

# DELIVERABLE REPORT



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<b>Deliverable Number:</b>	D8.2
<b>Deliverable Title:</b>	Project Management Committee
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## Table of Contents

Table of Contents.....	ii
Summary .....	1
Deliverable objectives .....	1
Progress and achievements towards the Deliverable .....	1
Outputs .....	1

## Summary

The Project Management Committee was formed during a pre-meeting to the project kick-off meeting. This was held at the Commissioners House, Chatham Historic Dockyard. The pre-meeting was for one day and was an opportunity for the Project Management Committee to meet and plan for the kick-off meeting and future activities.

## Deliverable objectives

To form the Project Management Committee

## Progress and achievements towards the Deliverable

- a) The Project Management Committee (PMC) has been formed on 12 March 2012
- b) PMC met at the project meeting in Thailand in April 2013
- c) We met via video conference
- d) We communicated via email

## Outputs

At the kick-off pre-meeting, the role of the WP leaders and country managers was agreed and the project management committee was formed.

The roll of the WP leaders was agreed as follows:

- Communication with consortium partners and submission of the implementation plan for their WP to the Project Management Committee (PMC) for review
- Coordinating progress of technical work under each WP
- Following up decisions made by Consortium Partners in so far as they affect the WP
- Advising the PMC of any discrepancy with the Consortium Plan

The roll of the Country Manager was agreed as follows:

- To assist with inputs of SMEs and larger enterprises in each country. This involves communicating and monitoring.
- Advise the PMC of any discrepancy with the Consortium Plan
- This could be coordinated through the South-South learning platform (WP6)

It was agreed that this will form part of the consortium agreement

### **GRATITUDE Project Management Committee**

The composition of the Project Management Committee was agreed as shown in table 1:

**Table 1.** Composition of the GRATITUDE project management committee (PMC)

<b>Role</b>	<b>Name (organisation)</b>
Project coordinator	Keith Tomlins, (UoG-NRI, UK)

Project Administration		Liz McVeigh (UoG-NRI, UK) – Now Elaine Henry
WP1 leader		Ben Bennett (UoG-NRI, UK)
WP2 leader	Ghana Country Manager	Nanam Tay Dziedzoave (FRI, Ghana)
WP3 leader	Vietnam Country Manager	To Kim Anh (Uni Hanoi, Vietnam )
WP4 leader		Anton Sonnenberg (PRI-Wageningen, Netherlands)
WP5 leader		Manuela Pintado (ESB, Portugal)
WP6 leader	Nigeria Country manager	Lateef Sanni (UNAAB, Nigeria)
WP7 leader		Adrienne Martin (UoG-NRI, UK)
WP8 leader	Thailand Country manager	Keith Tomlins (UoG-NRI, UK) Kuakoon Piyachomkwan (NSTDA, Thailand)

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It was agreed that the PMC will communicate at Project Meetings, Conference calls and via email.

Activities undertaken involved the following:

- a) A consortium agreement was established and agreed
- b) Annual review meeting was held in Thailand in April 2013
- c) PMC has a video conference (but not successful due to poor connection)
- d) PMC communicated via email
- e) Initiated south-south interactions through emails, Facebook and collaborator meetings