



LIFE Project Number  
**LIFE09 ENV/GR/000307**

**Deliverable 8.1**  
**Project Quality and Management Plant**

Reporting Date  
**31/03/2011**

LIFE+ PROJECT NAME or Acronym  
**ENERGY WASTE**

Data Project

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<b>Project location</b>	Greece
<b>Project start date:</b>	01/01/2011
<b>Project end date:</b>	31/12/2013

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Data Beneficiary

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<b>Name Beneficiary</b>	EPANA SA
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## Introduction

Management and Quality Plan summarizes the adopted procedures that will be used as a tool for measuring and evaluating monitoring procedures, project progress, implementation of the objectives and fulfilment of the targets as they are described through the Set of Actions.

## Management structure

EPANA SA is the coordinating beneficiary and acts as a liaison between the consortium and the Commission. Coordinating beneficiary and the associated beneficiaries, through their personnel, have formed the Project Management Team which is chaired by the coordinator and consists of members by all beneficiaries. Each beneficiary has a project team and an appointed project leader. Project leaders from all beneficiaries formulate the Project Management Team as follows:

**Georgios Koufodimos** - EPANA SA

**Panagiotis Grammelis** - ISFTA/CERTH

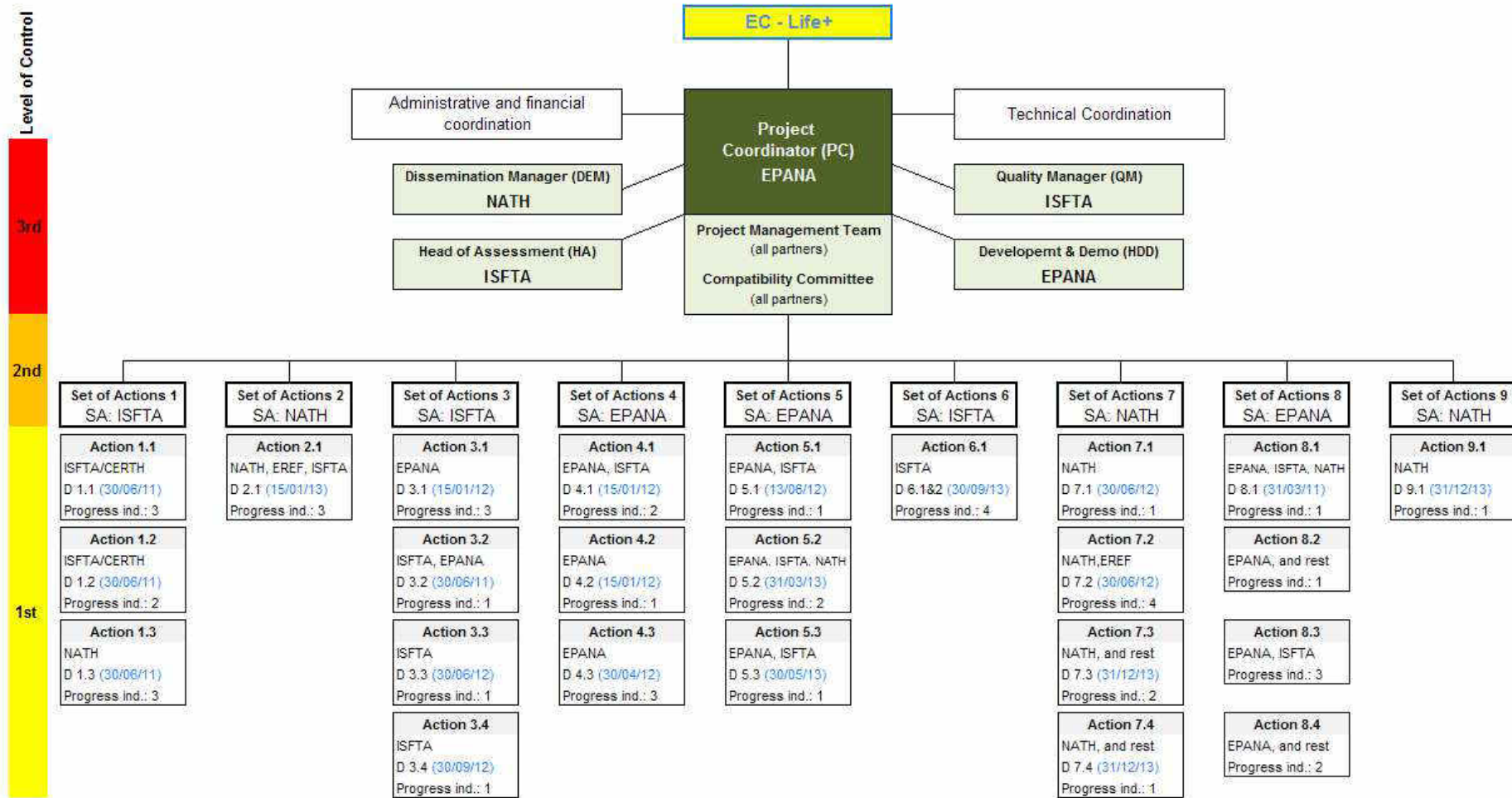
**Konstantinos Michailides** – Region of Central Macedonia (substitution person Vekas Panagiotis)

**Savvas Seimanidis** -EREF, (substitution person Amber Sharick)

Project Management Team's tasks include supervision of technical activities, implementation of project tasks, decision making regarding future activities and evaluation of project outcomes. The Compatibility Team consists of the same persons but the leading role is executed by EREF, since major task is the publicity and dissemination of the results. Each of the members of the Project Management Team has a certain role regarding project and quality management.

