



FP7-REGPOT-2012-2013-1, Grant Agreement: 316087

AComIn: Advanced Computing for Innovation

**FP7 Capacity Programme
Research Potential of Convergence Regions**

WP7: Management

D7.9

Final Report Concerning the Management Tasks in Months 37–42

Galia Angelova, AComIn Coordinator

Due date of the deliverable: 31/03/2016

Actual submission date: 31/03/2016

Start date of the project: 01/10/2012

Duration: 42 months



Version 1.0

EXECUTIVE SUMMARY

During months 37-42 (project Reporting Period 3, 1 October 2015 – 31 March 2016) activities were performed within all AComIn Work packages.

In the period October 2015 – January 2016 the Work packages WP1-WP5 were active so the management tasks, related to their execution, were similar to the ones in project months 1-36. The extension of WP1-WP5 by four months was supported by management activities provided by Task 7.3 of Work Package WP7 “Management”.

The Work Package WP6 organised the evaluation of the Institute of Information and Communication Technologies (IICT) of Bulgarian Academy of Sciences in order to assign a ‘quality label’ to the research performance, human potential, infrastructure, administrative and management capacity of IICT. The management of the evaluation was provided by Task 7.4 of Work Package WP7 “Management”.

This Deliverable summarises the management tasks performed for the successful finalisation of AComIn on 31 March 2016.

Document Information

| | | | |
|---------------------------|---|------------------------|--------|
| Project number | 316087 | Project Acronym | AComIn |
| Project title | Advanced Computing for Innovation | | |
| Project URL | http://www.iict.bas.bg/acomin | | |
| Document URL | http://www.iict.bas.bg/acomin/deliverables.html | | |
| EU Project officer | Dr. Olivier Brunet | | |

| | | | | |
|---------------------|---------------|------|--------------|--|
| Deliverable | Number | D7.9 | Title | Final Report Concerning the Management Tasks in Months 37–42 |
| Work package | Number | 7 | Title | Management |

| | | | | |
|----------------------------|--|------------|---|----------------------------------|
| Date of delivery | Contractual | 31.03.2016 | Actual | 31.03.2016 |
| Status | Version 1.0 | | Final <input checked="" type="checkbox"/> | Revised <input type="checkbox"/> |
| Dissemination Level | Public <input checked="" type="checkbox"/> Restricted <input type="checkbox"/> | | | |

| | | | |
|---------------------------|----------------|--------------|------------------|
| Authors | Galia Angelova | | |
| Responsible author | Galia Angelova | Email | galia@lml.bas.bg |
| | | Phone | +359 2 979 6607 |

| | | | |
|-------------------------|--|----------------|--|
| Summary | Deliverable D7.9 presents the management activities performed during the third reporting period of AComIn project: months 37-42. Since the Workpackages WP1-WP5 were extended by 31 January 2016, there were activities related to management of extensions of postdocs' employment, networking, organisation of events, and innovation activities. In addition WP6 (Assessment of IICT by independent international reviewers) was running during the period. The Review was publicly presented on 24 March 2016 and successfully completed the final activities of AComIn. | | |
| Keywords | Management, employments, scientific events, information events, innovation activities, assessment | | |
| Version log/Date | Document history, Changes | Authors | |
| | | | |

TABLE OF CONTENTS

| | |
|--|----------|
| EXECUTIVE SUMMARY..... | 2 |
| TABLE OF CONTENTS..... | 4 |
| 1. WP7 TASKS IN MONTHS 37-42..... | 5 |
| 2. MANAGEMENT ACTIVITIES RELATED TO WP7 TASK 7.3..... | 5 |
| 3. MANAGEMENT ACTIVITIES RELATED TO WP7 TASK 7.4..... | 7 |
| 4. CONCLUSION..... | 8 |

1. WP7 TASKS IN MONTHS 37-42

According to the Technical Annex of AComIn project, Work Package (WP7) "Management" has the following objectives:

- To plan, manage, coordinate, monitor and control the AComIn activities, focusing on success criteria, risk minimisation and quality assurance in order to guarantee that AComIn results are compliant to the project objectives. This includes organisation of project meetings and assessment meetings with members of the Steering Committee, the Stakeholder Committee and EC representatives, at months 1, 12, 24, 36, and 42.
- To ensure management of the tender procedures for purchasing the Smart Lab devices as well as management of the various dissemination activities.
- To ensure quality in project processes, results and deliverables, by implementing a procedure for assessment by the Steering Committee, the Executive Board and the IICT Scientific Council (which assesses all IICT project reports on yearly basis);
- To monitor project progress, including preparation of management reports;
- To manage knowledge and Intellectual Property Rights (IPR) of the project outcomes.

