



PORTABLECRAC

Portable Solution for the
Electrochemical Regeneration
of Activated Carbon

PORTABLE SOLUTION FOR THE ELECTROCHEMICAL REGENERATION OF ACTIVATED CARBON

Project number 768905

D10.1. Project Management Structures

Due date of deliverable: 30/11/2017

Actual submission date: 02/02/2018





TABLE OF CONTENTS

TABLE OF CONTENTS..... 2

PROJECT INFORMATION..... 3

DELIVERABLE DETAILS 4

INTRODUCTION 5

PROJECT MANAGEMENT STRUCTURES..... 5

 Decision making bodies..... 5

 A. Project Coordinator..... 5

 B. Scientific coordinator 5

 C. Steering Committee (SC) 5

 D. Project Coordination Committee (PCC) or Technical Committee 6

 E. Exploitation Board..... 6

 Specific implementation issues 7

 Graphical presentation..... 8

MEETINGS AND CONSORTIUM COMMUNICATION 8

 Communication 8

 Task frequency 9

**PROJECT INFORMATION**

Project full title: PORTABLE SOLUTIONS FOR THE ELECTROCHEMICAL REGENERATION OF ACTIVATED CARBON

Acronym: PORTABLECRAC

Call: H2020-SPIRE-2017

Topic: SPIRE-09-2017

Start date: October 1st 2017


Duration: 36 months

List of participants:

Participant No.	Participant Organisation Name	Short Name	Country
1 (Coord)	Contactica S.L.	CTA	Spain
2	Envirohemp S.L.	ENV	Spain
3	Grado Zero Innovation S.R.L.	GZI	Italy
4	Empresa mixta valenciana de aguas S.A.	EMIVASA	Spain
5	Agri pro ambiente consultores S.A.	AGRI-PRO	Portugal
6	Universidad de Alicante	UA	Spain
7	Universidad de Vigo	UVIGO	Spain



DELIVERABLE DETAILS

Document Number:	D10.1
Document Title:	Project Management Structures
Period:	10012017 - 11302017
WP:	WP10. Management based on KPIs and BSC
Task:	Task 10.1. Establishment of the project management structures
Author:	<p style="text-align: center;">CONTACTICA S.L.</p> 
Abstract:	<p>This document explains the management structures of PORTABLECRAC. The management and structure procedures are established in order to coordinate the efforts of all the partners involved in this project.</p>



INTRODUCTION

The management and structure procedures of PORTABLECRAC project are described in the Document of Action (DoA), in annex I of the Grant Agreement, as well as in the Consortium Agreement. The general management structure was explained in the project kick-off meeting, that took place in Alicante on October 10 - 11th, 2017.

PROJECT MANAGEMENT STRUCTURES

Decision making bodies

A. Project Coordinator

The coordinator of **PORTABLECRAC** is CONTACTICA Spain S.L. (CTA), and the person of the company responsible for this activity is Manuel Román Jimeno, CEO of the company. He will be in charge of making all contacts with the European Commission. He will provide the overall leadership and coordination and he will carry out the day-to-day operation of the project with the support of the Steering Committee and the Scientific Coordinator.

He will supervise the entire project, with special attention to coordinating the activities for the industrial partners in order to maximize efficiency and minimize risks. He will arrange the collection and exchange of documents concerning the project among participants. He will be also responsible for the distribution of EC funds to individual participants.

CTA has experience in the management of many European Projects, as well as international and national projects. CTA has developed bespoke project administration systems and methodologies to automate speed and increase the reliability and accuracy of many of the administrative tasks required and can bring a high degree of professional management to the project administration. The expertise of CTA will help **PORTABLECRAC** to keep to a minimum the costs, errors, delivery times and financial risks associated, sometimes, with the administration of large and complex projects.

B. Scientific coordinator

ENVIROHEMP (ENV) is the Scientific Coordinator. Carlos Sanchís as R&D manager is the responsible for this activity within **PORTABLECRAC**. The Scientific Coordinator will be in constant communication with the Project Coordinator, collaborating with the project management.

C. Steering Committee (SC)

It is comprised of the **Project Coordinator (CTA)**, the **Scientific Coordinator (ENV)** and **representatives of each partner**. The Steering Committee is the executive body of **PORTABLECRAC** and will be in charge of the project monitoring, daily coordination and periodic reporting (including reviews), risk due diligence, trouble shooting, and applying fall-back measures when necessary. This Committee is also responsible for the quality assurance of project results and financial monitoring of the project including partners. SC will also prepare the periodic reports, guiding the partners in the administrative requirements and establishing & benchmarking project milestones.



The SC will meet twice a year. Although it will be possible to call an extraordinary Steering Committee meeting in case of arising conflicts or any other trouble that could hinder the normal execution of the project.

