Deliverable 5.1
Set of Guidelines

Lead Partner: RZCC

Authors: Joyce de Laat

Contributors: All partners

Date: 14-10-2015

Revision: V1.0

Dissemination Level: PUBLIC

Content

1   Introduction

This document has been set up at the beginning of the project and was discussed during the first General Assembly meeting with the whole partnership. The 'Set of Guidelines' includes the management structure of the ENSAFE project and the implementation plan that was set up by the Project Coordinator as an internal monitoring system. Furthermore the reporting responsibilities are listed in this document.

2   Management structure

The management structure has been visualized in Figure 1 below and is formalized in the Consortium Agreement. The role and responsibility of each organ are outlined below the figure.
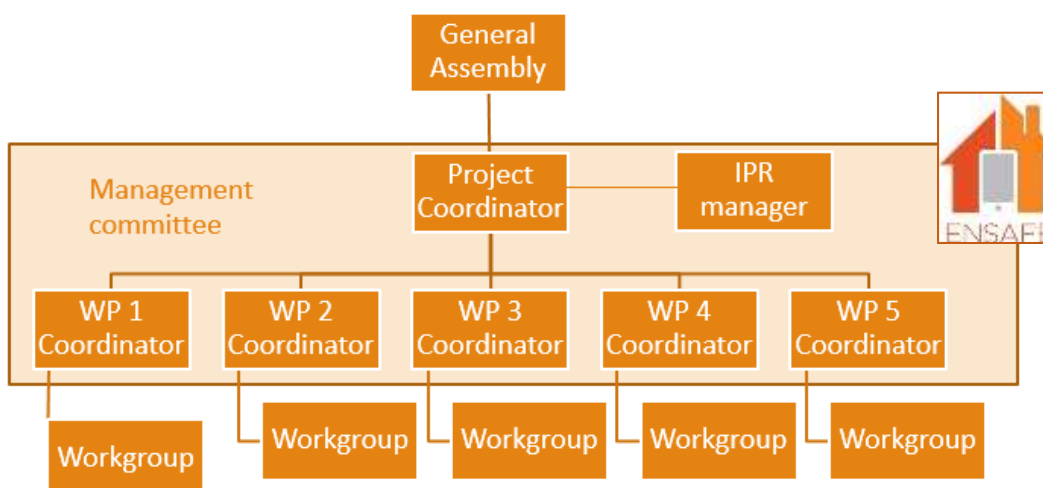

Figure 1 - ENSAFE Management Structure

General Assembly. The General Assembly consists of one representative of each partner organisation. Each representative has one vote and may appoint a substitute to attend and vote at any meeting. The General Assembly is entitled for: (i) deciding political and strategic orientation of the Project; its Workplan and Budget; (ii) making proposals to the Parties deciding upon the Workplan and its major changes; (iii) making proposals to the Parties upon the allocation of the Budget to the Workplan and approving the changes of the Project Shares, if exceeding 10% of the EU contribution; (iv) making proposals to the Parties upon the review and/or amendment of terms of the EU Contract and approving them; (v) making proposals to the Parties to suspend all or part of the Project or to terminate all or part of the Contract, or to request the Commission to terminate the participation of one or more Contractor and approving thems; (vi) in case of default of a Contractor, agreeing on actions to be taken against the Defaulting Contractor; agreeing procedures and policies in accordance with the Contract for the management of the Knowledge, IPR and Publications matters.

Project Coordinator. The Coordinator is responsible for the overall management of the Project. In particular, the Coordinator shall be responsible for: a) Vis-à-vis the Commission: (i) supervising the scientific, technical and administrative progress of the Project, and keeping informed the Commission of all the relevant information as specified in the Contract; (ii) coordinating the reporting to the Commission on the basis of the information gathered from the partner organisations; (iii) submitting documentation to the Commission, including all reports, Project Deliverables and any other necessary information required. b) Vis-à-vis the other partner organisations: (i) organising the activities and chairing the meetings of the General Assembly and Management Committee; (ii) forwarding any documents and information connected with the Contract performance to the General Assembly , Management Committee and the partner organisations concerned; (iii) acting as an intermediate between the partner organisations.

