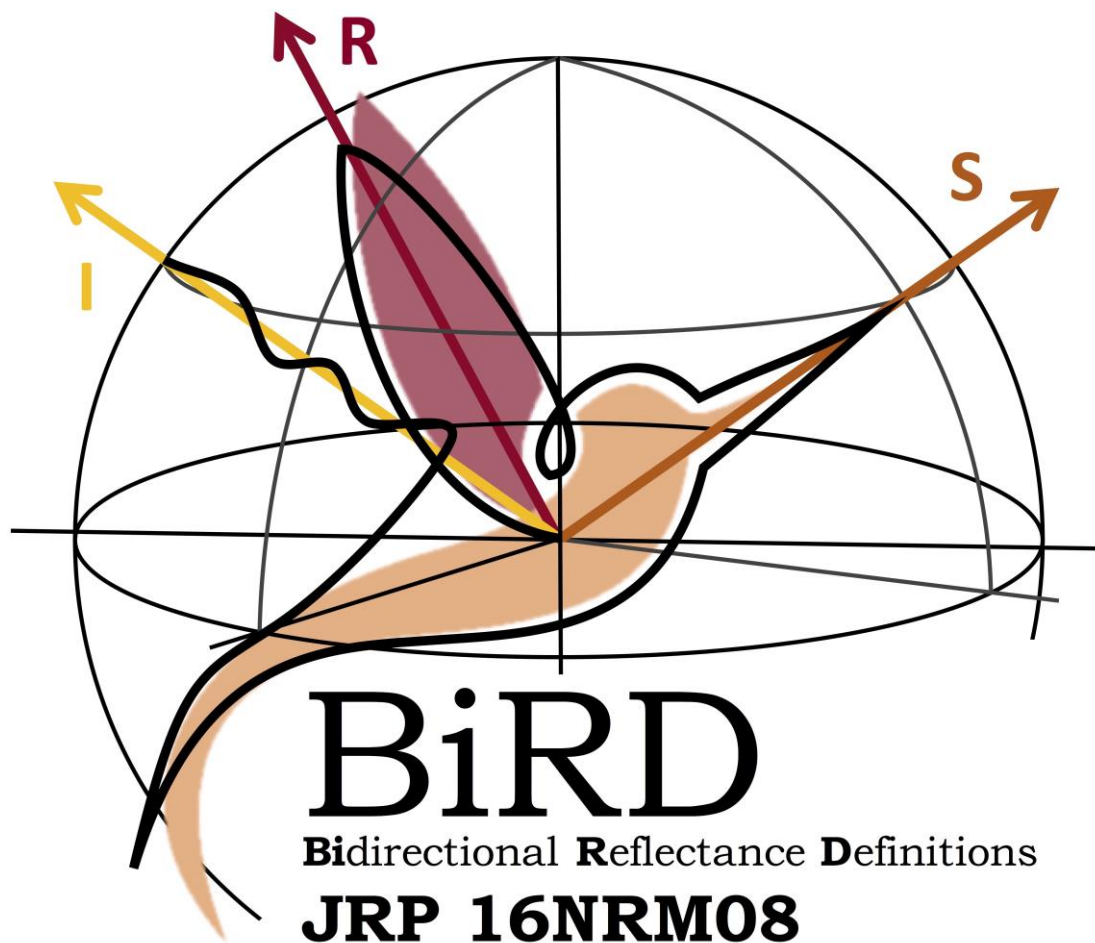
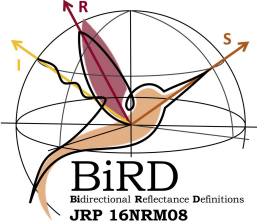


Kick-off meeting



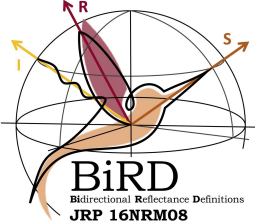
4-5 May 2017 - La Plaine St Denis - France



6.1. Project management

Activity number	Activity description	Partners (Lead in bold)
A6.1.1	The project will be managed by CNAM, who will be supported by the project management board consisting of one representative from each partner; including the leaders of each work package. The members of the project management board will guide the project, attend the project meetings, organise the progress meetings at their local institutes and call additional meetings if needed to ensure the overall project's success.	CNAM, all partners
A6.1.2	The work package leaders will report on the on-going progress to the coordinator by e-mail or telephone conferences whenever necessary and at least every 3 months.	CNAM, CMI, CSIC, KU Leuven, PTB, UA
A6.1.3	The coordinator, with support from the partners, will manage the project's risks to ensure timely and effective delivery of the scientific and technical objectives and deliverables.	CNAM, all partners
A6.1.4	The consortium will ensure that any ethics issues identified (see section D3) are addressed.	CNAM, all partners

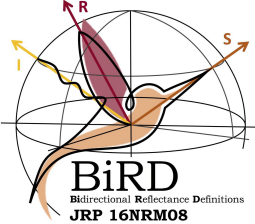




6.2. Project meetings

Activity number	Activity description	Partners (Lead in bold)
A6.2.1	The kick-off meeting involving all partners will be held within one month of the start of the project, at CNAM.	CNAM, all partners
A6.2.2	There will be seven formal project meetings. These meetings include the kick-off, mid-term (around M18 – October 2018) and final meeting (around M36 – April 2020). The meetings will take place every six months and will review progress and will be used to ensure partners are aware of their role for the next period. Where possible, meetings will be held as satellite meetings to CIE Division 1 or Division 2 conferences, at the same time as technical committee or research forum meetings.	CNAM, all partners
A6.2.3	Technical meetings of work package groups will be held whenever necessary. They will be arranged by the WP leader and announced on the website and by email.	CMI, all partners





6.3. Project Reporting

Activity number	Activity description	Partners (Lead in bold)
A6.3.1	One month after the signature of the grant agreement a publishable summary will be produced and submitted to EURAMET.	CNAM, all partners
A6.3.2	<ul style="list-style-type: none"> • Progress reports will be submitted at months 9 (January 2018 + 45 days), 27 (July 2019 + 45 days), 18 (October 2018 + 60 days), 36 (April 2020 + 60 days) • Impact/Output reports will be submitted at the same times. All partners will provide input to these reports and the coordinator will provide these and updated publishable summaries to EURAMET.	CNAM, all partners
A6.3.3	Periodic Reports (including financial reports and questionnaires) will be delivered at months 18 (October 2018 + 60 days) and 36 (April 2020 + 60 days) All partners will provide input to these reports and the coordinator will provide these to EURAMET.	CNAM, all partners
A6.3.4	Final Reports will be delivered at month 36 (April 2020 + 60 days) in accordance with Article 20 of the grant agreement. All partners will provide input to these reports and the coordinator will provide these to EURAMET.	CNAM, all partners