

NORDRESS

Governance and Administration



Guðrún Pétursdóttir NORDRESS Co-ordinator

Project Manager

The Institute for Sustainability Studies, University of Iceland, is the Project Manager, (legal entity) that undertakes to carry out the Project in accordance with the Contract with NordForsk and is the intermediary between NordForsk and the Parties.



Executive Board

Day-to-day management is in the hands of the Executive Board, appointed by PM:



- Guðrún Gísladóttir Project Leader
- gg@hi.is



- Ingibjörg Lilja Ómarsdóttir Manager of Finances
- ilo@hi.is



- Guðrún Pétursdóttir Project Co-ordinator
- gudrun@hi.is



- Harpa Dís Jónsdóttir Project Secretary
- harpadis@hi.is

NORDRESS Council

The NORDRESS Council, consisting of one representative from each Party, is the ultimate decision-making body of the Consortium.

Two-third must attend for Council decisions to be valid.





Nordress Council representatives of partner institutions

1. CCP Center for Crisis Psychology, Bergen

Atle Dyregrov

2. COPE Copenhagen Center for Disaster Research

Morten Thanning Vendelø

3. FMI Finnish Meteorological Institute

Adriaan Perrels

4. GEUS Geological Survey of Denmark and
Greenland

Hans Jørgen Henriksen

5. IMO Icelandic Meteorological Office

Sigrún Karlsdóttir

6. MAH Malmö University

Tapio Salonen

7. NCIP Department of Civil Protection and
Emergency Management, National
Commissioner of the Icelandic Police

Guðrún Jóhannesdóttir

8. NGI Norwegian Geotechnical Institute

Farrokh Nadim

9. NTNU Norwegian University of Science and Technology

Haakon Lein

10. SAR SAReye

Guðbrandur Örn Arnarson

11. SDU University of Southern Denmark

Ask Elklit

12. SGI Swedish Geotechnical Institute

Charlotte Cederbom

13. UEF University of Eastern Finland

Juho Saari

14. UI University of Iceland

Guðrún Pétursdóttir, Guðrún Gísladóttir

15. NOVA Oslo and Akershus University College

Björn Hvinden



NORDRESS

supporting institutions

- AAU Aalborg University - **Tine Rostgaard**,
- ICA Iceland Construction Authority - **Björn Karlsson**
- ICG Icelandic Coast Guard - **Snorre Greil**
- KI Karolinska Institutet, Stockholm - **Christina Hultman**
- STM Ministry of Social Affairs and Health, Finland - **Merja Rappeli**
- DEMA Danish Emergency Management Agency - **Mads Ecklon**
- Danish Ministry of Defence – Arctic Project Group

Workpackage leaders (WPL)

- All partners are devoted to specific tasks within the project which is structured into 13 workpackages (WP).
- Each WP has been assigned a WP leader who **co-ordinates the activities of the WP** and **is responsible for**
 - **The work-plan of the WP**
 - **Progress of the WP according to plan**
 - **Progress reports to the Executive board, including**
 - **Financial reports for the WP, with time – sheets from the WP team members and documentation of other expenses**
 - **Defining the plan for the coming year**
 - **Sending the Reports to the Executive board, that finalizes yearly reports to NordForsk and payments to partners**

WP-leaders

WP 1 Guðrún Pétursdóttir

WP2 Guðrún Gísladóttir

WP3.1 Arna Hauksdóttir

WP3.2 Atle Dyregrov

WP3.3 Ask Elklit

WP4.1 Haakon Lein

WP4.2 Guðrún Gísladóttir

WP4.3 Hans Jørgen Henriksen

WP 5.1 Farrokh Nadim

WP5.2 Christian Jaedicke

WP5.3 Per Danielsson

WP5.4 Morten Thanning
Vendelø

WP5.5 Guðmundur Freyr
Úlfarsson

WP6.1 Adriaan Perrels,

WP6.2 Guðný Björk Eydal

Programme Committee

- consisting of representatives from the **Joint Financing Bodies*** and **NordForsk**, will supervise the implementation of the Project during the Project Period, and in doing so may request from the Project Manager any such reasonable information as deemed necessary for performing this task.
- The Project Manager and the Co-operating Partners are obliged to answer any question and forward any such information as the Programme Committee may request, and give due consideration to any advice or input given by the Programme Committee.
- Moreover, the Programme Committee will be responsible for the **midterm evaluation**.

*Joint Financing Bodies are: [The Academy of Finland](#), [The Norwegian Directorate for Civil Protection \(DSB\)](#), [The Swedish Civil Contingencies Agency \(MSB\)](#), [Icelandic Centre for Research \(RANNIS\)](#), [NordForsk](#)

Scientific Advisory Board

- appointed by NordForsk in order to facilitate the best scientific progress and coherence of the *Program of which the Project is a part*, by providing regular and structured advice.
- The Project Manager and the Co-operating Partners are obliged to give due consideration to any advice provided by the Scientific Advisory Board.



What do we need to do?

- Plan
- Work
- Report

Plan

Each WP sets a yearly plan:

what do we expect to have done by Dec 31st?

- For 2015 the plan is set at the kick-off meeting.
- Each year a new plan is sent along with the yearly report.
- The plan forms the basis for the progress evaluation and the end of each year.

Yearly Progress Report

- The **Project manager** shall annually prepare and submit to NordForsk a Progress Report, including a financial report based on the project accounts.
- Progress report shall provide information concerning the status and progress of the project and explain any *deviations* from the Contract (i.e. project description, project plan and budget).
- Progress report shall comprise any *revisions* to the Progress plan and Budget that the Project manager deems appropriate to propose.
- An approved Progress report is required *for the next payment to go through!*
- Reporting format is specified by NordForsk – will be available on the NORDRESS website.

Timeframe:

Reporting period: **Jan 1 – Dec 31** each year

Partners time-sheets and other activity reports to WP leaders: **Jan 10**

Deadline of WP leader report to Project manager: **Feb 1**

Deadline for Project manager report to NordForsk: **March 31**

NordForsk decision on report expected by **June 1**