

Work package 1 – Project Management

The general objective is to render the project deliverables on time, within budgetary limits and with the consent of all consortium partners and the European Commission. There are 3 major activities:

1) Progress monitoring activities:

- Drafting and evaluating quarterly reports (content, timing and costs)
- Evaluating project deliverables/milestones (content, timing and costs)
- Drafting and evaluating yearly management and financial reports
- Contingency management

2) Internal communication activities:

- Keeping consortium partners informed on financial, administrative, legal and ethical issues
- Keeping consortium partners informed on project progress and related developments
- Resolving disputes, if any

3) Communication with the European Commission:

- Complying with formal communication requirements (forms, management and financial reports, invitations to major events, formal requests for changes)
- Maintaining informal communications