

RI-URBANS

Tasks description of WP8

T8.1. Setting up the management structure.

A Project Management Manual will be prepared and distributed among the partners to compile information on project structure, administrative procedures, meetings schedule, internal quality control forms. The Project PC will sign the Grant Agreement with the EC and will coordinate the signature of the Consortium Agreement (CA) at the beginning of the project. A Collaborative Platform (CP) will be created to include all the information related to the project, including dynamic project management tools and knowledge sharing, and all the partner representatives will have access to this tool. A management structure will be implemented, with a Project Coordination Team (PCT), consisting of PC, TeC, and the Project Managers (PM), a CB with a General Assembly (GA), and Advisory and Stakeholders Boards (AB and SB), and a SC.

T8.2. Administrative and financial management and quality assurance.

The PC will oversee the administrative coordination of the project. The PC and TeC will be responsible for setting up agendas and scheduling the GA meetings. The quality reviewing functions will ensure that all contributions and conclusions are consistent to meet the requirements of the deliverables. The PC will also carry out the economic and financial coordination of the project, follow up the project expenses and track deviations, as well as distributing the EC contribution amongst the partners according to the Grant Agreement and CA. The PC with the support of the TeC will be responsible for the relations with the EC. For administrative and financial management and EC relations RIURBANS counts with the project offices from CSIC and UHEL with highly experienced Project Managers (PM). The PM will collect reports, per activity and per WP, from all partners timely before the GA meetings, collect feedback from the SC for improvement of deliverables and finally upload them to the EC. The Periodic Reports will be prepared and submitted to the EC, incl. an overview of the activities carried out in the project, the project progress, milestones and deliverables foreseen, and an identification of problems encountered, and corrective actions taken, together with the relevant cost statements and a detailed use of resources for each participant, in order to report the incurred costs of the consortium to request for financial contribution. Two Interim Reports (R1, R2) and a Final Report (Rf) will integrate the scientific and technical information of the project, with a special focus on the exploitation and publishable results.

T8.3. Consortium technical coordination.

The TeC will be in an uninterrupted contact within the PM and the WP leaders, and will be assisted by managers on data, risk and impact evaluations, innovation and gender-



ethics. The TeC will be responsible for setting up agendas and scheduling the SC meetings. The TeC and PC will chair the SC meetings, where the WPs progress will be discussed, technical issues solved, and risk management performed. The TeC will be in charge of identifying potential conflicts between partners and make all necessary efforts to ensure a good and smooth communication within the Consortium. A Data Management Plan (DMP) will be elaborated in WP5 and a data manager from the SC will ensure implementation in the project. The impact of RI-URBANS will be monitored based on Key Performance Indicators (KPIs), including the number of datasets on novel AQ metric, number of cities-AQMNs and pilots engaged, number of STs provided, number of EU and national administrators and agencies involved, the data collection/management operating at the end of the project in a RIs-AQMNs interoperable and sustainable way (to be included in Rf).