



Joint Action on Chronic Diseases and promoting healthy ageing across the life cycle (CHRODIS-JA)

WP1. Coordination of the Joint action

Juan E. Riese

National Institute of Health Carlos III (ISCIII)

Madrid - Spain

Kick Off Meeting

Madrid, January 29th & 30, 2014



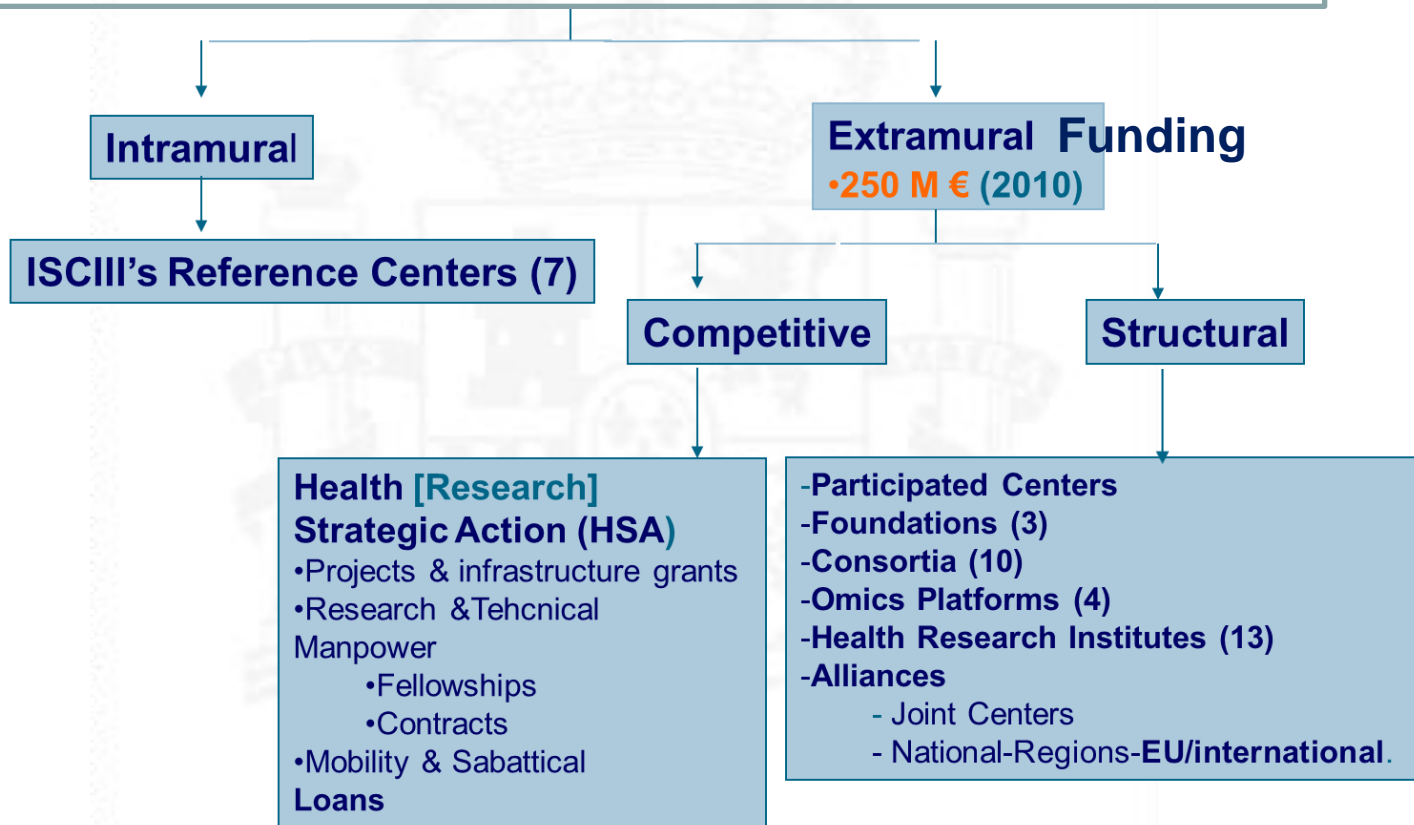
Who we are – The ISCIII

- The National Institute of Health “Carlos III” (ISCIII) is a Public Administration Body, dedicated to biomedical research and providing scientific and technical services.
- Under the Ministry of Economy and Competitiveness and the Ministry of Health, Social Services and Equality its primary mission is to promote the generation of scientific knowledge in Health and Life Science and the provision of benchmark services to the National Health Service (NHS) to promote innovation in health care and prevention of illness.





