obtained
 - List of manpower for the execution of activities (Time sheets!)
 - Description of partner/countries involved
 - Final financial project report
- Organisation of project meetings & telephone conferences



Information exchange

- Communication between project partners
 - Co-beneficiaries
 - Executive agency
- Development and maintenance of project website
 - Centralized information for project partners
 - Access to project documents
- Organisation of project meetings
- Tools
 - Email exchange, conference calls



Project monitoring

- Accounting of working days through time sheets
- Identification of project risks
- Problem solving



Milestones & Deliverables

No	Milestone title	Month of achievement
1	Kick-off meeting	M 1
2	Scientific board meeting I	M 15
3	Submission interim report	M 18
4	Scientific board meeting II	M 28
5	Submission final report	M 36

No	Deliverable	Month
1	Interim report	M 18
2	Final report	M 36