

# Project Administration and Communication guide

Version 4.2

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## Gothenburg Local Interaction Platform - GOLIP

## PURPOSE

**This guide is aimed at all involved in Mistra Urban Futures projects at the Gothenburg Local Interaction Platform. The purpose of the guide is to give clear guidance on how the projects are managed and reported and how the GOLIP staff can support the projects.**

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## ROLE AND RESPONSIBILITY OF THE PROJECT MANAGER

The aim is shared project management for all Mistra Urban Futures projects, one practitioner and one researcher. However, assuring the administrative tasks for the project is assigned to one of the project managers, so it is clear who is accountable. The tasks can be delegated to a project coordinator, but the responsibility remains with the project manager. The project manager(s) report to the GOLIP Director. The administrative responsibilities are (the items are described more in detail below):

1. **Project plan and budget:** Set up a project plan, including a detailed project budget
2. **Contracts:** Ensure that all project work is covered by contracts
3. **Time reports for in-kind contribution:** Ensure accurate and timely reporting from the project members working in-kind in the project
4. **Invoicing:** Ensure timely invoicing from the contracting organisations of the project. The details for the invoicing are specified in the contracts. Invoices must reach the centre no later than two weeks after each four-month period, and cover all costs to be invoiced for that period.
5. **Progress reports and financial follow-up:** A brief report on progress and cumulative results is required in September for the first eight months of the year, and at the end of each year, by 31 January the following year. The Progress report should also include a financial follow up with explanations to major deviations to the budget.
6. **Final reporting:** When the project is concluded a narrative final report is submitted to the GOLIP Director. In addition all events and publications are reported in a separate format.
7. **Communication and events:** Each project is responsible for planning, budgeting and carrying out project communication and events.

## LEGAL FRAMEWORK, REPORTING AND DOCUMENTATION

### Project Plan and Budget

Each project is described in a Project Plan for the full duration of the project and a yearly Project Budget, according to the templates in Annex 1 and 2. Contact for the Project Plan is the GOLIP Director and for the Project Budget the Head of Administration.

### Contracts

All work by the project members is regulated in an agreement or contract between Mistra Urban Futures/Chalmers and each delivering organisation, institution, company or individual. Different kinds of agreements or contracts are used depending on the conditions of employment for each project member, such as internal agreements, external agreements or contracts and temporary employment. If a project is hosted by another organisation, normally that of the project leader responsible for project administration, a single contract is set-up between that organisation and Mistra Urban Futures/Chalmers.

At the start-up of each project, the Project Manager is responsible for ensuring that all project work, both cash and in kind, is covered by an agreement or contract. The contracts are drawn up and managed by GOLIP. When the scope and duties for each participating organisation and/or individual are agreed with the GOLIP Director and documented in a Project Plan, the GOLIP staff initiate the necessary agreements and contracts. The details needed for an internal or external agreement or contract are found in Annex 3.

### Time Reports

The Mistra Foundation requires that their funds are matched through co-funding by the Gothenburg Consortium and other partners. A large part of this match funding is contributed in kind. Each project member who works in kind within the project, reports her/his work time every four months in a survey sent out by GOLIP.

### Final and Progress Reports

At the conclusion of a project it is vital to capture and summarise lessons learned, outputs and other results. The project manager sends in the project's final report to the GOLIP Director. For template see Annex 4.

For budgeting and planning purposes the Centre requires a Progress Report in September that which covers the first eight months of the year. These should briefly report the progress made in relation to the Project Plan, and the accumulated results and learning of the project. Similarly, a Progress report is needed for the Annual Report of the Centre that covers the whole year. The same template is used for both (see Annex 4), so that the full-year report can be an update of the September one.

## **COMMUNICATION AND EVENTS**

The project activities, dissemination and implementation of results and communication are critical in reaching the objectives of the Centre (see the Strategic Plan, the 'Realising Just Cities' Programme, and the Centre Operational Plan).

