

# LIFE GreenYourRoute: A European innovative logistic platform for last mile delivery of goods in urban environment

**Deliverable E1.1: *Final version of the project's steering committee (updated whenever project managers change)***

**Partner responsible for this report: UTH**

### Document Information Summary

|                            |   |
|----------------------------|---|
| <b>Action:</b>             | <b>E1 Project management and monitoring of the project progress</b>                                 |
| <b>Sub-action:</b>         | <b>Sub-Action E1.1: Organisation of the consortium</b>  |
| <b>Deliverable Number:</b> | <b>E1.1</b>   |
| <b>Deliverable Title:</b>  | <b>Final version of the project's steering committee (updated whenever project managers change)</b> |
| <b>Leader:</b>             | <b>UTH</b>  |
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| <b>Project website</b>     | <b><a href="http://www.greenyourroute.com">www.greenyourroute.com</a></b>                           |
| <b>Status:</b>             | <b>V.4 (April 2021)</b>   |

**Disclaimer:**

The LIFE GYR [LIFE17 ENV/GR/000215] project is co-funded by the LIFE programme, the EU financial instrument for the environment.

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Start Date: 01 September 2018 - Duration: 42 months



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## Abbreviations

|          |   |
|----------|---|
| LIFE GYR | LIFE GreenYourRoute project                                       |
| PC       | Project Coordinator   |
| CINEA    | European Climate, Infrastructure and Environment Executive Agency |
| PSC      | Project Steering Committee  |
| FM       | Financial Manager   |
| AM       | Administrative Manager  |
| PrM      | Project Manager   |
| AL       | Action Leader   |
| ATM      | Action Team Members   |
| QA       | Quality Assurance   |

## Abstract

The Deliverable E1.1 is the Project Steering Committee (PSC) of LIFE GreenYourRoute Project. The Project Steering Committee acts as a decision making body and is responsible for the implementation of the project. The Project Steering Committee will be updated whenever Project Managers or Action Leaders change.

## 1 Introduction

The Project Coordinator (PC) provides the overall project guidance and monitoring, and is the official contact point with the CINEA. PC submits reports (42 monthly reports, 1 mid-term report, 1 progress report and 1 final report) to CINEA and the monitoring team. The overall responsibility of the project lies in the Project Steering Committee (PSC), which acts as the decision-making body. The PSC was appointed at the kick-off meeting and its specific responsibilities are:

- Supervising the overall achievements according to the planning and taking appropriate measures to adjust necessary changes;
- Approving modifications suggested by beneficiaries and requesting minor or major modifications from CINEA;
- Supervising the overall quality of the deliverables according to the implementation plan and taking corrective measures when necessary.

## 2 Organization of the project team

Two conceptual levels are introduced for the organization of the project team: a) the management level occupied by the Project Coordinator, one Financial Manager (FM), one Administrative Manager (AM) and one Project Manager (PrM) per associated beneficiary and b) the implementation level occupied by the Action Leader (AL) and the Action Team Members (ATM). The Financial Manager, the Administrative Manager and the Project Manager report overall actions' implementation to and receive directions from Project Coordinator and are responsible for the preparation of deliverables.

The Project Manager of each beneficiary is responsible for all actions in which the beneficiary participates, identifies new risks and proposes solutions, manages and supervises the Action Leaders. The Action Leader manages and supervises Action Team Members and is responsible for:

- a) Contributing to overall action's objectives;
- b) Daily tasks;
- c) Quality Assurance (QA).

The Action Team Members report to the Action Leader responsible for the action, are assigned full or part time to participate in specific project activities, tasks and deliverables and are responsible for contributing to overall action objectives and deliverables.

### 3 Project Steering Committee of LIFE GYR project

In the project's first consortium meeting held in Volos, the Project Steering Committee of LIFE GYR project was decided. The Project Steering Committee consists of two levels: the administrative level and the implementation level. The administrative level consists of the Project Managers of each beneficiary participating in the project and the implementation level consists of the Action Leaders in charge of each Action for each beneficiary participating in the Action. Whenever a beneficiary is not participating in an Action the Action is indicated with a "-" symbol. Whenever an Action Leader has not yet been defined the Action is indicated with "TBD" (to be decided). The Project Steering Committee is presented in the following figures.

