

Managing EuroHPC Collaborative Projects: Expectations and Best Practices from the Funder and Consortia

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Project Coordination/Management

- Our partners have expressed appreciation for
 - Relevant, useful **topics on meeting agendas**
 - Clear **organisation** of information in shared file storage space (ex: B2DROP)
 - **Reminders** about upcoming meetings, milestones, deliverables
 - **Assistance** with procedural aspects, especially legal and financial
 - Professional, **courteous communication** style
- Project Management Team (PMT) prioritises
 - **Sound financial management** & effective **monitoring** of resources
 - **Proactive** internal reporting to ensure **100% on-time delivery**
 - Maintaining **long-term** collaborations through **respectful interactions**
 - Open, **collaborative** problem-solving and **democratic** decision-making

Project Handbook

Deliverable D1.1. Project Management Plan

- Guide for project implementation
- Coordination & management for efficient project execution
- Includes all practical information for WPs to consult:

- | | |
|---|---|
| ✓ <u>Project Governance</u> | ✓ Conflicts of interest, Emergency procedures |
| ✓ <u>Meetings, Documents, Naming rule</u> | ✓ Risk Management |
| ✓ <u>Project Reporting and Monitoring</u> | ✓ IP Management |
| | ✓ Roles and responsibilities |



EVITA – EuroHPC Virtual Training Academy

Project Number: 101196394

PROJECT HANDBOOK

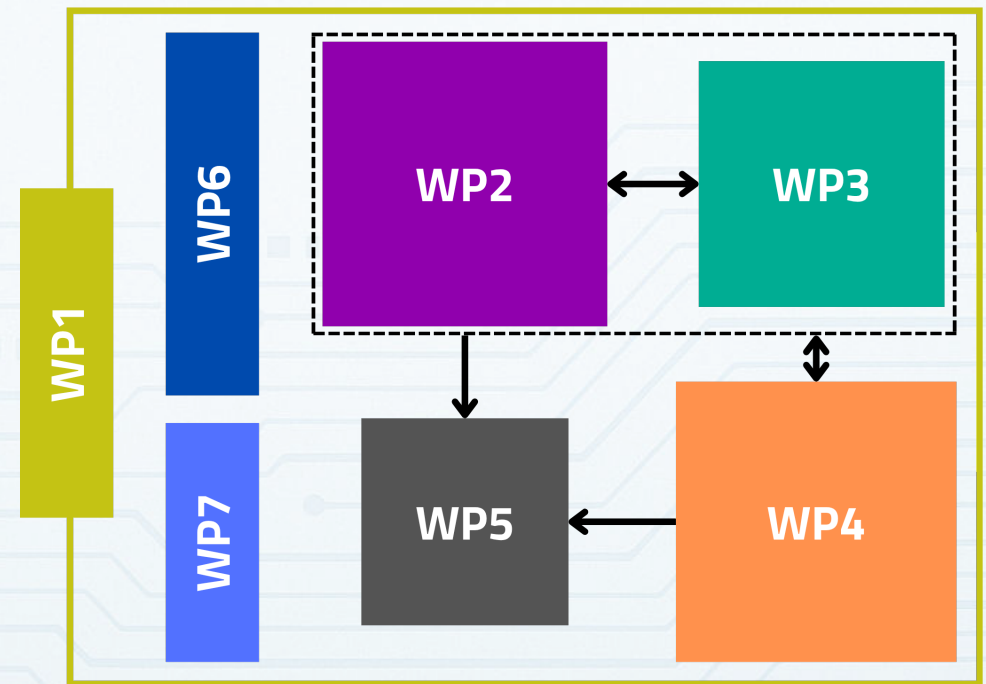
Including KPI target values

D1.1 – Project Management Plan

WP1: Project Management and Coordination

Collaborative & Democratic - Example

- **8 Partners**
- **7 Work Packages:**
3 transversal, 4 inter-dependent
- WPs have a **Leader and a Co-Leader** from different institutions
- **Overlap in attendance** among Technical Board, General Assembly, and different WP meetings
- **Weekly cross-WP workshop** to discuss, make decisions and solve problems
 - 30 min - 2 hours long
 - 3 WPs - 5 WPs depending on topic



Project Management Best Practices

Communication with PO

Proactive, regular contact, ask questions before problem arises

Clear and concise, transparent explanations, organised structure, descriptive file names

Communication with Partners

Know institutional representatives, WP Leaders and Co-Leaders, WP contributors, financial managers, ...

Clear, regular, concise, guided... a lot of follow-ups!

LISTEN

Agreed guidelines, timelines, and processes for peer-review and collaborative work, written down and reminders by email and at meetings

2 internal reviewers & early drafts submission timeline

Collaboration across teams inside your institution (legal, financial, administrative, ...)

Know and treat well all support structure! It is important to have good relationships, clear and structured and transparent, to have good work happen

DOs and DON'Ts

Work Across Departments at Coordinating Institution

- **DO** plan for finite availability of institutional support structure teams (legal, financial, ...)
- **DO** send notice of upcoming project needs & deadlines
- **DO** meet your colleagues before relying only on email
- **DO** listen and take advice
- **DO** follow-up
- **DON'T** demand that institutional support structure teams prioritise your project above all
- **DON'T** ask to speed things up without clear need, explanation, and back-up plan
- **DON'T** wait too long for a response when a quick, courteous reminder could help

Communication with Project Officer

- **DO ask PO about communication preferences** (channel, contact persons, holidays, triggers, ...)
- **DO** be proactive, predictable, reliable, constant
- **DO** express uncertainties in advance
- **DO** send clear, structured messages and files with descriptive names
- **DO** act according to agreed expectations
- **DON'T** have many different people contacting the PO freely
- **DON'T** deviate from agreed expectations without warning or explanation

Technical Decision-Making

- **DO** share external references and citations for internal use, justification, evidence, ...
- **DO** send advance written notice of pending decisions, and concrete options for outcome
- **DO** propose a decision from PMT, which will be implemented unless there are objections
- **DON'T** have surprise debates during scheduled meetings, where opinion and power dynamics decide outcome
- **DON'T** call all WP leaders together yet (TB) if disagreement within WP remains:
 - **DO** instead:
WP first – TB – PMT – GA last

Technical Decision-Making

- **DO** identify needed decision-makers (minimum required)
- **DO** allow decisions to move forward without all input from less-involved persons
- **DO** actively seek positive confirmation regarding proposed actions, decisions, revisions, communications, etc.
- **DON'T** always ask the full group
- **DON'T** wait for feedback from everyone on decisions that are less relevant to them
- **DON'T** submit a revised document **without** approval from authors and/or WP leaders

Technical Agenda-Setting

- **DO** keep running notes on emergent topics across WPs, and put cross-WP topics on agenda
- **DO** propose WP synergies as workshop topics
- **DO** pose specific questions tied to upcoming decisions that affect multiple WPs
- **DON'T** isolate WPs from each other
- **DON'T** take full-group time on single WP-specific details
- **DON'T** only organise meetings WP-by-WP, but also topic-by-topic, with all WPs weighing in

Examples:

Technical Agenda-Setting

Example: Propose synergies

- At EVITA Kick-Off Meeting July 2025, **PMT planned parallel sessions and cross-WP topics** to fill 1.5-day agenda
- One **topic involving 3 WPs** emerged as so important that it became a weekly workshop

Example: Don't waste time

- At weekly workshop involving 3 WPs, the details of a Deliverable were most urgent, so focused on that and **excused other WPs**
- When extra WP input needed at planned workshop, invite them for first **half hour only**
- Meet, with purpose!



Thank you!