

WP5: Management and coordination

PR. Leila Ammar-Keskes

University of SFAX

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WP5: Project Coordination and management

- Lead: USFAX
- Duration: M1-M36
- Objectives:
 - Administrative and financial management, budget controlling, communication to the ECEnsure coordination among partners
 - Ensure precise evaluation, risk management and reassessment, deliverables and milestones
 - Ensure an open and flexible decision making structure
 - Build up project management competences ar USFAX through close interaction and support from INRA, IHUMI and UNIFI as experienced EU project managing organisation



Task 5.1

Task	Title	Description	Lead	Duration
T5.1	Project start-up	<ul style="list-style-type: none"> - Preparation of a consortium agreement - Organize the kick-off meeting at USFAX (establishment of the SC and signature of the CA). - Set up all principles of the project implementation and the work plan. 	USFAX	M1-M2



Task 5.2

Task	Title	Description	Lead	Duration
T5.2	Project coordination and Pre-Training Planning	<p>Steering Committee Meetings will be held annually or more frequently when appropriate:</p> <ul style="list-style-type: none"> - to review the project activities, - to strengthen the best practices within the MICAfrica project members, - to define the annual work plan and budget - to discuss other financial and administrative issues. 	USFAX	M1-M36



Task 5.3

Task	Title	Description	Lead	Duration
T5.3	Administrative and financial Management	<ul style="list-style-type: none"> - Daily activities of the project management: administration, monitoring, financial reporting, purchases and payments. - An external financial audit will be required in order to ensure a proper financial management. - All partners will be involved in this task under the supervision of USFAX. 	USFAX	M1-M36



Task 5.4

Task	Title	Description	Lead	Duration
T5.4	Logistic arrangements	<ul style="list-style-type: none"> - Implementation of procedures needed to support, define and carry out all project activities - Management of risks and mitigation 	USFAX	M1-M36



Task 5.5

Task	Title	Description	Lead	Duration
T5.5	KPI for Widening Evolution of the publications in high impact journals in the relevant research fields	This task will measure the evolution in percentage of the peer-reviewed publications of USFAX high impact journals in the field of microbiome.	USFAX	M2-M36



WP5 ACTIVITIES

The project management (WP5)	
<p>Kick off meeting (KoM) (2 days)</p>	<p>To setting up the structure management (SC, advisory board, ...) and the action plan</p>
<p>1 management meeting each year (2 days x 3) + 1 meeting at the end of the project (2 days)</p>	<p>To ensure the organizational, financial and administrative procedures of MICAfrica</p> <p>To ensure effective communication with the European Commission as well as between all involved partners.</p>
<p>Regular meetings using video conference</p>	<p>To strengthening the communication between the partners</p>



WP5: Deliverables

Deliverable Number ¹⁴	Deliverable Title	Lead beneficiary	Type ¹⁵	Dissemination level ¹⁶	Due Date (in months) ¹⁷
D5.1	Work plan and schedule, delivered to project partners	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	1
D5.2	Kick-off meeting (KoM) Minutes and establishment of the Steering Committee (SC)	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	1
D5.3	Report on Project Management Work Plan	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	2
D5.4	Data Management Plan	1 - USFAX	ORDP: Open Research Data Pilot	Confidential, only for members of the consortium (including the Commission Services)	6



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WP5: Deliverables

Deliverable Number ¹⁴	Deliverable Title	Lead beneficiary	Type ¹⁵	Dissemination level ¹⁶	Due Date (in months) ¹⁷
D5.5	First report "Risk and financial issues report"	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	1
D5.6	Second report "Risk and financial issues report"	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	16
D5.7	Third report "Risk and financial issues report"	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	36
D5.8	First Report on the evolution of the publications in high impact journals in the field of microbiome	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	2



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WP5: Deliverables

D5.9	Second Report on the evolution of the publications in high impact journals in the field of microbiome	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	36
D5.10	First Report on short term staff exchanges	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	15
D5.11	Second Report on short term staff exchanges	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	36
D5.12	Report on the involvement of ESRs from USFAX in MICAfrica action	1 - USFAX	Report	Confidential, only for members of the consortium (including the Commission Services)	36



WP5: Management structure

- **Decision-making mechanisms**

The MICAfrica project will be democratically run with a focus on consensus among all the consortium beneficiaries.

- Two different decision levels with different responsibilities, internal and external liabilities:

- ❖ Project Coordinator (PC) and
- ❖ Steering Committee (SC): PC and ten members from USFAX (4), IHUMI (2), INRAE (2) and UNIFI (2).





