

Management Structures. Executive and Advisory Board

Water-ForCE

Project Identification	
Project Full Title	Water scenarios for Copernicus Exploitation
Project Acronym	Water-ForCE
Grant Agreement	101004186
Starting date	01.01.2021
Duration	36 months

Document Identification	
Deliverable number	D8.1
Deliverable Title	Management Structures. Executive and Advisory Board
Type of Deliverable	Report
Dissemination Level	Public (PU)
Work Package	WP8
Leading Partner	University of Tartu



History of Changes

Date	Version	Comments
30.01.2021	V0	First Draft. Waiting for Consent Forms Signature by Advisory Board members needed for GDPR compliance.
14.06.2021	V1	Version revised with a 1 st change in the AB composition. Waiting for Consent Forms Signature by Advisory Board members needed for GDPR compliance.
05.07.2022	V2	Version revised with a 2 nd change in the AB composition. Waiting for Consent Forms Signature by Advisory Board members needed for GDPR compliance.
15.08.2022	V3	Final version. All consent forms from AB members signed.

List of Acronyms

AB	Advisory Board
CA	Consortium Agreement
CSA	Coordination and Support Action
CT	Coordination Team
EB	Executive Board
EC	European Commission
GA	Grant Agreement
GAs	General Assembly
GPDR	General Data Protection Regulation
PIP	Project Implementation Plan
WP	Work Package





Table of Contents

1- Executive Summary.....	4
2- Management Structures of the Water-ForCE CSA.....	5
2.1- Coordinator.....	5
2.2- Project Manager.....	6
2.3- General Assembly.....	6
2.4- Executive Board.....	6
2.5- Advisory Board.....	7
3. Appointment of the Executive and Advisory Boards.....	7
4. Meetings of the Executive and Advisory Boards.....	9
5- General Operational Procedures.....	10



1.- Executive Summary

The Deliverable 8.1 of the Water-ForCE CSA is a report on the composition of two of the main Management Structures of the Action, namely the Executive and Advisory boards. This document will summarize and make public all the needed information regarding these management bodies needed to successfully execute the Action. All the described operational part is based upon the information included in the Water-ForCE Grant Agreement (GA) and Consortium Agreement (CA).

Disclaimer

The Information, documentation and figures available in this deliverable are written by the Water-ForCE Consortium members and do not necessarily reflect the view of the EC.

This document is partly based on the EC's official documents however, no legal responsibility can be taken for the contents in this document. Any doubt regarding administration and reporting should be solved by consulting the official documents or through the Coordination Team, who will consult for an official EC response, if necessary.



2.- Management Structures of the Water-ForCE CSA

The Water-ForCE consortium consist of 20 partners. It is and will be ruled by an organizational structure with the following main components

- Coordination team
- Executive Board
- Advisory Board
- General Assembly

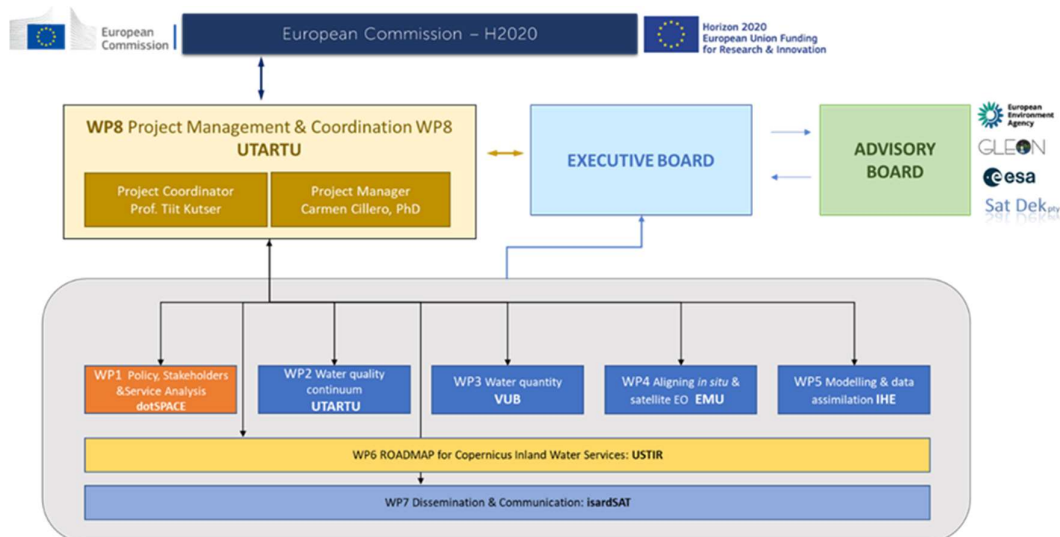


Figure 1.- Management Structures Water-ForCE.

2.1.- Coordinator

The coordinator coordinates legal, financial, scientific and technical part of the Water-ForCE project. The coordinator will fulfil all the tasks defined in the Article 41.2 of the GA. The Water-ForCE project will be coordinated by the Project Coordinator Prof. Tiit Kutser and assisted by the Grant Department and Financial Department of the UTARTU as well



as the Project Manager. The Project Coordinator will perform the financial management of the project fulfilling all the obligations reflected in the GA and is the central contact point with the EC. The Project Coordinator will chair the project Executive Board and support the Advisory Board.

