

Milestone M45 (M8.1)

Operative project structure (including the setting up of the
Coordination, Executive, Advisory and Stakeholder Boards)



RI-URBANS

**Research Infrastructures Services Reinforcing Air
Quality Monitoring Capacities in European Urban &
Industrial Areas (GA n. 101036245)**

By

CSIC & UHEL



21st December 2021

Milestone M45 (M8.1): Operative project structure (including the setting up of the Coordination, Executive, Advisory and Stakeholder Boards)

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Work package (WP)	WP8 Management and Coordination
Milestone	M45
Lead beneficiary	CSIC-UHEL
Means of verification	Project organization established, available on-line
Estimated delivery deadline	M4 (31/01/2022)
Actual delivery	21/12/2021
Version	Final
Reviewed by	RI-URBANS Project Coordination Team
Accepted by	WP8 leaders
Comments	Report summarising management structure

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1. About this document

This document summarises the operative project structure (including the setting up of the Coordination, Executive, Advisory and Stakeholder Boards) of RI-URBANS (Research Infrastructures Services Reinforcing Air Quality Monitoring Capacities in European Urban & Industrial AreaS, Horizon-2020 GD project #101036245). This is a public document, available in the RI-URBANS website (<https://riurbans.eu/work-package-8/>), will be distributed to all RI-URBANS partners for their use and submitted to European Commission as an RI-URBANS milestone 45 (M45).

2. Achieved Milestone

2.1 Implemented RI-URBANS management structure

The organizational structure of RI-URBANS is based on the recommended “Governance Structure for Medium and Large projects” contained in the DESCA 2020 Model Consortium Agreement. The organization structure is summarised by Figure 1. and the following subsections describe roles and members with e-mail contacts.

We have set up the management structure and bodies of RI-URBANS to guarantee an effective and smooth implementation of the project throughout its lifetime. RI-URBANS coordination is carried out by:

- Project Coordinator (PC): Xavier Querol, CSIC (xavier.querol@idaea.csic.es)
- Technical Coordinator (TeC): Tuukka Petäjä, UHEL (tuukka.petaja@helsinki.fi)

Both coordinators are the scientific coordinators.

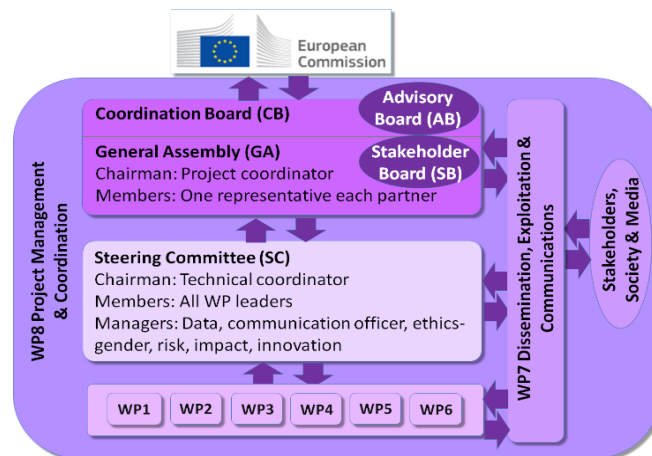


Figure 1. RI-URBANS management structure.

2.1.1 Coordination Board

The Coordination Board (CB) is coordinating and managing the overall progress within RI-URBANS and communicates with the European Commission and it is made of the following 4 major bodies:

- Project Coordination Team (PCT)
- General Assembly (GA)
- Advisory Board (AB)
- Stakeholder Board (SB)

The **Project Coordination Team (PCT)** is integrated by:

- The two coordinators:
 - Project Coordinator (PC): Xavier Querol (CSIC, xavier.querol@idaea.csic.es)
 - Technical Coordinator (TeC): Tuukka Petäjä (UHEL, tuukka.petaja@helsinki.fi)
- The two Project Managers (PM):
 - RI-URBANS Project Manager: Marta Monge (CSIC, marta.monge@cid.csic.es)
 - Alexander Mahura (UHEL, alexander.mahura@helsinki.fi)

The **General Assembly (GA)** is the main decision body (co-chaired by PC and TeC) represents all the RI-URBANS beneficiaries and it is integrated by a representative of each partner. The General Assembly members (names and email contact) are listed in Deliverable 8.1.

The **Advisory Board (AB)** assess the progress, performance, and achievements of the scientific work and how to utilise these for a maximised societal benefit. The members of the Advisory Board are widely known experts on urban AQ, AQMNs, nanoparticles and health effects. The Advisory Board members (names and email contact) are listed in Deliverable 8.1.

The **Stakeholder Board (SB)** is integrated by a representative from the nine major AQMNs involved in the pilots (WP4), and from experts of EEA, WHO, WMO and EMEP. The Stakeholder Board members (names and email contact) are listed in Deliverable 8.1.

The stakeholder board can be expanded with representatives from different Air Quality Monitoring Networks or other key stakeholders. The first meeting of the stakeholder board is envisioned to take place in Year 2 of the project.

2.1.2 Management Team

The Management Team includes the following members:

- Project Coordinator (PC) and Scientific Coordinator
- Technical Coordinator (TeC) and Scientific Co-coordinator
- Work Package Leaders (WPLs)
- Steering Committee (SC)

The **Work Package Leaders (WPLs)** are responsible for coordinating the technical work within their respective WPs. The WP are divided in tasks and each task has a defined leader, and it is up to the WPL to coordinate between Task Leaders (TLs). The WPL and TLs (names and email contact) are listed in Deliverable 8.1.

