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## Structure and detailed tasks of the Project Office



**Blue-Action: Arctic Impact on Weather and Climate** is a Research and Innovation action (RIA) funded by the Horizon 2020 Work programme topics addressed: BG-10-2016 Impact of Arctic changes on the weather and climate of the Northern Hemisphere. Start date: 1 December 2016. End date: 1 March 2021.



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## **Blue-Action Deliverable D7.1**

### **About this document**

**Deliverable:** D7.1

**Work package in charge:** WP7 Management

**Actual delivery date for this deliverable:** Project-month 1

**Dissemination level:** The general public (PU)

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## Summary for publication

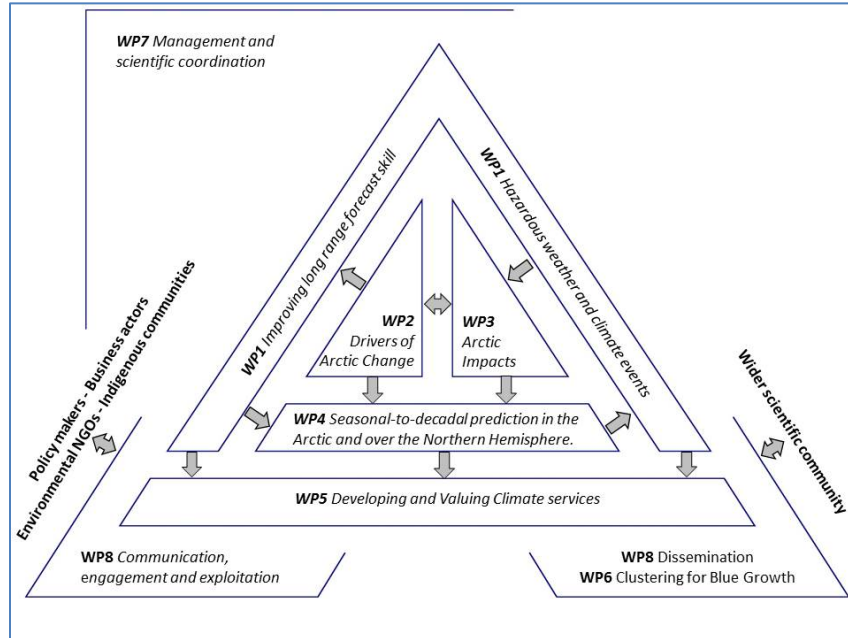
The work package WP7 Management ensures the successful completion of all deliverables, achievement of milestones and reporting of progress. A project office has been set up in order to implement a sound project management. Established at DMI, the coordinating institution, the project office is in charge of implementing the following tasks: Project and financial management, Grant management, Consortium management, consortium agreement management, Project internal communication, gendered innovation, dissemination and exploitation of results, exploitation and protection, Innovation Management, risk management, compliance with OA requirements for publications.

Additionally, links have been built with the project managers of the projects AtlantOS, APPLICATE, INTAROS, CRESCENDO, PRIMAVERA, CLIMATEUROPE, CERES and EU-Polar Net, for exchanging best practices in project and financial management with the coordination and project /financial managers of the H2020 projects dealing with Blue Growth and climate services.

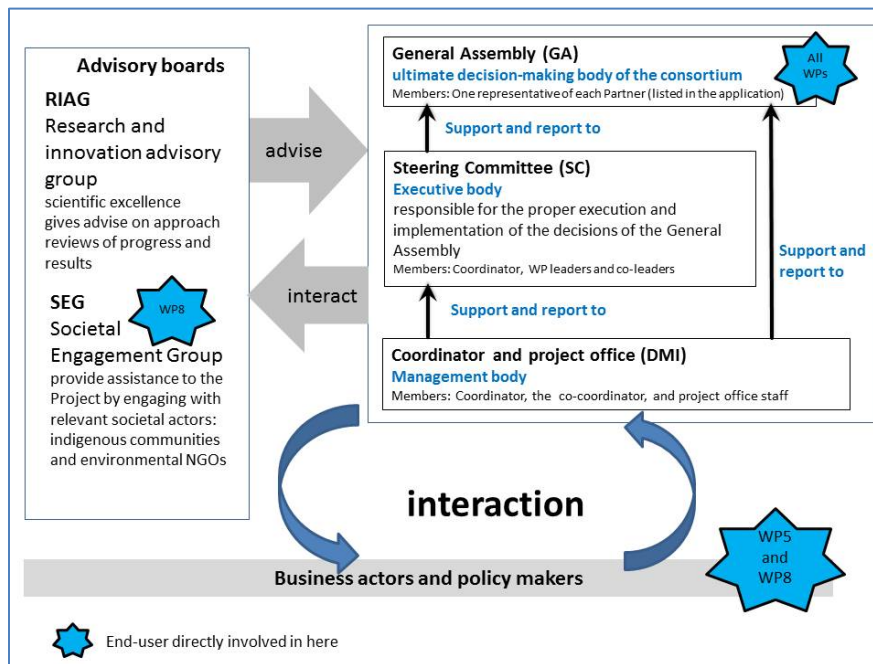
## Work carried out

### Project structure and WP7 Management

The work package **WP7 Management** ensures the successful completion of all deliverables, achievement of milestones and reporting of progress.



