D 2.6 Organisation of the project Supervisory Board, Project Management Team and Young Scientist Council

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Contents

List of abbreviations

EC   European Commission
WP   Work package
T   Task
D   Deliverable
KoM   Kick-off Meeting
SC   Steering Committee

Executive summary

This documents refers to the organization of the project Supervisory Board, Project Management Team and Young Scientist Council according to the management structure and procedures specified in the project, the attributions and responsibilities of these bodies and their roles in accomplishing the objectives of WP2 – Project Management (WP Leader – TUIASI).

Overview on the main objectives of WP2

The main objectives of WP2 are:

- Achieving an efficient and appropriate coordination of the project. The coordinator (**Partner 1 TUIASI)** will be responsible for administrating, organizing and monitoring the adequate functioning of the technical, administrative and financial components of the project. The coordinator will maintain the respective Commission services informed concerning all project's developments
- Setting-up the communication structures for a coherent and efficient collaboration within the consortium (web-based reporting tool and intranet)

The Supervisory Board – structure, attributions and responsibilities

The Supervisory Board of the project comprises all Team Leaders and is chaired by the Project Coordinator. The Supervisory Board was nominated in the BrainTwin Kick-off Meeting, on 24th September 2020 and confirmed in the 1st Steering Committee Meeting, on 21st October 2020.

The Supervisory Board:

- Actively participates in all the communication activities related to the BrainTwin project.
- Has the overall responsibility for the Consortium
- Makes decisions on all aspects of the project, both strategic and tactical
- Coordinates educational activities, knowledge transfer, management, communication and dissemination activities
- Monitors and controls the project progress and quality, assess risks, legal, ethical, financial and administrative activities related to the project execution.

- Makes, via its Coordinator, regular reports to the European Commission and Participants Approves financial reports
- Sets up the dates and agenda for the Operational Boards meetings and the Consortium workshops.

The decision making process is based on the consensus between the Participants.

The Supervisory Board meets online once a month or whenever necessary to discuss day-to-day problems.

The nomination and voting of the Supervisory Board members

The following members were nominated for the Supervisory Board in the KoM:

- Prof. Nicolae Lucanu - the Leader of WP1 and WP2 (TUIASI)
- Mr. Mircea TRIC - the Leader of WP3 and WP4 (Fraunhofer)
- Prof. Manuel S. MALMIERCA - the Leader of WP5 (USAL)
- Ms. Miljana Cosic - the Leader of WP6 (S2i)
- Mr. Philipp BRUGNER – the Leader of WP7 (ZSI)

In the 1st Steering Committee Meeting, Ms. Miljana Cosic (S2i) was replaced by Ms. Iuliana Nichersu.

The nomination of the following persons to the Supervisory Board was approved. No oppositions were made.

- Prof. Nicolae LUCANU (TUIASI) – President of the Supervisory Board
- Dr. Mircea TRIC (Fraunhofer)
- Prof. Manuel S. MALMIERCA (USAL)
- Dr. Iuliana NICHERSU (S2i)
- Mr. Philipp BRUGNER (ZSI).

The Project Management Team – structure and responsibilities

The Project Management Team consists of:

- Prof. Nicolae Lucanu – Project Manager and Coordinator
- Eng. Elena-Gabriela Iftode – Assistant Manager
- Ec. Gabriela Popescu – Financially Responsible

The members of the Project Management Team were appointed by decisions of the TUIASI Rector.

The Project Management Team is responsible for:
- the overall coordination of the project, the proper handling of financial resources and the reliable and fast flow of information and project documentation between the project consortium and the European Commission (e.g. progress reporting, cost statements, reviews).
- the allocation of budgetary resources to partners, preparation and submission of financial and budgetary reports to the EC

- the implementation of the dedicated "Stay on track" management tool (EMDESK).

The Young Scientist Council – structure and attributions

The Young Scientist Council consists of:

- Thomas-Gabriel SCHREINER (Ph. D. Student) - President
- Condaragiu Simona (Ph. D. Student)
- Cazacu Cristina-Magda (Ph. D. Student)
- Zvorișteanu Otilia (Ph. D. Student)
- Giurgică Gabriel (MSc student)

The President of the Young Scientist Council was nominated by the Project Coordinator in the BrainTwin KoM. The other members of this body were nominated by TUIASI according to the defined research topics (one nominated PH. D. Student per each research team).

The Young Scientist Council:

- Collaborates with the Supervisory Board and the Project Management Team in moderation of agendas and content of practical courses for Workshops and Summer Schools and choosing PhD students and young scientists for short-term exchange visits and for attending meetings and conferences
- Actively participates in all the communication activities related to the BrainTwin project.