

ECLIPSE project – WP8: Project Management and Dissemination

Objectives

The goal of this work package is to provide for administration of the project and for administrative fulfillment of the contract obligations towards the EC. The management structure, meetings and workshops, reporting, infrastructure and intellectual property rights are described in Section 2.1 (Project management). The management structure clearly distinguishes the administrative and the scientific management, and provides for decision making structure in both. The scientific management will be done at the work package leadership level, and in the project steering group. Main objectives in this WP are to:

- O8.1 – Ensure information flow within the project
- O8.2 – Ensure communication with the EC
- O8.3 – Employ a problem-solving management approach
- O8.4 – Provide for timely completion of reports and deliverables
- O8.5 – Disseminate project results widely and communicate with end users

Description of work

To ensure the objectives of this work package are fulfilled, we will set up a scientific project secretariat led by Sabine Eckhardt. She will oversee the development of the necessary project administrative infrastructure (website with internal and public part, document archival, production of presentation material, etc.) and will organize annual meetings as well as half-day telephone- or videoconferences every other six months. Videoconferencing was tested during the proposal writing and was found a viable way for saving time and reducing the environmental impact of project-related travel. Main tasks in this WP are:

- T8.1 – Set-up of an ECLIPSE scientific secretariat
- T8.2 – Provision and management of an ECLIPSE web-site using a dynamic Content Management System (CMS) for distribution and archiving of information
- T8.3 – Administrative follow-up and annual reporting
- T8.4 – Irregular internal reporting as required (e.g., for management decisions, communication with users, etc.)
- T8.5 – Production of project information material (e.g., flyers)
- T8.6 – Project meeting organization, with annual meetings and video-conferences
- T8.7 – Documentation of meeting outcome (collection and archival of presentations, production of meeting minutes, etc.)
- T8.8 – The ECLIPSE “Summary for Policy Makers” brochure will collect results of the project in a format suitable for wide dissemination and written in layman’s language. It shall be informative for non-experts and decision makers and shall provide guidance for policy experts. It will explore win-win and trade-off situations for air quality and climate policy and will quantify the impact of concrete measures as explored by the project. The brochure will be distributed by the ECLIPSE coordinator but will also be made available in electronic format for possible distribution by the European Commission.