The governance structure of the project comprises a Coordinator, a Steering Committee (SC), a General Assembly (GA), and a project office. The latter is established at the Coordinator’s institution, DMI.



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The **Coordinator** is responsible for the overall coordination of the project and will act as the point of contact for the European Commission (EC). The Coordinator has ultimate responsibility for ensuring that the project delivers what is expected and oversees the scientific content of the project and ensuring that all work packages are contributing to the outcomes and scientific excellence. The official coordinating institution is DMI. Blue-Action is coordinated by Steffen M. Olsen (DMI) and Daniela Matei (MPI).

The **Project Office** conducts the routine management of on behalf of the General Assembly. The composition of the project office, established at DMI, with DMI staff, is indicated here below.



The tasks of the project office are explained in the text below.

### Project and financial management

This is the list of the tasks related to this area:

- Managing the budget and preparing financial reports for the funding body, including the supervision of audits.
- Monitoring financial implementation of the project with 6-month interim reports from the partners.
- Acting as a helpdesk to the consortium for administrative, financial, audit and contractual matters.
- Managing all governance bodies' meetings and consortium meetings, including the preparation of the agenda and minutes and any follow-up tasks.
- Collaborating with partners, linked third parties, and accessing organisations.
- Ensuring operational support to WPs and partners in the dissemination, finalization and distribution of all contractual work.

### Grant management

- Overseeing the entire life cycle of the project under the funding frameworks of the European Commission (EC), monitoring progress against work plan objectives, deadlines, milestones and deliverables.

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- Supporting the consortium to achieve full compliance with the programme and call requirements and the EC guidelines.
- Supporting the consortium in the grant agreement management (from preparation phase to closure of the project) including amendments.
- Supporting operational preparation and the editing of scientific reports (including progress reports and deliverable reports) to the EC.
- Supporting the preparation of EC reviews.
- Acting as an interface between the scientific groups, their administrators, and the EC to facilitate feedback on reports and reviews.
- Liaising with the funding agency (EASME/EC).

### Consortium agreement management

The **Consortium Agreement (CA)** was worked out by the project office during the grant preparation phase and has been signed by all partners<sup>1</sup>. The partners have agreed to adopt the DESCA Model Consortium Agreement for Horizon 2020 projects.

The CA:

- Regulates the relation between consortium members;
- Regulates Intellectual Property Rights (IPR); responsibilities for the internal management of IP, additional rules on future exploitation and dissemination of results, access rights to Background IP and results;
- Contains a list of the identified background IP, identified in writing (i.e. tangible or intangible inputs such as data, knowhow, information which is held by the project partners prior to their accession to the CA);
- Regulates use of Foreground generated and ownership of results, indicating appropriate measures to properly manage ownership issues, such as keeping documentary evidence (e.g. a properly completed Invention Disclosure Form) and how to regulate joint ownership, should the situation arise;
- Regulates liability, indemnification and confidentiality arrangements;
- Indicates how to settle possible internal disputes.

### Changes in the consortium

Accession to the CA by new partners is managed by the project office.

Termination of participation is also managed by the project office.

### Project internal communication

- Ensuring appropriate communication related to the project, i.e. regular updates for website and the intranet.
- Operational lead in drafting newsletters for keeping information flowing in the consortium.
- Support to the consortium and in part WP8 in the use of social media for dissemination, public engagement and communication.

### Gendered innovation

The project office promotes and monitors gender and diversity equality throughout the lifetime of the project, takes a proactive role in ensuring that gender is taken into consideration with respect to the delivery of the project e.g. allowing flexible working practices and avoiding unconscious bias, ensuring

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<sup>1</sup> The CA was drafted in compliance with the European Commission Guidance on “How to draw up your consortium agreement”. V2.0, 23 February 2015

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that the project acts upon the EC recommendations listed in “**Gendered Innovation**” to stimulate and promote the progress of women in scientific careers.

