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## EJP-CONCERT

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# D 9.38 – Establishing of the management structures of the CONFIDENCE project

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## Abstract

This report describes the structures established to operate the CONFIDENCE project over its three years duration. Management structures comprise the Management Board, the Scientific Committee, the CONFIDENCE secretariat and the web page for the project. So far, all structures were established except the Scientific Committee. However, names are defined and nomination will be send out in April.

<End of abstract>

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## Table of Contents

Introduction.....	5
Management Board.....	5
Scientific Committee .....	6
Secretariat .....	6
Web page .....	6
Public Sections.....	7
Contractors' Sections .....	7
Consortium agreement .....	8
Partners .....	8

## Introduction

The H2020 CONFIDENCE Project aims to close existing gaps in several areas of emergency management and long-term rehabilitation. It concentrates on the early and transition phases of an emergency, but considers also longer-term decisions made during these phases. The project brings together expertise from all four Radiation Protection Platforms and also from Social Sciences and Humanities, such that it can address the scientific challenges associated with model uncertainties and improve radioecological predictions and emergency management (NERIS and ALLIANCE), situation awareness and monitoring strategies (EURADOS), risk estimation in the early phase (MELODI), decision making and strategy development at local and national levels (NERIS) including social and ethical aspects (Social Sciences and Humanities).

The work-programme of CONFIDENCE is defined to understand, reduce and cope with the uncertainty of meteorological and radiological data and their further propagation in decision support systems, including atmospheric dispersion, dose estimation, foodchain modelling and countermeasure simulations models. Consideration of social, ethical and communication aspects related to uncertainties is a key aspect of the project activities. Improvements in modelling and combining simulation with monitoring will help gaining a more comprehensive picture of the radiological situation and will clearly improve decision making under uncertainties. Decision making principles and methods will be investigated, ranging from formal decision aiding techniques to simulation based approaches. These will be demonstrated and tested in stakeholder workshops applying the simulation tools developed within CONFIDENCE. A comprehensive education and training programme is fully linked with the research activities.

To operate CONFIDENCE, management structures were established in the first three month of the project and described in the following sections.

## Management Board

The Management Board (MB) supports the coordinator in running CONFIDENCE. The MB is the ultimate decision making body of the project. Further to this, it is responsible for deliverables of the individual work packages and progress made in the eight work packages. Consequently, the MB consists of the leaders of the eight work packages of the project

Management Committee	Person	Institution
Project Co-ordinator (WP8)	Wolfgang Raskob	KIT
WP1	Olivier Isnard	IRSN
WP2	Clemens Woda	HMGU
WP3	Nick Beresford	CEH
WP4	Milagros Montero	CIEMAT
WP5	Catrinel Turcanu	SCK•CEN
WP6	Tim Müller	KIT
WP7	Tatiana Duranova	VUJE

## Scientific Committee

To support the MB, a Scientific Committee (SC) will be established. Their tasks can be summarized in the following:

- advise on the scope and progress of individual activities or package activities;
- provide user perspectives on tools under development;
- advise on the future use on tools and methods;
- establish and maintain links to international organisations and non-participating institutions;
- advise on the scope and content of workshops, seminars, conferences.

Possible members identified are:

- Eduardo Gallego as representative of IRPA
- Emilie van Deventer (vandeventere@who.int) - EURADOS
- Maria del Rosario Perez ([perezm@who.int](mailto:perezm@who.int)) - EURADOS
- Ciara McMahon from Ireland as representative of OECD/NEA
- Marie Simon Cornu - Coordinator of Territories
- Edward Lazo as representative of OECD-NEA
- Keiko Tagami (NIRS) or Hirofumi Tsukada from Fukushima University
- Neil Crout (Uni. of Nottingham)
- Christophe Murith from FOPH

The selection process will be completed in April and the SA established before mid of 2017.

## Secretariat

Following the start of PREPARE the administrative arrangements inside KIT have been established.

The coordinator is supported by KIT internal services:

- The Central Department for Finance and Accounting (KIT/FIMA)
- The Central Purchasing and Materials Management Department (KIT/EVM)
- The Central Legal and Insurance Department (KIT/RA)

In addition a secretariat has been established (Annemarie Wengert – [annemarie.wengert@kit.edu](mailto:annemarie.wengert@kit.edu)) responsible for the administrative tasks of the project. This includes reporting and web pages.

## Web page

Main purpose of the CONFIDENCE Web Site is to facilitate and support the internal communication of the project and dissemination of information on all activities. The CONFIDENCE Web Site concentrates at one easily accessible location all the information necessary for the participants in the project

- to become aware of any new developments or events,
- to monitor the time schedules of meetings and deadlines for reporting,
- to monitor the time tables of deliverables,
- to access all documents produced under the individual project activities,
- to access all management documents of the contract.

The Web Site has been established at KIT and will be maintained by the CONFIDENCE secretariat. The secretariat will also be responsible for updating the web site. The Web Site is not expected to contain any sensitive information which would need an increased level of protection. However, the site is secured by a password. The Web Site contains a public section, which can be accessed without limitation. It contains general information on the objectives of the CONFIDENCE project, its work programme, the main achievements and the composition of the CONFIDENCE Consortium.