The **Steering Committee (SC)** is chaired by the TeC, with deputy chair being the PC, and built by WP leaders, managers of data, risks, gender-ethics, impact evaluation and innovation. The SC is the executive body of RI-URBANS and will deal with operational issues, surveying the progress of work and ensuring the coherence and compliance of the project's output. The composition of SC and contact details are also available D8.1.

In addition to the above bodies, coordinators and managers the following managers are present in RI-URBANS (See in D8.1 the names and emails of the managers):

- Innovation Manager (IM)
- Data Manager (DM)

- Gender & Ethics Manager (GM & EM)
- Risk Manager (RM)
- Communications Officers (CO)

2.1.3 Associated Beneficiaries (Sister Projects), EC-JRC, and other collaborations

RI-URBANS counts with three Russian Associated Beneficiaries (ABs):

- B-26, MSU – Moscow State University Russia
- B-27, SPBU – Saint Petersburg State University Russia
- B28, SRCES RAS – Saint-Petersburg Scientific Research Centre for Ecological Safety, Russian Academy of Sciences

These sister projects will report (max 5 pages) to RI-URBANS every 6 month, and RI-URBANS send them a report with the same periodicity. Alexandre Mahura (UHEL, alexander.mahura@helsinki.fi) will be the leader of the RI-URBANS-Sister Project collaboration.

EC-JRC-Ispra has received the acceptance to be involved in RI-URBANS. In the next months an amendment of the Grant Agreement will be carried out to formalise this participation.

2.2 Progress in managing RI-URBANS

The described structure has been set up and it is already functional.

Actions for the gender balance have been already implemented at this early stage to be implemented in the contracting protocols to hire staff for the project.

The Consortium Agreement was signed during November 2021.

2.2.1 Formal meetings

- The Coordination Board meet every 15 days starting from 13th October 2021, and when required by the PC and TeC.
- The General Assembly met during the project Kick-off meeting (KoM) (October, 6th 2021).
- The Steering Committee met during the project Kick-off meeting (KoM) (October, 6th 2021).
- Advisory Board met during the project Kick-off meeting (KoM) (October, 6th 2021)
- WPLs and TLs are organizing independent meetings with the required frequency. Numerous meetings were held since the KoM at WPs and Ts levels to implement the actions envisaged in the Grant Agreement (Annex I)
- The PCT is meeting periodically, every two Wednesdays and minutes will be available from each meeting in the website

The meetings are organized either face-to-face or virtually. The latter option could be more preferred as it is not affected by the different stages of COVID world pandemic, it reduces the costs and is climate friendly. The Consortium has excellent expertise in remote communication and organization as the proposal writing was developed without face-to-face meetings.

2.2.2 Mailing

For project communication RI-URBAN mailing lists have been prepared for the management team to facilitate communications (See in D8.1 how to subscribe)

2.2.3 Rules on deliverables, milestones and reporting

- The Project Office reminds the leaders of each deliverable 6 month before the deadline.
- The deliverables have to be submitted to Project Office (Marta Monge, marta.monge@cid.csic.es) 1 month before deadline.
- If there is a delay Project Office shall inform the CE in advance. Thus, if this is the case inform us 3 months in advance to request extension of a deadline.
- All these rules apply for milestones.
- Deliverables and milestones are submitted using the template provided.

2.2.4 Pre-financing payment

The European Research Executive Agency (REA) informed on October, 11th 2021 that they will make the pre-financing payment of EUR 4,266,666.67 for our grant. The 5% of the contribution to the Guarantee Fund (EUR 400,000.00 from the total action budget) was kept back from the above amount, and paid to the Fund.

The CSIC headquarters in Madrid informed on October 29, 2021 that *Banco de España* received EUR 3.866.666,67 to be distributed among the members of our consortium. All beneficiaries were informed and financial documentation was required to proceed with pre-financing payment. On December 15, 2021 23 partners sent all financial documentation and CSIC initiated the process so that these entities can receive pre-financing. CNR (beneficiary no. 4) request postponing to January 2022 due to internal accounting regulations and the closure of the financial year. CNRS (beneficiary no. 3) has not been able to send the required documentation in time, they decided to wait until opening of the CSIC financial year in March 2022.

2.2.5 RI-URBANS Dissemination

We attended to the PAUL and STORIES KoM and made presentations on RI-URBANS.

New logo produced and website working since December, 17th 2021 (<https://riurbans.eu/>).

A large number of license of Office were purchased to be operative in the intranet for working and sharing documents.

2.3 RI-URBANS implementation

The Kick off Meeting of RI-URBANS was hold virtually on 5th-6th October 2021.

- The meeting had 160 attendees (list attached at the end of the minutes), including delegates for the 25 Bs and the 3 ABs, the project officers, delegates from EC-JRC, DG-ENV, EMEP, WHO and WHO. With up to 134 being connected at the same time.
- 4/5 members of the Advisory Board (Lidia Morawska , UBA, R. Lombardia, WMO) were present and Phil Hopke from US excused the attendance.
- Delegates from PAUL and STORIES projects on climate issues, with which we will collaborate were also present.
- Also from stakeholders and urban AQ scientists from cities out of the ones involved in pilot studies in RI-URBANS.
- We had 177 registrations

Numerous meetings were held since the KoM at WPs and Ts levels to implement the actions envisaged in the Grant Agreement (Annex I).

Annex I. Scheduled WP and task meetings from October 2021 to January 2022

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