To be able to communicate the project activities and results the Communication and event team at the secretariat provides and is responsible for a centre-wide Communication Strategy and a number of communication channels. The web is the hub in the centre's communication activities. Together with events, newsletters, media and social media it forms the main channel of communication.

### The Responsibilities of the Projects

Communication is an essential part of all research and knowledge production activities at Mistra Urban Futures. Communication is an essential part of ensuring that the results and findings have an impact and make a difference - whether it is in city planning departments, town halls or in local communities.

Each project is responsible for planning and carrying out project communication activities throughout the project period, including lessons learned and project results during the project period, as well as when the project is finalised.

The project is responsible for securing resources within the project budget for communication activities.

The project is also responsible for:

- Communication plan: Developing and implementing a communication plan for the project. See template in Annex 5.
- Web: Updating and publishing on [www.mistraurbanfutures.org](http://www.mistraurbanfutures.org):
  - The project page, including updated project description and all project members
  - Publications, documents, links and results
- News items related to the project (an important input to Mistra Urban Futures newsletter, see below).
- Events: Planning and arranging events, which are budgeted for by the project. (See support from Communications and event team below).
- Informing the Communication and event team about projects presentations or lectures at external events, in order to include them in the Event plan and communicate them in the newsletter.
- Media: Send copies and/or links of any interviews and articles published about the project to the team. (See support from Communications and event team below).
- Publications: See section *Publications* for more information about the project's responsibility.
- Visual identity: Use Mistra Urban Futures visual identity as specified in Annex 6.
- Involving the Communication and event team well in advance in the planning of how and when to communicate the project's results.

### The Communication and Event Team's Responsibility and Support

For communication and media activities, the team supports the project with:

- Communication plan: support the development of the project's communication plan through consultations and template. See Annex 5.
- Web: Basic web page for each project and support on how to publish on the Centre web. See Annex 7 Web manual.
- Newsletter: Newsletters are produced according to an annual publishing plan. The project's activities, results and events are communicated. Contact the team if you have a news item or event that you want the newsletter to cover.
- Media: Support and execution of main media activities such as press releases and press conferences. Useful tips how to preparing for interviews can be found in Annex 8.
- Social media: The team provides two Twitter accounts and one You Tube account that are available for the projects.
- Publications: Different forms of publication templates are available. Please see the section *Publications* for more information
- Visual identity and templates: Power Point, Word, Publication template etc., see Annex 6.

For external and public events arranged by projects, the team supports with:

- Layout of invitation, based on complete text, information and illustrations from the project
- Help to define the target groups
- Help to create a send list based on the contact data base LIME
- E-mail send-out of invitation via Apsis, an invitation software
- Handling registrations
- Publishing the event in the events section of the website

Mistra Urban Futures have created events series for projects and PhD's to use in an easy way. The support from the secretariat is the same as for external events. The costs are covered by the Mistra Urban Futures budget, not the project or PhD budgets.

Event	Venue	Time	Target Audience, numbers	No of events per year	Purpose
Urban Lunch-time	Länsstyrelsen Västra Götaland	11.30-13.00, incl. lunch	Academia, Business, Practitioners, Politicians 60-135	8-10 Once a month	Spread project results Network Brand MUF Filmed and put on web.
Urban Research	Chalmers or GU 3 hours plus After Work	13.00-16.00 incl. health break and potential After Work 16.30-19	The project's or PhD's wish list, Academia, Practitioners 15-40	6	Boost projects with knowledge from invited experts Explore a question and contacts to start a project Network Brand MUF
Urban seminar	Mistra Urban Futures	2 hours whenever suits the project/PhD	The project's /PhD's wish list 10-20	4	Help projects/PhD's to advance, when "stuck"
Mellanrum	Göteborgs Stadsmuseum	17.00-19.00 incl a small `fika`	Civil society 20-200	10	Create discussions, awareness of Sustainable urbanisation in a social context

## PUBLICATIONS

The success and impact of Mistra Urban Futures are strongly connected to the publication of articles, reports, papers, theses and books, as well as presentations at conferences, op-ed articles and participation in ongoing societal discussions through debates, panels and other outreach activities.