Two Management Tasks were running in months 37-42:

TASK 7.3: Coordination and management of AComIn (month 1-36). Task 7.3 establishes and runs the communication and collaboration infrastructure for management and administration under the supervision of the Executive Board (and when needed, the Steering Committee). The management and administration of the project budget and of reporting to the Commission are among the most essential activities. Task 7.3 organises audits and sending the audit certificates to the Commission.

TASK 7.4: Management support for WP6 (month 37 – 42). This task provides management support for the IICT evaluation by independent international experts. It organises the travel and payments to the evaluators, the preparation of final financial claims and their timely delivery to the European Commission.

2. MANAGEMENT ACTIVITIES RELATED TO WP7 TASK 7.3

According to the Technical Annex of the AComIn project (negotiated in August 2012) the Work Packages

- WP1 Strengthening the IICT Human Potential
- WP2 Purchasing Smart Lab and Building User Communities
- WP3 Networking
- WP4 Development of IP and KT Plan and Innovation Capacity Building
- WP5 Dissemination

end on 30 September 2015, which is project month 36.

IICT asked the European Commission to extend the duration of WP1-WP5 with the motivation that, prolonging the activities of these Work Packages, closed contacts to Users will be established and more innovation-related activities will be finalised (having in mind the relatively late installation of

some SmartLab devices that were purchased after the second and even third public procurement procedures). In April 2015 the EC agreed to extend the activities of AComIn Work packages WP1-WP5 by four months – till 31 January 2016. In this way Task 7.3 of WP7 was also extended by four months. This proved to be a very useful extension mostly due to the opportunity to deepen all innovation-related initiatives. Last but not least, this extension helped to deliver more mature innovation-oriented Deliverables at month 36 (especially D4.3 “Final Report on Innovation Capacity Building Activities”) and to include more substantial User-oriented content in AComIn movie 3 (<http://iict.bas.bg/acomin/news.html>) which is now a representative summary of the Technology Transfer activities in AComIn year 3.

Related to the extension of WP1-WP5, the following major management tasks were performed in months 37-40:

To support WP1, extensions of working contracts for the incoming researchers were provided, to enable their employments in 2016. This required prolongation of working visas for the postdocs who came from countries that are outside the EU. The prolongation of the working visas was permitted by the Ministry of Internal Affairs; IICT supported this process administratively. In cases of expiring visas, new Working visas for 2016 were needed, and the AComIn management supported administratively the application process of the respective postdocs by issuing invitation letters and sending faxes to the corresponding consular departments.

To enable the activities of WP2, the AComIn management supported the organisation of the Technology Transfer Workshop “Industrial and Applied Mathematics” on 21 December 2015 in Sofia, where SmarLab devices and pilot applications were presented.

Task 7.3 provided the necessary management and administrative structure for the implementation of 30 travels in WP3. They include four secondments (to the University of Pavia and University of Glasgow), three short visits exchanged with partners, and participations in scientific events.

Finalising the activities of WP4, the AComIn management supported the submission of four patent applications to the Bulgarian Patent Office (BPO) as well as the submission of one application to WIPO. In the period October 2015 – January 2016 several agreements for contracted research were signed between AComIn Users and the IICT Director. We note that the biggest one (in terms of financial income for IICT) is related to the technologies developed using the Speech Lab of AComIn. This Lab is the last piece of equipment that was installed in AComIn, after three public procurement procedures and with about one year delay. So signing an agreement for contacted research with a Bulgarian company in November 2015 is clear evidence that the AComIn team managed to catch up.

In WP5 various dissemination activities were organised, to spread out information about project achievements. They include:

- the International Workshop “Advanced Industrial Control Applications, AICA-15”, held on 8 October 2015 in Sofia,
- the International Conference “Advanced Computing for Innovation - ACOMIN 2015”, held on 10-11 November 2015 in Sofia (with invited lecturers and AComIn Guests),
- the final AComIn Doors Open Days held on 15-16 January 2016 in the IICT premises in Sofia. This event was attended by many pupils and students due to special invitations sent to them in order to attract the younger audience.