### Dissemination and exploitation of results

During the project, the **Plan for the dissemination and exploitation of Blue-Action results** will be used as the basis on which to develop 4 separate plans:

- Communication and Dissemination Plan (D8.1 and D8.4) including the Engagement Strategy
- Exploitation plan (D8.12)
- Data Management Plan (D7.3)

Within these updated plans, much more detail will be given about specific requirements, target audiences, deadlines, methods, procedures and evaluation measures. These will then be used as working documents to ensure effective management of these activities and their integration into the project as a whole.

These individual plans will be consistent with each other, and their consistency will be overseen ultimately by the Project Office.

**Support to the communication and dissemination activities:** The project office will provide support to WP8 in the implementation of communication/dissemination activities targeting the following audiences and in the implementation of the following tools.

Target Audience	Tools	Responsibility	Support
<b>National and European governments, policy makers, European Commission services, national services, Transatlantic Ocean Research Alliance</b>	Policy briefings to Members of European Parliament, Face to face contact via existing members of e.g. IPCC steering groups / committees	WP8	Project office
<b>Indigenous communities</b> (Sami and Inuit)	Feedback from Societal Engagement Group (SEG)	WP8	Project office
<b>Environmental NGOs</b> Such as Greenpeace and BirdLife	Feedback from Societal Engagement Group (SEG)	WP8	Project office
<b>Business sector end users</b> (emerging business actors and established business actors)	Case studies and reports of these (WP5), Website and social media, Roadshow, Meet and Pitch, Panel discussions at business events, Product /service specification sheets	WP5 and WP 8	Project office, All partners
<b>Specialist and wider scientific community</b>	Scientific conferences and project annual meetings, peer-reviewed journal articles	WP6, WP8	Project office, All partners
<b>European and, international initiatives and projects</b> such as YOPP, Copernicus World Climate research programme and	Two-way flow of information with existing projects: Joint activities planned in WP6 such as Gap Maps, joint-seminars and contribution to specific deliverables	WP6	Project office
<b>Higher education course leaders and Meteorological Office Training facilities</b> delivering climate science	Training sessions and webinars, combined with project meetings, Annual meetings, Webinars, Training modules, Summer schools, existing European	WP8	Project office, All partners



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Target Audience	Tools	Responsibility	Support
	Training Networks		
<b>Public and wider society</b> interested in science projects and results, and/or climate change research	Website, Social Media (Twitter and other social media platforms), Public lectures and presentations, Press releases and media coverage	WP8	Project Office
<b>Project partners</b>	Intranet, Web and teleconferencing, Project meetings, Work Package meetings	Project office (WP7)	WP8

**Implementation of exploitation measures:** The variety of dissemination measures outlined in the section above and the communication measures aid in the exploitation of Blue-Action products and results, in particular for:

- utilization in research activities which are not part of the project, as well as
- utilization for further development, creation and marketing of products/services and processes.

All partners are actively involved in the exploitation activities through the following activities:

- Organisation of clustering activities with other scientific communities and projects (WP6).
- Open access of peer-reviewed publications.
- Open access of FAIR Research Data.
- Transfer/Licensing of results.

### Exploitation and protection, and innovation management

The project office will set up procedures for rapidly protecting new results and agreeing on dissemination, hereby ensuring that no information is published which could be detrimental to the protection of some results. Project partners will be supported by the project office in examining the possibility of protecting their results and must adequately protect them — for an appropriate period and with appropriate territorial coverage — if (a) the results can reasonably be expected to be commercially or industrially exploited and (b) protecting them is possible, reasonable and justified (given the circumstances).

Steps	Objectives	Tools	Lead Responsibility	Support
<b>Step 1-Secure the foundations</b>	Ensure good practices and record keeping	Consortium Agreement, Exploitation Plan	Lead: Steering Committee	Project Office and all partner
<b>Step 2-Capture the project outputs</b>	Proactive monitoring of research outputs, Ensuring that each researcher timely recognizes and captures her/his Intellectual Property	Adequate training on IP provided to all Blue-Action scientists (WP8) and standard disclosure forms (WP7)	WP managers	Project Office and all partners
<b>Step 3-Manage and protect the project outputs</b>	Assessment of opportunities for exploitation, and verification if the IPs benefit from protection	Timely involvement of the legal teams at partner and coordinator level	Steering Committee and Project Office	Legal advisors of the partner institutions
<b>Step 4-Disseminate, Exploit, and</b>	Coordination of dissemination and	Internal communication,	WP8 and project office	Public relations

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<b>Communicate the project IP</b>	exploitation plans to avoid conflict	Exploitation Plan (WP8)		officers and legal advisors of the partner institutions
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### Risk management

Critical risks to project implementation, which have the potential to impact the project objectives being achieved, have been identified and described in the DoA. They are risks that have been considered and that are actively managed and monitored throughout the project. Where there are risks that exist specifically within individual WPs, these have been identified already and the design of the WPs has taken account of preventative measures for each.