WP5: Project coordinator

- **The PC is responsible for the project direction and coordination** as well as the overall management of the project. He will maintain close communication with the Research Executive Agency of the European Commission (REA/EC) and the European Commission (EC).
- **The three EU partners, INRAE, IHUMI and UNIFI will support USFAX for the administrative management according to the set budget** (Annex II of the Grant Agreement (GA)), deliverables and milestones and the overall Description of the Action (DoA) as per the Annex 1 of the Grant Agreement (GA).
- **During the creation of the SC, the role and responsibility of each consortium beneficiary and the overall structure is clearly defined**, in order to ensure proper project management and minimize risks of conflict and failures.



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WP5: The Steering Committee

- **This SC will:**
 - Continuously assess the project status and make strategic decisions.
 - Strive to take unanimous decisions on general project aspects although for project decision-making a *two-thirds majority is necessary*.
 - Discuss the project achievements on a monthly basis (remotely).
 - Ensure the exchange between the project consortium beneficiaries.
- **SC meetings will be held annually, or more frequently as appropriate,** to review project activities, reinforce good practices of consortium members, develop an annual work plan and budget, and discuss other financial and administrative issues. Some of these meetings can be held via videoconferences.



WP5: Management structure

- **An Advisor Board will be associated to the management structure.**
 - High-level international experts that will provide advice and quality control of procedure standardization.
 - North African (NA) members from Morocco, Algeria and Egypt universities who will actively participate to the creation of the NAHMC
 - This Advisor Board will interact tightly with SC and PC





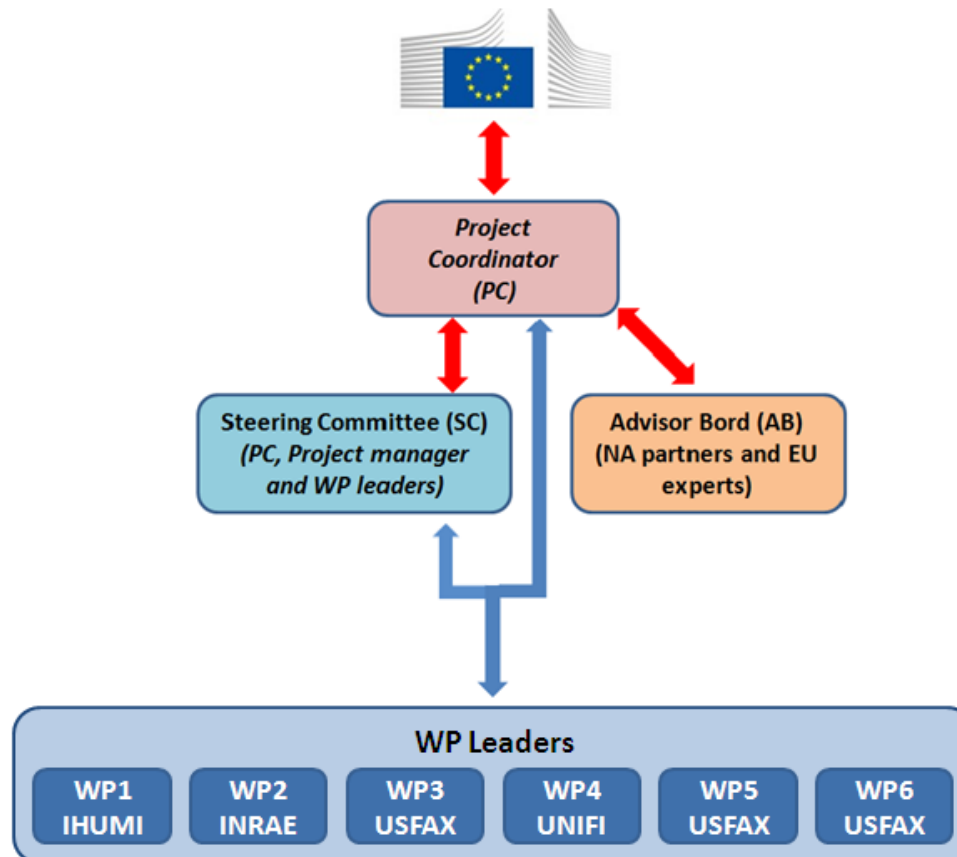
WP5: Work Packages Leaders

- **The work package leaders (WPL) are in charge of:**
 - Ensuring the smooth running of the respective WPs.
 - Ensuring timely execution and submission of the set deliverables and managing and ensuring the timely achievement of the set milestones.
 - Reporting to the PC on WPs progress and potential change, if considered necessary and after informing in advance the REA/EC, of the work plan.
 - Implementing decisions taken by the SC and PC in their WPs.



