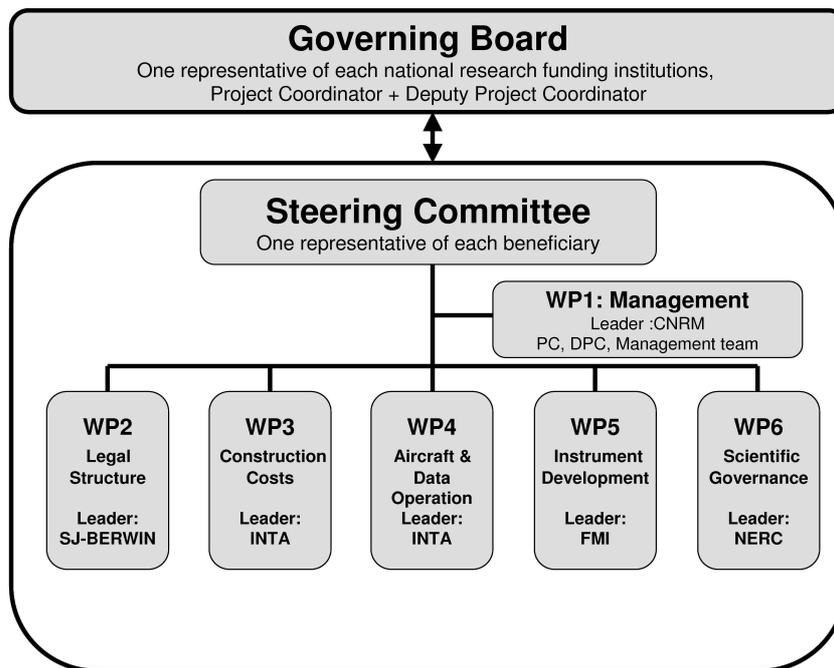


## Management Structure and Procedures

The management structure in COPAL (WP1) is outlined in the following figure.

It follows closely the organisation of the work in five WPs in order to ensure a close link between decision making and organisation of the work, as well as efficient communication of decisions to the Consortium.



The management in COPAL relies on

- **Efficient communication tools on internet.**

COPAL will benefit of the developments made by the EUFAR networking activity for E-Communication. The EUFAR back-office is a secured domain accessible on internet, where working documents and reports can be organized in sub-domains and exchanged between authorized participants. EUFAR also provides a teleconference facility, that allows sharing of documents on internet.

- **Straightforward planning of activities.**

All work packages will follow the same schedule. Discussions and negotiations will be held at the annual SC meetings (Milestones 1.1, 1.2, 1.4, 1.6, 1.8). Strategic decisions will be taken by the Governing Board, which will meet after the SC (Milestones 1.3, 1.5, 1.7, 1.8) to make recommendations to the consortium on how to

## COPAL Management

proceed. Each year, the working documents, namely the various sections of the Agreement (draft and final version), will be distributed 1 month in advance to the annual meeting (Milestones 3.2, 5.4, 6.2, in year 1, 3.3, 4.3, 5.5, 6.3, in year 2, 3.4, 4.4, 5.6, 6.4, in year 3, and 3.5, 4.5, 5.7, 6.5, in year 4).

- **Straightforward reporting process**

Each work package leader will contribute annually an activity report to the coordinator for reporting to the Commission. The list of deliverables and milestones is extended down to the WP and task level. That obviously introduces some duplication, but that will ensure clear understanding by each work package leader of his deliverables and milestones.

- **Central office**

A central office will be set-up for coordination activities, reporting to the Commission and the organisation of meetings and travels in the project.

The COPAL Consortium is composed of 12 legal entities, 10 national research funding institutions, a SME experienced in operation of research aircraft and the development of airborne instrumentation, and a law firm expert in legal issues.

### **Governing Board**

The **Governing Board** (GB) is the top-level decision making and arbitration body. It has one representative from each participant in the project. The Project Co-ordinator and the Deputy Project Co-ordinator are ex-officio members of the GB with no vote. Each participant in the project has one vote and decisions will be taken by simple majority. The GB will have power to decide, upon Steering Committee (SC) proposals, on strategic issues, such as modifications of the project programme (if necessary), admission of new participants during the Preparatory Phase. The GB will be convened within a month after each annual SC meeting, with intermediate teleconference meetings, when necessary. The GB will review the progress of the project and where necessary decides on changes in the work plan and budget allocation for the next reporting period. The recommendations of the GB will be provided to the SC within two weeks following the GB annual meeting. The chair of the GB will be elected by its members.

### **Steering Committee**

The **Steering Committee** (SC) will be composed of one representative from each participant in the project. Each beneficiary has one vote. The chair of the SC is the Project Coordinator. The SC is the executive body of the Consortium. The SC shall monitor and review the work progress and will take executive decisions by simple majority on scientific and administrative issues that may arise during the implementation of the project, and more specifically on

- detailed planning of technical work and deliverables,

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- detailed monitoring of technical progress,
- preparation and collection of technical progress reports,
- information to GB about progress and delays likely to affect project progress.

The SC will be convened annually one month before the end of the reporting period, with intermediate teleconference meetings, when necessary.

### **Project Co-ordinator**

The **Project Co-ordinator** (PC) will be responsible for the co-ordination and management of all activities in the project, including the overall supervision and regular follow-up of the progress in all work-packages. The PC will chair and organize the SC meetings, and will be in charge of the preparation of the Periodic Reports and Final Report to the EC. The Deputy Project Co-ordinator (DPC) will assist the PC in the daily management tasks and will replace the PC in case of absence.

### **WP Leaders**

The **WP Leaders** will manage the RTD, coordination and support activities in the framework of their own WP. They have the responsibility for ensuring effective cooperation between the participants in each WP, for monitoring the task progress, including the milestones, and for producing the deliverable reports in their WPs. They will contribute to the preparation of all other reports regarding the activities of their WPs, which are requested by the Project Coordinator.

### **Consortium Agreement**

A **consortium agreement** (CA) will be put in place in the early stages of the project. The CA will draw on that successfully established in the EUFAR I3 and will address the exploitation of results generally in accordance with the current issue of CEC model contract for Community Activities in the field of Research and Technology Development. Use of existing patents (PEKH) by other partners of the consortium, during the time of the project will be secured within the agreement. The CA will also regulate the entrance of new participants to the contract.

### **Preparatory Phase**

Each of the participants will contribute to the **Preparatory Phase**. By participating in the preparatory phase, all the participants intend to address all the critical issues (legal, financial,..) that need to be resolved for agreements to be concluded between the funding parties and other partners involved, allowing the project to move forward. Nevertheless, participation to the Preparatory Phase does not mean a formal commitment to contribute later to the Construction Phase.

## COPAL Management

### **COPAL coordinator**

The **COPAL coordinator** has a long experience of team builder. He was the coordinator of the EUFAR network of 6 partners in FP5 (2001-2004). He then led and managed the extension of the network to all key actors in airborne Geo-sciences research by coordinating the EUFAR Integrated Infrastructure Initiative in FP6 (2005-2008) with 25 partners. He was recently designated by the EUFAR Consortium for coordinating the FP7 COPAL and EUFAR proposals. The coordinator is a scientific user of instrumented aircraft. He has a long experience of airborne research, as member of the French aircraft users scientific committee, and as visiting scientist at the NCAR Micro-Mesoscale Meteorology (MMM) and Atmospheric Technology (ATD) divisions from 1993 to 1998. He published more than 50 peer-reviewed papers on airborne instrumentation and measurements, experimental and modeling research in the field of aerosol/cloud/radiation interactions, and their impact on climate and precipitation.