

E4E – Work Package 1

WP #	1	WP Title	Project Management & Coordination		
Start	Month 1 – 01-Sep-2022		Duration	36 months – 31-Aug-2025	
<p>Objective of WP7 is to ensure correct Management of the project, using appropriate Project Management procedures, tools and techniques, specifically:</p> <ol style="list-style-type: none"> 1. Ensuring effective coordination /collaboration among partners 2. Monitoring progress 3. Ensuring achievement of project objectives within envisioned time and budget 4. Providing common external interface towards EACEA/Commission, representatives of other projects, and in dissemination events 5. Guaranteeing technical homogeneity in project implementation 6. Preventing any deviations from the plans 7. Organising regular consortium meetings as appropriate, both physical and virtual 8. Co-ordinating the preparation, delivery, exploitation and dissemination of results 9. Maintaining accurate records of cost and effort reports by partners. 10. Ensure appropriate technical and financial reporting <p>Organisation of work under the WP 1 is the following:</p> <p><u>T1.1 Finalize E4E Project Management Plan:</u> By month 3, the Project Plan is developed by FEANI considering actual start /end dates and rescheduling activities.</p> <p><u>T1.2 Operational and Technical Coordination:</u> During the entire project, FEANI coordinates and schedules tasks, monitors technical implementation and coordinates working teams, chairs technical meetings.</p> <p><u>T1.3 Administrative and Financial Coordination:</u> FEANI establishes internal administrative and financial control and coordination mechanisms for appropriate financial management of the project. All partners follow the financial management rules during the entire project.</p> <p><u>T1.4 Organize and Hold Project Meetings:</u> The project meetings are: Kick Off Meeting (Month 1) in Brussels, Second Meeting (Month 11) in Spain, Third Meeting (Month 18) in Belgium, Fourth Meeting (Month 24) in Germany, Final Closing Meeting (Month 36) in Brussels.</p> <p><u>T1.5 Technical and Financial Reporting Interim and Final:</u> Six-month reports of activities and costs are prepared by all partners (including the coordinator) and submitted to the Coordinator.</p>					

Deliverable #	D.1.1	Title	E4E Project Implementation Plan	Delivery date	30-Nov-2022
<p>The Detailed Project Plan is drafted by FEANI with the contribution of all partners and consolidating comments and suggestions deriving by the Kick off meeting. It contains the definite project schedule, as well as templates, formats and instructions for all documents to be produced during the project (e.g. internal progress reports), schedule and requirements for internal reporting, etc.</p>					

Deliverable #	D.1.2	Title	Interim Reports	Delivery date	31-Mar-2023 // 30-Sep-2023 // 30-Apr-2024 // 30-Nov-2024
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Six-month reports are submitted by all partners to the Coordinator, who consolidates them into one document recording progress assessment against time schedule and budget constraint. This tool ensures a close control on project development allowing for immediate corrective actions if needed. It is used as a tool for smooth financial management of the project. Six-month reports are due in months 7-13-20-27.

Deliverable #	D.1.3	Title	Meeting Reports	Delivery date	31-Aug-2023 // 31-Aug-2024
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Project meetings last 1.5 days. All partners of E4E participate. At the end of the event, the following items are produced: agenda, signed attendance list, minutes, action list, presentations, and feedback forms filled by participants.

Deliverable #	D.1.4	Title	Final Project Report	Delivery date	31-Aug-2025
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The final report is drawn up with contributions from all partners. FEANI is responsible for the drawing up and the delivery of the consolidate version to EACEA.

Partner	FEANI – WP Leader	Partner #	1
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FEANI leads WP1, drafts and finalises the E4E Project Implementation Plan, organises and coordinates project meetings hosted in Brussels, coordinates and schedules tasks, establishes internal administrative and financial control, report to the Agency (mid-term and final report).

Partner	FEUP	Partner #	2
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In WP 1, FEUP helps to:
(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.
(2) prepare the project reports as requested, reporting directly to FEANI.

Partner	TU Dublin	Partner #	3
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In WP 1, TU Dublin helps to:
(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.
(2) prepare the project reports as requested, reporting directly to FEANI.

Partner	KUL	Partner #	4
<p>In WP 1, KUL helps to:</p> <p>(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.</p> <p>(2) prepare the project reports as requested, reporting directly to FEANI.</p>			
Partner	AECEF	Partner #	5
<p>In WP 1, AECEF helps to:</p> <p>(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.</p> <p>(2) prepare the project reports as requested, reporting directly to FEANI.</p>			
Partner	NG	Partner #	6
<p>In WP 1, NG helps to:</p> <p>(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.</p> <p>(2) prepare the project reports as requested, reporting directly to FEANI.</p>			
Partner	IVEPE	Partner #	7
<p>In WP 1, IVEPE helps to:</p> <p>(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.</p> <p>(2) prepare the project reports as requested, reporting directly to FEANI.</p>			
Partner	ANECA	Partner #	8
<p>In WP 1, ANECA helps to:</p> <p>(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.</p> <p>(2) prepare the project reports as requested, reporting directly to FEANI.</p> <p>ANECA organises and coordinates the project meeting hosted in Spain.</p>			
Partner	VDI	Partner #	9
<p>In WP 1, VDI helps to:</p> <p>(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.</p> <p>(2) prepare the project reports as requested, reporting directly to FEANI.</p> <p>VDI organises and coordinates the project meeting hosted in Germany.</p>			
Partner	EI	Partner #	10

In WP 1, EI helps to:
(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.
(2) prepare the project reports as requested, reporting directly to FEANI.

Partner	OE	Partner #	11
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In WP 1, OE helps to:
(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.
(2) prepare the project reports as requested, reporting directly to FEANI.

Partner	REHVA	Partner #	12
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In WP 1, REHVA helps to:
(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.
(2) prepare the project reports as requested, reporting directly to FEANI.

Partner	ECEC	Partner #	13
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In WP 1, ECEC contributes:
(1) define the "E4E Project Implementation Plan" D.1.1; complying with schedule, tools and practices indicated by FEANI.
(2) prepare the project reports as requested, reporting directly to FEANI.