

ClimACT – Acting for the transition to a low carbon economy in schools – development of support tools

Kick-off Meeting

WPT1- Project Management WPT3 - Project Monitoring and Evaluation

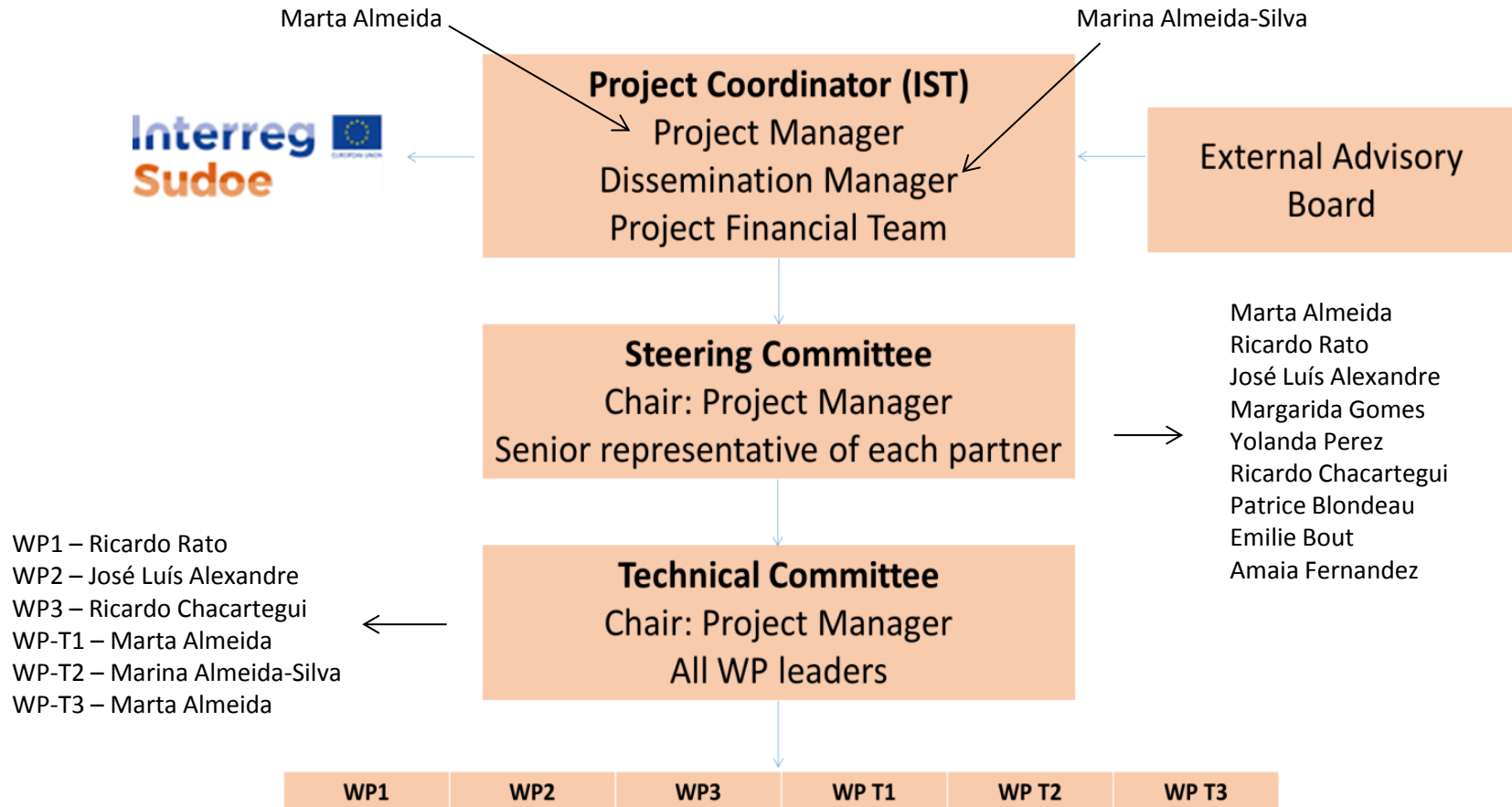
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7th September 2016
Campus Tecnológico e Nuclear



1. Management structure
2. Management guidelines
3. Dates for next meetings
4. Procurement
5. Collaboration protocol

Management structure



Management Guidelines

Management Protocol	<ul style="list-style-type: none">• Language of the project;• Organization and management;• Conflict resolution;• Meetings;• Events;• ICT support;• Documents and data storage;• Electronic communication;• Software tools;• Project documentation;• Project reports;• Document templates;
Monitoring Protocol	<ul style="list-style-type: none">• Gantt Chart, deliverables, milestones and deadlines;• Flow diagrams;• Key indicators;
Quality Assurance Plan	<ul style="list-style-type: none">• Contingency plan;• Innovation management;• Ethics management;• Horizontal principles.

