



# MANAGEMENT AND REPORTING OF WORK IN H2020 PROJECT INTAROS (WP 8)

INTAROS Review Meeting  
Brussels, Sept 21 2018

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# WP8 SUMMARY

- Periodic reporting using EMDESK
- Deliverables
- Contract negotiations and contract amendment
- Steering Committee meetings,  $\approx 2$  per year
- Executive Board meetings,  $\approx$  ca. monthly
- Partner website for internal communication
- Gender plan
- Knowledge management - Exploitation plan
- KO-meeting & General Assembly once per year - January



# PROJECT MANAGEMENT AND EMDESK



- Edit and checking input to Periodic and Interim reports
- Assisting CO + WP-leaders
- How-To documents in EMDESK <https://emdesk.eu/cms/?p=334>
- Webinars following the reporting schedule: **May and November** ca 20 attended.
- For deliveries normally several each 6 months: Project office contacts all involved.

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- project management / progress reporting in EMDESK

**Mona H Horvei:** [finance@intaros.eu](mailto:finance@intaros.eu)

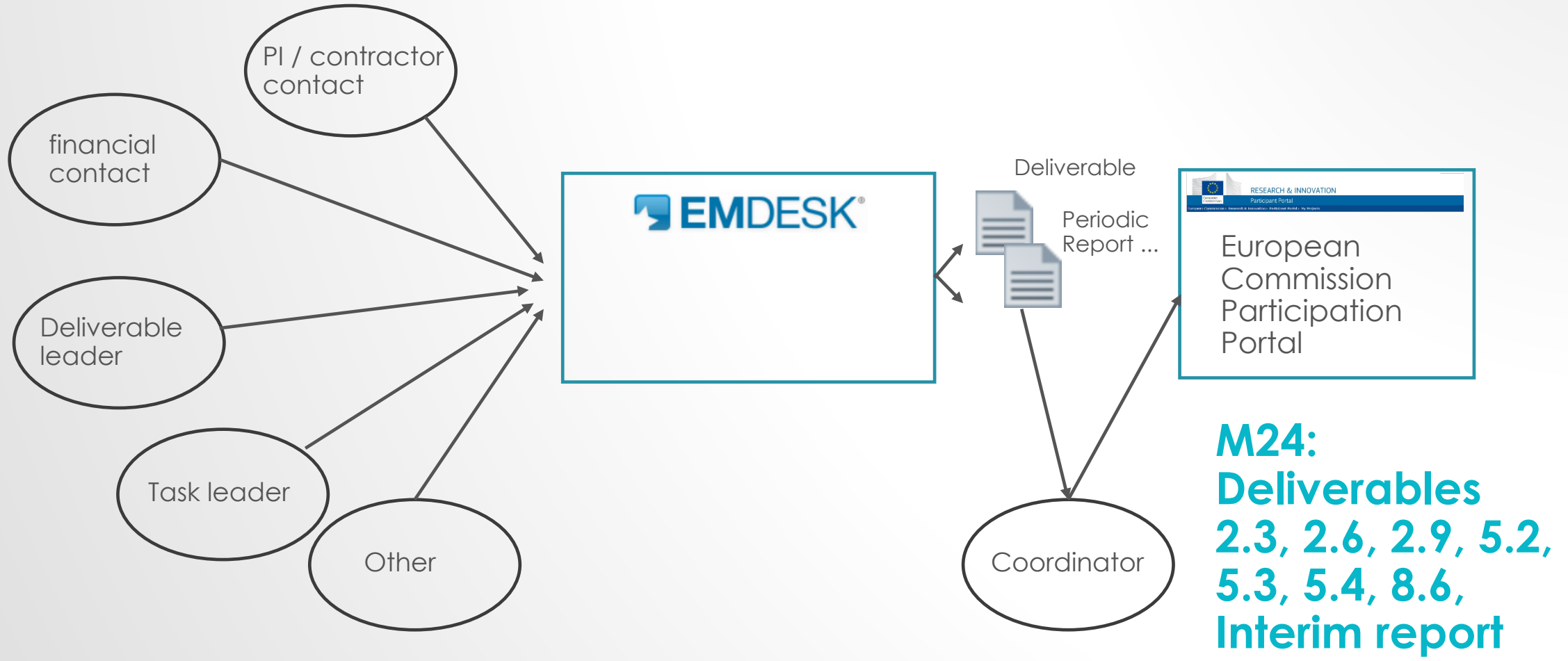
- Financial reporting in EMDESK, Form C

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- payments, other financial issues



