



## **HiSEA DELIVERABLE 1.1**

### **ESTABLISHING GOVERNANCE STRUCTURE**

**WORK PACKAGE NUMBER: 1**

**WORK PACKAGE TITLE: PROJECT MANAGEMENT**



HiSea Project Information	
<b>Project full title</b>	High Resolution Copernicus-Based Information Services at Sea for Ports and Aquaculture
<b>Project acronym</b>	HiSea
<b>Grant agreement number</b>	821934
<b>Project coordinator</b>	Dr. Ghada El Serafy
<b>Project start date and duration</b>	1 <sup>st</sup> January, 2019, 30 months
<b>Project website</b>	<a href="https://hiseaproject.com/">https://hiseaproject.com/</a>

Deliverable Information	
<b>Work package number</b>	1
<b>Work package title</b>	Project Management
<b>Deliverable number</b>	1.1
<b>Deliverable title</b>	Establishing Governance Structure
<b>Description</b>	The Governance structure will be implemented in line with the DoA (section 3.2.1), which defines the roles, responsibilities and activities of the different committees and other decision rules.
<b>Lead beneficiary</b>	Deltares
<b>Lead Author(s)</b>	Anna Spinosa, Bracha Ehrman
<b>Contributor(s)</b>	
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<b>Approvals</b>				
	<b>Name</b>	<b>Organisation</b>	<b>Date</b>	<b>Signature (initials)</b>
<b>Coordinator</b>	Ghada El Serafy	Deltares	31 Jan 2019	GES
<b>WP Leaders</b>	Ghada El Serafy	Deltares	31 Jan 2019	GES





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## Kick-off Meeting and Establishment of Governance Structure

### Executive Summary

The Kick-off Meeting, hosted by the Coordinator, took place in Scheveningen, The Netherlands, January 9 2019. The meeting was attended by all partners, the Project Officer (PO) and a business advisor from the EC, and was dedicated to introduction of partners as well as an overview of expectations from all participants including the EC. A large part of the day focused on operational planning, discussion on the level of Work Packages and tasks as well as practical aspects of interaction among work packages focusing on implementation of the first activities of the project. A session describing the Challenges and needs of HiSea end users included consortium members VPorts and Selonda who detailed the issues facing the Ports and Aquaculture sectors which can be addressed by HiSea. A session on project administration and reporting clarified requirements and set these processes in motion.

A summary report of the KO meeting was shared with the consortium and includes a list of action items, the specific person responsible and due date for each action. Additionally, the General Assembly reached decisions: 1- to confirm and establish the Governance structure as detailed in the DoA, the essence of D1.1, 2- to establish a Board of End Users to guide product and service development. The list of processes adopted by the consortium was detailed and next meetings were planned.

### Decisions

1. Management structure as described in the DoA and Consortium Agreement and as presented at the Kick-off is confirmed by all partners. This constitutes Deliverable 10.1.
2. Establish a Stakeholders Advisory Board (SAB) to guide product and service development

### Consortium Processes

1. Timesheets should be kept by all individuals whose time will be charged to the project; each partner consolidates for their team. Simon will send a template.
2. Deliverables should be submitted to the Management one month in advance of due date.
3. Dissemination; press/news/blogs should all be sent to the Management one week before release
4. Scientific publications/posters should be sent to the Management one month in advance of publication / presentation
5. Interviews: Dissemination team will prepare the policy
6. Audits: All partners who are required to perform audits must do so in advance of reporting to minimize delays. Simon will remind relevant partners (with direct costs over 325K) and support this activity as required.





## Governance Structure

The HiSea governance structure was officially established as detailed in the DoA and was confirmed at the kick-off meeting by the Consortium. The consortium comprises 7 organisations (Deltares, Hidromod, Ascora GmbH, Fundacion Valencia Port, Argans-F, Selonda, Agora) and is led by Stichting Deltares (Deltares). The consortium partners agreed to the Governance structure outlined below and fulfilled through a simple and effective configuration, as illustrated in Figure.

The governance structure of HiSea has three common organizational levels.

- **Co-ordination level:** the Coordinator, assisted by the IUSS Project Management; this level will be ensuring the coordination among partners and EC.
- **Strategic level:** Coordination Committee Team (CCT), Core Services Exploitation Team (CSET), and Stakeholder Advisory Board (SAB); these experts will provide guidance and inputs to the optimization and monitoring of project activities and goals, considering and complementing the innovation in both academia and industry.
- **Operational level:** Partner Assembly; this level will be functional to carry out the project activities and ensure an active dialogue among project partners and local coastal communities.

