



WP 1 - Project coordination and common project framework

D1.1 - GRRIP Project Initiation Document (PID)

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Definitions

Work Pack Action Plan

This is the detailed plan created by each WP leader in the format of the template provided which expands upon the WPs in the proposal. This AP will be the basis for all WP leader meetings and bi-weekly meetings.

RRI

GRRIP will be using the EC definition “a process where all societal actors (researchers, citizens, policy makers, business, third sector organisations etc.) work together during the whole R&I process in order to better align R&I outcomes to the ***values, needs and expectations*** of society¹”. In practical terms, GRRIP will follow the EU RRI five keys and a horizontal Governance key in terms of specific RRI coverage:

- a. Citizens and citizens' associations engagement in science (Public Engagement - PE)
- b. Formal and informal science education
- c. Gender equality in science
- d. Research ethics and integrity
- e. Open access to research results

Quadruple Helix (QH)

- RPF0 (academia),
- Industry,
- Policy- government/ local authority,

¹ <https://ec.europa.eu/programmes/horizon2020/en/h2020-section/science-and-society>

- societal actors/civil society.

The key actors representing the QH will interact with the RPFO during the project and thereafter via a dedicated QH platform

RPFO Working Group (WG)

The team that will drive the entire RRI project in each RPO&RFO: audit, implementation of the AP, setting targets, monitoring progress, and ensuring engagement and support from key stakeholders within the RPO&RFO and the QH. It is thus important that the members of the WG be representative of the institution/department/unit which it represents. It is furthermore critical that the team contain individuals with the capacity to ensure successful implementation, e.g. through their role within the institution (hence the need to engage critical actors in this process).

The WG members must have the

- Senior figure who will champion the RRI AP implementation
- Capacity/ power to make changes to processes and positions
- Skills relevant to RRI and change management
- Appropriate responsibility and accountability for the project

Members will come from Top and Middle Management, HR, Finance, RI, researcher representation.

Why RFO in GRRIP

History of :

- ICoRSA
- Researcher contracts
- Gendering H2020

Team description

Steering committee (SC)

- each of the WP leaders and specific partners as required.
 - Final decision-making body for major issues.
 - Meets every month via Skype
 - Holds preparatory meetings for the EU engagement
 - Decisions on breaches and Imposes penalties
 - Decides on issues forwarded by Project manager.
 1. Internal issues
 2. External issues – risk and or opportunities
 - Quality control
 - All deliverables and Final WP report from WP leader review and approve.
 - Final project report from Coordinator review and approve.
 - Approve of advisory board
 - Quorum is 2/3 of SC partners. Decision s require 2/3 majority of those present
 - Additional roles of SC
 1. Changes to WP task description
 2. Changes to WP deliverable description
 3. Changes to WP leader and Task leader
 4. Reallocation within WP and to other WPs
 5. Changes in Gantt tasks or deliverables

Full consortium will meet annually

Project coordinator- PC Gordon Dalton

- a. Produce PID
- b. Implement the Grant and Consortium agreements
- c. Ensure deliverables delivered and reports submitted.
- d. Chair steering group
- e. Liaise with AB
- f. Liaise with Project Manager on processes defined below
- g. Supervise voting
- h. Conduct risk plans and contingency plans
- i. Liaise with Financial manager
- j. Liaise and meet with Project manager and EU and DG officials

Project manager (PM)

- a. First point of contact of all queries.
- b. Create intranet
- c. Organise partner meetings
- d. Monitor and report on progress of the project *to all stakeholders*
- e. Present reports defining project progress, problems and solutions *to PC*
- f. Track project deliverables, and problem protocols
- g. Quality assurance of deliverables
- h. Ensure project change management process adhered to
- i. Workshops organisation in cooperation with host partner
- j. Organise meetings
 - i. Conference calls
 - ii. Partner calls

Financial manager FM

- a. Deals with all queries on GRRIP budget
- b. Works directly on UCC budget only
- c. Completes the financial reports, and liaises with all WP leaders to access all required information.
- d. Presentation:
 - iii. Procedures
 - iv. Forms
 - v. Eligibility of costs

WP leaders.

- a. Preparation of detailed WP Action Plan per the template provided.
- b. Responsible for delivery of deliverables for their workpackage.
- c. Delivery on time and in budget
- d. Milestones on time
- e. Participate in SC monthly call
- f. Report to PM bi- weekly

Task leaders

Report to the WP leaders and deliver tasks and sub-tasks on time and within budget

Processes of dispute resolution

Performance issue

A performance Issue can be partner related or WP related (and therefore is WP leader issue) regarding serious risk of potential delay in a deliverable, and/ or quality of a deliverable, or inadequate interaction with the PC including bi-weekly and WP leader reports and meetings. This can be due to quality of partner staff, lack of availability, lack of consortium interaction, etc

The Performance issue process is:

1. Any partner can raise the potential Performance issue with the PC
2. Where the PC deems the issue to be a Performance issue, he raises it with the relevant WP leader and gives 15 to 30 days to remedy
3. If the issue is not remedied or the PC deems it serious enough to bypass step 2, the PC will raise it at the next (or specially convened) WP leader meeting. The WP leaders will decide whether a motion is to be raised at the next(or specially convened) SC meeting to formally put the partner on notice to remedy within 15 to 30 days.
4. Non-remedy to the satisfaction of the SC can lead SC to make the following decisions:
 1. Changes to WP task description
 2. Changes to WP deliverable description
 3. Changes to Task leader, and possible reduction of PM
 4. Changes to WP leader , and possible reduction of PM

Deliverable Breach

Quality approval process of Deliverable

- A. Deliverable sent to PM 2 weeks before deadline
- B. Deliverables goes to quality assurance committee
- C. PM sends to PC
 - g. PC accepts, or
 - h. PC requires revision – gives 2 weeks
 - vi. PC accepts, or
 - vii. PC requires revision – gives 1 week
 1. PC accepts and send to SC, or
 2. PC does not approve and sends to SC
 - a. SC gives one week
 - i. SC approves, or
 - ii. SC does not approve and goes to **Breach Process**.

Breach of Deliverable Deadline process

1. 2 weeks prior to deadline breached – PM sends advice email
2. 1 week prior to deadline breach – PM phones WP leader
3. Deadline breached
 - a. PC speaks to WP leader gives 2-4 week extension if valid reason
 - b. SC notified
4. 2-4 week breach
 - a. SC accepts, or
 - b. SC rejects and notifies partner that he will be Defaulting partner unless remedies within one month
 - c. SC decision to impose payment freeze, if not accepted by SC
 - d. SC to decide on partner eviction if still in breach

Meetings: description and frequency

WP leaders meeting

1. **WP leaders with active projects**
 - PC/PM calls
 1. Monthly joint WP leaders conference calls
 2. Bi weekly individual calls to all WP leaders in between monthly calls
2. **WP leaders with in-active projects**
 - Join monthly SC conference call only
3. **Steering committee meetings (straight away after monthly calls)**
 - a. All partners attend?

Website, Project management software and social media

- Project management software: Teamwork www.teamwork.com
- GRRIP website: www.grrip.eu
- GRRIP Googledoc account: grrip.project@gmail.com
- Twitter: https://twitter.com/GRRIP_PROJECT