

## WP 1 - Management and Coordination

All partners take part to the Project Management Board (PMB): the joint body in charge for the project implementation and is led by NTUA. NTUA will lead the “Steering Committee” (SC) responsible to put in place all those ‘contingency measures’ aimed at alleviating all project risks and at solving eventual frictions among parties during project life. GAIA-h is the leading partner for the “Exploitation and Dissemination Committee” (EDC) whose objective is to reach the full exploitation of project results. The last one “Scientific & Technical Committee” (STC) will give expertise and indications to the PMB and to the SC. The STC is led by the NTUA. The project is designed in a way that all partners are responsible for the activities located in its respective city under the corresponding WP Coordinator. Each WP will be coordinated by 1 Project Partner (PP) according to his specific experience. The Beneficiary will have responsibility over two work packages and shared responsibility for a third: WP1-NTUA, WP2-GIC, WP3-ASM, WP4-NTUA, WP5-NTUA & IVC+r, WP6-BZU, WP7-CRESM, WP8-GAIA-h.

### The main expected results of WP1 are:

- The project implementation is consistent with timetable and budget allocation.
- Smooth cooperation among partners and efficient coordination of project activities with internal communication system.
- Mitigation actions are employed as soon as they are needed to avoid project failure due to sudden events or risk occurrence.

### The activities of WP1 are:

<b>1.1</b>	<b>Start-up of the project</b>
1.1.1	Kick-off meeting and official presentation of project with all partners, to be held in the city of Athens organized by the <b>Beneficiary</b> (NTUA)
1.1.2	Selection of Partner Coordinators (PCs) and WP Coordinators (WPCs) among project’s members. Coordination and organisation of the Project Management Board and three different Committees: SC, EDC and STC
<b>1.2</b>	<b>Project Management</b>
1.2.1	To ensure the direction of work undertaken by every WPC; ensuring that the outputs are prepared, collected and submitted on time

1.2.2	To organise and coordinate the different Project Meetings, keeping and distributing the Minutes.	
1.2.3	To collect data from the project results for the drafting of the Interim and Final Reports to be submitted to the European Commission.	
1.2.4	To represent the project with the Joint Management Authority (JMA) and Commission (JMC).	
1.2.5	To coordinate the data and information exchanges between MPC and EUMC partners.	
1.2.6	To ensure the compliance of the project with the objectives pursued and the project outputs.	
1.2.7	To propose the appointment of external experts for the validation activities and the mid-term and final evaluation.	
1.2.8	To monitor the project and take actions to make any necessary adjustments of the project to cope with unexpected contingencies.	
<b>1.3</b>	<b>Financial Control</b>	
1.3.1	To set up a financial control system to monitor the execution of the agreed budget allocation	
1.3.2	To draft the financial reports requested by the JMA and JMC.	
1.3.3	To ask for eventual budget modifications.	
1.3.4	To take care of all documents that may be requested for the financial control of the project.	
<b>1.4</b>	<b>Monitoring of project execution</b>	
1.4.1	Assess the project management	
1.4.2	Assure that the validation strategy in WP2, WP3, WP4, WP5, WP6, WP7	

	and WP8 is properly and timely applied in order to monitor and assess the quality and impact of the project.
1.4.3	Assess the quality of progress towards the overall and specific project objectives and propose corrective actions in the implementation in order to ensure the delivery of the expected impact.
1.4.4	Integrate results of the evaluation and impact assessment into the Progress and Final Reports of the Project.
<b>The Quantified Outputs of WP1 are:</b>	
<ul style="list-style-type: none"> <li>▪ A Kick-off meeting (Athens)</li> <li>▪ 3 Steering committee meetings (Valencia, Tunis, Florence)</li> <li>▪ 1 Final meeting (Beirut)</li> <li>▪ Progress reports: <ul style="list-style-type: none"> <li>– 1 Interim Management report,</li> <li>– 1 Interim Evaluation report,</li> <li>– 1 Final Management report</li> <li>– 1 Final Evaluation report</li> </ul> </li> </ul>	