Dates for next meetings

	Date	Place	Organizer	SC+TC	EAB	FGD	STK	Final Event
M3	7.Sep.16	Lisbon	IST	X	X			
	Sep.16	Lisbon, Madrid, Seville, La Rochelle, Gibraltar	IST,CIEMAT, USE, ULR, UniGib				X	
M7	25-26.Jan.17	Seville	USE	X		X		
M13	11-12.Jul. 17	La Rochelle	ULR	X		X		
M19	30-31. Jan. 18	Madrid	Ciemat	X	X	X	X	
	Jan.18	Lisbon, Seville, La Rochelle, Gibraltar	IST,CIEMAT, USE, ULR, UniGib				X	
M27	27-28.Sep. 18	Gibraltar	UniGib	X		X		
M35	28-30.May.19	Lisbon	IST	X	X	X	X	X
	May.19	Madrid, Seville, La Rochelle, Gibraltar	IST,CIEMAT, USE, ULR, UniGib				X	

SC: Steering Committee; TC: Technical Committee; EAB: External Advisory Board; FGD: Focus Group Discussion; STK: Stakeholders

[1-Fundamentacao ClimACT_PT \(APPROVED FEDER\).xls](#)

To be discussed

Deadlines

	Year	Month	Activity	WP1	WP2	WP3	WP Management	Communication	Monitorização	Status	
M2	2016	31 August	Monitoring protocol						ET3.1.1	50%	IST
M2	2016	31 August	Poster with the information about the project (minimum size A3)					ET2.4.1		0%	All
M2	2016	31 August	Quality Assurance Plan						ET3.3.1	50%	IST
M3	2016	12 September	Inputs from partners to the ClimACT Gateway modules	A1.1						0%	All
M3	2016	September	Graphical Identity					T2.1		0%	IST
M3	2016	30 September	Logo					ET2.1.1		0%	IST
M3	2016	30 September	Website					ET2.2.1		0%	IST
M3	2016	September	Branding elements					T2.1		0%	IST
M3	2016	September	Facebook Page, Linkedin group,instagram and twiter					T2.5		0%	IST
M3	2016	September	Dissemination and Communication Plan					T2.6		50%	IST
M3	2016	September	Monitoring report from WP leaders, communication and financial managers and PC						T3.2	0%	IST
M3	2016	September	Meetings with stakeholders in Lisbon, Seville, La Rochelle, Madrid and Gibraltar	A1.2						0%	UniGib
M3	2016	September	Database with relevant projects and platforms	A1.3						0%	UniGib
M3	2016	September	Inventory of the results of other projects and platforms	E1.3.1						0%	UniGib
M3	2016	30 September	Document with the structure of the OP of the ClimACT Decision Support Tool		E2.1.1					0%	Edigreen
M4	2016	15 October	Preparation of questionnaires for Pre-audit			A3.2				0%	ISQ, IST, ULR
M4	2016	31 October	ClimACT Gateway	P1.1, E1.1.1						0%	IST
M4	2016	October	Network of stakeholders,end-users and other project teams	P1.2						0%	UniGib
M4	2016	October	Contact other projects and platforms	A1.3						0%	UniGib
M4	2016	October	ClimACT Open Forum and Networking online	A1.1						0%	UniGib/IST
M4	2016	31 October	Guidelines for implementing learning activities		E2.8.1					0%	ABAE
M4	2016	31 October	Input for each course - ClimACT Academy	A1.4						0%	ABAE/ISQ/Edigreen
M5	2016	30 November	Key performance indicators		E2.3.1					0%	Edigreen
M5	2016	30 November	Pre-audit			A3.2				0%	ISQ,IST,ULR,USE,UniGib
M6	2016	December	Financial Report				T1.5			0%	All
M6	2016	December	Newsletter					T2.5		0%	All
M6	2016	December	Monitoring report from WP leaders, communication and financial managers and PC						T3.2	0%	All
M6	2016	October	Promotional Video					T2.5		0%	IST
M6	2016	31 December	Database module		E2.2.1					0%	Edigreen
M6	2016	31 December	Definition of the LCE committee,work plan and eco-codes in schools			E3.1.1				0%	ABAE
M6	2016	31 December	Audits' guidelines with report format per sector			A3.2				0%	ISQ, IST, ULR

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End

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