

# DELIVERABLE REPORT

WP1 – D1.2 - Project and Quality Plan

**ABSTRACT** This document, as part of WP1 (Management and Coordination), sets out the basis for an effective management and coordination of the TODO Project. It provides a single point of reference on the working plan and quality assurance policies that will be applied throughout the duration of the project.

## Author

University of Zagreb,  
Faculty of Geodesy



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO*

<b>Delivery Title:</b>	<b>Project and Quality Plan</b>
<b>Delivery Number:</b>	<b>D1.2</b>
<b>Lead beneficiary:</b>	<b>Faculty of Geodesy (GEOD)</b>
<b>Type:</b>	<b>Report</b>
<b>Work Package Title:</b>	<b>Management and Coordination</b>
<b>Work Package Number:</b>	<b>WP1</b>
<b>Dissemination level:</b>	<b>Public</b>
<b>Due Date:</b>	<b>December 31, 2019</b>

<b>Revision History:</b>			
<b>Version</b>	<b>Date</b>	<b>Author (Partner)</b>	<b>Remarks</b>
Draft v0.1	19/08/2020	Dražen Tutić and Ana Kuveždić Divjak (GEOD), Charalampos Alexopoulos (UAEGEAN)	First version
Draft v0.2	21/08/2020	Euripidis Loukis, Yannis Charalabidis (UAEGEAN)	Review
Draft v0.3	24/08/2020	Anamarija Musa (LAW), Nikolina Žajdela Hrustek (FOI)	Review
Draft v0.4	27/08/2020	Ana Kuveždić Divjak (GEOD)	Updated after review
Final v1.0	21/09/2020	Ana Kuveždić Divjak (GEOD)	Revised after REA PO final feedback (newly agreed due dates and PC change)

**STAKEHOLDERS INCLUDED:** Faculty of Geodesy (GEOD)

**INPUT DOCUMENTS:** Grant Agreement, Consortium Agreement, D1.4 – Evolution of the publications in high impact journals in the relevant research field

**OUTPUT DOCUMENTS/MATERIALS:** Plan/Report

**Approved by:** Yannis Charalabidis, T1.3 Leader

**Date of approval:** 01/09/2020

# Table of Contents

<b>Executive Summary .....</b>	<b>4</b>
<b>1 Introduction .....</b>	<b>5</b>
1.1 Purpose .....	5
1.2 Related Documents .....	5
1.3 Use of this document: licence and disclaimer .....	6
<b>2 Management Structure – Roles and Responsibilities .....</b>	<b>7</b>
2.1 General Management Structure .....	8
2.1.1. List of Beneficiaries .....	8
2.1.2 Steering Committee .....	8
2.1.3 Project Coordinator .....	9
2.1.4 Scientific-Technical Coordinator .....	9
2.1.5 Risk and Quality Manager .....	10
2.1.6 Partner Representative .....	10
2.1.7 Work Package Leader .....	10
2.1.8 Task Leaders .....	11
2.1.9 Experts Advisory Board .....	12
2.2 Financial management .....	12
2.3 Decision Making Process and Conflicts Resolution .....	13
<b>3 Internal Communication .....</b>	<b>15</b>
3.1 Emails .....	15
3.2 Meetings .....	15
3.2.1 Consortium meetings .....	16
3.2.2 Project Reviews with the European Commission .....	17
3.3 Project platform .....	17
3.3.1 Platform structure .....	17
3.3.2 Access and protection .....	18
<b>4 Quality Management and Plan .....</b>	<b>20</b>
4.1 Deliverables and Milestones .....	20
4.1.1 Deliverables .....	20
4.1.2 Milestones .....	31
4.1.3 Direct impact and assessment indicators .....	32

