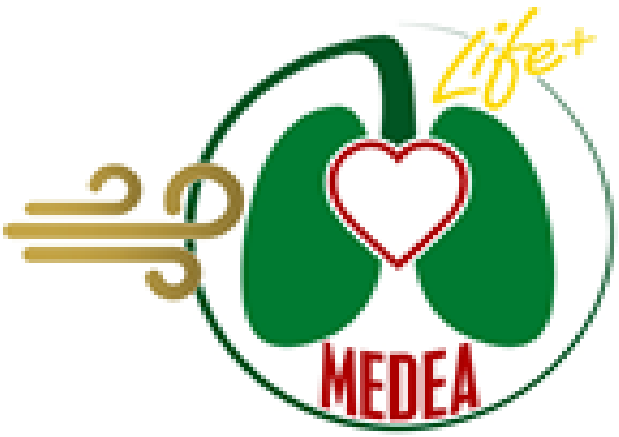


Sub-Action A.1.3

Deliverable A.1.3. A report on the established organisational structures and the procedures for the MEDEA performance

Responsible beneficiary: UCY

Date: 31/12/2018

This project is co-financed by the European Union within the framework of the LIFE Program under the Grant Agreement LIFE16CCA/CY/000041

A REPORT ON THE ESTABLISHED ORGANISATIONAL STRUCTURES AND THE PROCEDURES FOR THE MEDEA PERFORMANCE

INTRODUCTION

The LIFE+ MEDEA project officially started on September 1st 2017, following the signature of the Grant Agreement LIFE16 CCA /CY/000041 with the Executive Agency for Small and Medium-sized Enterprises (EASME) that acts on behalf the European Commission. This deliverable describes the Project Organisation and procedures of the MEDEA project. Moreover it includes a summary of the overall project management details in terms of deliverables and key meetings in order to ensure the production of high-quality results in line with the project plan as described in the proposal. The different bodies of the project are identified and Action Leaders are nominated. The deliverable summarizes also all the documents to be used during the project, both the internal Consortium documents and the rest of required documents as specified in the Grant Agreement.

ORGANISATIONAL STRUCTURE

Within the framework of life project environment the establishment of a well-functioning project management structure is essential for the successful implementation of MEDEA project.

The organisational structure of MEDEA project includes the following bodies:

- the Steering Committee as decision-making body
- a Project management team consisting of the project coordinator and the project manager for the operative management of the project
- Partners responsible taking over the coordination of work package related tasks and activities.
- The Advisory Committee, providing external advice and supporting the dissemination of the results of the MEDEA project

STEERING COMMITTEE

Steering committee (SC) was set up during the MEDEA kick-off meeting and will support the project coordinator and project manager by acting as a supervisory body to ensure that the work described in individual actions is carried out. The SC consists of the following people the project coordinator(PC) Prof Panayioti Yiallouro, the project manager Panayioti Koui and the leads of the six associated beneficiaries, Dr Victor Novack for SCRC,Dr Stefania Papatheodorou for CUT, Stathi Revva for E.n.A, Christo Kaniklidi for CYBC, Chrysantho Savvide for DLI and Prof Emmanouil Galanaki for UOC and it is chaired by the PC. The steering committee is responsible for the following:

- Decisions on technical roadmaps for the project and monitoring implementation;
- Provision of data for preparation of reports and deliverables to the commission.

Project Management Team

The coordination of the project actions is carried out by Prof Yiallouros - Project Coordinator (PC) and Panayiotis Kouis-Project Manager (PM) .The Managerial Team (PC and PM) ensures continuous communication between partners and supervise all work carried out in the various Actions. The PC ensures that all operative tasks are met in compliance with the agreed protocols, timetable and resource allocations, and perform adjustments whenever necessary. The coordination of the project also includes preparation of agendas and draft proposals for decisions to the meetings of the Steering Committee (SC), chairing and preparation of minutes of the meetings, collection of all necessary documentation (technical and financial reports) for the mid-term and final reports, as well as monitoring and implementing the decisions taken during the meetings. The administration of the overall budget and the financial tasks of the project is carried out by the managerial team. The PM deals with all administrative and financial matters concerning the coordination of the project together with UCY administration.

The coordination between LIFE MEDEA and the Commission is specifically addressed by the Managerial Team and includes collection and provision of information on the implementation of the planned activities, monitoring of the compliance with the project

milestones and ensuring the quality of deliverables and financial statements to the European Commission.