The decision-making mechanism within SC will be by simple majority. In case of tie right of vote, the coordinator (CTA) will hold the decisive vote. No veto possibility will be present.

If a partner is absent during voting, the partner can give in advance to the coordination a written authorization (via email) with their vote to a specific decision. In case of not sending this written authorization they will lose the right to vote to that specific decision.

If a partner gives up the project once the project is running, the partner will lose the right of vote. If this partner is replaced, the vote will be given to the new partner. In case that the partner is not replaced, the decision making mechanism will continue being the same.

D. Project Coordination Committee (PCC) or Technical Committee

The Project Coordinator Committee (PCC) is composed by the **Project Coordinator (CTA), the Scientific Coordinator (ENV) and the WP leaders** in **PORTABLECRAC**. PCC will be responsible for assuring the timely completion of the work program, the management of the technical progress among WPs towards the objectives of the project, the coordination of knowledge transfer among the different work packages, the quality of the scientific/technological research as well as the exchange of results and knowledge among the consortium members to enable a transparency of concepts and a flexible data flow to support concurrent tasks.

Each individual team leader is responsible for technical issues and the project work at the partner site, the local task coordination and the timely production of results they are responsible for.

PCC will meet every three months to ensure the overall monitoring of the work progress. Since there will be 4 meetings per year, 2 of them will be combined with the planned meetings of the SC and the other two can be held through video or tele-conference

Decision-making mechanism: PCC will approve official reports, publications or any other technical decision affecting the project execution by simple majority. Final decisions will be presented to SC who will have the final vote to accomplish or not.

E. Exploitation Board

Exploitation Board will be instituted at the first meeting of the Project Coordination Committee and the Steering Committee. The Exploitation Management group will be constituted and chaired by CTA and advised by the R&D Leaders. This structure will ensure the efficient dissemination and exploitation of results from **PORTABLECRAC**.

CONTACTICA SL (CTA) will be the Exploitation Manager and its CEO, Manuel Román Jimeno, will be the responsible for this activity. Manuel Román Jimeno owns Bachelor in Economics, MBA in the EOI business school and postgraduate studies in the Swedish School of economics. He has long experience as international project director in HAB winery group belonging to Acciona Group, where he was in charge of the management of knowledge and intellectual



property. He created CONTACTICA in 2010 and he is the current director of the company where he coordinates, develops and executes projects in the innovation field.

Manuel Román is also in charge of the management of knowledge and intellectual property of the company projects and he will be responsible, as an impartial person, for generating and managing the formal Exploitation plan for **PORTABLECRAC**.

Moreover, he will be responsible for all IPR both Foreground and Background. He will be in charge of the oversight of the commercial assessment and protection of any Foreground IP generated by the project, as well as negotiation of license agreements to enable the transfer of project's results outside the consortium for exploitation purposes. Additionally, CTA will help in recruiting the services of an European Patent Attorney when prosecuting patents and license rights.

Management of IPRs will be performed following the IAPED methodology: **IDENTIFY–ASSESS–PROTECT–EXPLOIT–DISSEMINATE**. All exploitable results will be identified, assessed and protected first, and only then will exploitation and dissemination take place. Dissemination of results by any partner will have to be authorised by the SC.

Within this context, preliminary arrangements related to the future exploitation of results have been agreed at proposal stage by SME partners and RTD partners, based on their different roles through the added-value chain.

There will be an exploitation plan in order to guarantee a correct handling of knowledge and technology dissemination and exploitation. It will also include conditions for confidentiality and conditions regarding publications of results.

The plan will include a special clause, operative at the end of the Project and related to the potential objects of commercialization. A special attention will be paid to the dissemination of results that could lead to the industrial application. The industrial partners from the consortium will have a free access to obtained knowledge, with the limits established in the background IPR or others specified by the RTDs and defined in the Consortium Agreement

