

Tasks and Deliverables, Lot 2

For the format, quality criteria of the deliverables, deliverables planned for publication and business continuity of the services please refer to section 2.1.5

Task 1: Lot Management

The contractor will be responsible for the coordination of the day-to-day activities of the lot, communication to ECDC and seek relevant approval; organization of technical and annual meetings; production of documents related to the overall lot activities implementation. The contractor will maintain a close communication with the selected study sites and will timely inform ECDC of any issue or challenge that may arise and propose possible solutions.

Deliverable (DL)	Description	Estimated frequency/ Volume	File / form at type
DL 2.1.1.1. Annual work plan for the lot, kick-off teleconference with ECDC and minutes provided	<p>The contractor shall organise a project launch teleconference to agree upon the planning and milestones, in close collaboration with ECDC.</p> <p>The contractor shall draft an annual, detailed work plan for the specific request to be discussed at this teleconference and write minutes of this teleconference. This includes a clear description of project management and communication, timelines, project team, and a separate synopsis describing the planned work for the lot. The synopsis shall be written for an audience of external stakeholders. The contractor shall deliver clear notes of the meeting, including next steps clearly laid out.</p>	Once a year; Within 3 weeks after the signature of the specific contract	<p>Video/ telephone</p> <p>Word</p>
DL 2.1.2. Minutes of the monthly teleconferences between ECDC and the contractor	<p>Organisation of teleconferences to report on the progress of the work plan between ECDC and the contractor; agenda and minutes provided.</p> <p>Every quarter, include a standing item in the agenda on discussing inclusion and engagement of new countries currently not participating in the studies. Clear notes of the meeting and next steps clearly laid out.</p>	10 times a year	<p>Video / telephone conference</p> <p>Word</p>