Table 3.1b: Work package description

Table 3.1b1: Work package description – WP1

Work package number	1	**Lead beneficiary**			EGO		
Work package title	APOGEIA Management						
Participant number	1						
Short name of participant	EGO						
Person/months per participant:	36(EU) 12(EGO)						
Start month	1	**End month**		36			

Objectives The objective of the WP is the project management. It will ensure communication between WP leaders and participants, and the communication with the EC. It will provide control and distribution of the EC financing to the beneficiaries during the project, monitor activities and progress within the WPs, and ensure that the timeline of the deliverables and milestones is adhered to. Through its Project Office, it will provide support and expertise for issues related to contractual obligations, financial declarations and compliance with audit procedures. Furthermore, it will ensure the connection with the broad Astrophysics and Geoscience and Industrial communities and a prompt and efficient dissemination of the results.

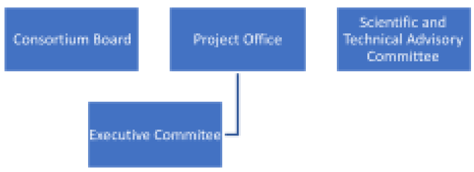
Description of work. APOGEIA is a large Consortium and its work plan is based on many articulated and complex developments, with dependencies among the different activities. Its scale and high ambition goals determine a specific organization of management driven by a few top-level requirements: (a) all participants take active part in the decision processes; (b) timely and efficient coordination of tasks; (c) rigorous financial management at coordinator's and local sites and (d) efficient internal and external communication. The overall Management structure will comprise four complementary structures: the APOGEIA Project Office (APO), APOGEIA Consortium Board (ACB) the APOGEIA Executive Committee (AEC) and the APOGEIA Scientific and Technical Committee (ASTAC).

Task 1.1 APOGEIA Project Office (A**PO**, **EGO,** *coordinated by the Project Officer*)**.** The APO, consists of the Project Coordinator, the Project Officer and the Project Scientist and will elaborate and maintain the following items, with contributions from the partners: (a) Management and Implementation Plan, indicating the project organization and procedures, partners in charge, schedules and deliverables including Risk Identification and Mitigation; (b) Consortium Agreement; (c) The Plan for the Dissemination and Exploitation of Results, (d) IPR register. The APO will: (a) Report to the European Community (EC), including yearly written report collecting the reports from each WP coordinators, as requested by the Grant Agreement; ensure communication between partners, provide them with necessary information and organize meetings with the EC according to the grant agreement; (b) Organize the Consortium Board and Science Advisory Committee meetings and prepare the minutes; (c) Support the beneficiaries for the overall legal, ethical, financial and administrative issues; (d) organize and monitor the technical work needed to achieve the project objectives and results; (e) request and review documents or information required by the EC and verify they are complete and correct before submitting them to the EC; (f) prepare and submit the periodic reports to the EC, with contributions from the WP leaders; (g) be in charge of organizing the periodic reviews with the EC; (h) manage the innovation process, gathering and synthetizing all information on innovation within the project and the relevant actions to be undertaken, taking into account input from the advisory committee (ASTAC) if necessary (i) evaluate key performance indicators (KPI) established by the consortium throughout the project lifetime and analyze them to better assess project implementation, progress and impact. In particular the PO will maintain the oversight of all project activities checking the timeliness of deliverables and achievement of milestones and participating to the WP meetings as needed. She(he) will also manage the technical reporting, provide the minutes of the main project meetings, maintain and distribute a list of open actions arising from these meetings and from the periodic teleconferences with members of the APOGEIA managing bodies. The Office will further provide support for the APOGEIA management and Consortium meetings. Moreover, the Project Coordinator and Project Scientist will represent APOGEIA at scientific meetings and conferences.

Task 1.2 APOGEIA Consortium Board (ACB) assuring the strategic management (**EGO,** representatives of partners, *chair to be elected*) The ACB will be constituted of representatives from all legal entities participating in APOGEIA and will deal with strategic decisions and with the oversight of the APOGEIA project. The Board will meet yearly during the project and use teleconferences as needed. There will be reports from Work Package leaders, and strategic directions will be decided.

Task 1.3 APOGEIA Executive Committee (AEC) project execution and reporting (**EGO,** *all WP leaders, coordinated by the Project Scientist*) The main task of this group is to perform the day-to-day execution of the project activities and to assist the Coordinator for the periodic reporting and the EC reviews. The Committee will be responsible to elaborate strategic decisions, to be further proposed to the Consortium Board for endorsement. The AEC is expected to meet 2 times a year in person and 10 times in teleconference (monthly meetings).

Task 1.4 APOGEIA Scientific and Technical Advisory Committee (**ASTAC**, members of Astroparticle and Geoscience Community outside APOGEIA, chair to be elected by ACB) It will consist of a maximum of 8 representatives of outstanding profile from the Astrophysical and Geoscience communities as well as Industry at large, including members of other Astroparticle and Geoscience related EU activities (e.g. APPEC, GEO8, Academia Europaea, Industrial representatives), and with an equal share of gender representation. The role of this Committee will be to provide a strong connection between the APOGEIA Consortium and the wider Astrophysical and Geoscience community. It will also serve as advisor to the APOGEIA governing bodies. They will meet yearly, concomitantly with one of the AEC meetings. The organigram of the above 4 bodies is shown below:



<u>Budget WP1.</u> The management costs foresee 6 FTE years (project officer and scientist) plus the financial support 12 in person meetings for the 3 years of the duration of the project (near 30 persons/meeting for ACB (90 in total),10 persons/meetings for AEC (60 in total) and 10 persons/meeting for ASTAC (30 in total), or 180 travels in total)

- FTE=3x84 k€=252 k€ (60 k€+15% indirect + 25% Overhead)
- Travel for the consortium (mainly ASTAC)=48 k€

Total Budget for WP1 : 300 k€

Deliverables

D1.1 ASTAC members list	(M3)
D1.2 Management and Implementation Plan and Quality Assurance procedures	(M6)
D1.3 Consortium Agreement	(M6)
D1.4 Plan for exploitation and dissemination of Results	(M12)
D1.5 Minutes of the ACB,ACB, ASTAC meetings during the first year	(M12)
D1.7 Minutes of the AEC, ACB, ASTAC meetings prior to mid-term review	(M17)
D.16 Intellectual Property Register	(M24)

D1.9 Minutes of the AEC and ACB meetings prior to final report (M35)

Milestones

M1.1 APOGEIA mid-review meeting report (M18)

M1.2 APOGEIA final review meeting report (M36)

Critical risks for implementation. There minor risks in this management program, since it is based on standard practices of both project management and also management of EU-funded programs, a domain where the coordinator and many W leaders have an extensive experience.