

## **WP1 : Management of the Consortium**

This workpackage addresses the coordination and monitoring of all workpackages, including logistics, and communication/dissemination of information within the consortium, the coordination with external bodies such as EUFAR, the NSF/NCAR in the USA, and the coordinators of Preparatory Phase projects in FP7. It will provide all prerequisites for the potential shareholders to reach an agreement and make financial commitments for the construction of the COPAL infrastructure and its long term sustainability at the operational level. The workpackage also includes the management of the contract, and the reporting to the Commission.

<b>Work package number</b>	<b>1</b>	<b>Start date or starting event:</b>											<b>M1</b>					
<b>Work package title</b>	Management of the Consortium																	
<b>Activity Type</b>	MGT																	
<b>Participant id</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>Total</b>					
<b>Pmonths per beneficiary</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>					

### **Objectives:**

Linking together all the project components and maintaining communications within the consortium. Dissemination of information inside and outside the Consortium. Coordination with external bodies. Management of the contract and reporting to the Commission.

### **Description of work:**

#### Task 1.1 : Logistics coordination.

The COPAL office will organize the venue of the SC and GB annual meetings, and support the participants for their travel and subsistence.

#### Task 1.2 : Communication.

Specific COPAL communication tools will be setup on the EUFAR website. These include a secured domain for exchange of documents, the distribution of the meeting minutes and reports, particularly the annual summary report of the SC to the GB. A teleconference system will be provided to the participants for intermediate meeting and workshops.

#### Task 1.3 : Coordination of the COPAL activities.

The progress in each workpackage will be continuously monitored, and mitigation actions will be proposed to the WP leaders in case of difficulties or delays. The deliverables of the COPAL participants will be collected, their consistency with the project work plan will be assessed, and the distribution to the committees, either SC or GB, will be timely completed. During the course of the project, and more specifically the last 6 months after the final GB meeting, the coordinator will act as a facilitator between the shareholders by monitoring the progress towards a consensus, ensure fast communication and provide all additional information that might be requested on legal, technical and governance issues, for finalizing the financial commitments.

#### Task 1.4 : Coordination with external bodies.

- Coordination with EUFAR. To ensure consistency between EUFAR and COPAL strategic decisions, joint sessions of the SC and GB will be organized during the annual meetings.

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- Coordination meetings will be organized with NCAR/RAF to finalize a Memorandum of Understanding for the transfer of expertise on procurement and modification of a community aircraft for research.
- Coordination with the coordinators of Preparatory Phase projects in FP7 to share experience and information on legal/governance models of Pan-European research infrastructures.

### Task 1.5 : Overall management.

Maintenance of the Consortium Agreement, the overall legal, ethical, financial and administrative management including for each of the participants obtaining the certificates on the financial statements, and methodology. Reporting to the Commission.