4.2 Risk Assessment and Mitigation Plan .....	35
4.2.1 Overall Project Monitoring and Change Management.....	35
4.2.2 Technical Review of the project by the European Commission .....	36
4.2.3 Risk Exposure Measurement and Monitoring.....	36
4.2.4 Critical Implementation risks and mitigation actions .....	37
4.3 Project Reporting .....	41
4.3.1 Project reporting periods.....	41
4.3.2 Reporting to the EC .....	41
4.3.3 Internal Reporting .....	41
4.3.4 Timeline for Reporting .....	42
<b>5 External Relations Management .....</b>	<b>44</b>
5.1 External communication .....	44
5.1.1 Website .....	44
5.1.2 Social media .....	44
5.1.3 General Promotion, News & Press .....	45
5.1.4 Communication package .....	45
5.1.5 Request for publishing .....	45
5.2 Dissemination .....	46
5.2.1 Information on EU funding and disclaimer .....	46
5.2.2 Publication procedures .....	47
5.2.3 Open access.....	47
5.2.4 Reporting.....	48
<b>ANNEX I: Project Management Templates .....</b>	<b>49</b>

## Executive Summary

The purpose of the Project and Quality Plan is to provide a single point of reference on the quality assurance processes that will be governed during the course of the TODO Project. This deliverable defines the Project organisation, procedures, roles and responsibilities related to the quality control and quality assurance activities that will be carried out. It describes how the project will execute its day-to-day activities from a quality perspective, and ensures that standards, processes, and procedures are defined and their execution is continuously monitored, corrected when necessary and improved.

The Project and Quality Plan is based on the terms and conditions established in the Grant Agreement and its Annexes, as well as in the Consortium Agreement specifications and requirements. Nevertheless, this Plan is a living document and will be regularly updated according to project needs along its implementation and evolvement. Partners will be informed and will receive a copy of the amended document in occasion of each update.

The Project and Quality Plan is a deliverable which is intended to be used by all the project partners, to ensure quality assurance of project processes and outputs and prevent possible deviations from the project work plan as described in Description of Action, Grant Agreement Annex 1.

# 1 Introduction

## 1.1 Purpose

The establishment of a Project and Quality Plan and of the respective procedures is the part of WP1 – Management and Coordination. The Project and Quality Plan gives practical guide to coordinator, coordinating bodies and project partners for checking the progress of the project and assuring the quality of its outputs.

The main objectives of the Project and Quality Plan are:

- planning review procedures in order to monitor its progress and the achievement of its goals
- put in place risk management and quality control mechanisms
- create clear procedures for delivering high-quality results
- provide the consortium with guidance for project reporting
- provide the consortium with guidance on communication, exchange of data, publication and dissemination
- provide the consortium with templates for project outputs.

The document summarises the key information, based on the Grant Agreement and the Consortium Agreement, about project management structures, the role and responsibilities of the different project management bodies, the decision making procedures as well as the communication channels within the consortium. It outlines the reporting requirements for WP Leaders and Project partners, the overall project monitoring and risk assessment procedures. The document, furthermore, outlines the procedure to be followed by all project partners when preparing the project deliverables as well as when engaging in communication, publication and dissemination activities. Finally, the document outlines the rules for the use of the project webpage, social media and document management.

## 1.2 Related Documents

The Project and Quality Plan is a cornerstone document for professional management and assurance of high quality of a TODO Project and is designed to be used in conjunction with the following documents:

- The Grant Agreement including its Annexes and in particular the Annex: Description of Action
- Consortium Agreement including its Annexes.

Alongside to these key documents, this Plan has been produced following the European Commission guidelines and templates.

To ensure relevance of the Project and Quality Plan, this document will be complemented by future project deliverables and plans such as D5.3 – Dissemination & Communication plan (M3), D1.3.1 – Data Management Plan (M4), D1.3.2 – Data Management Plan Update (M18) and D4.1 – Publication Plan and Research Groups (M9).

### 1.3 Use of this document: licence and disclaimer

This document is intended for Consortium internal use, aiming to provide guidance to Project partners for successful project implementation.



This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.