Local Contact Points

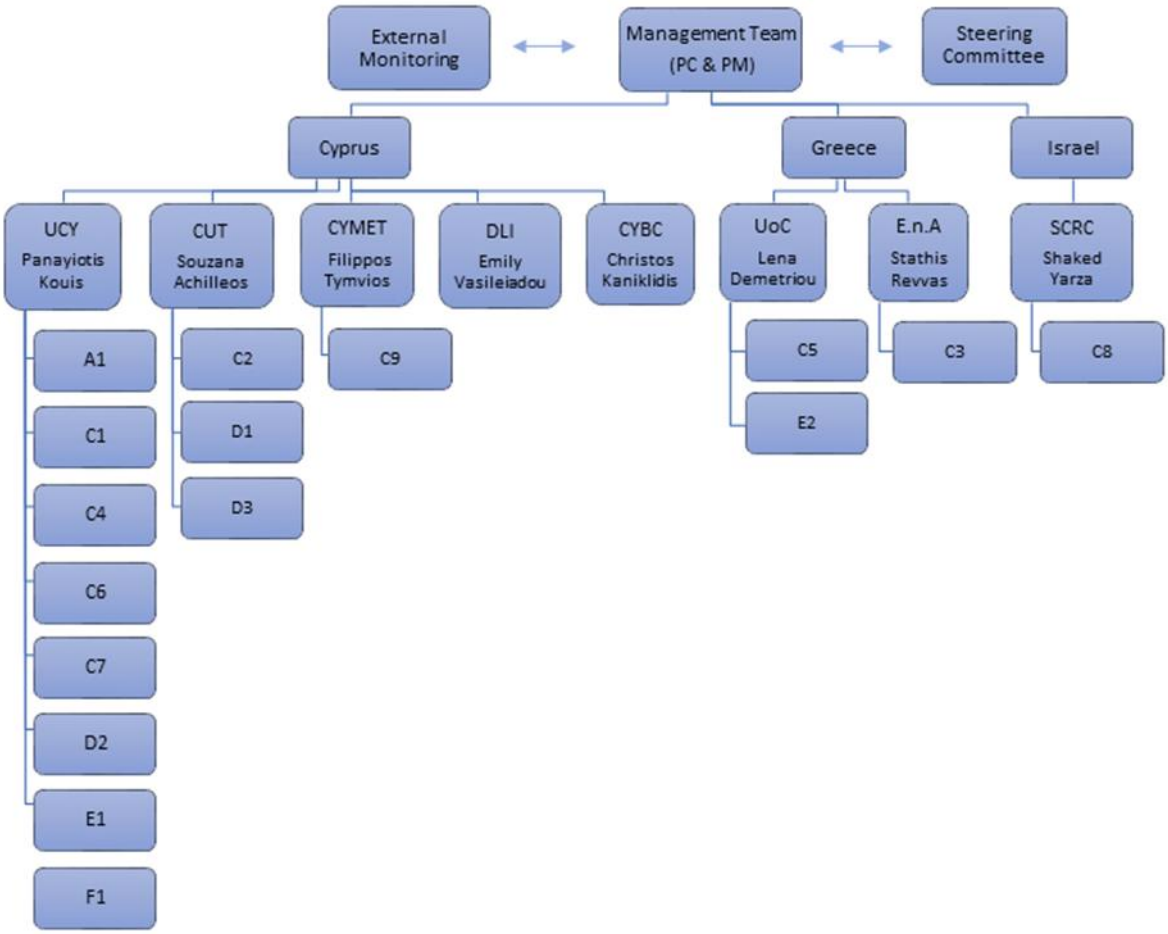
The work is organised into Actions, led by Actions Leaders which coordinate, plan, monitor and report to the management team about Action progress including on budget issues.

The management responsibility for each task in a work package is attributed to the appointed partner, who nominates an individual as Local Project Manager. The Leader Action is responsible for coordinating and reporting the work done by all participants in the task. Mrs Lena Demetriou and Mrs Shaked Yarza are the local contact points for Crete and Israel respectively. They have frequent communication with Project Manager via email or Skype meetings to present the work package progress or to discuss with him technical or financial issues that they have been encountered in order to find a solution.

Advisory Committee

Additionally, an Advisory Committee (AC) which is an (external) consultative organ is set up in order to provide external advice and supporting the dissemination of the results of the MEDEA project to local communities and authorities and will gathered once a year adjacent to the annual meetings of the MEDEA project. The Advisory committee encompasses representatives of Regional authorities on air pollution/climate change, regional authorities on health and education as well as regional social stakeholders from related associations. A list of Advisory Committee members will be defined and updated during the project under activities of A1 (Assessment of current situation and preparation of structures and procedures for the performance of MEDEA).

Figure 1 presents the organisational structure for the project, the interdependencies between bodies and between them and the external stakeholders



ESTABLISHED PROCEDURES

DOCUMENT PROCEDURES

There are two types of documents: contractual documents (specified in the Grant Agreement) and the project internal documents. The Grant Agreement refers to some obligatory documents to be produced and delivered by the Management Team to EASME.