The AComIn management provided strong support for the production of Movie 3 (*AComIn: Users*) by organising numerous meetings with companies and partners from the public sector. A final set of leaflets was published in Bulgarian language especially for the last Doors Open Days. In addition the content of Newsletter 6 was extended to cover the period October - November 2015, thus reflecting the major activities performed after September 2015.

The Executive Board of AComIn had four meetings in months 37-42. At two of them the Board members discussed the AComIn Reporting documents for project period 2 (submitted to the European Commission in November and December 2015). The remaining two meetings were dedicated to discussing the selection of AComIn Reviewers (who performed the Evaluation in WP6) and planning the preparation of additional documents – beyond AComIn deliverables - that should be provided for the Reviewers.

The AComIn Steering Committee met on 11 November 2015 immediately after the Closing session of the International Conference AComIn-2015 that was held on 10-11 November 2015 in Sofia, Bulgaria. The Conclusions of the Steering Committee regarding the project performance after year 3 are presented in the public deliverable D7.8 which is available at <http://iict.bas.bg/acomin/docs/deliverables/D7-8-AComIn-PU.pdf>.

Last but not least, the AComIn management organised the Project Reporting for period 2 (April 2014 – September 2015) and submitted to the European Commission the following Deliverables in November and December 2015:

- Financial report (form C for period 2) and the Use of Resources table
- Project progress report for period 2
- D1.2 [Strengthening the IICT Human Potential](#) (month 36)
- D2.4 [Building User Communities](#) (month 36)
- D2.5 [Final Exploitation Plan of SmartLab and the AComIn foreground](#) (month 36)
- D3.2 [Networking](#) (month 36)
- D4.3 [Final Report on Innovation Capacity Building Activities](#) (month 36)
- D5.2 [Dissemination Activities](#) (month 36)
- D5.3 [Int. Conference “Advanced Computing for Innovation”](#) (month 36)
- D5.4 [AComIn Awareness Raising and Wider Societal Impact](#) (month 36)
- D7.7 [Input for EC Review](#) (month 36)
- D7.8 [Steering Committee Conclusions Regarding Year 3](#) (month 36)

3. MANAGEMENT ACTIVITIES RELATED TO WP7 TASK 7.4

Task 7.4 provides management support for Work Package WP6 (“Assessment of IICT by Independent International Reviewers”, month 37 – 42). Due to the extension of WP1-WP5, the actual work in WP6 began in November 2015, i.e. in project month 38.

The reviewing Experts were identified in the EC database by the EC project coordinator; later they were approved and invited by the AComIn coordinator. The process of Reviewers’ selection ended in month 39 - December 2015.

The following management activities were performed in Task 7.4 in order to ensure the successful execution of WP6:

- Fixing dates for the First Meeting with the Reviewers who visited IICT to get acquainted with the IICT team and AComIn achievements (the event was scheduled on 28-30 January 2016);
- Invitation of the Steering Committee Members to joint the Meeting;
- Organisation of travel and accommodation for all Guests;
- Logistic organisation for presentation of AComIn results in 2 days, with more than 30 presenters and demonstrators;
- Preparation of additional materials required for the Review, mostly concerning IICT's activities outside AComIn: brief descriptions of the Institute's legal basis, normative documents as well as administrative, accounting and management procedures;
- Preparation and signing of contracts with the Reviewers;
- Fixing dates for the Final Meeting when the AComIn Evaluation is to be presented (this event was scheduled on 24 March 2016);
- Organisation of travel and accommodation for the Reviewers;
- Logistic organisation for two public presentations of AComIn Evaluation: one in the BAS Headquarters (10 am) and another one in the IICT premises (3 pm);
- Considering the final financial claims and organisation of the payments to the evaluators;
- Publishing news about the public presentations of AComIn Review and the Evaluation Report at the project site. The Deliverable D6.2 "Evaluation Report of IICT Research Results, Potential and Infrastructure" is available at <http://iict.bas.bg/acomin/deliverables.html>.

Task 7.4 also organises the Final Project Reporting and the delivery of financial and progress Reports for project period 3 to the European Commission.

4. CONCLUSION

In Deliverable D6.2 "Evaluation Report of IICT Research Results, Potential and Infrastructure" the AComIn Reviewers describe the project management as "*lean but effective*". Moreover their impression is that "*the administration is following very strict, consistent and formal procedures to be as transparent as possible*".

The Reviewers also present their general conclusion: "*the project control is conducted in a very pragmatic manner with a clear traceability and full transparency*".

The success of the management team, however, is also due to the cooperation and support of the European Commission.