

## REGIONAL INFORMATION SOCIETY INITIATIVE

Project Name: **ATHINA**

Deliverable: D01

## MANAGEMENT STRUCTURE

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# ATHINA

## MANAGEMENT STRUCTURE

The following Management Structure proposed by the Project, according to the Commission's Guidelines and the specific situation and needs of ATHINA project, has been adopted by the Steering Committee:

### **1. Steering Committee:**

The Steering Committee is organised as follows:

1. *Chairman* : Mrs.Gyftopoulou, Vice Chairman of DAEM, and Vice Mayor of the City of Athens (special assigned to IT & Communications Infrastructure and applications).
2. *Deputy Chairman* : Mr. Char. Zafiropoulos , Vice-Prefect of Piraeus.
3. *Technical Subcommittee Members:*
  - Prof. C. Carouballos, Head of Telecommunications section, Department of Informatics, University of Athens (ex - Vice President of the National Radio & Television Council).
  - Mr. Kostantine Labrinoudis, General Manager of DAEM.
4. *Dissemination Subcommittee* :
  - Mr. Dimitris Sarafoglou, Chairman of the Board, ANDIP SA, Chairman of DEPOS SA (national organization, responsible for Urban Planning) ex - mayor of the City of Keratsini, Piraeus.
  - Mr. Vassilios Maglaras, OTE SA, Director General, International Affairs.
  - Mr. K.Efstratoglou, Manpower & Employment Organization (OAED),President.

This Committee synthesis is provisional and new members will be added by the end of September '97.

The Steering Committee is responsible for:

- approving the terms of reference for the Executive Unit (RISU) and experts engaged;
- adopting the detailed Work Programme and monitoring the work of the RISU;
- adopting the "Options Paper" as well as the draft and final "Strategy and Priorities for Action" document;
- preparing a response to the observations and proposals made as result of public consultation on the "Options Paper";
- ensuring inter-regional co-operation;
- involving in the regional initiative high level decision makers and opinion formers.

The Steering Committee **will meet** at least every 3 months.

## **2. Executive Unit:**

The participant Organisations within the Unit are:

DAEM: *City of Athens Municipal - Company of Informatics*

OTE: *Hellenic Telecom*

UoA : *ICT Department of University of Athens (National and Kapodistrian)*

OAED: *Manpower Employment Organisation*

ANDIP: *Municipalities of Greater Area of Piraeus - Local Development Enterprise*

PoP: *Prefecture of Piraeus*

The Executive Unit will assume the following tasks:

- to prepare the Work Programme;
- to create the “Options Paper” as well as the draft and the final “Strategy and Priorities for Action” document;
- to organise events for the discussion of the Options Paper and the Strategy documents;
- to create Progress and Final Reports, Deliverables and Milestones;
- to organise feasibility studies;
- to ensure collaboration and co-operation with other regions;
- to promote awareness and partnership with the regional key players;
- to ensure the dissemination of the results;
- to take part in the peer reviews and organise the participation of the region in the Mid-term Evaluation, the Annual Conference and other inter-regional events;
- to organise Working Groups with the participation of regional key actors;
- to look for high level sponsor and additional funds.

The **plenary meetings** of the Executive Unit will take place at least once a month.

Four Groups have been organised in the framework of the Executive Unit with specific roles.

### *1. Dissemination and Communication Group*

- to organise seminars, workshops, press releases, etc.
- to prepare newsletters, webpages, publications

Group Leader **DAEM**

### *2. Co-operation Group*

- to organise peer reviews, mid-term evaluation
- to ensure participation to Annual Conference, inter-regional collaboration and events
- to co-ordinate reporting, deliverables, lessons learnt

Group Leader **UoA**

*3. Partnership Development Group*

- to co-ordinate contacts and interaction with regional players
- to search for high level political sponsors
- to quest for additional funds
- to find external experts

Group Leader **ANDIP**

*4. Technical Development Group*

- to identify Background Information
- to provide methodological and technical support
- to carry out technical assessment
- to co-ordinate open Working Groups

Group Leader **OTE**

### **3. Management Director:**

The Management Director of the project will be Mr. Nikos Dimitriadis from DAEM, who will report directly to the Project Manager Mr. K.Lamprinoudis.

The management Director will be the focal point for inter-regional contacts and co-ordination and for inter-regional networking with other RISI regions. He will be responsible for the exchange of information with the Commission services regarding to technical issues as well as budgetary and administrative issues. He will also attend a number of meetings with other regions and the Commission services.

The work of the Management Director will be supported by the Project Secretariat.

### **4. Project Secretariat:**

The Project Secretariat will provide the Steering Committee and the Management Director with all elements needed to exercise their guidance, animation and orientation roles. It will be supported by all necessary technical and communication infrastructure and will be equipped with facilities of electronic mail and file transfer.

### **5. Working Groups**

Working Groups will be formed in the basis of the major outputs of the project. The leaders of the Working Groups will be members of the Executive Unit of the project but the Working Groups will be characterised by an open structure aiming at incorporating regional key actors and achieving consensus.

Three Domains of Working Groups will be organised:

- **“Options Paper” Domain.** This domain of Working Groups will be focused on the completion of the “Options Paper”. Some of the main actions will be to generate new ideas, involve and consult the regional players, assess the situation and explore the scope for action.  
The co-ordinator of this Domain will be **ANDIP**.
- **“Strategy and Priorities for Action” Domain.** This domain will be focused on the preparation of both the draft and final “Strategy and Priorities for Action” documents. It will be involved in the consultation the regional key players and the achievement of consensus for the strategies and actions needed.  
The co-ordinator of this Domain will be **DAEM**.
- **“Definition Phase for Action Plan” Domain.** This domain of Working Groups will be focused on the assessment of technical feasibility, the financial viability, the economic value-added, the social acceptance and the securing of funding sources of the Priority Actions.  
The co-ordinator of this Domain will be **ANDIP**.