The author(s) of this document have taken any available measure to ensure that the information contained in this Plan is accurate, consistent, lawful, and up to date.

## 2 Management Structure – Roles and Responsibilities

The decision bodies and leading roles within the TODO management are illustrated in Figure below. They are implemented to support the overall project management and to ensure effective decision-making, clear external communication, operational internal communication, and effective administrative and technical control.

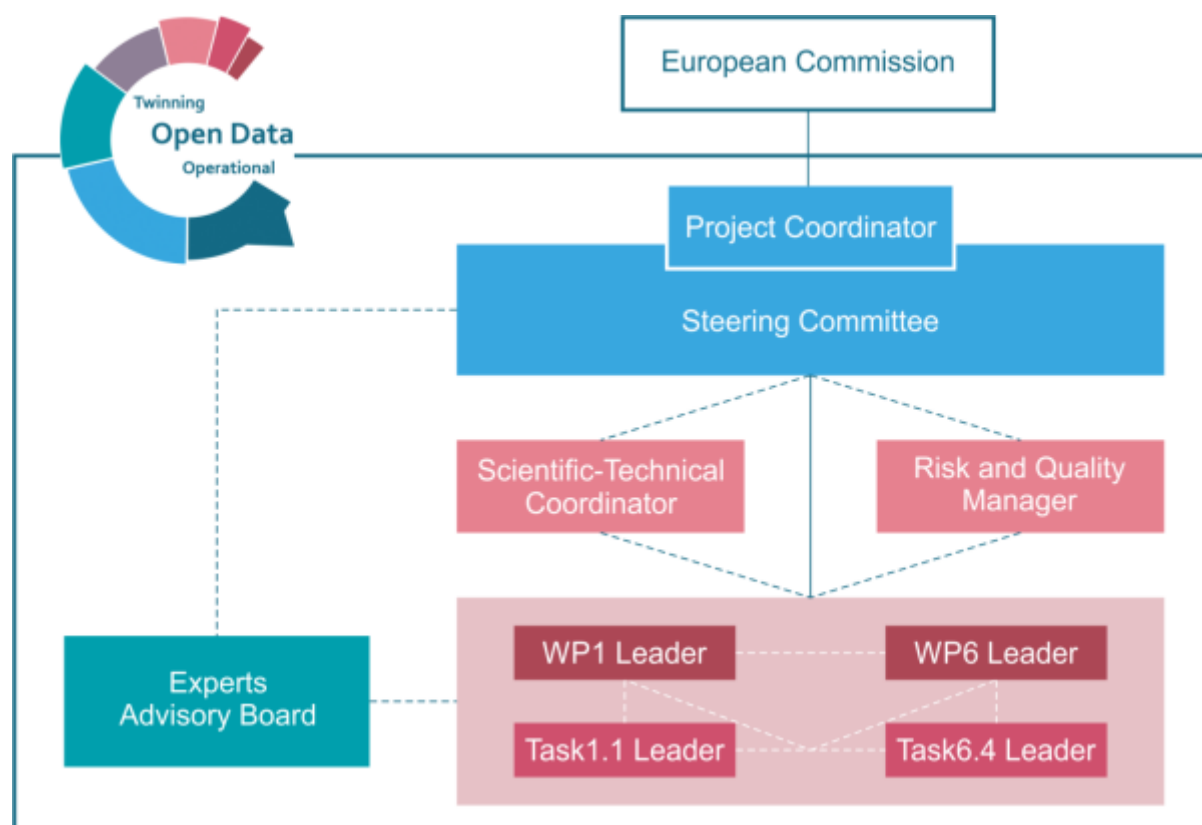


Figure 1: TODO Management structure

The key roles in the TODO management structure are:

- Steering Committee
- Project Coordinator
- Experts Advisory Board
- Scientific-Technical Coordinator
- Risk and Quality Manager
- Work Package Leader
- Task Leader
- Partner Representative.



