

# QUIE2T Work Package 5

## Overview

WP5 objective is to guarantee the success of the project through the efficient and effective coordination and management (legal, financial and administrative), towards achieving of all of the agreed objectives. The Steering Committee together with the External Advisory Board and the Project Coordinator will be responsible for taking strategic decisions within the QIPC field and for control and updating of the CA work plan, possibly according to the community input.

The management team of the project with the Coordinator and the Executive Secretary with his team will assure that the project impact is optimized by addressing in a transparent appropriate and equilibrated way all sub-fields and geographical areas. It will ensure coordination with other projects of the QIPC FET cluster and coordination of the work of the entire QIPC community towards implementation of the common vision and strategy developed by this CA. WP5 will cover the administration and distribution of funding to other WP leaders (including the funding for conference events) to support the achievement of its goals. Finally, it will be the responsibility of this work package to act in response to any unforeseen events, e.g., prospective modifications of the work plan, amendments to the contract, and conflict resolution.

## Objectives

This work package ensures the administrative coordination of the project. It will

- Manage all administrative and financial issues;
- Organize the annual project review and reports;
- Overview and coordinate the work performed by the work packages;
- Ensure effective use of resources;
- Act as a mediator and authoritative entity in case of problems, if any;
- Undertake any amendments to the contract and deal with associated legal issues, if any.

It is the responsibility of this work package to act in response to any unforeseen events, e.g., prospective modifications of the work plan, amendments to the contract, conflict resolution, and to work out a corresponding risk management plan.

## Tasks

### T5.1 Overall Management

The only task of this work package is to ensure the effective progress of the project as a whole towards its specified goals. It will do so by creating the necessary conditions for a successful and satisfactory delivery.

It will take care of all financial and administrative issues (accounting, reporting, etc.), and generally monitor and direct the work performed by the members of the project. It will ensure an efficient

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information and communication flow among the project partners and generally act as a representative and contact point for the project.

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