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### Management

**Code:**

WP10

**Lead partner:**

[Absiskey](#)

The Project Management Office aims at properly initiating the management tools, running the appropriate monitoring and control procedures, and assisting all the beneficiaries for optimal performance and reporting up to the end of the project. This includes, but is not limited to:






- Administrative management including support to the decision making bodies and follow-up of the reporting duties;
- Financial management to track the consumption of resources (time and funds) on a monthly basis consistently with the EC participation rules and those of the participating institutions.

The work will be performed by the Project Management Office (PMO) which will provide continuous support to the authorized persons from the participants' respective institutions and will act as a permanent project contact available by email, hot line and management web-based tools.


**Deliverables:**

<b>Title</b>	<b>File</b>
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D10.1 -  
Project  
Handbook

 [d10.1\\_project\\_handbook.pdf](#),   
[annex\\_1- legal ec documents-  
\\_template periodic report phbv1.pdf](#),   
[annex\\_2-  
\\_deliverables\\_cover\\_template\\_asset-  
\\_phbv1.pdf](#),   
[annex\\_3- userguide fr pnb phbv1.pdf](#),   
[annex\\_4-  
\\_quality assurance plan and templates-  
phbv1.pdf](#)

D10.2 -  
Technical  
and  
Administrative

 [d10.2 -  
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## Contacts

General inquiries: [info@asset-scienceinsociety.eu](mailto:info@asset-scienceinsociety.eu)

## ASSET

Action plan on **Science in Society** related issues in **Epidemics and Total pandemics**  
European Commission

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