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| WORK PACKAGE 1 (WP1):  MANAGEMENT |
| WP1 ACTIVITY TYPE: MGT |
| WP1 DURATION: MONTHS 1 – 36 |
| WP1 LEAD BENEFITIARY: STFC (1) |
| WP1 LEADER: Professor Richard A Harrison |
| WP1 CONTRIBUTORS: n/a |
| WP1 OVERVIEW: The main tasks of WP1 are the initial establishment of the management structure for the HELCATS project, and its support and communication tools, the general operation of this structure, and its termination at the end of the project together with the delivery of the final reports. The work package consists of two tasks, namely, the HELCATS Project Management and the HELCATS website maintenance. The HELCATS consortium consists of 8 European groups (involving 7 EU counties), plus one third-party group from the USA. The project is a complex coordination of activities involving observations and cataloguing, techniques, the development of models and their application, and exercises in validation and assessment. The objective of WP1 is to provide the necessary management structure to implement the HELCATS project effectively, overseeing all administrative matters, assembling and submitting formal reports, overseeing finance auditing, and arranging meetings as appropriate. WP1 will oversee the scheduling and progress of all activities, and the production and management of the HELCATS website. |
| WP1 TASK 1.1: HELCATS PROJECT MANAGEMENT (TASK LEAD: STFC)  Task 1 covers the formal management roles of the HELCATS project. This includes administrative tasks, maintaining project infrastructure, coordinating inputs and reporting as required and handling a range of project issues.  At the onset of the project, the Executive Board established the formal communication with the Steering Committee, setting up monthly teleconferences and the kick off meeting. Regular monthly telecons have been held since, the latest one being September 2015, and minutes of the telecons are lodged on the HELCATS website wiki pages (see below) in the project private section. On rare occasions monthly telecons have been cancelled due to lack of availability of people or to the coincidence of a HELCATS meeting, when the team is assembled in any case (e.g. the Annual meeting, and the first six monthly meeting).  The combined Second Bi-Annual HELCATS Project meeting and Annual Open HELCATS Workshop were held in tandem in Göttingen, Germany on 18-19 May 2015 and 19-22 May 2015, respectively. The former, project meeting included representatives from all beneficiaries and the EC Project Officer (Sabri Mekaoui) and Reviewer (Brigitte Schmeider). The Annual Report of the project was formally delivered at this meeting and comments received from the Reviewer. The formal response, which was very positive, was received by the Project Coordinator after the meeting. The presentations given at the meeting were placed on the project website, as was the Annual Report.  The Annual Open Workshop was well attended by members of the HELCATS Team plus representatives from many groups from Europe and further afield, including representatives from the key space weather groups. A report on the meeting, including links to the presentations can be found on the website. This was an extremely successful meeting both for showcasing the work being done within the HELCATS project but also for debating issues with a wider forum that are relevant to the detection, analysis and tracking of solar transients.  With regard to project deliverables, the project has uplinked the deliverable items to the EC website on the following, to date: D1.1 – HELCATS website launched (report in this action and the website structure uplinked), D1.2 – Minutes of the kick off meeting, D1.3 – Six monthly progress report, D1.4 – Annual Report. D3.1 involves the delivery of time-elongation maps for the cataloguing and, whilst this is complete, it remains for us to uplink a formal statement to the EC website. Also delivered to the project is the report on the feasibility of automatic identification of CMEs (D2.2), which will be uplinked to the EC site shortly. With the approaching 18 month meeting (see below), we will be submitting (D1.5) our 18 month report and this will be followed by the 18 month cost statements.  Our 18 month Bi-annual HELCATS Project Meeting is being held in Helsinki on 3-4 November 2015. This will be run in the same format at the 6 and 12 month Bi-annual Project Meetings with reports on all Work Packages. The 18 month report will be tabled. The meeting will be attended by representatives from all beneficiaries plus the EC Project Officer and the Reviewer.  Through this Work Package, the project maintains contact with the EU through the Project Officer and deals with any formal project communications. We coordinate the production of required documentation and oversee meetings with support for logistical arrangements, information; we set the agendas for meetings and have responsibility for overseeing any formal aspects of the project, if required, such as any legal issues or changes to the project structure (e.g. due to staff changes). However, to date, the basic structure of the project and the progress of the Work Packagess have been established and delivered as planned. |
| WP1 TASK 2.1: HELCATS WEBSITE MAINTENANCE (TASK LEAD: STFC)  The HELCATS website (<http://www.helcats-fp7.eu/>) continues to be a major tool for the project, especially with the exchange and posting of information. The home page provides links to details of the project and a growing list of news items and products of the project workpackages as they develop (such as links to the CME catalogues). This is all publically available. The website has a wiki facility, both public and private (to the project). The private wiki pages contain the Steering Committee minutes, meeting reports, project newsletters, meeting information and documentation. Note that the Dissemination workpackage, WP8, has formal responsibility for placing reports, catalogues, publications etc… on the website. |
| WP1 SUMMARY/NEXT STEPS:  WP1 continues throughout the lifetime of the HELCATS project, overseeing all formal communications, meetings, and the project coordination. Thus, the Steering Committee telecons will continue on a regular basis, the Bi-Annual and Annual meetings will proceed as planned and scheduled throughout the project, and reports will be produced as required. Immediately after the Helsinki meeting, the emphasis will be on completing the cost statements of the beneficiaries, and submitting the 18 month financial report, followed by preparation of the second Annual Open Workshop and 24 month Bi-annual Project Meeting, both to be held in Toulouse in May 2016. |