

CLARIN-PLUS

WP1 - Management

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- To take care of the financial, administrative and legal execution of the project in accordance with the grant agreement
- To ensure that the results of this project are in line with the efforts already planned in the context of the CLARIN construction phase, both in organisational and technical sense



Tasks

T1.1 General project coordination [CLARIN]

T1.2 Project administration [CLARIN] (Hetty)

T 1.3 Technical coordination [CLARIN] (= WP2 coordination)

Deliverables

D 1.1 Periodic report year 1

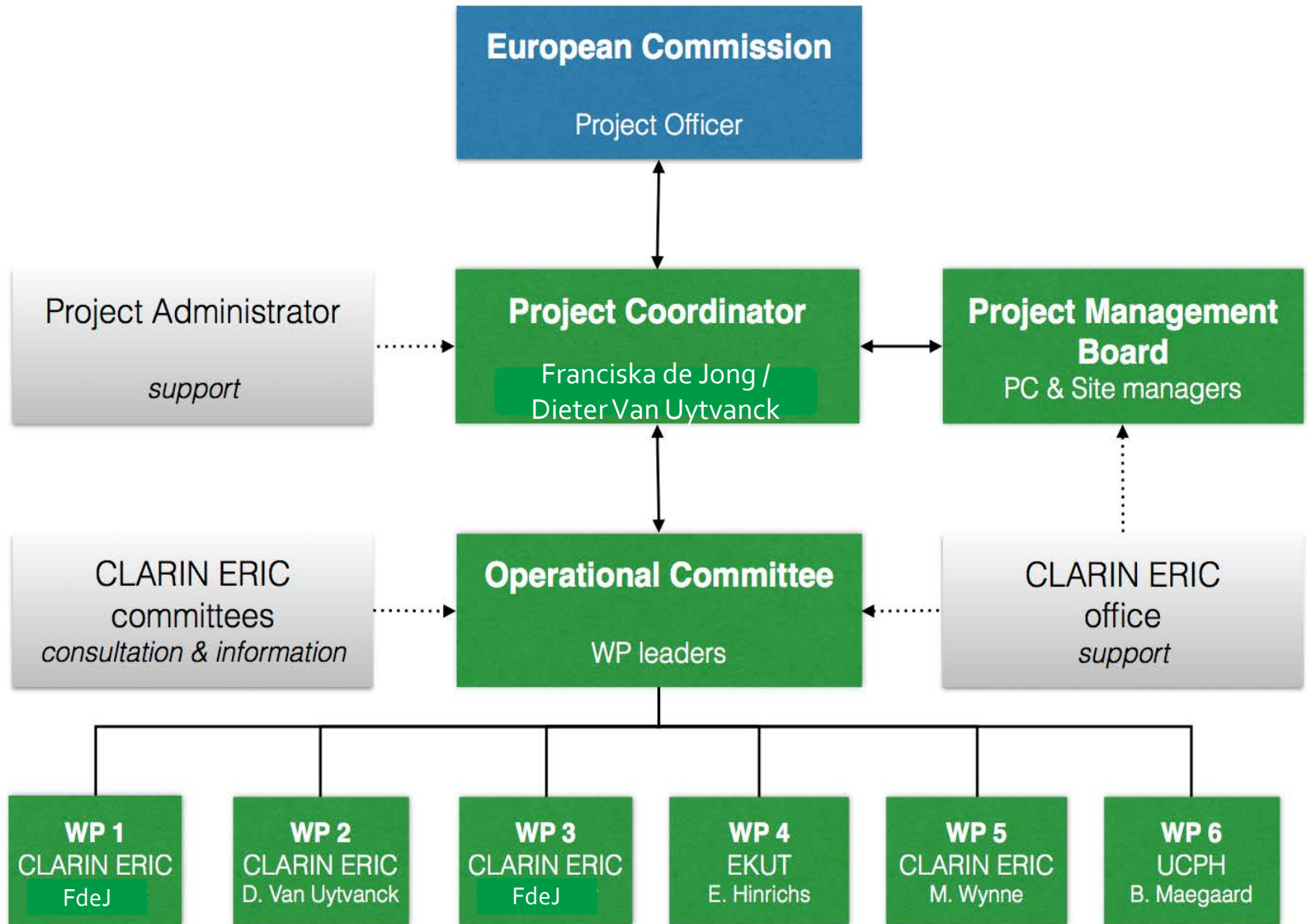
D 1.2 Periodic report year 2

Main activities and responsibilities:

- To ensure progress towards and achievement of project goals through efficient and structured management, ensuring adherence to plans.
- To maintain the consortium plan and budget to reflect changing needs within the project.
- To recruit staff to work on the project for CLARIN ERIC on secondment basis.
- To provide effective communication channels between partners and between CLARIN and EC.
- To ensure seamless integration of the project results into the broader CLARIN infrastructure at large.
- To oversee adherence to a project wide quality plan and risk management policy
- Prepare deliverables and periodic reports for submission to EC.

Main instruments:

- At least 3 face to face meetings of the Project Management Board (M₁, M₁₂ and M₂₄)
- Monthly video meetings of the Operational Committee, and 3 face to face meetings together with the Task leaders (M₁, M₁₂, M₂₄)
- Consortium Agreement following DESCA template (signed M₃).
- Six-monthly reports to National Coordinators Forum, annual reports to General Assembly.





Main activities:

- Preparing financial reports and making payments to project participants
- To facilitate and support the project's governance bodies
- To ensure smooth, transparent implementation and compliance with EC rules of the contractual arrangements to be made for staff from CLARIN institutions to be seconded to CLARIN ERIC.

Main instruments:

- CLARIN Office
- Preparation of Secondment Agreement template to be checked with EC for compliance with general conditions



Consortium consists of:

- CLARIN ERIC
- Charles University Prague
- University of Copenhagen
- University of Tuebingen



Contributing through Secondments with CE:

- Austrian Academy of Sciences
- Wroclaw University of Technology
- Meertens Institute
- Center of Estonian Language Resources
- Institut für Deutsche Sprache
- KU Leuven
- Vytautas Magnus University
- Bulgarian Academy of Sciences



Secondments cover:

- Description of work to be carried out by partner institution/seconded person (WP, Tasks)
- Time frame: period, number of person months/hours
- Salary rate
- Reporting procedure
- Financial procedure (invoicing)



Eligible costs:

- Actual costs of hours worked, based on annual productive hours set by Institute (or by EC maximum):
Timesheets!
- Travel and subsistence costs, based on reimbursement rules of home Institute



Finances:

- 1st installment to be transferred to beneficiaries in September
- For secondments: quarterly invoices to CLARIN ERIC (labour costs, travel costs and overhead)
- EC Reporting: yearly
- Internal reporting: quarterly



For beneficiaries:

- To be recorded on a monthly basis in their own recording system

For secondments:

- To be recorded on a monthly basis in the CLARIN PLUS recording system ([Google Docs](#))



See CLARIN Website, Horizon 2020 Dashboard

- Travel costs and reimbursement rules
- Time recording and time sheets
- Secondment template and FAQ
- Explanations of roles and responsibilities in CLARIN EU projects

[Link to H2020 Dashboard](#)

But: this is work in progress, will be updated regularly.