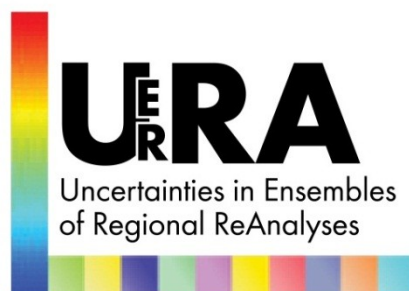




Seventh Framework Programme  
Theme 6 [SPACE]



**Project: 607193 UERRA**

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**Uncertainties in Ensembles of Regional Re-Analyses**

**Deliverable D6.1**  
**Coordination plan**

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**Coordination plan**



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## 1 Introduction

In UERRA Work Package (WP) 6 has separated out the Scientific Coordination from the Project Management (in WP5). This is in order to have a separation between the two sorts of activities. (There are also different reimbursement levels (MGT vs. RTD).

Part A of the Description of Work (DoW) specifies the necessary activities of Scientific Coordination.

The Scientific Coordination is important in order to achieve the objectives of the Project in time and requires some in depth knowledge of the work in the WPs as well as of the interaction between the Work packages and between partners.

## 2 Activities

### 2.1 MST meetings

Regular Management Support Team (MST) meetings will be held, at intervals of a few months or even more often when needed. Often it will be in form of tele conferences and, when possible, at other meetings where all or most of the MST members are present (like EMS (European Meteorological Society) and the General Assemblies (GA) of UERRA and certain Workshops).

At the MST meetings progress reports (as below) will normally be presented (briefly if already available) and discussed. Verbal progress reports may also be given. Issues arising



from the progress reports or verbal communication at the meeting will first be discussed and may then be taken up as an action point if agreed at the meeting. The action points will be followed up and reported at the subsequent meeting, see also under Follow up, below.

## ***2.2 Progress Report and time schedule of the Project***

Regular progress reports will be requested in connection with the MST meetings or every 3 months. Issues of delays and problems should appear in there and a dialogue will then start, first within the WP, between partners or between the WP leader and a partner. The Coordinator should be informed and as necessary be involved in discussions.

Delays will be discussed with the WP leaders and the partners. After some conclusions have been reached, the Coordinator brings up the issues with the Project Officer at the REA.

## ***2.3 Follow up of the work through direct contacts***

There will be quite a few direct contacts with the partners and also individual scientists in the institutes in some cases. The WP leaders will normally follow up the work with the partners involved. The Coordinator will follow up work with the WP leaders, at the MST meetings as well as between meetings. He may also do this directly with the partners in some cases (due to urgency e.g.) but with the WP leader being fully informed of contacts and the discussions that have taken place.

The Follow up of work is thus envisaged to take place in the following 3 ways:

- a) Regular contacts will be taken between the Coordinator and the WP leaders, as warranted by the schedule of the project and the issues that arise. The WP leader should have discussed the scientific issues with the partners or scientists involved and often will have the full picture. In other cases, and they are probably not unusual, the WP leader contacts the partner. This generates some email traffic and may incur time delays, so direct contacts as discussed below may also be taken when suitable.
- b) The WP leaders should from time to time contact the partners involved in their Work Packages for exchanges of information. This is in particular at the time of reporting (progress or Periodic reports) and when Deliverables need to be followed up.
- c) Contacts with the partners directly, with full liaison with the responsible WP leader can also be taken by the Coordinator when particular scientific questions need to be discussed. It may be needed when the WP leader has little time or is away from work etc. It is important the the WP leader is informed at all times.

## ***2.4 UERRA meetings***

A very important and efficient way of discussing Scientific issues is at or in connection with the UERRA Workshops and General Assemblies. Discussions may also continue afterwards in the form of e-mail exchanges.

## ***2.5 Other meetings***

There are also other meetings where some of the Project members are present. They may be the general European meetings, such as EMS or EGU, or dedicated Workshops. There will be more ad-hoc opportunities to raise questions at those meetings, depending who is there. It may be with the Coordinator, or in many cases, one or more of the WP leaders. Especially for the dedicated meetings and Workshops it is expected that in most cases it will be one of the



WP leaders who attends and has the opportunity to also coordinate UERRA work.