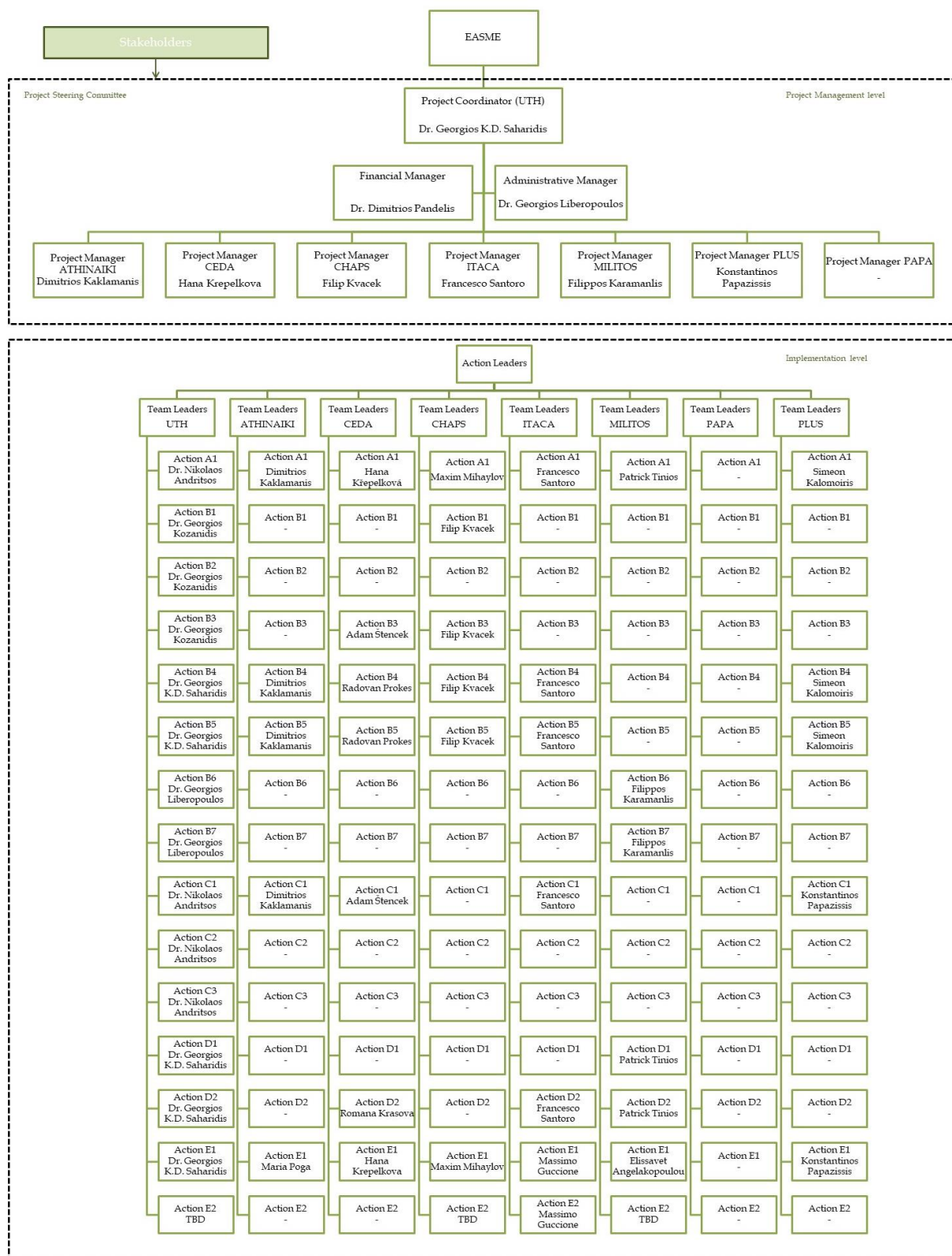


Figure 1: PSC of LIFE GYR project (v.1, December 2018)

