



Project: Network of Competence on Internet of Things
[NEON]

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Work Package 8: Project coordination and management

Title: D8.1 Report on the project management (PM)
board and its establishment.

Lead Organization: UNI-KLU

**Participating
Organization:** UNI-KLU, UC3M, UNC, UNS, UNMDP, UdelaR,
UCU, INCUTEX, ALASSIO, ALENET

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Task	T8.1 Creation of a project management (PM) board (Task leader: UNI-KLU).	

Revision History				
Version	Date	Author(s)	Organization(s)	Brief description of change
1	25.1.2021	A. Tonello	UNI-KLU	Super draft
2	16.3.2021	A. Tonello	UNI-KLU	Super draft modified
3	30.8.2021	A.Tonello, Emma Schneider	UNI-KLU	Report
4	23.5.2022	A.Tonello, Surabhi Chhetri	UNI-KLU	Amendment: new PS and FO

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1 Introduction

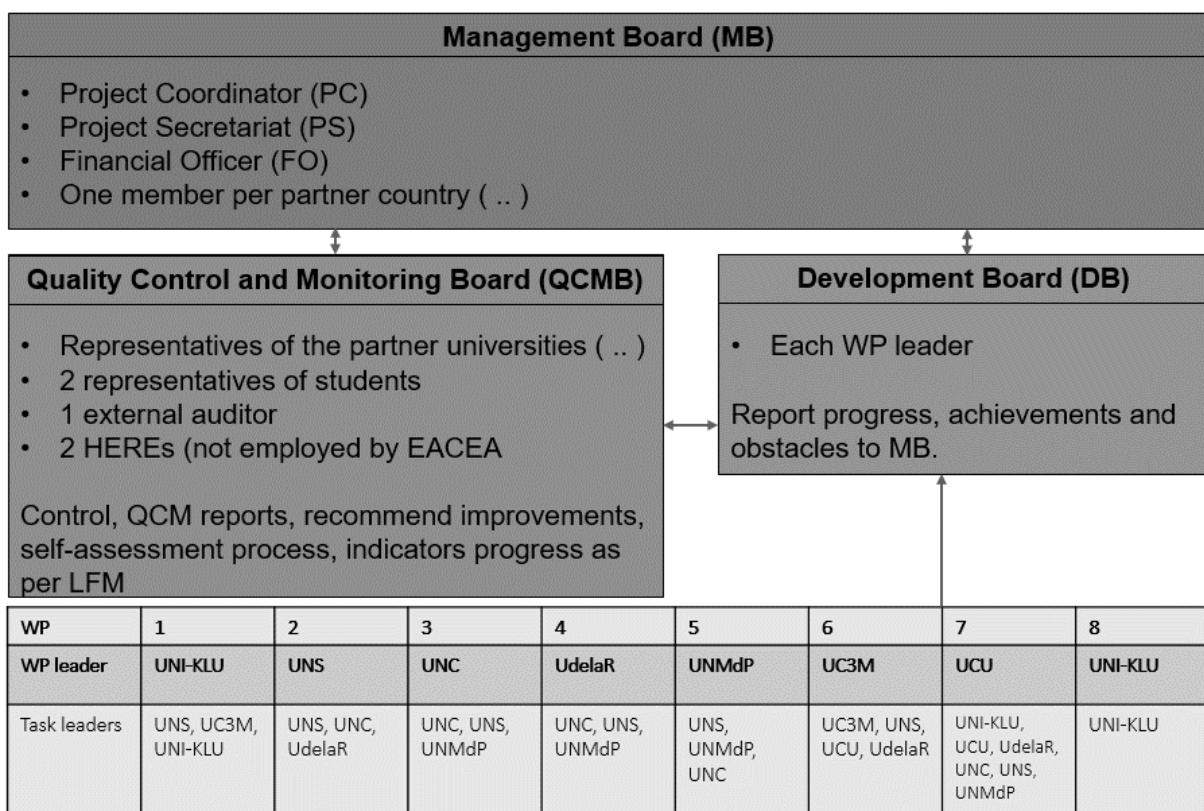
The deliverable “Report on the project management (PM) board and its establishment” reports the results of the activities carried out in WP8:

T8.1 Creation of a project management (PM) board (**Task leader: UNI-KLU**).

2 Objectives of the Deliverable

This document details the structure of the project management and delineates their roles and responsibilities, such as the project coordinator, the financial officer, the secretariat and one representative member per partner country.