2.2.- Project Manager

The Project Manager will be responsible for the administrative and documentary management of the project. The Project Manager will collect, archive and maintain all the scientific and technical documentation of the project and assure internal communication and information sharing between the members of the consortium. These will be put into practice by the implementation of a cloud system for digital documentation management with different access rights to the consortium and also by common communication tools (phone calls, cloud applications, emails and teleconferences). This support measure for the project management will implement a dependence mapping of tasks; milestone and deliverables scheduling; provide templates for reporting and develop a data sharing structure with different level of access. The Project Manager will compile the Work Package (WP) Progress Reports received from the WP Leaders to support the Project Coordinator in evaluating the Project progress and in reporting to the EC.

2.3.- General Assembly

The General Assembly (GA) is the ultimate decision-making body of the consortium. It will have ordinary meetings at least once a year and also additionally when major decisions for the progress of the project should be taken and in which all of the members of the consortium should be involved simultaneously. Each consortium member has appointed a GA representative during the Kick-off meeting.

2.4.- Executive Board

The Executive Board (EB) is considered the project's formal supervisory body for the execution of the project and shall report to and be accountable to the General Assembly. It is composed by the WP leaders and will, with the support of the Coordinator and Project



Manager, monitor the project progress and consensus-based decision-making. If informed by the Coordinator about any incidence or risk in the project implementation, the EB will decide the corrective management decisions to be taken to avoid delays and assure the correct flow of dependencies between tasks. The WP teams opinion will be brought to the EB by the WP leaders to safeguard the smooth progress of the adopted consensus-based decision-making process.

2.5.- Advisory Board

The Advisory Board (AB) supports the EB. It will provide state-of-the-art knowledge and experience from scientific, policy and practical points of view, hereby helping to direct the activities in relation to stakeholder and end-user requirements. Any suggestion for improvement and other advice from the AB will be discussed in the EB and when possible integrated into the project. It consists of a group of key experts and end-users working at leading international organizations in the field of earth observation and water resources management. They will represent all the players needed to achieve the goals stated in this proposal: End Users from the private and public sector, International Organizations, Space Agencies and leading scientific experts in *in situ* measurement networks and limnology.

3. Appointment of the Executive and Advisory Boards

The appointment of the Executive Board Members and General Assembly Members was first made during the Kick-off meeting of the Water-ForCE Action, held virtually from January 26th to 28th 2021. In those WP where the Coordinator was in a leading role, the co-leader in terms of work effort was selected as member of the EB.

The AB met with the Consortium during this event (26th-28th January 2021) and were appointed by e-mail. During M5 (May 2021) a change was made in the AB composition, being



the ESA Representative (formerly Benjamin Koetz) substituted by Giuseppe Ottavianelli, representing the same institution.

In M18 (June 2022) a second change was made in the AB membership, being the EEA representative (formerly Stéphane Isoard) substituted by Henrick Andersen, representing the same institution. A new member was also added to this management structure: Luca de Felice, representing the Joint Research Centre. European Commission (JRC). Both new members were appointed during the Water-ForCE GA held in Delft on 28th and 29th July 2022.

The current members of the EB and AB are given in Tables 1 and 2 :

EXECUTIVE BOARD		
BENEFICIARY	Leaded WP	Name
dotSPACE	WP 1	Linda Van Duivenbode
VITO	WP 2	Ils Reusen
VUB	WP 3	Ann Van Griensven
EMU	WP 4	Alo Laas
IHE	WP 5	Ioana Popescu
USTIR	WP 6	Andrew Tyler
IsardSAT	WP 7	Maria José Escorihuela
3edata	WP 8	Carmen Cillero

Table 1.- Appointed members of Water-ForCE Executive Board.





ADVISORY BOARD	
Institution	Name
Global Lake Ecological Observatory Network - GLEON	Bastiaan Willem Ibelings
European Space Agency - ESA	Giuseppe Ottavianelli
European Environmental Agency - EEA	Henrik Steen Andersen
Sat Dek pty ltd	Arnold Dekker
Global Lake Ecological Observatory Network - GLEON	Bastiaan Willem Ibelings
European Space Agency - ESA	Giuseppe Ottavianelli
Joint Research Center. European Commission	Luca de Felice

Table 2.- Appointed members of Water-ForCE Advisory Board.

4. Meetings of the Executive and Advisory Boards

The EB, as it is stated in the Grant and Consortium Agreements, will have at least quarterly meetings. To reduce travel expenses the EB will meet physically 3 times; 2 of them during the proposed big networking events (M7.1 & M7.2) and one in the middle of the project coinciding with a suitable WP meeting. The rest of the meetings will be organized as teleconference. Extraordinary meetings will be organized at any time upon written request of any member of the EB.

The meeting schedule followed for the EB up until now has been:

- Meeting 1 EB: 26th February 2021
- Meeting 2 EB: 7th June 2021
- Meeting 3 EB: 19th October 2021



- Meeting 4 EB: 14th December 2021
- Meeting 5 EB& 1 AB: 28th February 2022
- Meeting 6 EB& 2 AB: 26th May 2022

The external expert AB will have periodic meetings with the EB (at least twice a year) to give opinion and advise about the progress of the project. They were expected to meet physically twice, if possible due to COVID 19 restrictions) with the whole consortium during the project in the two big networking events to be held at the start (M6) and at the end (M33) of the project. The M6 event was changed to M10 due to COVID restrictions. It was held as a hybrid event with the on site part in Copenhagen, looking for the closest possible location to the EEA premises.

The meeting schedule followed for the AB after the first 12 months of implementation, during which the interaction was maintained through emails, has been:

- Meeting 1 AB: 28th February 2022
- Meeting 2 AB: 26th May 2022

5.- General Operational Procedures

The general Operational Procedures for all the Consortium Bodies are described in the Section 6 of the Consortium Agreement (CA) signed by the Parties.

