



www.slim-project.eu

WORK PACKAGE 1: COORDINATION AND MANAGEMENT

OBJECTIVES

The main objective of this Work Package is to adequately advance the project in terms of schedule, coordinate and manage all project-related actions in resources, scope and expected impacts, in order to guarantee its successful execution and the

PROJECT PROGRESS AND INTERIM RESULTS

PROJECT MANAGEMENT PLAN

- This task keeps track of all management efforts regarding resource allocation, scheduling and ruling of management entities in order to compose a project management handbook summarising all the required knowledge for the good management of the project (in terms of administrative forms, financial aspects, quality process...).
- In relation to this objective, ZABALA, along with UPM and MINPOL, elaborated the deliverable "D1.1. Management planning summary". Therefore, on 25th January 2017 it was submitted SLIM's "Management Planning Summary".

TECHNICAL AND ADMINISTRATIVE ASSISTANCE TO PROJECT PARTNERS

- The work carried out in the framework of this task has the objective of achieving the successful execution of all official administrative procedures: Financial control (grant agreement, partner's payouts, etc.); Formal revision and submission of all due project-generated content (deliverables and reports) to the European Commission; Scheduling of consortium meetings and keeping track of partner attendance and preliminary documentation to circulate among the consortium; Supervising and keeping partners informed via meeting records and executive summaries; Providing day-to-day backup assistance to all other management bodies within the consortium.
- In order to accomplish with these tasks, the Project Coordinator is acting as the visible liaison between all consortium partners and the European Commission. Moreover, ZABALA is playing a supporting role regarding technical and administrative assistance to project partners. Therefore, from the beginning of the project execution ZABALA answered every question asked in relation to the elaboration and signing of the Grant Agreement and Consortium Agreement. Furthermore, ZABALA is always available through slim@zabala.es in order to provide day-to-day backup assistance in terms of managerial aspects of the project. ZABALA, together with Project Coordinator, is also

STAY TUNED AND FOLLOW US @



Slim Project



@SLIMining

SLIM project has received funding from the European Union's Horizon2020 research and innovation programme under grant agreement no 730204.





www.slim-project.eu

responsible for the revision of the deliverables to advise the partners regarding the structure, style and format of the documents. This way it is intended to achieve deliverables with the required quality.

CONSORTIUM MEETINGS PLANNING AND SETUP

- In relation to Task 1.3 Consortium Meetings Planning and Setup, ZABALA all the consortium members have attended all the consortium meetings arranged in the SLIM's framework. In total four consortium meetings have been held so far: Kick of Meeting (22-23/11/2016) in UPM's facilities in Madrid (Spain); 6M Progress Meeting (08/05/2017) via online teleconference tools. 12M Progress Meeting (23-25/10/2017) in MUL's facilities in Leoben (Austria); 18M Progress Meeting (09/04/2018) via online teleconference tools; 1ST Review meeting (02-03/07/2018) in Bilbao, with the Project Officer and Technical Expert attendance.

REPORTING ON TECHNICAL AND FINANCIAL PROGRESS

- ZABALA, with wide experience in administration and finance, has worked to support the Project Coordinator in handling the necessary administrative and financial procedures and resolve any related issue that might arise.
- Therefore, ZABALA supported UPM in the compilation and elaboration of the 6M and 12M Progress Reports in order to have continuous feedback on the project's execution rate.
- As a result of this reporting task, the following list of official documents is being created and kept up-to-date in the member area of the SLIM project website and this way it is available to all partners



Fig. 1. Kick-off meeting