### Academic Publications

Academic publications include papers, articles, books and book chapters, conference presentations and potential other formats that normally are considered parts of researchers'

work and merits. Mistra Urban Futures realises that customs vary in various fields of research, but peer-review and publishing are essential to the progress and expansion of academic knowledge. Research funding agencies attach significant weight to academic publication, such as articles in peer-reviewed journals, books and book chapters.

Open access is an increasingly important issue, not least for a trans-disciplinary centre like Mistra Urban Futures. Open access gives all stakeholders - including the public - the possibility to take part and access the results and findings of the research. Hence, open access is strongly recommended for Mistra Urban Futures publications. Project budgets should allocate the funds needed for open access fees. However, during a transition period, there will be additional funding available from the Centre. Mistra Urban Futures projects are expected to generate new academic knowledge, to be published. This should be part of, and explicitly described in the project plan, from the outset.

It is absolutely necessary to mention Mistra Urban Futures in every publication that is a result of Mistra Urban Futures partnership and/or funding. Such acknowledgements are crucial not only because it is a non-negotiable part of research ethics to do so, but also for the Centre to be able to list and refer to the publications resulting from Mistra Urban Futures-supported projects. For researchers connected to Chalmers or the University of Gothenburg, there is an individual responsibility to make sure that publications are reported to the libraries of each university. In doing so, it is necessary that each publication connected to Mistra Urban Futures is tagged also with "Mistra Urban Futures" as a Department.

### Publications on Mistra Urban Futures Website

Mistra Urban Futures website lists all publications that are related to Mistra Urban Futures research and knowledge production. This includes the usual academic publication formats, such as peer-reviewed articles, book chapters, books, conference papers and posters, but may include also articles for public engagement or popularisation, films, reports and policy briefs.

To be listed on the website, publications need to include an acknowledgement of Mistra Urban Futures as partner and/or funder.

Whenever possible, the actual article, abstract, book chapter or other format should be possible to download from the site (without, of course, violating any law or guidelines for intellectual property and copyrights).

All project group members can add publications to the Mistra Urban Futures list of publications. However, in order to be able to support the publications, e.g. through tweets, news releases, etc., the Secretariat needs to be consulted or notified.

### Mistra Urban Futures Reports and Policy Briefs

Mistra Urban Futures publishes a series of reports and policy briefs, intended for a mixed audience of colleagues, practitioners, policy-makers, researchers and other interested groups and people. Reports are meant to present knowledge and fill knowledge gaps, either through

new knowledge as result of a project process, or syntheses of existing knowledge as overviews, literature studies, etc. Reports published in Mistra Urban Futures reports series follow a set review process, see below.

Mistra Urban Futures **Reports** are published on a continuous basis, and numbered 2016:1, 2016:2, etc. The reports series is exclusively for results from Mistra Urban Futures projects, or as knowledge overviews for projects (for the identification of knowledge gaps, etc.). All Reports must follow the common graphic design, and templates are available. From 2016, ISBN numbers will be added for further identification.

- Design: Find the template in "Graphic Profile". The project is responsible for the layout of the report.
- Report number: Provided by the Secretariat.
- Language: We require all projects to make their reports available in English. If the project sees the need, for reasons of accessibility to write in Swedish, it should make provisions in the budget for a translation into English.
- Recommended number of pages: 20-80.
- Target audience: Primarily public officials and other stakeholders.
- Reviewed: The project leaders are responsible for making sure that all Reports are read by two external people (one researcher and one practice-based) selected by the project. These two should be named in the Report, which should take their comments into account as far as possible.
- Published in university databases, such as Chalmers Publication Library (CPL) and Gothenburg University Publications (GUP).

Mistra Urban Futures **Policy Briefs** are short summaries that focus on conclusions and recommendations, targeted at policy-makers and decision-makers. A Brief is typically 2-8 pages, numbered in the same way as Reports, and with a common graphic design, although a range of graphical elements are typically used to a large extent, such as images, info-graphics and other illustrations. Briefs are not published in the university databases.