Within the first three months of the project, the CONFIDENCE Web Site was developed by KIT as part of the co-ordination and management activities. It can be accessed via the URL <https://resy5.iket.kit.edu/CONFIDENCE/>

## Public Sections

The front page of the Web Site leads the user to the sections of interest. The public sections under the headline CONFIDENCE project inform on

- Objectives: short summary of the main goals of the project
- Consortium: list of all contractor institutions involved
- RTD activities: short description of the RTD work to be performed
- Training and dissemination activities: summary of the training and dissemination activities
- Publications: Publicly available documents produced within the CONFIDENCE project
- Products: Software developed for application by all interested parties

Under the headline Contact, the general user can find the e-mail and postal addresses of the CONFIDENCE secretariat and the Project coordinator.

Under Links, the URL's of other web sites of interest are given, such as the NERIS Platform Web Site that contains information about the activities of the Platform, and the sites of the decision support systems RODOS and ARGOS.

## Contractors' Sections

This part of the Web Site is password protected and exclusively accessible by the CONFIDENCE contractors.

One of the more important goals of the CONFIDENCE Homepage is to support the co-ordination and management of the project. To that purpose, the first section Time schedules contains the two sites Meetings and deadlines and Deliverables.

As the headline already indicates, the first site Meetings and deadlines gives a chronological order of any project internal or external meetings announced to the CONFIDENCE secretariat. In addition, the deadlines for submitting periodic reports are given as requested in the contract.

The second site Deliverables gives a chronological order of the delivery dates for all project deliverables as indicated in the Technical Annex. Deliverables not prepared in time will appear on the top of the list as "delayed".

Both time tables will be used to check the keeping of deadlines. In case of non-delivery in time, the CONFIDENCE secretariat will send out a formal request indicating the periodic report or deliverable missing.

Besides the time schedule determined by the work programme, there might be new developments or events, which might be of interest for the contractors. They will appear under the section News.

The Section Documentations contains all documents prepared under the individual activities, including minutes of meetings, periodic and technical reports, technical notes and overheads. The documents can have the status “draft” or “final”. This section is subdivided into the main work packages. Under each of the work packages, the documents produced are sorted into the following five sub-sections:

- Agendas and minutes contains all minutes of meetings with the agendas as attachment
- Technical Notes contains all reports belonging to this documentation category
- Reports and publications lists all reports belonging to this documentation category
- Management reports contains the quarterly management reports
- Overheads contains the MS PowerPoint files produced for project internal and/or external presentations.

Under the main section Milestones, key results of the project will be announced and described after delivery. This section is for project internal use only and can be seen as a step before publication.

The section Forum will offer the possibility to make use of on-line discussion groups on specific topics. It is limited to contractors’ access.

The last section Search allows to search for documents in the whole data base of the CONFIDENCE web site.

## Consortium agreement

By end of March 2017, the legal department of KIT has prepared a first draft of the Consortium agreement (CA). The CA is based on the CONCERT CA. It will be distributed to all partners for comment in April 2017.

## Partners

The following lists the partners of the project

Partner	Abbreviation	Country
Karlsruhe Institute of Technology	KIT	Germany
Bundesamt für Strahlenschutz	BfS	Germany
NERC Centre for Ecology & Hydrology	CEH	United Kingdom
Centre d'étude sur l'Évaluation de la Protection dans le domaine Nucléaire	CEPN	France
Centro de Investigaciones Energéticas, Medioambientales y Tecnológicas	CIEMAT	Spain
Environmental Protection Agency	EPA	Ireland
Greek Atomic Energy Commission	EEAE	Greece
Helmholtz Zentrum München – German Research Center for Environmental Health	HMGU	Germany
Institut de Radioprotection et de Sûreté Nucléaire	IRSN	France



MUTADIS	MUTADIS	France
Norwegian University of Life Sciences	NMBU	Norway
Norwegian Radiation Protection Authority	NRPA	Norway
University of Zurich	University of Zurich	Switzerland
UK Department of Health (Public Health England)	DH PHE	United Kingdom
Technical University of Denmark	DTU	Denmark
National Institute for Public Health and the Environment	RIVM	Netherlands
Belgian Nuclear Research Centre	SCK•CEN	Belgium
Radiation and Nuclear Safety Authority	STUK	Finland
University of Milan	UMIL	Italy
VUJE, a.s.	VUJE	Slovak Republic
Royal Netherlands Meteorological Institute	KNMI	Netherlands
Agência Portuguesa do Ambiente, IP (Portuguese Environment Agency)	APA	Portugal
Dialogik non profite institute for communication and cooperation research	DIALOGIK	Germany
University of Warwick	WARWICK	United Kingdom
Instituto Superior Técnico	IST	Portugal
Regional Environmental Center, County Office Ljubljana	REC	Slovenia
DLO-RIKILT	RIKILT	Netherlands
University of Extremadura	EXTREMADURA	Spain
UK Met Office	UK Met. Office	United Kingdom
Hungarian Academy of Sciences Centre for Energy Research	MTA EK	Hungary
Norwegian Meteorological Institute	Norwegian Met. Institute	Norway