

# Management and planning of network activities

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Lead Beneficiary  
La Salle-FUNITEC

Duration  
M1-M48

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## Objectives

To design and implement the procedures for the effective scientific, administrative, and financial management of the project, while maintaining a fluent and effective communication with the funding programme; to assure the project runs as planned and optimises the use of resources ensuring that the scientific and technical objectives are achieved with a high-quality level; to assure the integration of the various strands of the project into a coherent line of work; and to coordinate and effectively implement the network activities (workshops, summer schools, conferences) in accordance with the work programme.

## Tasks

### **Task 1.1. Consortium Agreement**

Completion of the agreement between partners, to be delivered to the REA on month 2.

### **Task 1.2. Management and dissemination plan**

To define the protocols to apply in the execution of the project (minutes, emailing, file sharing systems, teleconferencing, web-based learning environments) including financial management (cost reporting, project accounting). To create a project brand to be used in all dissemination outputs (web site, reports, external communication).

### **Task 1.3. Planning, implementation and monitoring of network activities**

Implementation and monitoring of the activities to be conducted in the project (courses, seminars, dissemination events, summer schools and conferences) to assure their timely and proper execution with the participation of partners, researchers and other external stakeholders (invited researchers, experts, non-academic representatives). Scheduled activities will be published in the project web site and disseminated through the social networks. Reporting the network activities to the EU Commission.

### **Task 1.4 Recruitment guidelines**

Guidelines and procedures to advertise the open positions, interview and evaluate candidates, and criteria to select ESRs in accordance with "The European Charter for Researchers and Code of Conduct for the Recruitment of Researchers"

### **Task 1.5. Career Development Plans**

Guidelines for ESRs to design and implement an individual research plan. Continuous monitoring of ESRs project development.

### **Task 1.6. Quality management plan**

To develop a Quality Management Plan (QMP) containing a set of performance indicators, their associated actions and methods, tools and procedures to achieve them and assess them. It will include the criteria to assure the scientific and formal quality of the reports through an internal and external (with the participation of expert panels) review process and to guarantee their dissemination through green/golden open access.

### **Task 1.7 Data management plan**

Guidelines to be used by ESRs research to assure access to data generated during their research.

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## Deriverables

### **D1.1. “Consortium Agreement”**

Signed agreement to be submitted to REA

### **D1.2. “Management and dissemination plan”**

A report with the management procedures to be applied during the network lifetime

### **D1.3. “Recruitment guidelines”**

A report with guidelines for the recruiting of ESRS

### **D1.4. “Career Development Plans”**

Guidelines to design and monitor the career development of ESRS

### **D1.5. “Quality management plan”**

A report with procedures to assure the quality of project outputs

### **D1.6. “Data management plan”**

Guidelines to facilitate access to the data generated during the research

### **D1.7. “Supervisory Board of the network”**

Document establishing the supervisory board and defining the way of working

### **D1.8. “Quality management plan”**

First year implementation of the project submitted to REA