# THE TASKS OF A COORDINATOR:

Let's allocate a few minutes for the basics: What are the tasks of a coordinator?

Consider the Management and Coordination related work package in a project proposal, or already in the Description of Work (DoW). What tasks are listed there? Is everything mentioned? Do you know your tasks and responsibilities?

Below is a list of tasks that regularly appear in the Management/Coordination work packages depending on the complexity of the project.

» Scientific coordination and

» Administrative coordination

– Setting up a total management structure (acting persons, responsibilities and teams).

– Preparation of all project meetings.

– Kick-off activities of the project and kick-off meeting (re-align vision, mission and focus on project outputs and related deliverables).

– Generating a project management plan. The plan will describe the indicators, the reporting procedures, schedule and the management of the project progress. Monitoring accordingly.

– Developing a quality assurance plan and monitoring deliverables/processes accordingly.

– Risk Management and Contingency Planning.

» Legal and IPR coordination.

– IPR Management (managing and protecting IPR linked to the results developed in the project).

– Drafting and signing a Consortium Agreement - CA (if not signed before ECGA signature)

» Financial coordination

– Managing financial aspects, including payments, financial reporting, reallocations, and other financial activities in the project.

» Sustainability and Exploitation (if not part of another WP)

– Analysis and actions to make the project and its infrastructure sustainable (overview of the project's sustainability scenarios; attracting stakeholders and public and private funding for the expansion of the project).
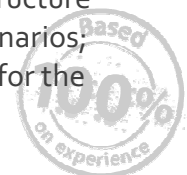
>> Communication

    – Internal communication within the consortium.

    – Communication with the EC.

>> Gender issues, ethical issues, social impact (horizontal issues).

>> Cooperation with other EC projects.

All these tasks are described in a short paragraph in the proposal/DoW. Make sure that all necessary tasks are noted in your project (in your mind).

Possible deliverables of the Management/Coordination work package:

>> Management tools e.g. Guidelines, Gantt chart, Deliverables and Milestone tables, reporting templates

>> Quality Assurance Plan

>> Gender Action Plan

>> Kick-off organisation (Attendance, logistics, minutes)

>> Minutes of the meetings

>> Internet Platform Communication tool

>> 6-monthly Interim Reports

>> Partner lists and updates

>> Business Plan, Exploitation Plan, etc.

Newly, not part of the list of deliverables:

>> Consortium Agreement (should in principle be signed before the ECGA is signed, therefore, not needed to be included as a deliverable)

>> Official EC Periodic Reports and the Final Report (some EC Project Officers request to take these out as they have to be submitted anyway)

These are the basics. Let's see what tasks are in general listed specifically for the coordinator in the DoW and the Consortium Agreement.