



# **CAPARDUS - Capacity-building in Arctic standardization development**

Coordination and Support Action under EC Horizon2020  
Grant Agreement no. 869673

Project coordinator: Nansen Environmental and Remote Sensing Center

## **Deliverable 9.1**


### **Project management website**

**Type: Other**

Start date of project:	01 December 2019	Duration:	36 months
Due date of deliverable:	31 January 2020	Actual submission date:	19 March 2020
Lead beneficiary for preparing the deliverable:	NERSC		

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Version	DATE	CHANGE RECORDS	LEAD AUTHOR
1.0	19/03/2020	Version 1.0	S. Sandven
	19/03/2020	Reviewed by H. Sagen	

<b>Approval</b>	Date:	Sign.  Coordinator
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DISSEMINATION LEVEL		
PU	Public, fully open	X
CO	Confidential, restricted under conditions set out in Model Grant Agreement	
CI	Classified, information as referred to in Commission Decision 2001/844/EC	

### *EXECUTIVE SUMMARY*

The CAPARDUS project management website is embedded in the public website, (<http://capardus.nersc.no>), which was launched in March 2020. The project management website is password protected, where the project partners and the European Commission Services have access. It will serve as internal communication, providing information about meetings, reporting, contractual documents, and communication with the EASME and the project officer. The website is established and supported by Morten Stette, NERSC.

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## 1. Introduction

The Project Management Team (PM-team) at NERSC will be in charge of managing the project using established procedures and qualified personnel. The PM team is led by the Coordinator and carried out by the deputy coordinator, the communication person and financial/administrative personnel. The PM team will provide administrative, financial, and legal support to all partners involved during the implementation of the project.

## 2. The project management website

The project management portal is part of the public web portal (<http://capardus.nersc.no>), which is password protected where only the project partners and EASMe have access. Technical support for the portal is provided by Morten Stette, NERSC.

The project management portal will be used by the project management team (PM-team) and the consortium members for exchange of internal information and documents, archive contractual documents, post agenda and minutes of meetings. The portal will also be used for preparation and completion of project documents, scientific publications and formal deliverables before uploading to the participant portal.

The PM-team is in charge of the day-to-day management of the project, monitoring the progress of the project, and submission of deliverables to the Commission. The PM-team facilitates and conducts communication within the Consortium members, coordinates reporting, organizes project meetings. The PM team organizes regular progress meetings via skype, typically every 4-6 weeks, prepare minutes and actions from the meetings.

The WP-leaders prepare input to period reports, plan and organize the workshops and research schools, have responsibilities for the deliverables, and contributes to dissemination and outreach activities. Periodic reporting includes updated plan for dissemination and exploitation of results.

The communication person in the PM team will coordinate the communication activities in the project in collaboration with the partners. The task is to disseminate project results to all the target groups in an efficient way. The PM-team will prepare for good internal communication through a dedicated internal website, including social media, as described in WP8.

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**Capacity-building in Arctic standardization development (CAPARDUS)**

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Project partners:

No	Acronym	Participant Legal Name	Country
1	NERSC	STIFTELSEN NANSEN SENTER FOR MILJO OG FJERNMALING	NO
2	NORDECO	NORDISK FOND FOR MILJØ OG UDVIKLING	DK
3	Ilisimatusarfik	Ilisimatusarfik, Grønlands Universitet, University of Greenland	GL
4	AWI	Alfred-Wegener-Institut Helmholtz-Zentrum für Polar- und Meeresforschung	DE
5	IEEE	IEEE France Section	FR
6	NINA	STIFTELSEN NORSK INSTITUTT FOR NATURFORSKNING NINA	NO
7	UCPH	KOBENHAVNS UNIVERSITET	DK
8	NIERSC	Scientific foundation Nansen International Environmental and Remote Sensing Centre	RU
9	ARC-HU	Arctic Research Centre, Hokkaido University	JP

Subcontractors

	ELOKA	Exchange for Local Observations and Knowledge of the Arctic	USA
	UAF/IARC	University of Alaska Fairbanks/ International Arctic Research Center	USA
	CSIPN	Center for Support of Indigenous Peoples of the North	Russia
	E84	Element 84	USA