- **Project Coordinator** is responsible for the coordination of the project's activities. **Georgios Koufodimos** from EPANA SA holds this position.
- **Quality Manager** is responsible for the elaboration and implementation of projects Quality and Management Plant. **Panagiotis Grammelis** from ISFTA/CERTH holds this position.
- **Dissemination and Exploitation Manager** is responsible for all proliferation activities. **Konstantinos Michailides** from NATH holds this position.
- **Head of Assessment** is responsible for evaluating experimental results. **Panagiotis Grammelis** from ISFTA/CERTH holds this position.
- **Head of Development and Demonstration** is responsible for implementation of the pilot plant.
- **Set of Action (SA) Leaders** is responsible for the execution of each action. For the 9 sets of actions the responsible beneficiary is shown in the forthcoming Project Management Chart.

Administrative and financial coordination of the project as well as Technical Coordination falls into the responsibility of Project Coordination which will execute those tasks with the contribution of the Project Management Team and the input of Action Leaders.



Project Management Chart

## Coordination and Management

Action Leaders coordinate their Sets of Actions, with the contribution of all implicated beneficiaries, and are responsible for monitoring progress, task implementation and project outcomes. Important topic is the accomplishment of the deliverables (as described in the technical description) and the fulfilment of the progress indicators. Action Leader will report for normal progress, complete execution, or barriers that will arise during the progress of each Action to the Project Management Team so that the Project Coordinator, Quality Manager are informed and especially Head of Assessment and Head of Development and Demonstration for the technical tasks and Dissemination and Exploitation Manager for the dissemination tasks. Central role in the information transfer will play the personnel composing the Project Management Team and the Compatibility Team which is essentially the same. The list of responsible personnel in each Set of Actions and Actions is listed in the forthcoming table.

**Table 1:** Set of Actions' Personnel

Set of actions	Actions	Beneficiary	Name
1		ISFTA	M. Agraniotis
	1.1	ISFTA	M. Agraniotis
	1.2	ISFTA	M. Agraniotis
	1.3	NATH	K. Michailides
2		NATH	K. Michailides
3		ISFTA	M. Agraniotis
	3.1	EPANA	G. Kontopoulos
	3.2	ISFTA	M. Agraniotis
	3.3	ISFTA	M. Agraniotis
	3.4	ISFTA	M. Agraniotis
4		EPANA	G. Koufodimos
	4.1	EPANA	G. Koufodimos
	4.2	EPANA	G. Koufodimos
	4.3	EPANA	G. Koufodimos
5		EPANA	G. Koufodimos
	5.1	EPANA	G. Koufodimos
	5.2	EPANA	V. Bakoulas
	5.3	EPANA	G. Koufodimos
6		ISFTA	D. Giannakopoulos
7		NATH	K. Michailides
	7.1	NATH	K. Michailides
	7.2	EREF/NATH	S. Seimanidis
	7.3	EREF/NATH	S. Seimanidis
	7.4	NATH	K. Michailides
8		EPANA	G. Koufodimos
	8.1	EPANA	G. Koufodimos
	8.2	EPANA	G. Koufodimos
	8.3	ISFTA/EPANA	P. Grammelis
	8.4	ISFTA/EPANA	P. Grammelis
9		NATH	K. Michailides

## Control of Critical Information

Important tasks such as project meetings, reporting, milestone, progress indicators etc will be executed in the following way:

**Project meetings** will be held, regularly, every six months. In special cases, such as participation in important events, auditing etc extra meetings will be held. Project meeting will be organized by the Project Coordinator and the Project Management Team. The Quality Manager will be responsible for organising the minutes and deliver them to the Project Management Team and the SA Leaders.

**Deliverables** will be monitored by the SA Leaders since they are directly related to the progress of each task. SA Leaders will report to the Project Coordinator for the completion or delay of the Deliverables. The Deliverables will be evaluated by the Project Management Team.

**Indicators of Progress** will be monitored by the SA Leaders since they are directly related to the progress of each task. SA Leaders will report to the Project Coordinator for the completion or delay of the Indicators of Progress. The Indicators of Progress will be evaluated by the Project Management Team.

**Financial control**, including personnel, direct and indirect costs, will be done by each beneficiary according to their roles and responsibilities. Every six months each beneficiary will send a file with all reported (eligible) expenses both as single photocopied invoices as well as Summary Table to the Coordinating Beneficiary. Each beneficiary will report to the Coordinating Beneficiary for any deviation in the projected cost categories.

**Action Progress Control**, including day to day progress and barriers will be reported by action leaders and key personnel to each SA Leader. This information will be kept at this level and only critical outcomes will be reported to the Project Coordinator and the Project Management Team.

**Quality Control**, is carried out in three different levels ad shown in the Project Management Chart. Level 1 corresponds to Action level, Level 2 to Set of Actions level, and Level 3 to Project level. Important feature is that though the lifetime of the project the communication and the information transfer should be constant and unimpeded. The Project Coordinator, the Quality Manager and the Project Management Team should be fully informed.

**Beneficiaries' Internal Processes** are established as internal guidelines for the execution of the project tasks. The financial and communication checklist as it have been delivered and discussed in the consortium kick off meeting is an essential guidance tool.