



GRACE grant no 679266

Project Management Plan

Deliverable 6.5/WP6

<http://www.syke.fi/projects/grace>



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1.0	Draft	31 May 2016	Kirsten Jørgensen, SYKE Maria Koski, SYKE	Steering group
2.0	Final	1 June 2016	Kirsten Jørgensen, SYKE Maria Koski, SYKE	Steering group

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Executive Summary

This project management plan contains the meetings plans that have been decided on already for the GRACE consortium and its administrative bodies: Steering group, General Assembly, Innovation Management Board, and Advisory Board.

The whole consortium already had a kick-off meeting 30.-31.3.2016 in Helsinki and on board the LNG ferry Viking GRACE on the Baltic Sea. The consortium will convene altogether 4 times during the project, once per year. The next consortium meeting will be in the Basque Country, Spain, 24.-27.4.2017.

The steering group will convene at least 4 times per year and more frequently if needed. The meetings can also be held as teleconferences. The steering group has already held 2 meetings.

In context of the kick-off meeting we arranged the first meetings for the General Assembly, and the Innovation Management Board. These bodies are planned to convene in context of the consortium meetings to be held once per year.

The Advisory Board has been invited, and the first meeting is scheduled to take place on 6 September 2016 together with the steering group. The advisory board will convene altogether 3 times. The two last times will be in context of the consortium meetings.

A procedure for the reporting and checking of the deliverables was agreed on in the steering group meeting 1.

Project Management Plan

Draft plan for time and places of consortium meetings, steering group meetings and advisory board meetings.

The GRACE project started on March 1st 2016. The kick-off meeting was arranged on the 30.-31.2016 in Finland and on the Baltic Sea. There were 35 participants in the meeting and all partners were represented. In context of the kick-off meeting, meetings of the steering group (SG), general assembly (GA) and the Innovation Management Board (IMB) were arranged. Furthermore separate sessions of the WPs were held.

Consortium meetings

GRACE Kick –off meeting 30.-31.3.2016
Helsinki and cruise on Viking GRACE Turku-Stockholm-Turku

Consortium meeting 2, Plentzia, Basque country, Spain,
April 24-27, 2017

Consortium meeting 3, Greenland
Spring 2018

Consortium meeting 4, Estonia or Denmark
Spring 2019

Steering group meetings:

Meeting 1, SYKE, Helsinki:
Part A: 29.3.2016. 18:00-19:00. Before the kick-off meeting
Part B: 1.4.2016. 9:00-11:00 After the kick-off meeting.

Meeting 2, Skype teleconference
18.5.2016 13:00-15:30

Meeting 3, Copenhagen (airport or close to) back to back with advisory board meeting
6.9.2016

Meeting 4, Skype teleconference
5.1.2017

Meeting 5, Plentzia, Basque country, Spain, in context of consortium meeting
April 24-27, 2017

The steering group will convene around 4 times per year after these already scheduled meetings, more frequent if required. Notice of the meeting: to be sent 14 days in advance (7 days for an extraordinary meeting)

General assembly meetings:

Meeting 1, M/S GRACE (Stockholm-Turku)
30.3.2016, 16:00-16:45

Meeting 2, Plentzia, Basque country, Spain, during the consortium meeting
25.-27.4. 2017

Meeting 3, Greenland, during the consortium meeting
Spring 2018

Meeting 4, Estonia or Denmark?
Winter-spring 2019

Meeting 5?, not decided yet, perhaps Finland, Porvoo
summer 2019

The meetings can also be held as teleconference, and more meetings can be scheduled if needed.
Notice of the meeting: to be sent 45 days in advance (15 days for an extraordinary meeting).

Innovation management board meetings:

Meeting 1, M/S GRACE (Stockholm-Turku)
30.3.2016, 16:45-17:15

Meeting 2, Plentzia, Basque country, Spain, during the consortium meeting
25.-27.4. 2017

Meetings planned to be once per year, back to back with the consortium meetings.
The meetings can also be held as teleconference, and more meetings can be scheduled if needed.

Advisory board meetings:

The first meeting was scheduled to be held at May18 together with the Steering group meeting, but was cancelled due to too short notice for the advisory board members to be contracted and a meeting date settled.

Advisory board meeting 1, Sept 6, 2016, Copenhagen back to back with the steering group meeting

Advisory board meeting 2, Plentzia, Basque country, Spain, during the consortium meeting
25.-27.4. 2017

Advisory board meeting 3, not decided yet together with consortium meeting 3 or 4
winter-spring 2019?

Other meetings:

WP3 meeting was held in Aachen, Germany 12-13.5.2016

Meeting between the coordinator (SYKE) and the EU project officer:
Sept 27, 2016, Brussels

Plan for the reporting of deliverables:

The work package leaders will be responsible for reporting the deliverables to the commission.

- Quality check of deliverables:
 - 1) As a default send the deliverable to the entire Steering Group; *option*
 - 2) WP-leaders and SYKE as coordinator should always check the WP deliverables, which are not given to the whole Steering Group for commenting
 - Timetable: 1 week for commenting by SG and 1 week for making the corrections (2 weeks before deli deadline as set in the grant agreement)

Partner in charge of deliverable: send to WP-leader in advance of the 2 weeks. WP-leader send to SYKE 2 weeks before deadline. WP-leader to upload the final PDF-version of the deliverable to the portal.