## 2.1 General Management Structure

The TODO consortium combines interdisciplinary competences in different domains in the field of open data and resources from academia. The consortium consists of in total 8 partners from Croatia, Greece and The Netherlands.

### 2.1.1. List of Beneficiaries

No	Name	Short name	Country
1	University of Zagreb – Faculty of Geodesy	GEOD	Croatia
2	University of Zagreb – Faculty of Electrical Engineering and Computing	FER	Croatia
3	University of Zagreb – Faculty of Organization and Informatics	FOI	Croatia
4	University of Zagreb – Faculty of Law	LAW	Croatia
5	University of Zagreb – Faculty of Transport and Traffic Sciences	TRANS	Croatia
6	University of Zagreb – Faculty of Agriculture	AGRI	Croatia
7	Delft University of Technology	TUDELFT	Netherlands
8	University of the Aegean	AEGEAN	Greece

### 2.1.2 Steering Committee

Steering Committee (SC) is the main decision body of the consortium. The SC is in charge of all formal decisions regarding technical and business direction of the project; Performance of the partners in relevance with the Contract; Description of Action or the Consortium Agreement; specific contractual issues with the European Commission; policies for promotion and exploitation of results, and administrative arrangements.

The Steering Committee (SC) consists of:

- Project Coordinator (PC)
- Scientific-Technical Coordinator (STC)
- Risk and Quality Manager (RQM)
- Partner Representatives (PR)
- Work Packages Leaders (WPL)
- Tasks Leaders (TL).

Each Member is deemed to be duly authorised to deliberate and participate in discussion on all matters taken by the Steering Committee. Only Members with voting rights are deemed to

be duly authorized to decide on all matters. The Project Coordinator shall chair all meetings of the Steering Committee, unless decided otherwise by the Steering Committee.

### *2.1.3 Project Coordinator*

Project Coordinator (PC) plans overall project execution and administers project resources according to the project Description of Action and the Consortium Agreement. The PC also monitors project execution and initiates corrective actions when needed. The PC is the main project representative and the formal communication point with the EC and other bodies. He continuously communicates with all the partner representatives, the Work Package leaders to monitor proper project execution, informs the Steering Committee on the overall progress and makes suggestions for major changes or actions if necessary.

The TODO Project Coordinator is designated by the coordinating partner (GEOD). Dražen Tutić was Project Coordinator for the period of M01-M12. As of October 2020 (M13) Ana Kuveždić Divjak was appointed as new Project Coordinator due to Dražen Tutić's decision to resign.

In particular, the Project Coordinator is responsible for:

- monitoring compliance by the Parties with their obligations
- keeping the address list of Members and other contact persons updated and available
- collecting, reviewing to verify consistency and submitting reports, other deliverables (including financial statements and related certification) and specific requested documents to the Funding Authority
- preparing the meetings, proposing decisions and preparing the agenda of Steering Committee meetings, chairing the meetings, preparing the minutes of the meetings and monitoring the implementation of decisions taken at meetings
- transmitting promptly documents and information connected with the Project to any other Party concerned
- administering the financial contribution of the Funding Authority and fulfilling the financial tasks described in Section 7.3 of the Consortium Agreement
- providing, upon request, the Parties with official copies or originals of documents that are in the sole possession of the Project Coordinator when such copies or originals are necessary for the Parties to present claims.

If one or more of the Parties is late in submission of any project deliverable, the Project Coordinator may nevertheless submit the other parties' project deliverables and all other documents required by the Grant Agreement to the Funding Authority in time.

### *2.1.4 Scientific-Technical Coordinator*

Scientific-Technical Coordinator (STC) is responsible for all technical aspects of the TODO Project. The STC and the Work Package Leaders define the specifications and design principles. The STC is responsible for the consistency of all project results throughout the

implementation phase and he is responsible for the scientific and technical cohesion and excellence of the project; oversees the organization of the events; ensure the smooth adoption of all those aspects both to the technological WPs/Tasks as well as during the events organisation and teaching activities.

