

DE LA RECHERCHE À L'INDUSTRIE



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AMICI

WP1 – MANAGEMENT, COORDINATION AND DISSEMINATION

AMICI Kick-off Meeting, Paris, January 17, 2016 | Sylvie Leray



■ Objectives:

Overall management of the project in order to ensure the achievement of the project objectives and the coordination of the work done in the different WPs. Specific objectives are:

- Relations with EC including progress and financial reporting,
- Exchange of information between the partners and with industry,
- External dissemination of the project results
- Communication and outreach activities.

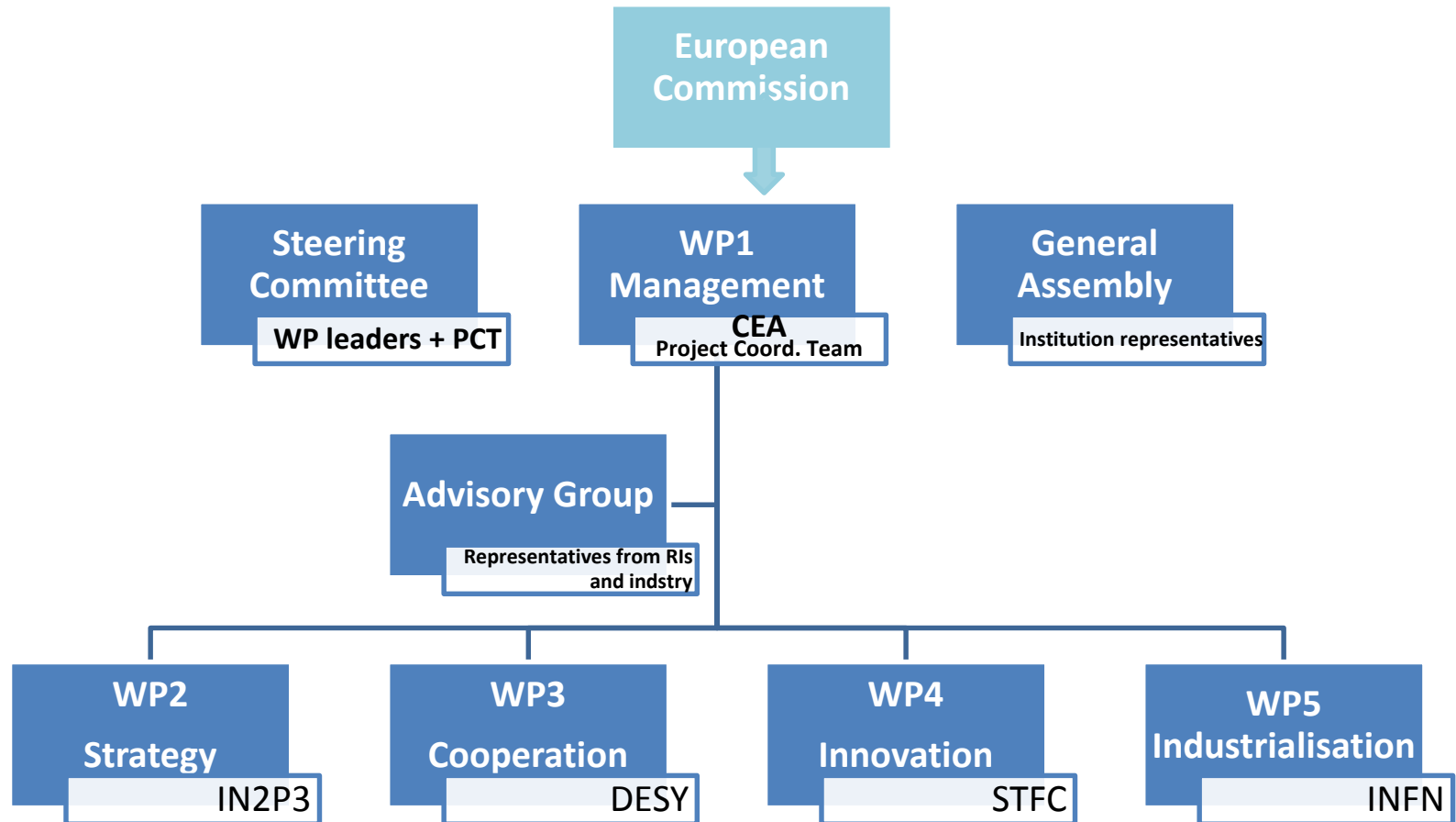
Since one of the goals of the project is to establish strong relations with industry, one of the first tasks will consist in **defining how industry, from large enterprises to SMEs, will be associated to the project and their role in the different WPs.**