Other meetings may also include the GA:s or Workshops of one of the other FP7 Copernicus projects (ERA-CLIM2, CLIPC, QA4ECV, EUCLEIA) (see also below for overarching activities). Attendance at these meetings by the Coordinator or WP leaders gives opportunity to align the internal work in UERRA with the other projects, taking into account dependencies both ways.

## ***2.6 Other in-promptu exchanges of information***

WP leaders and partners will also raise questions with the Coordinator via e-mail and telephone conversations when they see potential problems or need advise.

## ***2.7 Scientific Periodic Reporting***

The main reports are the Periodic Reports after M12, 30 and 48. After the end of the Project there will be a Final report.

Input will be requested from each partner before the end of each Period. The time window for producing and submitting the reports is at the most 60 days after the Periods. It entails for the participants to write reports with results of the work and for the Coordinator to compile the contributions and add summaries from the WP leaders and for the Projects as whole (by the Coordinator).

The timing of these reports will also be affected by the meetings with the ESAB (see below) in order for them to have something to scrutinize.

In order to proceed as fast and efficiently as possible, the request will normally not go via the WP leaders but to the partners will be approached directly. Moreover many partners are involved in more than one WP. The WP leaders will be involved in the process and receive the same material and they will as well need to write or compile an overall summary of the work in the Work package.

During the process of compiling the Scientific part of the Periodic Report, the achievements will be compared with the DoW (Part B and Part A) and any discrepancies or delays will be brought up with the partners. This discussion may be taken by the Coordinator a) with the WP leader in question and b) between a WP leader and the partners involved. Then the conclusions and resulting report will be brought up with the Coordinator. In some cases there may be direct contacts between the Coordinator and a partner for limited issues and when time is short. (Similar to Section 2.3).

## ***2.8 Contacts with REA***

The progress of UERRA will be discussed with REA and the Project Officer (PO) at regular intervals (of a few months). In particular, the Scientific reports will be submitted for the PO, the EU reviewer and the ESAB to comment on.

Both the achievements and any deviations from the plans will be raised with the PO and general guidance is likely to arise from such discussions and aid the Coordinator for future actions. The Evaluator appointed by the REA will give more detailed feedback to the Project and together with advice from the ESAB(below) aid and direct the work in the WP;s and for the Coordinator.



## **2.9 Interaction with the ESAB**

The Coordinator will provide information about the Project to the members of the External Scientific Advisory Board (ESAB) in due time before meetings (Usually the General Assemblies). The Periodic Scientific part of the Periodic Reports will be compiled and submitted (even if in preliminary form) to the ESAB members as well as to other advisers, like the Evaluator appointed by REA.

The ESAB members may raise issues at the meetings of the Project (GA:s), but in particular, give feedback and discuss the progress and plans with the WP leaders and the Coordinator in special meetings in connection with the GA:s.

## **2.10 Overarching Coordination with the 5 Copernicus Projects**

Dr Albert Klein Tank is in charge of the Overarching Coordination between the 5 Projects and there is a WP for this in each of them (in UERRA WP9).

This coordination takes place through 1) telephone conferences between the Coordinators organised by Albert Klein Tank. 2) Other meetings where Coordinators or WP leaders from more than one of the Projects are present and 3) E-mail communication between meetings and 4) the web sites of the Projects including the common Web Portal of CLIPC.

There are also possibilities to attend General Assemblies and Workshops of each other's project. This is encouraged to exchange views and information. This will happen to a limited extent and the Coordinators will naturally be very selective due to their availability timewise.

## **3 Who makes the Scientific coordination?**

- a) The Coordinator has the overall responsibility for the Coordination (as defined in the DoW WP6).
- b) Dr Albert Klein Tank is responsible for the Overarching Coordination between the Projects and of maintaining a unified communication to the outside Users and Stakeholders.
- c) The WP leaders will coordinate their work with the partners in the WP. There are also connections and dependencies between the WPs and that may be sorted out between them or at the Coordinator's level.
- d) The individual partners have responsibility for their own Scientific work according to the DoW.
- e) The partner institutions and individual scientists will have more ad-hoc but natural contacts with other partners when there is work together and dependencies.

Figure 1, at the end, shows schematically the interactions between the different bodies in UERRA.

## **4 Timing of Coordination**

The Coordination is a continuous activity with emphasis on the most urgent issues at the time. These change through the time of the Project following the plan (DoW) and in particular when developments are delayed or when the scientific results motivate changes in the



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remaining work schedule.