## **OFFICE SPACE AND MEETING ROOMS**

Mistra Urban Futures office space in Göteborg, at Läraregatan 3, is available for all projects to use. There are three meeting rooms and guest offices to book via a Google calendar. The meeting rooms and guest offices are used on a help-yourself basis. Feel free to make coffee and tea in the kitchen. Make sure that you leave the premises tidy. Please note that we cannot guarantee that the office is staffed at all time. Do you use our facilities often? Contact the Head of Administration to get an access card.

### **Meeting Rooms and Work Stations**

- Fair: 16 people (board-room seating), circa 30 people (seminar seating - chairs available to rearrange the rooms yourself), whiteboard, projector.
- Green: 6 people (board-room seating). Video conference (mobile)

- Accessible: 6 people (board-room seating). Smart board (projector and interactive whiteboard).
- Open space Cape Town: Guest desk
- Open space Kisumu: Guest desk
- Open space Manchester: Guest desk
- Open space Skåne: Guest desk

There is a small portable conference telephone to connect to your mobile phone, a conference camera and speaker for e.g. Skype meetings as well as three flip charts available.

Use our Google calendar to book a meeting room or guest desk by logging into Google:

Account: officemistraurbanfutures@gmail.com

Password: fairgreendense

1. Open a web browser
2. Go to [www.google.com](http://www.google.com)
3. In the upper right hand corner there is a login button. Use the account and password above to login.
4. Locate the calendar in the apps and open it
5. Create a booking by clicking Create or by clicking in the actual calendar.
6. Choose which room to book in the drop down menu - Calendar (just choosing Office calendar Mistra Urban Futures will not book a room).
7. Fill in the name of the meeting, your name and mobile number in the event name (händelsenamn) example "Workshop project name (Ann Karlsson, 0721-123456)".

Please be careful not to double-book the conference room.

### Internet Access

Instructions for how to get internet access is found in a folder at the back of the office, near the printer. Look for the folder named Internet for guests at Mistra Urban Futures. There you will find further instructions.

### Telephones and Computers

Telephones and computers for the project are normally provided free of charge by the participating organisations or individuals. In exceptional cases, a mobile phone, iPad or computer can be borrowed from the centre.

### **PURCHASING AND INVOICE INFORMATION**

If any purchasing of equipment is required for the project, this should be specified and budgeted for in the project plan. The purchase should be made by one of the participants in the project and invoiced directly to that participants' organisation. The cost will be reimbursed by Mistra Urban Futures/Chalmers according to the contract with that organisation. By way of exception, project purchases can be invoiced to Mistra Urban Futures directly. Such purchase must be

agreed in advance with the GOLIP Director. Note that the Public Procurement Act (lagen om offentlig upphandling) must be followed for all purchases invoiced to Mistra Urban Futures.

Invoices should be sent to the following billing address:

Chalmers tekniska högskola AB  
Fakturaservice  
Referens: Mikael Cullberg/Kostnadsställe 65590  
Projektnummer:  
SE-412 96 GÖTEBORG

Any purchased equipment for a project will be the belonging of the centre and must be handed back to the GOLIP Director at the end of the project.

### Travel Arrangements

Travels are booked by the project members themselves and costs incurred should be covered by the projects budget. If possible, project members should use the regular travel and booking arrangements of the organisation to which they are attached. The costs will then be reimbursed or settled according to the contractual arrangements with that organisation. Chalmers' travel agents should only be used if necessary, in which case the GOLIP Director must be notified in advance and GOLIP staff will assist in booking the travel. Chalmers' travel policy, or that of the 'home' organisation, should be complied with, in particular low-cost and the most environmentally-friendly mode of transport must be chosen whenever possible.

Travel policy <http://www.chalmers.se/insidan/EN/about-chalmers/environmental-work/policies/travel-policy>

Resepolicy <http://www.chalmers.se/insidan/SV/om-chalmers/miljo/hallbart-campus/resor1086/resepolicy>

### CONTACT INFORMATION

See our webpage <http://www.mistraurbanfutures.org/en/node/14>