



Work Package 1

MANAGEMENT

The bulk of project management is shared between the Coordinator and the Operations Manager, both GFZ. A clear definition of roles and tasks as well as frequent contacts will ensure seamless interaction between them. The coordinator will oversee the overall legal, contractual, ethical, financial and administrative management. The Operations Manager has the largest share in terms of workforce of Work Package 1, being in charge of the execution of most tasks and advising of the Coordinator.

DESCRIPTION OF THE ACTIVITIES

Legal and financial Management

1. **Project office**, contact point and support for Consortium.
2. **Internal communication**: Consortium information and data exchange through website and other online services. Online services including a secure data exchange platform, timeline (online Gantt chart), calendar, mailing and address lists.
3. **Organisation of consortium meetings** (GFZ and hosting partner). Meetings of the entire Consortium are scheduled twice every year.
4. **Contractual, legal and financial management**: Consortium Agreement, EC Grant Agreement amendments, supervision of financial issues;
5. **Reporting**: every 12 months.
6. **Guidance**: All partners receive clear management guidelines recapitulating the procedures for internal communication, dissemination, and quality management as laid down in the Consortium Agreement, the EC Grant Agreement.

Scientific Coordination

GFZ will lead the scientific coordination and monitoring of subprojects and WPs (including the activities as WP leader) including the following activities:

1. Supervision of the project's overall progress and global critical path, risk management.
2. The scientific review of the work performed by the partners including scientific deliverables and the coordination of internal progress reports. Verification of the quality, consistency and respect of deadlines.
3. Review of the scientific part of the reports and deliverables to be submitted to the EU according to the quality management procedures.
4. Conflict resolving relating to technical and organisational issues.
5. Preparation of scientific meetings.
6. Activities related to participation in scientific decision making bodies such executive committees, scientific advisory boards and steering committees.

DELIVERABLES

- 1.1: Management Guidelines

WP1



CONTACT

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