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THE MANAGEMENT STRUCTURE



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WP5: Administrative and financial management

- *Day-to-day project management activities:*
 - *Administration*
 - *Evaluation and monitoring*
 - Financial reporting,
 - Procurement and payments.
- Since the beginning of the project, the PC with the support of the all beneficiaries will provide all its support to the local partners to explain and develop all the administrative and financial provisions for a correct, efficient and rational management of the project.
- An external financial audit will be necessary to ensure sound financial management. All partners are involved in this task under the supervision of USFAX.



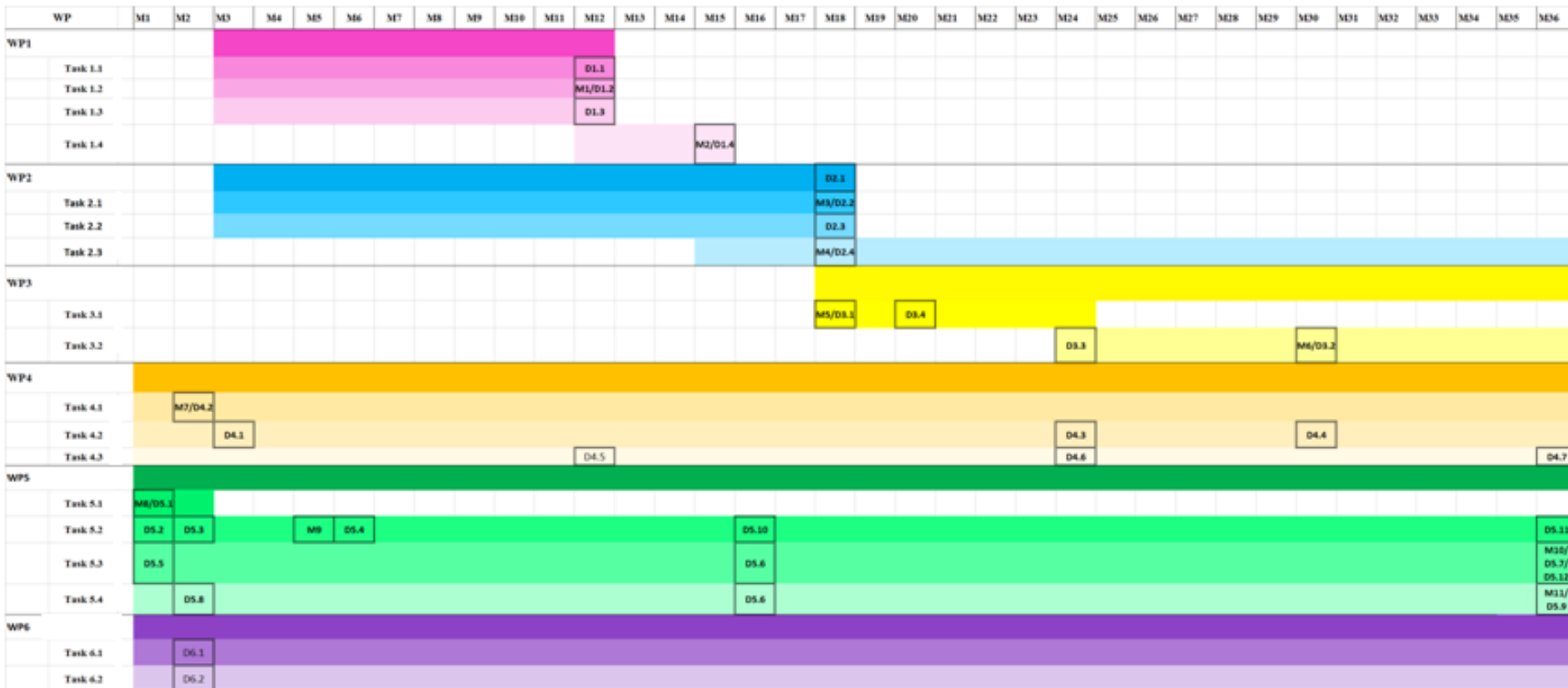
WP5: Risks

- **Risks related to technical and administrative aspects**

Risk management approach based on preventive measures and risk management:

- (i) Risk identification;
- (ii) Risk analysis and follow-up actions throughout the project (Each risk will be monitored by a specific person in order to facilitate monitoring and feedback);
- (iii) Assessment: at each progress meeting, or at least at each major milestone, risks will be evaluated and discussed: criticality of the risk, positioning in the progress of the works, mitigation plans (resolve the proven risk);
- (iv) Risk treatment.

THE GANTT CHART



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<https://www.youtube.com/watch?v=ZpfrUa7JHvY&feature=youtu.be>



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