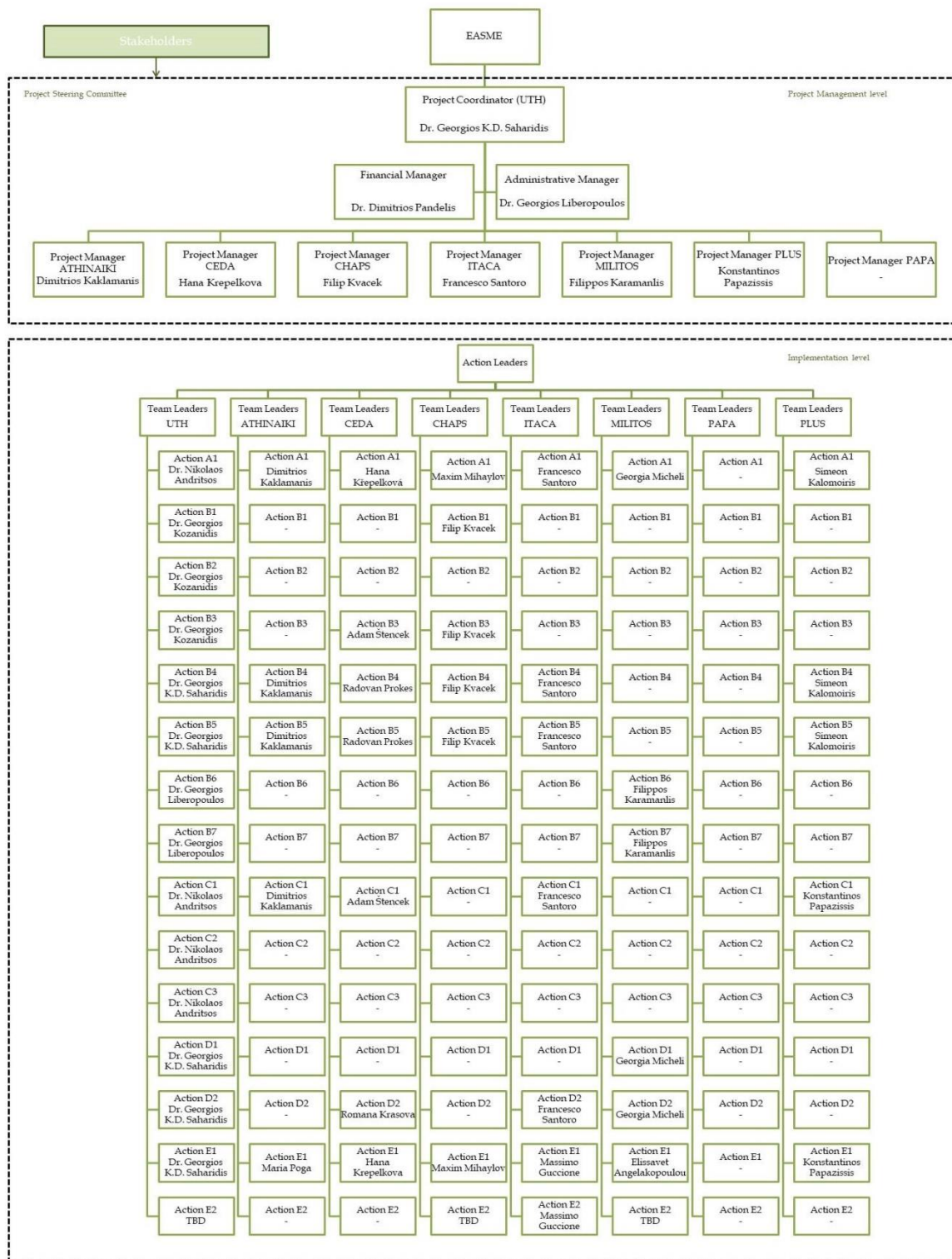


Figure 2: PSC of LIFE GYR project (v.2, January 2019)