3 Project management structure



4 Roles and responsibilities

4.1 Management Board (MB)

The Management Board (MB) is led by the Project Coordinator (PC) and comprises of one representative per project partner country. It also includes a Project Secretariat (PS) who also acts as a Financial Officer (FO).

The responsibilities of the MB include monitoring the project progress, the achievement of milestones, the delivery of planned results as well as monitoring the financial aspects and keeping track of the resources used. For monitoring the development activities closely, the MB consults the DB.

The MB has regular monthly project meetings, via conference calls with the members of all the partner institutions, wherein the implementation activities and status updates for each work package are verified, discussed and the action items determined.

4.1.1 Project coordinator (PC)

The PC coordinates with the partner representatives closely, to ensure that the project progresses efficiently, the actions are well coordinated, and if necessary appropriately delegated. The PC tasks are, therefore, to:

- Lead and coordinate the project and the MB
- Monitor the project implementation in close relation to the DB
- Monitor the project's financial aspects in consultation with the FO
- Evaluate problems and develop contingency plans.
- Collect the financial reports from the partners, review them, and prepare the reports due for submission to the funding agency
- Manage the organization of plenary project meetings and events.

4.1.2 Project secretariat (PS)

The PS is responsible of administrative tasks, maintaining non-financial records, and overseeing or performing secretarial duties.

4.1.3 Financial officer (FO)

The role of the FO includes providing financial and administrative support to partners, clients and stakeholders of the project. The FO, therefore, performs the following tasks:

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare annual and bi-annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank transactions (deposits and payments)
- Assist in budget preparation

4.1.4 Representative of Argentinian and Uruguayan partner countries

The representative of Argentinian and Uruguayan partner countries are involved in the coordination, the support and the representation of the project partners of his country.

4.2 Development Board (DB)

The DB includes the WP leaders and reports the project progress through implementation activities, achievements, and possible issues and difficulties to the MB. The MB then analyzes the situation and eventually proposes a contingency plan so that the project can progress and achieve the planned goals. The DB is responsible to organize more frequent meetings or conference calls to discuss development and implementation activities and report to the PC and MB especially if some issues or difficulties are encountered. The activities of the PC is aided by the PS that works on administrative and organizational activities, such as, distributing meeting minutes, maintaining the project calendar, coordinating the exchange of information, coordinating the organization of meetings, seminars, workshops, and maintaining the book keeping necessary to the FO for budgeting and financial activities. Finally, conflicts resolution is managed together with the QB as described in WP5.

4.2.1 Work Package leader (WP leader)

The role of the WP leader is to manage the activities related to their respective work package. The WP leader, together with involved participating partners and Task leaders, has to finalize the deliverables in due time and finally, report the results to the PC.

4.2.2 Task leader

The role of the Task leader is to manage the activities related to their assigned Task. The Task leader, together with involved participating partners, has to finalize the deliverables in due time and report the results to the WP leader. Although, a Task leader is not a member of DB, nevertheless, can be invited to DB meetings to report on the task's activity.

5 Conclusions

The documents "Board resolution of NEON management board appointing members" and "Board resolution of NEON development board appointing members" with the list of members are attached as annexes.

6 Annexes:

6.1 Board resolution of NEON management board

APPOINTMENT OF MANAGEMENT BOARD MEMBERS

During the kick-off meeting held on 5th February 2021 (virtually) the following persons have been nominated to the Management board:

Project coordinator (PC)	Andrea Tonello
Project secretariat (PS)	Emma Schneider
Financial officer (FO)	Emma Schneider
Representative of Argentinian partner countries	Juan Cousseau
Representative of Uruguayan partner countries	Matias Miguez

Note: From May 2022, the PS and FO roles have been taken over by Surabhi Chhetri.

6.2 Board resolution of NEON development board

APPOINTMENT OF DEVELOPMENT BOARD MEMBERS

During the kick-off meeting held on 5th February 2021 (virtually) the following persons have been nominated to the Development board:

Work package 1 leader	Nunzio A. Letizia
Work package 2 leader	Juan Cousseau
Work package 3 leader	Jorge Finochietto
Work package 4 leader	Leonardo Steinfeld Volpe
Work package 5 leader	Patricio Donato
Work package 6 leader	Ana Garcia Armada
Work package 7 leader	Matias Miguez
Work package 8 leader	Andrea Tonello