- WP1.1 Project management (CEA)
- WP1.2 Organization of the participation of industry (INFN, CEA, IFJ PAN) ➔ **presentation by M. Morandin**
- WP 1.3 Administrative and financial project management (CEA)
- WP1.4 Communication and outreach activities (IFJ PAN, CEA)

Participation per Partner

Partner number and short name	WP1 effort
1 - CEA	38.00
4 - INFN	6.00
5 - IFJ PAN	9.00
Total	53.00

- The project management will be ensured by the Project Coordination Team (PCT) under the supervision of the Steering Committee, composed of the PCT and WP leaders
- The Advisory Group will be consulted periodically on the general strategy of the project.
- The PCT will also be in charge of the dissemination of the results of the project to the whole community of accelerator and SC magnets, to industry with the help of ILOs, and to national and European stakeholders.



EXCHANGE OF INFORMATION

Meeting type	Incidence	Participants	Objectives of the meeting
PCT meetings	Weekly	PCT members	- Day-to-day management
SC meetings	2 per year	SC members	<ul style="list-style-type: none"> - Monitoring of the project - Approval of the documents to be transmitted to EC - Approval of the dissemination and communication strategy
GA meetings	1 per year	GA members + PCT	<ul style="list-style-type: none"> - Exchange of information - Presentation of results - Approval of strategy - Approval of possible changes in the project
AG meetings	1 at the beginning of the project and then 1 per year	AG members + SC members	<ul style="list-style-type: none"> - Information of the AG by the PC - Advice from the AG to the PC and SC about the strategy of the project
Project annual meetings	Kickoff meeting at the beginning of the project then 1 per year	All participants to the project	<ul style="list-style-type: none"> - General information on the project progress - Exchange of views between the participants

The PCT will

- **handle the relations with EC and be responsible for the accounting and distribution of the budget;**
- **prepare of the Consortium Agreement, Grant Agreement, and periodic progress and financial reporting to EC;**
- **organize the meetings of the Steering Committee, General Assembly and Advisory Group.**

- Grant Agreement signed by everybody
- Consortium Agreement:
 - First version sent to all partners December 6
 - Comments from last partner received January 15
 - New version taking into account comments is prepared by CEA legal officer and should be sent next week
- Payment:
 - Pre-financing payment: 80% of the total budget received by CEA January 3, of which 5% for Guarantee Fund → 75% to be distributed to partners in two instalments: **60% once the CA signed by all partners, 15% at month 18 (to be agreed by the GA)**
 - Then interim payment of 10% in reimbursement of eligible costs
 - Last 10% payment 3 months after EC receives the final report.

- **Public website for internal and external communication:**
 - Internal part of the website accessible only to AMICI participants providing access to an internal project document base, information about meetings and any event related to the project. A dedicated tool to follow up milestones and deliverables will be developed.
 - External part will be an open website ensuring the dissemination of the progress results, information for the all actors working in the domain of accelerators and magnets, communication to public at large.
- **Dissemination to the relevant European and the Worldwide scientific communities as well as to the general public in EU through participation to major conferences, workshops, colloquia or dedicated seminars.**

- **Public website:**
 - **Contract with graphic designer company for logo and website layout signed 5 days ago**
 - **Website domain reserved and paid for three years since January 2017**
 - **Non public first version of the website ready**
 - **Working on the website content**
- **Implementation of deliverable database and tools for the follow up of the milestones progress :**
 - **Two possible solutions are considered (one in advanced testing phase)**
 - **Shared calendar and events tools are being tested**

- **D1.1: Minutes of the Kick-off Meeting (CEA) M2**
- **D1.2: Definition of the participation of industry (INFN) M4**
- **D1.3: Public website with searchable databases and communication tools (IFJ PAN) M11**
- **D1.4: Minutes from the 1st annual and GA meetings (CEA) M12**
- **D1.5: Progress and financial 1st reports (CEA) M18**
- **D1.6: European Forum on accelerators and SC magnets Technological Infrastructures (INFN) M24**
- **D1.7: Report on dissemination and data management (IFJ PAN) M30**
- **D1.8: Minutes from the 2nd annual and GA meetings (CEA) M24**
- **D1.9: Minutes from the 3rd annual and GA meetings (CEA) M30**
- **D1.10: Progress and financial 2nd reports (CEA) M30**

- **MS1: Installation of the Advisory Group (CEA) M1**
- **MS2: Website software ready (IFJ PAN) M2**
- **MS3: Industry days and consultation of industry representatives completed (INFN) M3**
- **MS4: Implementation of deliverable database and tools for the follow up of the milestones progress (IFJ PAN) M5**
- **MS5: 1st GA and Annual project meetings (CEA) M11**
- **MS6: 2nd GA and Annual project meetings (CEA) M23**
- **MS7: 3rd GA and Annual project meetings (CEA) M29**