

Executive Summary

The present document aims at providing an overview of the management and administrative procedures and principles that will ensure an efficient execution of the EPAD project and contribute to the production of high quality project results.

The main objective of the Handbook is to make available to the project participants a quick reference 'manual' that points out, in an understandable way, the management structure, tasks, responsibilities and procedures on all levels of project execution. All the general principles in the Handbook are defined in the Grant Agreement, the Description of Work and in the Project Agreement provisions, but it also draws from best practice, IMI guidelines and accepted project management standards.

This document specifically covers the following areas:

- Administrative project management processes that ensure accurate financial reporting and justification of the work being carried out.
- General project management processes that ensure tight coordination of RTD (research, technology and development) activities resulting in high quality Deliverables.
- An internal communication strategy that ensures clear and effective communication between the Participants and that allows for the early escalation and the timely resolution of management and technical issues.
- External communication, dissemination processes that ensure a unified presentation of the project to the public at large as well as protection of IP of the Participants.
- An overview of the methods and procedures undertaken by the Consortium in order to identify, analyse, assess and monitor risks affecting the project or its results, and the development and monitoring of associated mitigation and contingency plans that aim at mitigating the potential negative effects and maximising the potential benefits of risks.



Please note that this Handbook is circulated as a guidance document only. It should not be relied upon for making any legal assessments, for which Participants should always refer to the Grant Agreement (including its annexes) and the Project Agreement.

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