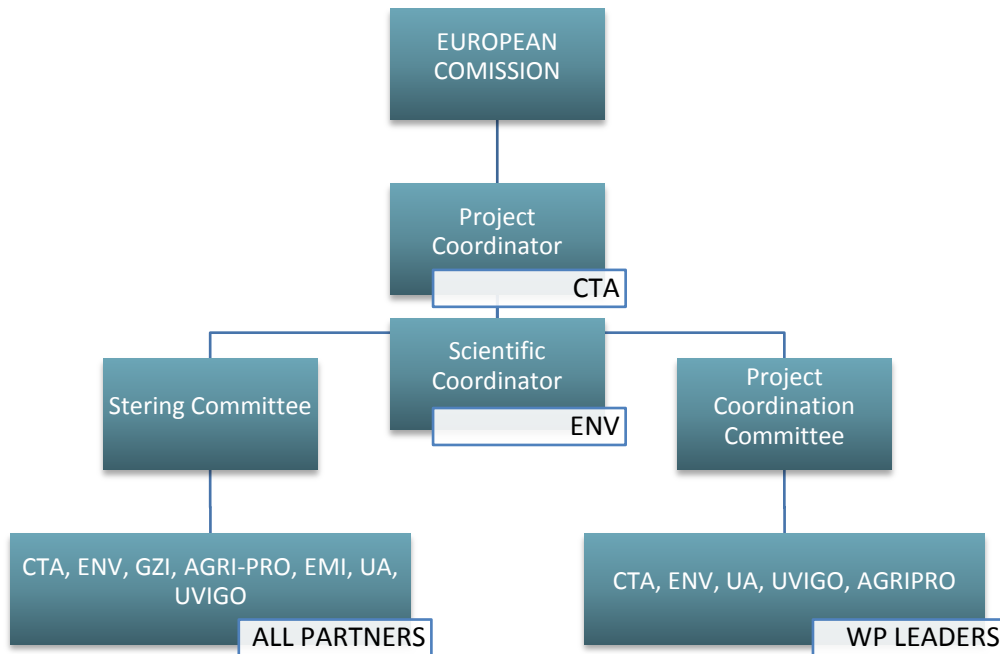
Specific implementation issues

- Conflict Resolution. Any conflict issues arise between parties will be submitted to the Steering Committee for mediation and resolution.
- Risk and contingency management will be performed by the Coordinator and Project Coordination Committee using Failure Mode Effects Analysis (FMEA) techniques applied to individual Work Packages and across the inter-dependencies between WPs. This will enable an accurate assessment of risk and the application of a remedial action depending on the severity of the detected failure, being the three main levels of action:
 - Repeating elements of the task and varying the activity to produce an improvement on the result.
 - Compensating lower levels of achievement by adjusting related deliverables.



- Applying an alternative development route.

Graphical presentation



MEETINGS AND CONSORTIUM COMMUNICATION

Communication

All formal communication within the project will be monitored and managed through a project website. This website will consist of a number of spaces designated to individual work packages within the project, with a designated password-protected access. Documents will be uploaded to the webpage by the partners themselves. Once a document is uploaded, a confirmation must be sent to the other partners.

The website will also have a public part, in which there will be information about the project and the consortium, as well as other contents of interest related to the project.

The portal will be administered by the Project Coordinator or a designated Portal Manager, who will support its setting-up based on its wide expertise on web-based project management tools.

All the e-mails sent among the partners will be automatically copied and forwarded to the coordinator in order to keep him informed about the situation and the progress (or problems) of the project. A special coding system will be used to control the mailing to the partners and the coordinator. Besides, all e-mails among partners within a specifically WP will be automatically copied and forwarded to the WP leader.



Furthermore, the communication flow within the consortium will be assured by regular electronic mail contacts with a direct exchange of the major importance results.

Task frequency

Monthly: each Task Leader will report progress to the Work Package leader. The progress of the project will be evaluated and measured based upon achievements of Project Milestones and Deliverables, as well as KPIs. For this purpose a discussion on each relevant WP will be organized and headed by the Work Package leader.

PORTABLECRAC coordinator will review the monthly reports and will monitor the inputs from core group.

Every three months: review of individual Risk Assessment by the R&D WPs leaders and the Exploitation Manager. Meeting of the Project Coordination Committee. Besides, the performance will be evaluated against the deliverables to assess the cumulative effect of all failures on the final set of project objectives (BSC).

Every six months: Meeting of the Steering Committee. The SC meetings will be always organized at the location of a different partner's institute or at the location of the industrial partners.

Each partner will present the interim results and data achieved in the form of an oral presentation and in the form of electronic files containing all details. The minutes of the meetings and all presentations and reports will be compiled by the coordinator and distributed among all partners.

The Commission will be invited to all meetings and notified at least 6 weeks in advance and will be provided with the minutes within one month after the meeting.

Annually: Review of the Exploitation Plan and assessment against the deliverables and milestones, and corrective measures of potential deviation in the Work Plan.

The milestones indicated for each work package, plus the mid-term and final reviews will be used to assess the progress of the project and the ability of the programme to accomplish the tasks specified and to achieve the desired results. Any changes in the work plan that are suggested by these reviews – necessary for correction or remedial action - will be discussed by the SC, and special review meetings will be held regarding the mid-term and final reviews to which a representative from the commission will be invited.

After every 12 months, the consortium will evaluate the feasibility of the project regarding scientific results and use of resources. The consortium will identify weak points and will adjust and improve the WPs accordingly. The evaluation will be made in the presence of a representative of the EC.