

**Grant agreement no. 309102**ENERGY.2012.5.2.2 – Impact of the Quality of CO₂ on Transport and Storage

- Collaborative project -

D7.1

Establishment of the project Executive Committee

WP 7 - Management and Coordination

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PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

History table

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Table of contents

History table	2
Table of contents	3
Acknowledgements	4
Disclaimer	4
1. Executive summary	5
2. Introduction	6
1.1 General context	6
1.2 Deliverable objectives.....	6
3. Summary of activities	7
4. Conclusions and future steps	7

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1. Executive summary

This deliverable reports on the establishment of the CO₂QUEST Executive Committee by the project coordinator at the kick-off meeting held in London on 11th March 2013.

Introduction

The establishment of the project Executive Committee is part of the project's technical and administrative activities (WP7, Management and Coordination activities).

1.1 General context

WP7 tasks and objectives include:

- Establishing the project management structure
- Communication and reporting to the EC representatives
- Communication with the Strategic Advisory Board
- Effective coordination and harmonisation of consortium activities
- Review and evaluation of project progress reports milestones
- Quality control of deliverables before publication
- Implementation of the mechanisms for effective communication between partners
- Problems resolution
- Production of validation test protocols
- Risk assessment of the high pressure test facility in China and the production of operational safety manual
- Monitoring of the implementation of the EC ethical requirements by the project partners regarding project related safety and environmental issues

1.2 Deliverable objectives

The Executive Committee is the decision-making body of the Consortium, and shall consist of one representative of each Partner.

The responsibilities of the Executive Committee include:

- i. overseeing all project programme activities
- ii. approving interim bi-annual technical and financial progress reports produced using the project report template and submission of 18th months reports to the Commission
- iii. review progress in relation to the previously agreed milestones, and deal with unforeseen circumstances that may require the review of the project deliverables
- iv. reallocating project funds between partners if needed as approved by its members.

2. Summary of activities

The CO₂QUEST Executive Committee was established by the project coordinator at the kick-off meeting held in London on 11th March 2013 as follows:

Jacob Bensabat	(EWRE)
Michael Fairweather	(UoL)
Regis Farret	(INERIS)
Haroun Mahgerefteh, Chairman	(Project Coordinator, UCL)
Auli Niemi	(UU)
Heike Rütters	(BGR)
Nilay Shah	(ICL)
Dimitrios Tsangaris	(NCSR)
Dennis Van Hoecke	(OCAS)
Jianliang Yu	(DUT)

3. Conclusions and future steps

The project executive committee shall meet at least once every six months over the course the project and shall also convene extraordinary meetings at any time upon written request of three Members.