The day-to-day maintenance of the risk register will be undertaken by the project office, together with the monitoring of potential new risk rising from implementation. The project office is in charge of updating the risk management section in the EC Portal.

The Coordinator will be responsible for management of the risks within the project. Ultimately, it is the General Assembly to take decisions on how to address risks, on the basis of the proposal of the Coordinator.

### Compliance with OA requirements for publications

For ensuring compliance with the requirement of Open Access to publications, the project office supports the partners in identifying which options for golden or green OA are available.

The authors contact the project office to explore possibilities and options before signing an agreement with the publisher.

The project office will ensure that articles are made available on:

- **OpenAIRE** [www.openaire.eu](http://www.openaire.eu)
- **Zenodo** [www.zenodo.org](http://www.zenodo.org)
- Blue-Action website [www.blueaction.eu](http://www.blueaction.eu)

And will ensure that the authors also make articles available in:

- the institutional repository of the institutes where the authors work. Scientists will provide communication to the project office with indication of the open repository used;
- the subject repository for the specific topic of the article, when available.

## Main results achieved

So far, the project office has been established, staffing is provided, tasks have been formalised and procedures have been shared with the partners.

### Staffing

The coordinator is part of the permanent staff at DMI.

The financial manager is part of the permanent staff at DMI.

The secretary is part of the permanent staff at DMI.

The project manager took up duty on 10 January 2017 with a 50% FTE.

### Procedures

At the kickoff meeting, the partners have been made aware of the following:

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- Innovation management
- Risk monitoring
- Consortium Agreement management
- Grant Agreement management
- Reporting to the EC
- Open access to data and publications

Detailed information in the form of practical factsheets (“How to”) are going to be available in the intranet for the scientific and financial staff involved in this project in the next months, to explain in very pragmatic terms how to deal with the above points.

## Progress beyond the state of the art

Not applicable.

## Impact

Having a sound project management set up is the basis for an efficient implementation of the project, and allows the project to contribute to the expected impacts declared in the DoA Section 2.2.

In particular, the set up of an innovation management system will allow the project to improve innovation capacity and the integration of new knowledge targeting business stakeholders, policy makers, NGOs and indigenous communities. Open access to results i.e. data and publications allows re-utilization and transfer of know-how at all levels. This will be pursued during the lifetime of the project and after its closure.

## Lessons learned and Links built

Links have been built with the project managers of the projects AtlantOS, APPLICATE, INTAROS, CRESCENDO, PRIMAVERA, CLIMATEUROPE, CERES and EU-Polar Net, for exchanging best practices in project and financial management with the coordination and project /financial managers of the H2020 projects dealing with Blue Growth and climate services.

## Contribution to the top level objectives of Blue-Action

This deliverable indirectly contributes to the achievement of all the objectives and specific goals indicated in the Description of the Action, part B, Section 1.1.

In particular a direct contribution to the achievement of **Objective 8 “Transferring knowledge to a wide range of interested key stakeholders”** is foreseen, by providing structures support to the consortium (internal stakeholders) and to larger audiences (external stakeholders), through sound management, and support to the planned communication, dissemination and exploitation activities.

## References (Bibliography)

How to successfully manage a Horizon 2020 funded projects [http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-to-research-pm\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-to-research-pm_en.pdf)

European Commission Guidance on “How to draw up your consortium agreement”. V2.0, 23 February 2015

H2020 online manual <https://ec.europa.eu/research/participants/portal/desktop/en/funding/guide.html>

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H2020 Annotated Model Grant

Agreement: [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

H2020 List of issues applicable to particular countries

: [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-issues-list-countries\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-issues-list-countries_en.pdf)

H2020 Rules for

participation: [https://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html#h2020-legal-basis-rfp](https://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-legal-basis-rfp)

H2020 Guidelines on FAIR Data Management in Horizon

2020 [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-data-mgt\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf)

H2020 Programme Guidelines on Open Access to Scientific Publications and Research Data in Horizon

2020 [https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-pilot-guide\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf)

## Dissemination and exploitation of Blue-Action results

### Dissemination activities

Type of dissemination activity	Title	Date and Place	Estimated budget	Type of Audience	Estimated number of persons reached
Organisation of a conference	Blue-Action Kickoff meeting	Berlin (DE), 18-20 Jan 2017	See form C of DMI	Scientific Community (higher education, Research), Industry, Media	>100

### Uptake by the targeted audiences

As indicated in the Description of the Action, the audience for this deliverable is:

<b>X</b>	The project partners, including the Commission services (PP)
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**This is how we are going to ensure the uptake of this deliverable by the targeted audiences:**

- Project staff informed via mail
- Document made available on website
- Document made available in the intranet