



ESAIL Project Management Guidelines

Work Package: **WP 10**
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(List of participants:)

Participant no. *	Participant organisation name	Participant short name	Country
1 (Coordinator)	Finnish Meteorological Institute	FMI	Finland
2	University of Helsinki	UH	Finland
3	University of Jyväskylä	UJ	Finland
4	German Aerospace Center	DLR	Germany
5	Ångström Space Technology Centre	ÅSTC	Sweden
6	Nanospace AB	Nanospace	Sweden
7	Tartu Observatory	Tartu	Estonia
8	University of Pisa	Pisa	Italy
9	Alta S.p.A.	Alta	Italy

1. ESAIL Project Management Guidelines

The Steering Committee was nominated in a virtual meeting that closed at end of February 1, 2011. The Steering Committee has the following members:

Pekka Janhunen (FMI, chair, pekka.janhunen@fmi.fi)

Edward Haeggström (UH, haeggstr@mappi.helsinki.fi)

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Emil Vinterhav (external member, SSC, emil.vinterhav@ssc.se)

The Steering Committee is convened when important decisions are needed. As long as the project proceeds according to the Description of Work, convening the Steering Committee is not necessary.

Each partner is responsible for being aware of the Financial Guide and other EU documents that concern the adequate handling of EU projects (especially bookkeeping on working hours and preservation of receipts). If a partner needs assistance in these matters (e.g., because this is their first FP7 project), they should contact FMI's secretary Ms. Kirsi Virolainen, kirsi.virolainen@fmi.fi for help.