

WP1 - Work package description

Work package number	WP1
Type of activity	MGT
Work package title	Management of the Consortium
Start month	1
End month	36
Lead beneficiary number	1

Objectives:

- 1) To establish and manage the consortium
- 2) To manage delivery and reporting of the project tasks and deliverables for the consortium.
- 3) To administer the community financial contribution for the consortium.
- 4) To participate in the Commission's Concertation and Dissemination programmes.

Description of work and role of partners:

Task 1.1

Establish the i4Life project web-site and its links to the Catalogue of Life.

Task 1.2

Establish and administer a Management Committee to manage, monitor and report the progression of the project tasks, the completion of milestones and deliverables, and compliance with the grant agreement.

Task 1.3

Review the reports on tasks, and the achievement Project Milestones and Deliverables prior to transmitting them to the Commission for the Consortium.

Task 1.4

Manage the keeping of records and financial accounts, and the receipt, claiming and distribution of funds to beneficiaries at the start, each year, and at the close of the project.

Task 1.5

Prepare and submit the periodic Management Reports, and the Final Report.

Task 1.6

Concertation: The project will actively participate in joint activities and meetings related to the Commission's e-Infrastructures Programme and other related areas, including the participation and contribution to relevant working groups established under the above initiative. The objective of the concertation activity is to optimise synergies between projects and the collective impact and value of the Programme.

Task 1.7

Dissemination: The project will provide input for relevant European Commission initiated dissemination activities (e.g. press releases, news bulletins, brochures, success stories, posters, web-based publications, multimedia material etc.). In this context the project's dissemination messages will also reflect its broader societal and economic impact. The project's dissemination material in relation to the above goal will be regularly updated in deliverable D1.1.

Person-Months per Participant:

Participant number	Participant short name	Person-months per participant
1	UR	13.80
	Total	13.80

List of deliverables:

Deliverable Number	Deliverable Title	Lead Beneficiary number	Estimated indicative person-months	Nature	Dissemination level	Delivery date
D1.1	Launch the web-site	1	1.80	D	PU	5
D1.2	First Periodic Management Report	1	1.00	R	RE	14
D1.3	Second Periodic Management Report	1	1.00	R	RE	24
D1.4	Report on exploitation of the foreground IPR	1	4.50	R	PU	24
D1.5	Final Report	1	5.50	R	PU	36
		Total	13.80			

Description of deliverables:

D1.1)

Launch the web-site: Launch the i4Life project web-site at www.i4Life.eu and update regularly.

[month 5]

D1.2)

First Periodic Management Report: First Periodic Management Report of Networking, Services & Joint Research for year 1

[month 14]

D1.3)

Second Periodic Management Report: Second Periodic Management Report of Networking, Services & Joint Research for year 2

[month 24]

D1.4)

Report on exploitation of the foreground IPR: Report on exploitation of the foreground IPR created across the project.

[month 24]

D1.5)

Final Report: Final Report on the i4LifeVirtual Research Community.

[month 36]

Schedule of relevant Milestones:

Milestone number	Milestone name	Lead beneficiary number	Delivery date from Annex I	Comments
MS5	Management Committee and full task monitoring in place	1	6	