



# EMIF Deliverable 16.5: Project Handbook

## Executive summary

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The present document aims at providing an overview of the management and administrative procedures and principles that will ensure an efficient execution of the EMIF project and thus contribute to the production of high quality project results. Special attention will be paid to ensure that the project results are delivered in due time, within budget and taking into account the formal quality standards developed for the project.

The main objective of this document is to provide the project participants with a quick reference 'manual' that points out, in an understandable way, the management structure, tasks, responsibilities and procedures on all levels of project execution.

The established procedures are based, to a great extent, on the general principles and policies set out in the basic grant regulations (Grant Agreement, and its annexes, and Project Agreement) and official guidelines under the IMI JU and the 7th Framework Programme. They have to be understood as a starting point that will be refined by the Consortium as the project evolves; thus, the present document will be updated as needed as new procedures in IMI JU and within EMIF are progressively deployed.

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