Times of the Deliverables imply certain deadlines and more activities of coordination around those times.

The Periodic Reports are made at M12, 30 and 48 and in particular the Scientific Reports require much work and preparation by the partners and the Coordinator. The WP leaders summarize the work in the Work package. The reporting has start in a month before meetings with the ESAB, which is usually connected with the GA meetings.

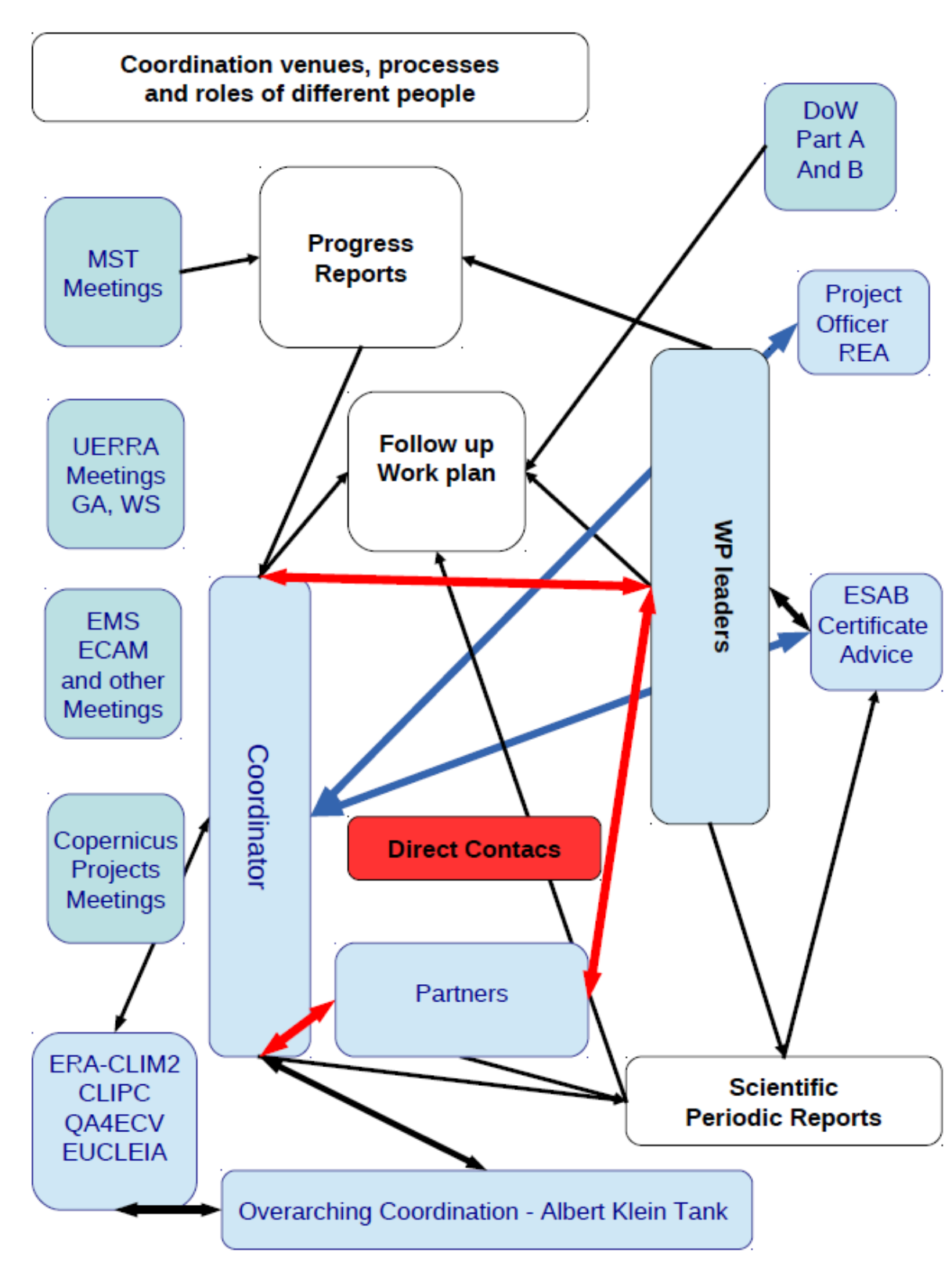


Figure 1. Interactions between the different bodies of UERRA.