JPI on Cultural Heritage
Governing Board Meeting

Paris, 10th December 2015

JHEP2
WP4 – Coordination and Management

Patrizia Bianconi
Coordination Unit
WP4 : OBJECTIVES (1)

The overall objective of this work package is to ensure an efficient and professional management of the JHEP2 Coordination Action and the JPICH in order to continuously orientate all activities towards the objectives and to ensure their fulfilment within time plan and budget. This includes to:

• Set up and maintain the Coordination Unit that will support the JHEP2 Coordination Action and the JPICH Initiative management structure and activities on alignment

• Ensure an efficient communication flow between the JHEP2 Participants, with the Participants and Observers of the JPICH Initiative, Governing Board, Executive Board, Scientific Committee, Advisory Board and with the European Commission.
WP4 : OBJECTIVES (2)

• Ensure the evolution of the JPICH governance structure in support of alignment.
• Ensure coherent implementation of the various WPs and oversee the development of the Project and the Partners’ work
• Monitor on going activities and results of the JHEP2 Coordination Action and proactively take actions to avoid, or in case needed, correct deviations.
• Ensure the realisation of the JHEP2 Coordination Action website with an intranet area reserved to participants, intermediate and final reports, and the organisation of the annual and final meetings.
WP4 Leader and Task Leader - P1
MIBAC, Italy

Task 4.1. Communication and dissemination activities

Task 4.2. Strategic management

Task 4.3. Daily management of the JHEP2 Coordination Action and the JPICH Initiative

Task 4.4. Financial and administrative management of the JHEP2 Coordination Action
WP4 : Task 4.1. Communication and dissemination activities

• Communication is considered an indispensable tool for externally demonstrating national political commitment to the JPI on Cultural Heritage. It will be developed through the 4WPs. Following the GPC recommendation, communication needs to be undertaken at all levels: EU, GPC and JPI level.

• As long as the national policies alignment process is developed within the WP1 and the corresponding monitoring is performed by the KPIs (WP3), a specific cluster of dissemination and communication activities will be designed to properly address the various target audience groups.
This task will ensure:

• the relevance of JHEP2 work plan as regarding alignment within JPICH participants;
• the involvement of countries not already involved in JPICH (including observer);
• the evolution of the JPICH governance structure in support of alignment, including the setting up of task force composed by members of the Executive Board.
WP4 : Task 4.3. Daily management of the JHEP2 Coordination Action and the JPICH Initiative

The daily management of the JHEP2 Coordination Action and the JPICH Initiative Structure will be in charge by the administrative support of the Coordination Unit. This task includes the development and follows up of a web-based intranet platform to share the documents and information related to JHEP2 and JPICH and a web-based video conferencing system to ease communication within the members.

The Coordination Unit will organize the meetings for the Governing Board, the Executive Board and other advisory structures, including Scientific Committee and will provide support for the preparation and follow up of these meetings, namely editing documents necessary to the meetings, writing minutes and circulating information among members.
WP4 : Task 4.4. Financial and administrative management of the JHEP2 Coordination Action

This task includes the management and monitoring of the project budget, the distribution to the JHEP2 beneficiaries of the European Commission contribution, the management of contractual issues (through amendments of the grant agreement if necessary) and contact with the European Commission.

The Coordinator will be in charge of compiling the periodical progress reports towards the European Commission, including coordination of cost statements with the Beneficiaries’ administrations.
D4.1) Communication and dissemination strategy (month 6)

D4.2) Report on communication and dissemination activities (month 48)

D4.3) JPICH Report on management activities (month 18)

D4.4) JPICH Report on management activities (month 36)
D4.5) First Review Interim report (month 18)

D4.6) Second Review Interim report (month 36)

D4.7) Final report (month 48)
WP4 : MILESTONES AND EXPECTED RESULTS

M8) JHEP2 web site and JPICH web site (month 2)

M9) Agreement on dissemination and communication preliminary strategy (month 8)

M10) Kick-off meeting (month 1)

M11) Final meeting (month 48)

M12) First Review Interim meeting (month 17)

M13) Second Review Interim meeting (month 35)
WP4 – Coordination and Management

- Grant Agreement
- Consortium Agreement
- Periodic technical reports
- Periodic administrative reports
- Budget of the project
- Dissemination tools
Before grant signature, each beneficiary has to sign the Declaration of honour.

When the grant preparation is finished, it is digitally sealed by the Commission, insuring the integrity of its contents.

The Legal Signatory of the coordinating entity signs the grant electronically.

The Commission signs the grant electronically.

Each beneficiary, through their Legal Signatories, must then sign electronically the "Accession forms" part.

The Grant Agreement is then finalised.
CONSORTIUM AGREEMENT

As the GA enter in force the 1 January 2016

⇒ The CA draft will be sent you by 5 February 2016!!

⇒ The beneficiaries partners may send their amendments by two weeks

⇒ We would define CA by 25 February 2016

⇒ The CA specify the organisation of the work among the Partners, organise the management of the Project and to define the rights and obligations of the Partners.
PERIODIC TECHNICAL / ADMINISTRATIVE REPORTS

Starting date of the contract : 01 January 2016

1st Review Interim Report (within 45 days) ⇒ 30 June 2017
2nd Review Interim Report (within 45 days) ⇒ 31 December 2018
FINAL PROJECT REPORT (within 45 days) ⇒ 31 December 2019
## JHEP2 PARTNERS BUDGET

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General Conditions

The financial contribution of the European Commission to the Project shall be distributed to the Partners by the Coordinator according to:

⇒ the Consortium Budget as included in the Grant

⇒ the approval of reports by the European Commission, and

⇒ the schedule of transfer of funds specified in the Grant.
Kick Off Meeting proposal

11 February 2016 (2.00 p.m – 5.00 p.m)

• Working in parallel for WPs (WP Leader + Task Leaders) to discuss the activities carried out and will be carried out

12 February 2016 (9.00 a.m - 1.00 p.m)

• Plenary session of all WPs and common discussion

12 February 2016 (2.00 p.m - 5.00 p.m)

Heritage Plus meeting in preparation of Mid Term Assessment Meeting scheduled for March 2016