# WORK FLOW



All partners have min 1 RTD+ 1 MGT person using EMDESK

# REPORTING OF ACTUAL PERSON MONTHS (RESOURCES - EXAMPLE)

Project Acronym: INTAROS | Current Month: M02 | Next Report: Interim Report (M01 - M12) | 345 Day(s) remain

myEMDESK | DoA | Implementation | Loaded | EMDESK | Quick select

Controlling | Reporting | Finances | Help | Version / Export

Work Plan

Contractor: P1 - NERSC

Report: Interim Report (M01 - M12)

Resources per Contractor

Progress | Resources | Costs | Deliverables | Milestones | Risks | Dissemination | Publications | Cooperation

Plan	Actual	Descriptions	Finalise
3.4	0	6 Tasks	
0.6	0		
0.4	0		
0.4	0		
0.4	0		
0.4	0		
1.2	0		
4.8	0	5 Tasks	
0.43	0	6 Tasks	
1	0	5 Tasks	
4.44	0	8 Tasks	
0	0	9 Tasks	
0.6	0	8 Tasks	
12	0	2 Tasks	
26.67	0	Due Report (M01 - M12)	
147	0	Project Total (Contractor)	

- Video tutorial:  
[https://youtu.be/knrX\\_UpEAh8](https://youtu.be/knrX_UpEAh8)
- Enter Actuals (Estimate) and short descriptions if any deviations.
- Internal interim reporting will be every 6 mnts



# DELIVERABLES COMPLETED M1-18



- **D 1.1** Requirement report – **D 1.2** Data management plan - M6
- **D 7.1** Project website – M3
- **D 7.2** Print material V1 – **D 7.3** Dissemination plan – M6
- **D 8.1** Project intranet tool (EMDESK) – M3
- **D 8.2** Gender and Diversity Action Plan – **D 8.3** Terms of reference Advisory panels – M3
- **D 1.3** Engagement strategy - M12
- **D 4.1** Survey of existing community-based observing programmes – M12
- **D 5.1** iAOS requirements and architectural design V1 –M12
- **D 8.5** Annual report on finances – year 1
- **D 2.1/4/7** Report on present observing capacities (5 spheres) – M18
- **D 2.2/5/8** Report on exploitation of existing data (5 spheres)
- **D 3.1-5** Technology development and systems design (5 sites, areas) –M18
- **D 4.2** Library with tools for cross-fertilizing knowledge –M18



# DELIVERABLES, UPCOMING - M24

- **D 1.4** Collaboration establishment including Pan Arctic Observing Forum
- **D 2.3/6/9** Catalogue of products: [ocean/sea ice | atmosphere | land/ l.cryos.]
- **D 2.12** Observational gaps revealed by model sensitivity studies
- **D 5.2** iAOS platform and tools V1 Dissemination material V1 (NERSC)
- **D 5.3** Data integrated from existing repositories into iAOS V1
- **D 5.4** iAOS portal with user manual
- **D 8.6** Annual report on finances – year 2
- **WP 6:** Opening



# MILESTONES – M1-24



<b>MS1</b>  	<b>MS1</b>	Expected Month: M03	Actual/Forecast achievement date: 05.05.17 (M06)	Lead: NERSC	Status: <b>achieved</b>
<b>MS2</b> 	<b>MS2</b>	Expected Month: M06	Actual/Forecast achievement date: 31.05.17 (M06)	Lead: EUROGOOS	Status: <b>achieved</b>
<b>MS3</b> 	<b>MS3</b>	Expected Month: M18	Actual/Forecast achievement date: 31.05.18 (M18)	Lead: FMI	Status: <b>achieved</b>
<b>MS5</b> 	<b>MS5</b>	Expected Month: M24	Actual/Forecast achievement date: 30.11.18 (M24)	Lead: FMI	Status: <b>not set yet</b>
<b>MS4</b> 	<b>MS4</b>	Expected Month: M18	Actual/Forecast achievement date: 31.05.18 (M18)	Lead: IO PAN	Status: <b>achieved</b>
<b>MS6</b> 	<b>MS6</b>	Expected Month: M24	Actual/Forecast achievement date: 30.11.18 (M24)	Lead: TDUE	Status: <b>not set yet</b>

First workshop with partner and stakeholders

Initial requirement report

Assessment and gap analysis of present observing systems

Data repositories available for accessing data

New sensors and platforms ready for deployment

Prototype iAOS platform in operation





# PERSON MONTHS – FOR ALL 60 MONTHS)

Activity Type	Total Activities		% of total person month	
	Planned	Actual	Planned	Actual
<b>WP 1</b>	55.5	16.86	4.6%	5.2%
<b>WP 2</b>	270.6	164.17	22.3%	50.9%
<b>WP 3</b>	310	73.69	25.6%	22.8%
<b>WP 4</b>	34	19.26	2.8%	6%
<b>WP 5</b>	119	20.68	9.8%	6.4%
<b>WP 6</b>	310.7	1.53	25.6%	0.5%
<b>WP 7</b>	52	9.28	4.3%	2.9%
<b>WP 8</b>	60	17.16	5%	5.3%
<b>Total</b>	<b>1211.8</b>	<b>322.62</b>	<b>100%</b>	<b>100%</b>