ISCIII Research-related activities





MINISTERIO
DE SANIDAD, SERVICIOS SOCIALES
E IGUALDAD



MINISTERIO
DE ECONOMÍA
Y COMPETITIVIDAD

ISC
Instituto
de Salud
Carlos III



Funded by
the Health Programme
of the European Union

The coordination of CHRODIS-JA

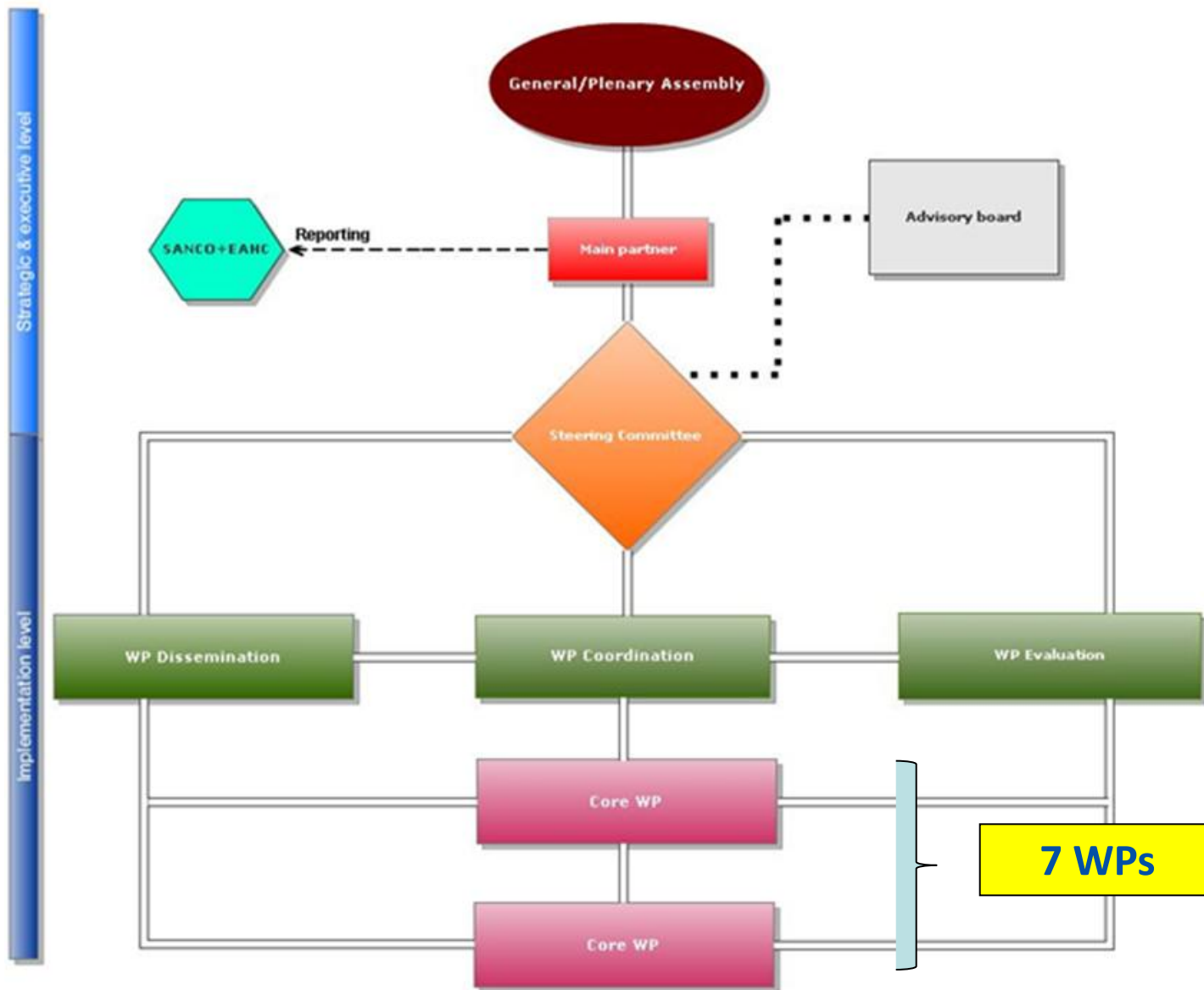


To keep in mind

- The Structure and Governance are important for the success of CHRODIS-JA
- The consortium and partnership agreement signed by JA partners set out the principles for collaboration and management.
- The main partner and associated partners have to develop a standard operating procedure (SOP) that defines the governance and decision-making arrangements.



The overall structure of CHRODIS-JA





Coordination of CHRODIS-JA

- The **Executive Board (EB)**: Coordinator, WP leaders and the co-leaders.
- The **General Assembly**: Members of the EB and the Associated Partners will be represented.
- The **Stakeholders Forum**: Collaborating Partners and other interested parties.
- EC and CHAFEA are observers



Role of the Coordinator and his team

The **main partner represented by the Coordinator** has an executive role in supporting the technical implementation of the action.

- It controls contractual, financial and knowledge management of the JA, and coordinates the administration of the project.
- The main partner also implements decisions of the Executive Board and promotes dedicated tools and templates for technical, administrative and financial management.
- Its other key function is to communicate and report regularly to the CHAFEA and the Directorate-General for Health and Consumers (DG-SANCO).



Activities of the Executive Board

- It is a true project management team, by actively leading and contributing to implementation of the WPs.
- The EB oversees the work and progress of individual WPs, especially monitoring the milestones and deliverables through periodic conference calls and meetings.
- It also ensures that high standards of technical and administrative excellence are maintained, in order to facilitate successful delivery of the JA outputs.
- The Executive Board is also responsible for resolving any potential conflict.



The role of the WP leaders

Workpackage leaders: He/she ensures collaboration within the working group, requests the contribution of collaborating partners and delivers work results.

- Ensure day to day coordination of the work progress.