Project Deliverables are official documents constituted as contractual commitments for the project. These Deliverables are the substantial outcomes of the project and also serve as content-oriented reporting towards all the partners, the management team and the EASME. Each deliverable has a responsible Beneficiary, as it is stated in the grand agreement.

Project Reports are also official documents that have to be submitted to the EASME by the Project Management team, for each reporting period. These reports are the Progress reports, midterm report , final report along with financial reports

Internal documents are documents that can be considered as tools for the daily management of the project execution. These documents aim to help following up the progress of the project, keeping control on the resource and budget allocation.There are a number of identified internal documents for the purpose of this project that will be briefly described below.

Monthly progress reports are internal documents prepared monthly by the project management and addressed to the external monitor Mr Elias Demian. These reports always refer to a determinate calendar month. The monthly progress report mentions the progresses of the corresponding actions and their tasks during the last month.

Timesheets are internal documents that help beneficiaries to implement an internal time recording system that suit the needs of the project and its reporting, the timesheet template used in the MEDEA has been suggested by life programme and has been circulated to all partners.

Partnership Agreements

Partnership agreements are internal documents developed by the management team using a specific template of Life program. The partnership agreement aims to define their rights and obligations of the coordinating beneficiary and each associate beneficiary Partner in a legally binding with respect to carrying out specific tasks relating to the MEDEA Project manner as described in Grant Agreement. The Partnership agreement provides the framework for efficient project implementation and management and aims at guaranteeing the project´s contribution to reaching the programme´s objectives.

PUBLICATION AGREEMENT PROCEDURES

The consortium agreements on handling intellectual property rights issues are internal documents that have been developed by the project management team (Panayiotis Yiallouros and Panayiotis Kouis) and have been already signed by all associated beneficiaries on 12th of December. The purpose of this Consortium Agreement is to specify with respect to the LIFE 16CCA/CY/000041 for the LIFE MEDEA project certain obligations regarding ownership of results, the transfer of data between partners and proceedings to be followed for the development of publication agreements.

DATA REPOSITORY

Data will be completely anonymized and encrypted prior to sending to the central database. All data to be collected, will be analysed and discussed between program partners only by using codes (a participant identification number (Participant ID, PID) to ensure that the anonymity of the participants is fully preserved and to maintain confidentiality. Electronic access to patient data will require a user name and password that will only be held by authorized personnel. All computer entry and networking programs will be done using PIDs only. In addition, the Microsoft Azure storage platform that will be used for the purpose of data storage and backup, is Health Insurance Portability and Accountability Act (HIPAA) compliant, that establishes requirements for the use, disclosure, and safeguarding of individually identifiable health information. Each contributor will have only direct access to his own data. Access to a larger dataset will only be possible on explicit approval of both the SC and the contributors involved.

COMPLIANCE WITH DEVELOPED STUDY PROTOCOLS

The protocol was generated by the management team and is based on international instructions for interventional studies. The protocol would be the same for all study sites. The protocol describes in detail the procedure that will be followed for the two panel studies. There are two different protocols for each panel study.

COMPLIANCE WITH ETHICAL STANDARDS

This study acquired permissions from Bioethics Committees and Data protection Agencies in Cyprus, Greece and Israel (Action A1) .Collaborating physicians from the three academic partners (Prof Yiallouros-UCY, Prof Galanakis & Dr Simantirakis-UOC, Prof Novak-SCRC) in charge of the clinical studies in the three sites will also register the panel studies with EU Clinical Trials Register. All data protection principles for transnational collection of digitized data will be implemented including a) Daily backup of data using multiple servers b) Security measures against misuse of collected datasets such as participants' anonymity, encrypted data transfer and password-protected access to the database (Action C3). Each contributor will have only direct access to his own data. Access to a larger dataset will only be possible on explicit approval of both the SC and the contributors involved

Project Meetings and tele-conferences

During the life of the project a certain number of internal discussions will be necessary to exchange information and to settle and agree on the different technological issues that may arise in the different tasks, especially between Project manager and Action Leaders. These discussions may be addressed by e-mail, Skype call conferences, in face to face meetings or by phone calls between the relevant researchers. The dissemination level of internal discussions is strictly confidential as it is relevant only to the partner members.

Project meetings

During the duration of the project several annual project meetings, colloquiums and workshops will be held as the main forum for interaction between partners. The upcoming events of LIFE+ MEDEA project are scheduled in September 2018 (Israel), September 2019 (Crete) and May 2021 (Cyprus).Before each steering meeting, the Coordinator will prepare the agenda and provide members with information on the progress of project activities.