

## Work Package description

Work Package number	WP1	Type of activity	MGT
Work Package title	Project management and administration	Start month	1
Lead beneficiary number	1	End month	36

### Aim/Object

Port of Trelleborg will act as the lead partner responsible for the overall execution of the project and as financially liable party towards the programme administration.

### Description of work package activities and role of partners

Task 1.1 Grant Contract & Consortium Agreement, in the first Milestone a partnership agreement will be drawn up and signed by all partners. (P1)

Task 1.1 Daily Management, day-to-day management. (P1)

Task 1.2 Reports, validation of financial and progress reports, receiving and revising contextual reports from the responsible partners, consolidation of partner reports to JTS. (P1 + all project partners)

Task 1.3 Steering Committee Meeting, establish a Steering Committee (P1)

Task 1.4 Four Policy Committee Meetings, establish a Policy Committee (P1)

### Partners

Participant number	Participant name
1	Port of Trelleborg
2	City of Trelleborg
3	Port of Stockholm
4	Port of Helsinki
5	Port of Turku
6	Norwegian Shipowners
7	Port of Tallinn
8	Port of Kalundborg
10	City of Hamburg (BSU)
11	Port of Rostock
13	Stadtwerke Lübeck
14	Baltic Sea Forum
15	Skaane County Central Administration
17	Environmental Development Association (EDA)
18	Port of Klaipeda
19	University of Klaipeda
20	Klaipeda Science and Technology Park
22	Maritime Institute of Gdansk
23	Port of Oslo

List of deliverables				
Task no	Title	Partner no	Delivery date (Month)	
1.1	Grant and Consortium agreement	1	6	
1.1	Daily Management	1	1-36	
1.2	Progress Report	1	10, 16, 22, 28,36	
1.3	Steering Committee	1	1	
1.4	Policy Committee	1	1	

Description of deliverables
Grant Contract Consortium agreement between project partners. Administrative and management report every 6 month Establish Steering and Policy Committee Daily Management

Schedule of relevant Milestones				
Task no	Place	Lead beneficiary	Delivery date	Comments
1.3	Lübeck	1	13 April 2011	
1.4	Szczecin	1	06 Oct 2011	
1.4	Copenhagen	1	11 Apr 2013	
1.4	Helsinki	1	3-4 June 2013	
1.4	Trelleborg	1	2-3 Sep 2013	

Coordination / information exchange
Innoship
Clean North Sea Shipping
European LNG infrastructure project
Scandria
TransBaltic
Amber Coast Logistics
Green EFFORTS