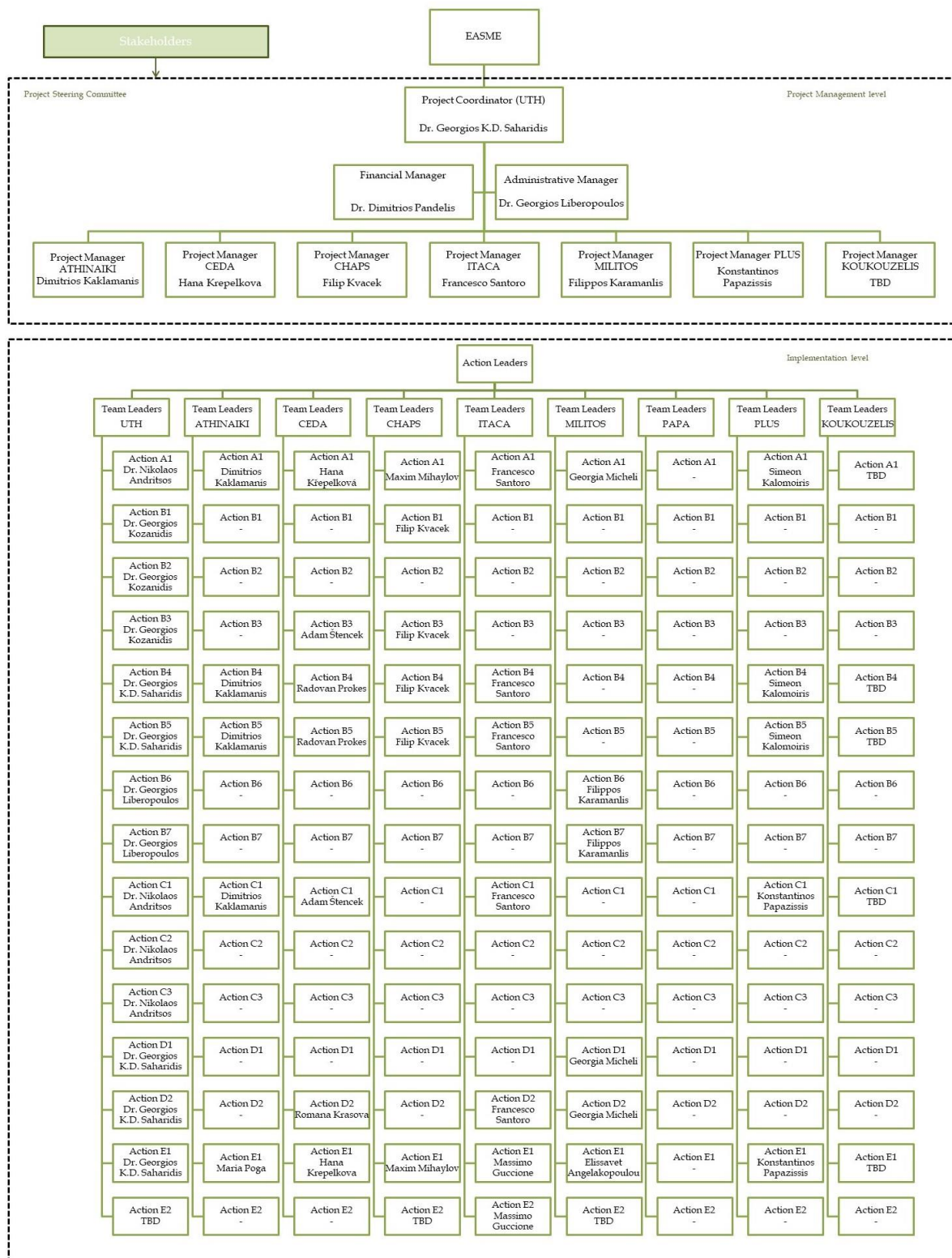


Figure 3: PSC of LIFE GYR project (v.3, April 2019)