# PERSON MONTHS – CURRENT 18 MONTHS

Activity Type	Total Activities		% of total person month	
	Planned	Actual	Planned	Actual
WP 1	10.81	16.86	2.5%	5.2%
WP 2	246.25	164.17	57.2%	50.9%
WP 3	82.24	73.69	19.1%	22.8%
WP 4	19.62	19.26	4.6%	6%
WP 5	40.5	20.68	9.4%	6.4%
WP 6	--	1.53	0%	0.5%
WP 7	12.96	9.28	3%	2.9%
WP 8 (MGT)	18	17.16	4.2%	5.3%
<b>Total</b>	<b>430.38</b>	<b>322.62</b>	<b>100%</b>	<b>100%</b>

P = Planned Effort, A = Actual Effort



# PERSONNEL COSTS

Total reported personnel costs					
	Reported [€]	Planned [€]	Reported vs. Planned [%]	Total budget [€]	Reported vs. total budget [%]
WP 1	130,717.87	78,987.57	165	524,344.69	25
WP 2	976,628.07	1,583,591.69	62	2,170,214.69	45
WP 3	289,815.00	499,813.05	58	2,487,388.41	12
WP 4	124,455.55	131,427.99	95	302,020.00	41
WP 5	140,108.12	258,241.25	54	975,543.33	14
WP 6	11,166.50	0.00	-	2,824,680.68	0
WP 7	57,266.45	88,122.59	65	447,180.47	13
WP 8	128,482.82	123,447.00	104	689,362.50	19



# TOTAL COSTS

Total reported costs					
	Reported [€]	Planned [€]	Reported vs. Planned [%]	Total budget [€]	Reported vs. total budget [%]
<b>Personnel costs</b>	<b>1,858,640.38</b>	<b>2,763,631.14</b>	<b>67</b>	<b>8,036,587.81</b>	<b>23</b>
<b>Subcontracting</b>	<b>89,620.46</b>	<b>72,265.00</b>	<b>124</b>	<b>170,440.00</b>	<b>53</b>
Consumables	0.00	178,181.00	0	592,770.00	0
Equipment	215,087.31	639,730.00	34	1,993,600.00	11
Other goods and services	224,515.83	183,413.00	122	635,297.50	35
Travel	212,353.70	295,753.00	72	997,510.00	21
<b>Other direct costs</b>	<b>651,956.84</b>	<b>1,297,077.00</b>	<b>50</b>	<b>4,219,177.50</b>	<b>15</b>
<b>Indirect costs<sup>1</sup></b>	<b>627,649.33</b>	<b>1,015,177.03</b>	<b>62</b>	<b>3,063,941.33</b>	<b>20</b>
<b>Total costs</b>	<b>3,227,867.00</b>	<b>5,148,150.17</b>	<b>63</b>	<b>15,490,146.64</b>	<b>21</b>



# PUBLICATIONS, DISSEMINATION

- **33** Publications (mostly peer reviewed)
- **52** Participation conference
- **33** Participation workshop
- **9** Organization of conference/ workshop (4/5)
- **4** Event with other H2020 projects
- **4** Event in TV/video / radio
- **3** Training events
- **34** Miscellaneous



*Aim: to improve gender balance and diversity in the project*

Specific goals:

- to improve gender balance at all levels of personnel assigned to the project, including at supervisory and managerial levels (ref. Art. 33 of the Grant Agreement)
- to improve gender balance and diversity in the science and technology activities in the project
- to take the gender dimension into account when INTAROS approach stakeholder groups including communities, decision and policymakers, and actors in the private sector
- to ensure that committees and boards in the project to have minimum 40% of the least represented gender, for advisory groups 50%



## GENDER PLAN – cf. D8.2

Relative #	M	F	both
RTD	<u>69.45</u>	<u>27.98</u>	97.43
MGT	<u>3.19</u>	<u>0.36</u>	3.55
both	72.64	28.34	

M13-18	#
Total EU contrib Person Months	149.31 *)
# Males by head count (EU contr.)	81
# Females by head count (EU contr.)	29
*) Eq. to 22.5 full time working persons	



END – THANK YOU!