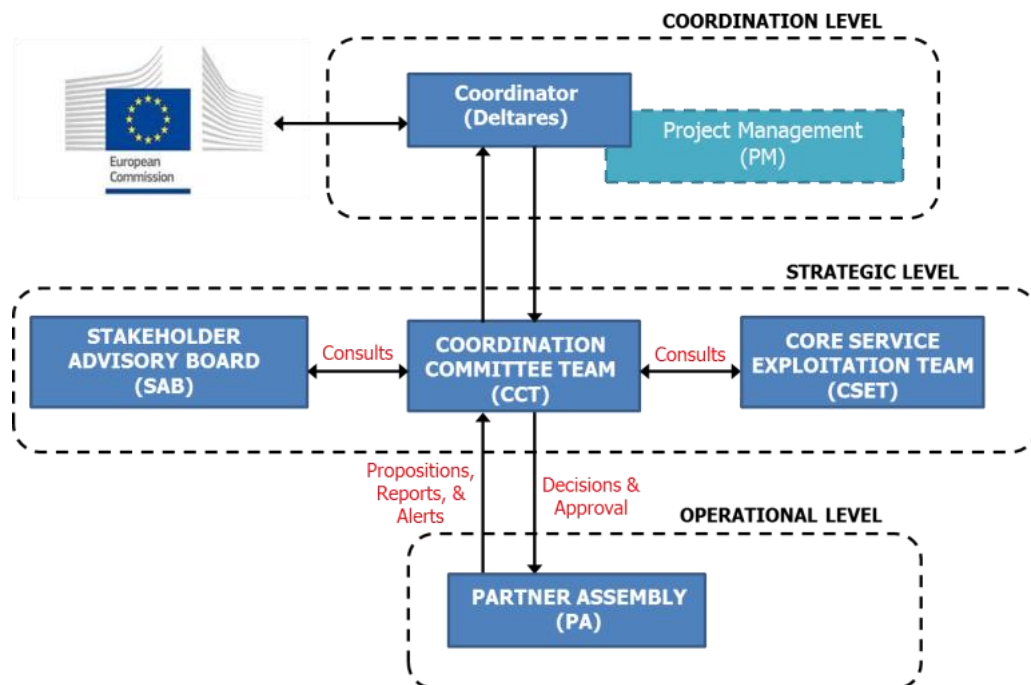


Figure1. Management structure of the HiSea Consortium organization structure



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Coherently with the DESCA model of Consortium Agreement, the internal organizational structure of HiSea Consortium will comprise the following Governing Bodies:

- a) The **Coordinator**, Dr. Ir. Ghada El Serafy (Deltares), will be the ultimate responsible for the overall project coordination and acts as an intermediary between the Consortium and the European Commission;
- b) The **Project Management Team (PM)**, (Agora), will assist the Partner Assembly and the Coordinator in all the administrative and financial aspects;
- c) The **Coordination Committee Team (CCT)** will comprise all WP Leaders to coordinate and monitor the work plan implementation;
- d) The **Core Services Exploitation Team (CSET)** ensures a proper innovation and core management during the project, supervise and manage all innovation & exploitation activities.
- e) The **Partner Assembly (PA)** acts as the ultimate decision-making body of the Consortium dealing with the scientific and management control of project activities; it will be comprise one member for each partner and chaired by the Coordinator.

External to the Consortium:

- a) **Stakeholder Advisory Board (SAB)** which will provide their expertise and feedback at selected case studies. The SAB will be composed of users at the demonstration site and the local government, managers and cross- sectoral professionals to ensure improved decision making capacity and the tailored uptake of project resulting methodologies.

For effective and efficient management of the project a governance structure will be set up by the **Project Executive**. This structure will create separate management for scientific, technical and administrative aspects and include a Coordinator (Deltares), a RTD Manager (Argans-F), an Innovation Manager (Ascora) and an Administrative Manager (Agora).

Specifically and by name:

- **Project Coordinator:** Ghada El Serafy (Deltares)
- **Project Executive:**
  - RTD Manager: Antoine Mangin (Argans-F)
  - Innovation Manager: Danny Pape (Ascora)
  - Administrative Manager : Simon van Dam (Agora)



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- **Project Managers:**
  - Anna Spinosa (Deltares)
  - Bracha Ehrman (Agora)
- **CSET:** mainly chaired by Rafa Company Preis (VPort) and Eleni Geropanagiotti (Selonda)
- **CCT:** Work Package Leader as depicted in Table 1.

Table 1: Work package leaders

<b>WP1</b> Management and Coordination	Deltares
<b>WP 2</b> User Engagement	Vport & Selonda
<b>WP3</b> Service Specifications and User Requirements	Argans-F
<b>WP 4</b> Service Design and Cloud Computing	Hidromod
<b>WP 5</b> Service Implementation	Ascora
<b>WP 6</b> Service operability, validation, and demonstration	Deltares
<b>WP 7</b> Innovation Management, Exploitation & Business Planning	Agora
<b>WP 8</b> Marketing, Communication and Visibility	Deltares & Agora

