

Work Package 1

Text taken from "description of work" (Annex 1 of the proposal)

Objectives:

- effective management and steering of the whole project,
- monitoring and reporting of scientific and technical progress,
- contractual and financial follow-up of the project,
- dissemination of information inside and outside the consortium

Description of work

Task 1.1 Steering of the consortium and follow-up of the project

This task comprises a number of management and communication activities under the responsibility of the Project Coordinator, the Deputy Project Coordinator and the Administrative Manager. The management duties are carried out within the overall managerial structure of the project, as described in section 2.1. These include the overall co-ordination and continuous monitoring of the progress in each Work Package, the organisation of the Project Steering Committee meetings and of the Annual SLHC-PP meetings, as well as the regular communication with the EU Commission. The coordination of activities encompassing simultaneously several work packages is also included in this task. The task includes the administrative and contractual follow-up of SLHC-PP, which will be carried out under the responsibility of the Administrative Manager. The latter includes the preparation of periodic activity reports, Deliverable and Milestone Reports and the Final Activity Reports. The financial follow-up encompasses the distribution and payments of EU funding, the budget control, the cost reporting and the collection of the Certificates on Financial Statements

Task 1.2 Dissemination of information

The main tool for dissemination of information related to the project will be a dedicated SLHC-PP web-site. The web site will include links to the broad information repositories created in the framework of the coordination work packages 2, 3 and 4, as well as to the information on all technical work packages. The activities and results of the SLHC-PP project will be made available to the scientific community inside and outside the consortium and to the general public. A series of technical and scientific reports and working notes produced within the project will be created. The dissemination of information includes the participation and reporting at workshops and conferences. The communication on the SLHC-PP project will be well integrated into the information tools related to activities carried out outside the consortium. The normal status reports presented to the CERN Council will comprise SLHC, explicitly mentioning SLHC-PP, and will inform the CERN member states and the observer states about the progress of the project.