- Take corrective actions in case of discrepancies with project plan.
- Provide monthly work package progress reports to the project manager.
- Ensure the production of the deliverables in due time.
- Include the inputs of the Collaborating Partners according to their agreed degree of involvement



The role of the Associated Partners (I)

The Associated Partners are responsible for:

- Agree upon appropriate arrangements among them for the proper performance of the Joint Action.
- Forward to the coordinator the data needed to draw up the reports, financial statements and other documents as established in the Grant Agreement including its Annexes.
- Ensure that all information to be provided to the Executive Agency is sent via the coordinator, unless the agreement specifically stipulates otherwise.
- Immediately inform the coordinator about any event which might substantially affect or delay the implementation of the Joint Action.
- To keep in touch with the WP leaders and follow their instructions (bidirectional information channel)



The role of the Associated Partners (II)

- Inform the coordinator of transfers between items of eligible costs, as provided in Annexes V-VI and VII of the Grant Agreement.
- Provide the coordinator with all the necessary documents required in the event of audits, checks of evaluations, as described in Annexes V-VI and VII of the Grant Agreement.
- Project deliverables
- Review and provide input to their respective project deliverables. They may further provide information to different stakeholders in their country. They will participate in the meetings as referred in the Technical Annex of the Grant Agreement.



The role of the Collaborating Partners

- They provide expertise and EU-wide coverage to the project.
- They have no contractual relationship with the CHAFEA.
- They do not contribute financially or in kind to the project budget, nor do they get directly funding from CHAFEA co-funding



Management tools

- An Intranet system for its specific use in the management of CHRODIS-JA that will be integrated in the website.
- Repository of GA, Annexes, SOPs, etc. will be uploaded and it will also act as a Repository for Technical and Financial Reports. This tool will be used for the internal management of every Work Package.
- The CHRODIS-JA management team
 - Coordinator
 - 2 project managers



Advisory Board

Cinthia Menel- Lemos, officer at the CHAFEA reports

