

1.3.3. WT3 Work package descriptions

Work package number ⁹	WP1	Lead beneficiary ¹⁰	1 - JIV-ERIC
Work package title	Management		
Start month	1	End month	48

Objectives

The management of JUMPING JIVE will be located at JIVE. The objective is to transparently facilitate the range of activities and monitor the progress. JIVE will distribute the funds associated with 3rd party travel. This management WP will coordinate all reporting of the project to the EC.

Description of work and role of partners

WP1 - Management [Months: 1-48]

JIV-ERIC

For this programme JIVE proposes to work with a limited number of partners, mostly institutes already closely involved in the JIVE and EVN governance. This reflects the distributed nature of the VLBI research infrastructure and makes sure that an optimal use is made of existing expertise. As a result, it will be necessary to agree on a consortium agreement that institutes a project board, but in many practical cases this can be aligned with the JIV-ERIC council. The consortium agreement will be

based on the DESCAs template augmented through our experiences in RadioNet, ASTERICS and (N)EXPREs.

The main objective of the management is to make sure that the project stays on track by providing the coordinator and the work package leaders regular metrics for monitoring progress. This involves tracking time sheets, spending and deliverables. The choice of JIVE as the location of the management team follows naturally from the fact that JIVE is the main and coordinating partner of the consortium. The management will facilitate communication by maintaining distribution lists and calling meetings. An internal website (wiki) will give all partners access to the project information. Because most partners are JIVE partners, we know we can accomplish these tasks with a modest team effort.

In past projects JIVE has acquired extensive experience with administering travel funds for 3rd party travel. It is proposed that JIVE will hold all the resources for travel associated with events organised by the other Work Packages, when it involves non-partner participation. This includes funds for workshops and training activities.

Finally the management will take responsibility for delivering the reports for the programme, where we anticipate that there will be 2 reports over the 4 year period.

WP leader: JIVE (Huib van Langevelde).

Participation per Partner

Partner number and short name	WP1 effort
1 - JIV-ERIC	19.00
Total	19.00

List of deliverables

Deliverable Number ¹⁴	Deliverable Title	Lead beneficiary	Type ¹⁵	Dissemination level ¹⁶	Due Date (in months) ¹⁷
D1.1	First Periodic Report	1 - JIV-ERIC	Report	Public	18
D1.2	Second Periodic Report	1 - JIV-ERIC	Report	Public	36

List of deliverables

Deliverable Number¹⁴	Deliverable Title	Lead beneficiary	Type¹⁵	Dissemination level¹⁶	Due Date (in months)¹⁷
D1.3	Final Periodic Report	1 - JIV-ERIC	Report	Public	48

Description of deliverables

D1.1 : First Periodic Report [18]
 First Periodic Report
 D1.2 : Second Periodic Report [36]
 Second Periodic Report
 D1.3 : Final Periodic Report [48]
 Final Periodic Report

Schedule of relevant Milestones

Milestone number¹⁸	Milestone title	Lead beneficiary	Due Date (in months)	Means of verification
MS1	First periodic report	1 - JIV-ERIC	18	First periodic report, approved by board
MS2	Second periodic report	1 - JIV-ERIC	36	Second periodic report, approved by board
MS3	Final periodic report	1 - JIV-ERIC	48	Final periodic report, approved by board