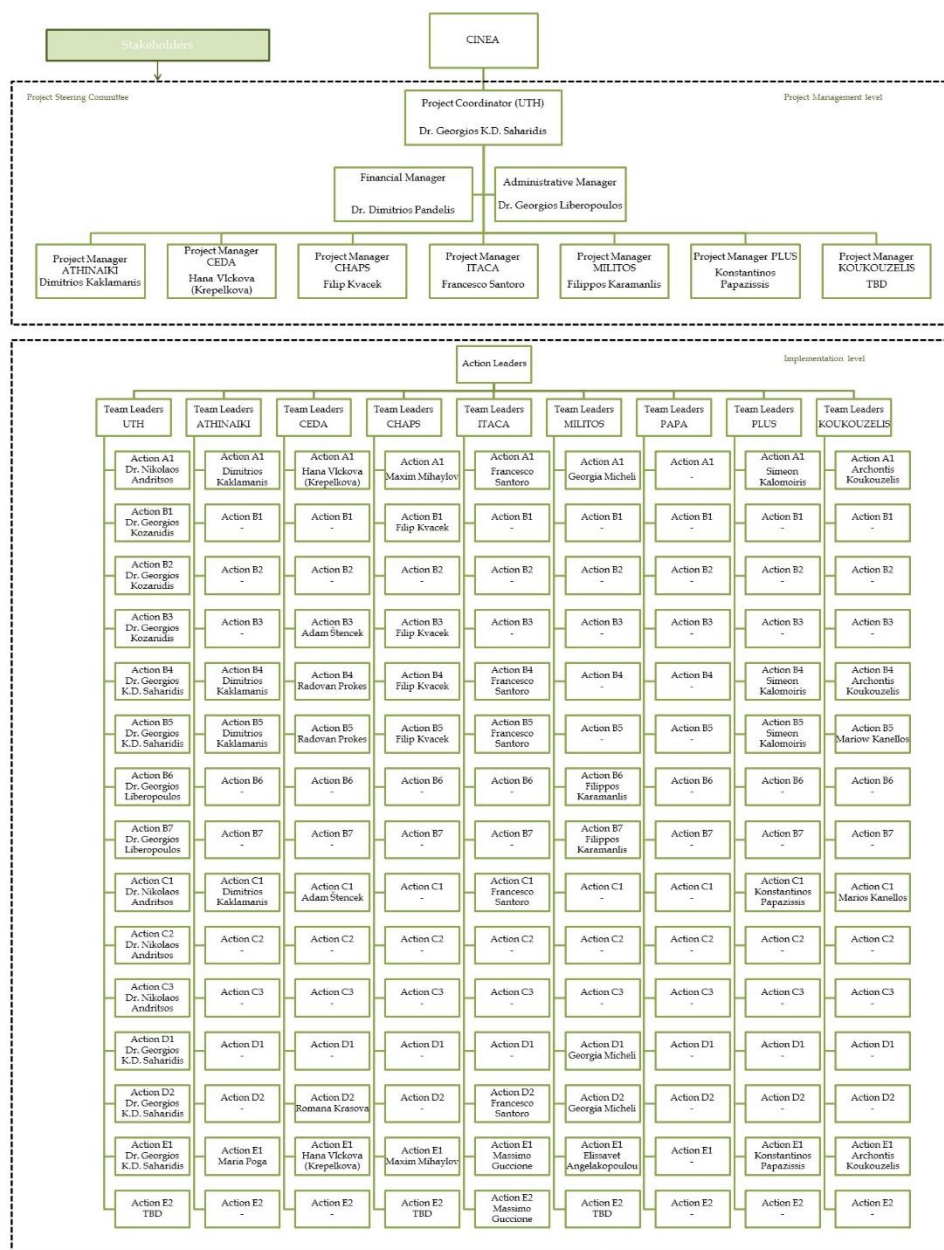


Figure 4: PSC of LIFE GYR project (v.4, April 2021)