IPR manager. The IPR manager is responsible for setting up the IPR agreement and make sure that these guidelines will be followed by the partners.

Management Committee. The Management Committee consist of one representative of each WorkPackage of the project, indicated by the General Assembly. Under the control of and in compliance with the decisions of the General Assembly, the Management Committee is responsible for: (i) implementing the political and strategic orientation decided by the General Assembly ; (ii) making proposals to the General Assembly about changes in the contract and actions against defaulting Contractors; (iii) implementing the Workplan; (iii) monitoring the progress of activities against the Project Deliverables; (iv) supporting the Co-ordinator in elaborating reports on whole Project;(v) proposing to the General Assembly any amendments and integrations of the the Workplan; (vi) agreeing on press releases and joint publications and making proposals to the Parties on the policy of dissemination and exploitation of the results; (viii) ensuring the respect of quality standards; (ix) overseeing the promotion of gender equality in the project and the respect of ethical rules; establishing liaisons with other international organisations; facilitating the resolution of conflicts (if any).

Meetings. The General Assembly normally meets every six months. Furthermore, there are monthly teleconferences with all partner organisations to discuss the latest updates. When needed, additional teleconferences with the workgroups are being planned.

Contact list. A list with the contact details of all project partners is uploaded to the online platform Basecamp. Basecamp serves as a platform to share documents and start discussions.

3 Implementation plan

A GANTT chart was developed during the project development and finalized after approval. This chart lists all the work packages and the including tasks (see figure 2 below). The GANTT chart served as the basis for the implementation plan; an internal tool developed to monitor progress of the project activities and deliverables. Figure 3 shows a small impression of the implementation plan.

With colours the process can be monitored in only one overview (white: not yet active, orange: action must be undertaken, red: action overdue, green: action completed).
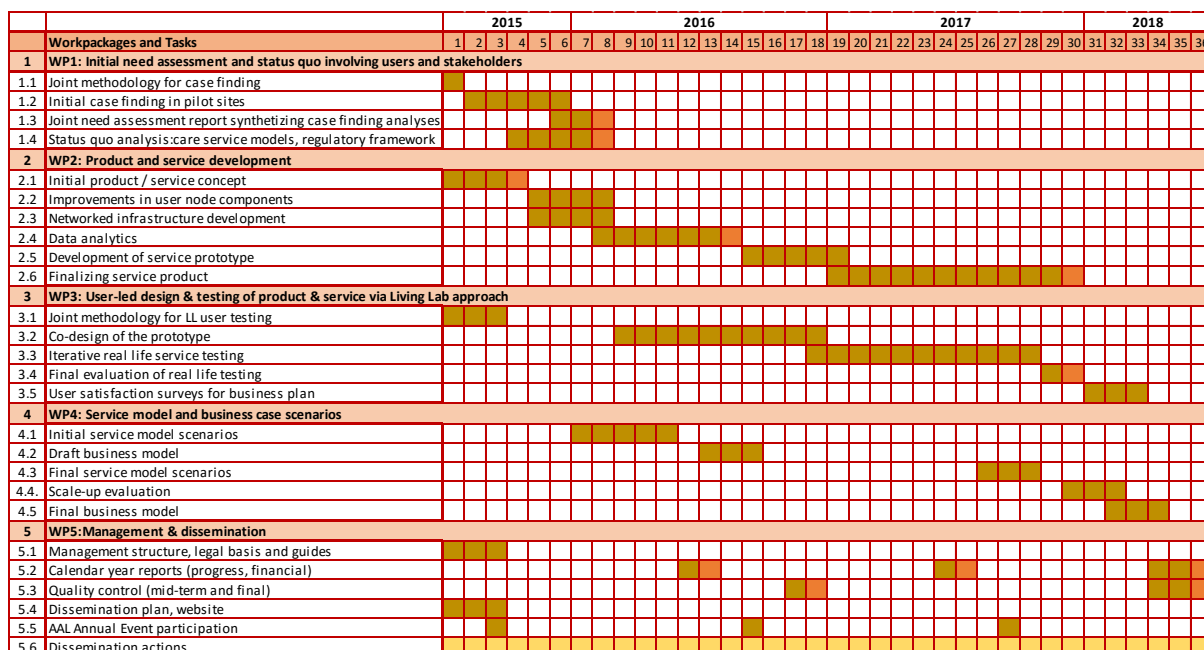
	Workpackages and Tasks	2015						2016												2017												2018					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
1	**WP1: Initial need assessment and status quo involving users and stakeholders**																																				
1.1	Joint methodology for case finding																																				
1.2	Initial case finding in pilot sites																																				
1.3	Joint need assessment report synthetizing case finding analyses																																				
1.4	Status quo analysis:care service models, regulatory framework																																				
2	**WP2: Product and service development**																																				
2.1	Initial product / service concept																																				
2.2	Improvements in user node components																																				
2.3	Networked infrastructure development																																				
2.4	Data analytics																																				
2.5	Development of service prototype																																				
2.6	Finalizing service product																																				
3	**WP3: User-led design & testing of product & service via Living Lab approach**																																				
3.1	Joint methodology for LL user testing																																				
3.2	Co-design of the prototype																																				
3.3	Iterative real life service testing																																				
3.4	Final evaluation of real life testing																																				
3.5	User satisfaction surveys for business plan																																				
4	**WP4: Service model and business case scenarios**																																				
4.1	Initial service model scenarios																																				
4.2	Draft business model																																				
4.3	Final service model scenarios																																				
4.4.	Scale-up evaluation																																				
4.5	Final business model																																				
5	**WP5:Management & dissemination**																																				
5.1	Management structure, legal basis and guides																																				
5.2	Calendar year reports (progress, financial)																																				
5.3	Quality control (mid-term and final)																																				
5.4	Dissemination plan, website																																				
5.5	AAL Annual Event participation																																				
5.6	Dissemination actions																																				

