

<b>Work package number</b> <sup>9</sup>	WP6	<b>Lead beneficiary</b> <sup>10</sup>	1 - FISABIO
<b>Work package title</b>	Project management, coordination and sustainability		
<b>Start month</b>	1	<b>End month</b>	60

**Objectives**

To guarantee a proper execution of the project, particularly:

- To provide overall project leadership to optimally coordinate all project activities, promoting strategic direction, alignment and achievement of the project goals.
- To provide timely and efficient administrative and financial coordination of the project and compliance of the commitments with IMI.
- To assure a high level of collaboration and partnership among Public Health Institutes, Regulatory bodies and Vaccine Manufacturers and to establish and ensure the surveillance of the Project governance and procedures (see section 3.1.1) and enable an effective internal communication and work dynamics between the public-private partnership created to perform the project.
- To provide professional management to ensure the Project implementation, the management of resources, as well as procedures and tools to deliver the Project to plan, time and budget, including risk management, data management and quality control procedures on deliverables.

All these objectives will help to drive the whole Consortium as a team towards successful achievement of the Project aims to establish processes as sustainable platform in EU/EEA, which is crucial given the complexity of the addressed need.

**Description of work and role of partners**

**WP6 - Project management, coordination and sustainability** [Months: 1-60]  
**FISABIO, IRD, SYNAPSE, SP, GSK Bio**  
 The WP Lead will be FISABIO and the WP Co-Coordinator will be SP.

Task 6.1: Support to scientific coordination and ethical surveillance  
 Partners involved: FISABIO (Task leader), IRD, SYNAPSE, SP, GSK(M1-60).

Task 6.1.1. (FISABIO, IRD, SP, GSK). Support to scientific coordination will focus on supporting the Independent Scientific Committee by bringing to its attention scientific and other relevant developments that may have implications for, or benefit, the scientific design and execution of the studies and continuing supervision of the ethical issues on all of the project’s fronts.

Task 6.1.2. (FISABIO, IRD, SYNAPSE). Scientific secretariat of the ISC will be ensured under this task.

Task 6.2: Day to day management  
 Partners involved: SYNAPSE (Task leader), FISABIO, SP (M1-60).

This activity will establish a synergistic ‘tandem’ of scientific coordination and project management to support the overall governance structure in:

- Liaising with the IMI JU and other stakeholders.
- Work plan control update, schedule control, implementation of corrective actions if needed.
- Support the governance bodies in operation and linkage of project components.
- Support to WP leaders in day-to-day management, decision making, mediating conflicts and consensus building.
- Assurance of timely submission of deliverables.
- Coordinate fulfilment of all administrative milestones according to IMI JU rules.
- Support/organize consortium meetings and production of meeting minutes.
- Setting up and support to management of external advisory boards, support creation of ad-hoc committees/task forces as needed, etc.
- Promotion of synergy and efficiency throughout the Consortium.

Task 6.2 will comprise quality control procedures on deliverables and other Project results from a project management perspective, ensuring that deliverables adhere to a minimal set of quality principles (such as completeness, relevance, uniformity in presentation, etc.) that make them suitable for submission to the IMI2 and, if relevant, publication to wider audiences. Procedures for achieving this, such as internal peer-review, and streamlined management processes

(e.g. for risk management, communication, GA/CA amendments, etc.) will be compiled in a Project Handbook (D6.3) to be delivered early on in the project.

**Task 6.3: Reporting and administration**

Partners involved: SYNAPSE (Task leader), FISABIO, SP (M1-60).

In due attention to the specificity of reporting and financial procedures in IMI2-funded projects, this activity will deal with:

Financial management: cost control and justification, budget management, IMI2 funding distribution and control, potential EFPIA in-cash contributions monitoring. Budget assignment is expected to be flexible in the framework of a flexible work plan, and help steer efforts in the most productive way according to the Use Cases.

Periodic Reporting: establishing reporting mechanisms, providing support to participants in appropriate reporting, including training sessions as needed, coordinating production of reports.

This task will deal also with any other administrative project milestones, ensuring minimal distortion to the scientific work.

**Task 6.4: Contract and legal management**

Partners involved: SYNAPSE (Task leader), FISABIO, SP, GSK (M1-60).

This task is devoted to coordinate all contractual and other legal project-related issues, focusing mainly on partnership management (changes in Consortium, procurement) and enabling relationships with third parties, external collaborators and stakeholders, and other related initiatives (see Task 5.7). It will comprise formalization of updates of the work plan, roles and resource assignments (via Grant Agreement /Consortium Agreement amendments) and management of access rights (the latter via the Steering Committee).

