



TEMAS

a strong partner in funded projects



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In order to rationalise the TEMAS activities, the following information will specify the core competencies of TEMAS.

The services TEMAS is providing are complementary to the task of the scientific project Coordinator:

- Project Management and
- Dissemination, Exploitation and Training



Project Management and Coordination will be a parallel activity running alongside all the work packages. In order to support the Coordinator, the following information is addressing only tasks which could be allocated to the Project Management.

The Project Management covers the day-to-day management, the overall administrative and financial management as well as optionally specific tasks as described below.

Project Management Procedures

The PM is linking together all the important tasks of the project including administrative, financial, and technical as well as risk management.

The PM will oversee legal, contractual and ethical issues.

TEMAS will manage and will be responsible for:

- the maintenance of the Consortium Agreement, and
- monitoring the scientific, technological and financial executions of the project and
- maintaining regular contacts with the funding agency

Consortium Agreement

TEMAS manages the establishment of the Consortium Agreement and the amendments, as well as all legal issues and supports the Coordination between the funding agency and the project consortium.

Managing and updating Consortium Agreement as well as the collaboration among the partners.

Management of the consortium with respect to the administration

TEMAS is supporting the Coordinator in all tasks with respect to the organization and administration, the preparation and chairing of Board Meetings, the organisation of the review meetings with the funding agency.

The PM includes the support to the Coordinator to control the overall legal, contractual, financial, administrative and ethical issues of the consortium.

The PM is informing all partners of decisions taken by the different management bodies of the project, controlling the decision-making process and implementation of the decisions taken by the Board.

Financial issues support

TEMAS is providing the budget control, preparing the transfer of the advance payments and further payments to the partners for the Coordinator, collecting and supervising the audited financial reports of the consortium members.

Preparing meetings within the project consortium

If adequate, TEMAS will prepare all the meetings and the respective reporting of the consortium.

Monitoring the project

TEMAS will monitor the project, focused on timely and adequate reaching the technical objectives, figures of merit, deliverables and milestones.

Risk management

TEMAS is performing the ongoing supervision of the project with respect to risks and the respective contingency plan.

Conflict management

Performing the financial mediation between the funding agency and the partners, mediation in case of internal conflicts and proposing solutions based on the Consortium Agreement. It is the goal, and the expectation, that most of the decisions will be taken by consensus of all partners.

Communication with funding agencies

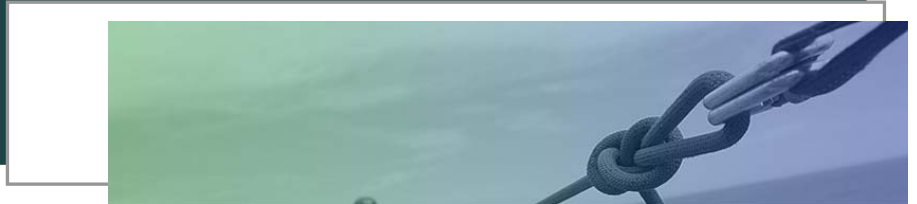
Preparation of the financial and scientific reports as defined.

Supporting the scientific Coordinator in organizing, preparing and – if adequate – participating meetings with the funding agency.

TEMAS handles the quality control and submission of all required reports, deliverables and financial statements.

Management Tools

TEMAS will foster the use of the project communication and management tools in order to optimise the interactions between the partners and to ensure a proper monitoring of the activities. Such tools are: Internal interaction platform Quickplace, Web conferencing, Project Management tools, etc.



Dissemination

Dissemination is proposed as a multi-faceted, multi-functional activity to penetrate the industrial markets with new technologies and processes.

If required TEMAS is organizing:

- Industry-days,
- Seminars,
- Conferences,
- Mobile transfer shows, and
- Establishing an advisory council and industry support group.
- Web site with public and restricted accesses
- News letters
- Promotion flyers

Exploitation

TEMAS can perform the exploitation task to market the outcomes of the project.

Intellectual Property Rights (IPR)

IPR in a project consortium with partners from science and industry needs special attention. In the course of developing the Consortium Agreement TEMAS will take care of this task.

Publications, knowledge management, innovation

TEMAS supports the publication activities and if required, establishes a publication and knowledge data base and other innovation related activities.

Technology Transfer

If adequate TEMAS will provide Technology Transfer between science and industry by using a combined PUSH- / PULL-process.

Relations with Industry

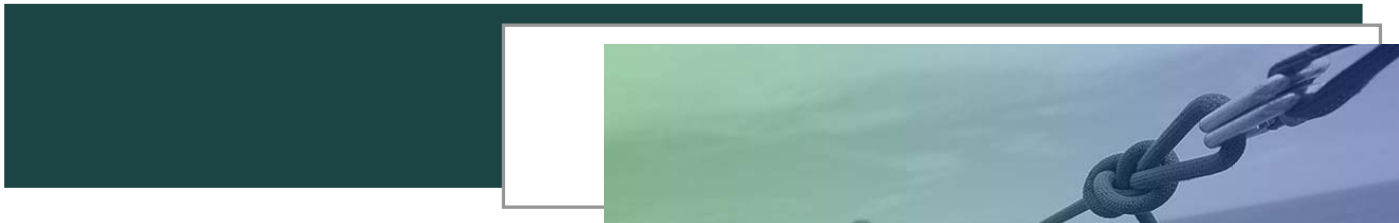
If adequate, TEMAS will set-up an Industry Support Group.

Relations with Technology Platforms (ETP) and Networks of Excellence (NoE)

If adequate, TEMAS establishes and maintains the relations to the ETPs and the NoEs.

Training

The aim is to educate future generations of experts in the emerging fields of technology.



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