Figure 2: GANTT chart

Task	Status			Develiverables	Output quantified	Output ownership	Participants	Date deadline(s)	Textual status / progress	Evidence
	WP1: Initial need assessment and status quo involving users & stakeholders ACTION COMPLETED					WP Leader: NWCAHSN				
1.1.	Joint methodology for case finding	ACTION MUST BE UNDERTAKEN ACTION OVERDUE NOT YET ACTIVE	D1.1.	Joint methodology for case finding	document	NWCAHSN		M1		
1.2.	Initial case finding in pilot sites	ACTION COMPLETED ACTION MUST BE UNDERTAKEN	D1.2.	Case finding analyses in the four pilot sites	document	PROGES	UNIPR, NWCAHSN,	M6		
1.3	Joint need assesment report synthesizing the case finding analyses	ACTION COMPLETED ACTION MUST BE UNDERTAKEN ACTION OVERDUE NOT YET ACTIVE	D1.3.	Joint need assesment report synthesizing the case finding analyses	document	NWCAHSN	UniPR, TU/e, PROGRES, SICS, MTD	M8		
1.4.	Status Quo analysis: care service models and regulatory framework	ACTION COMPLETED ACTION MUST BE UNDERTAKEN ACTION OVERDUE NOT YET ACTIVE	D1.4.	Status Quo analysis on service models and regulatory framework	document	NWCAHSN	TU/e, SICS, MTD	M8		

Figure 3: Part of the implementation plan

4 Reporting

Besides the national obligations for project reporting (which concerns the individual partners within a project), few efforts are requested from the central AAL programme level to assess the progress of the projects. The framework for consortia level reports and reviews is:

- Annual progress and financial report *(June/July 2016 and 2017)*

- Mid-term review of the project (physical review) *(December 2016)*

- A final report about achievements and financial data (remote review) *(June 2018)*

Relevant documents for reports and reviews can be found on the AAL website:
http://www.aaleurope.eu/documents-ressources/resources-for-project-coordinators/

All project public deliverables and dissemination material should be sent to AAL CMU and will be made available on the AAL Public Deliverables website: http://deliverables.aal-europe.eu/