**Task 6.5: Internal Communication and Knowledge Management**

Partners involved: SYNAPSE (Task leader), FISABIO, SP (M1-60).

Setting up specific tools for internal communication across DRIVE and knowledge management will be an early priority. The internal communication across the partnership will be ensured by setting up specific tools for internal communication across DRIVE and knowledge management will be an early priority. These tools will typically include discussion fora, meetings and events calendar, mailing lists, documents repository, Project Handbook, etc. The Internal communication processes will be coordinated with WP5 to be consistent and aligned with the external communication policies.

**Task 6.6: Exploitation and sustainability**

Partners involved: FISABIO (Task leader), IRD, SYNAPSE, SP (M1-60).

In order to maximize the impact of the outcomes of the project, feedback from all key stakeholders on the platform, tools, standards and approaches generated for the evaluation of influenza vaccine effectiveness will be managed through this task. Moreover, the application of the same model to the evaluation of other vaccines will be considered.

**Task 6.7: Risk Management**

Partners involved: SYNAPSE (Task leader), FISABIO, IRD, SP (M1-60).

In attention to the political implications and sensitiveness of the project, this task will focus on risk management, dealing with the identification, assessment and follow-up of threats and opportunities likely to affect the project performance as a whole. Following a bottom-up approach, risks will be identified in cooperation with all Work Package Leaders, and assessed using a simplified system of two variables (impact, probability), each of them measured in a three-point scale ranging from 1-Low to 3-High. A relevance index (exposure) will be constructed for each risk multiplying both variables, so that the Participants can prioritize and focus on the most relevant ones (typically, indexes equal or greater than 4, sorted by proximity in time). Essential characteristics of each risk will be defined (description, proximity, trigger event, owner, etc.).

Actions addressed to affect probability and/or impact before the risk happens (mitigation plans) will be defined for priority risks, and actions to be carried out if the risk happens (contingency plans) will be devised as well. The risk registry will be maintained by Synapse in close collaboration with the leadership, and procedures for incorporating risks that happen (issues) into the work plan, and managing out risks, will be designed.

Partner number and short name	WP6 effort
1 - FISABIO	21.50
2 - IRD	2.00
5 - SYNAPSE	21.50
12 - SP	9.50
15 - GSK Bio	1.32
<b>Total</b>	55.82

List of deliverables

Deliverable Number <sup>14</sup>	Deliverable Title	Lead beneficiary	Type <sup>15</sup>	Dissemination level <sup>16</sup>	Due Date (in months) <sup>17</sup>
D6.1	Templates for monitoring the work progress aligned and distributed	12 - SP	Report	Confidential, only for members of the consortium (including the Commission Services)	3
D6.2	Report with the definition of the ethics policies handbooks collection	1 - FISABIO	Report	Public	5
D6.3	Project Handbook	5 - SYNAPSE	Report	Public	6
D6.4	Project assessment	12 - SP	Report	Public	28
D6.5	Final Report and Sustainability Plan	1 - FISABIO	Report	Public	60

Description of deliverables

D6.1. Templates for monitoring the work progress aligned and distributed (M3).  
D6.2. Report with the definition of the ethics policies handbooks collection (good practices in all aspects of the project) (M5)  
D6.3. Project Handbook (M6)  
D6.4. Project assessment (M28)  
D6.5. Final Report and Sustainability Plan (M60)

D6.1 : Templates for monitoring the work progress aligned and distributed [3]  
Templates for monitoring the work progress aligned and distributed

D6.2 : Report with the definition of the ethics policies handbooks collection [5]  
This deliverable will be co-led by FISABIO and SYNAPSE

D6.3 : Project Handbook [6]  
Project Handbook

D6.4 : Project assessment [28]  
Project assessment

D6.5 : Final Report and Sustainability Plan [60]  
This report will be led by FISABIO with the collaboration of all WPLs since it will summarize all updates, lessons learned and further improvements made in the regular updates of the deliverables, linked to the sustainability plan.

Schedule of relevant Milestones

Milestone number <sup>18</sup>	Milestone title	Lead beneficiary	Due Date (in months)	Means of verification
MS20	All financial and technical reports submitted	1 - FISABIO	60	Milestone co-led by SYNAPSE, FISABIO and SP. All annual periodic reports submitted to IMI, including the final report (D6.5)