The TODO Scientific-Technical Coordinator is Bastiaan van Loenen (TUDELFT).

### *2.1.5 Risk and Quality Manager*

Risk and Quality Manager (RQM) is responsible for the monitoring of the project risk procedures; supervises the quality of deliverables produced by the WPs; cooperate with the PC to formulate TODO strategic objectives; oversees the quality of ESRs individual projects.

The TODO Risk and Quality Manager is Yannis Charalabidis (UAEGEAN). He is involved in Task 1.3 and will be closely working with the task leader.

### *2.1.6 Partner Representative*

Partner Representative (PR) is the key representative of each partner in the implementation of the activities as specified in the project implementation plan. The representative is responsible for coordinating the partner's resources according to the Grant and the Consortium Agreement.

The TODO Partners' representatives are:

- Ana Kuveždić Divjak (GEOD) (from the M13 replacement for Dražen Tutić)
- Igor Čavrak (FER)
- Nikolina Žajdela Hrustek (FOI)
- Anamarija Musa (LAW)
- Miroslav Vujić (TRANS)
- Dragica Šalamon (AGRI)
- Bastiaan van Loenen (TUDELFT)
- Yannis Charalabidis (UAEGEAN)

### *2.1.7 Work Package Leader*

Work Package Leaders (WP Leaders) are responsible for the smooth execution of each Work Package. The main responsibilities include coordination of relevant WP partners (Task Leaders, Project Collaborators); review and evaluation of the WP results; cooperation with other WP leaders, to ensure smooth evolution the project's various phases; and to report to the Project Coordinator, Scientific-Technical Coordinator and Risk and Quality Manager on the WP progress.

The TODO Work Package Leaders are:

- WP1 – Management and Coordination: Ana Kuveždić Divjak (GEOD) (from the M13 replacement for Dražen Tutić)
- WP2 – Capacity Building: Frederika Welle Donker (TUDELFT)
- WP3 – ESRs Training and Research: Igor Čavrak (FER)
- WP4 – Collaboration and Knowledge Sharing: Anamarija Musa (LAW)
- WP5 – Dissemination and Outreach: Nikolina Žajdela Hrustek (FOI)
- WP6 – Sustainability: Yannis Charalabidis (UAEGEAN)
- WP7 – Ethics requirements: Ana Kuveždić Divjak (GEOD) (from the M13 replacement for Dražen Tutić)

### 2.1.8 Task Leaders

Task Leaders (TL) are responsible for the smooth execution of each Task within each Work Package. The main responsibilities include collaboration with all the relevant Task Leaders under the coordination of the WP Leader and the on-time delivery of the described outcomes.

The TODO Task Leaders are:

- T1.1 – Kick-off meeting: Dražen Tutić (GEOD)
- T1.2 – Project coordination and administrative management: Marina Viličić (GEOD)
- T1.3 – Quality and risk management: Yannis Charalabidis (UAEGEAN)
- T1.4 – Knowledge and data management: Igor Pihir (FOI)
- T2.1 – Online training course: Bastiaan van Loenen (TUDELFT)
- T2.2 – Summer school: Martina Tomičić Furjan (FOI)
- T2.3 – Site visits: Frederika Welle Donker (TUDELFT)
- T3.1 – ESRs selection and training: Frederika Welle Donker (TUDELFT)
- T3.2 – ESRs and mentors (staff) exchanges: Igor Čavrak (FER)
- T3.3 - PhD/MSc Joint Supervision: Ivana Bosnić (FER)
- T4.1 – Formalization of research groups and UNIZG consortium: Anamarija Musa (LAW)
- T4.2 – Research seminars: Miroslav Vujić (TRANS)
- T4.3 – Joint publications and conference participation: Dragica Šalomon (AGRI)
- T4.4 – Open science collaboration platform: Charalampos Alexopoulos (UAEGEAN)
- T5.1 – General promotion and communication: Renata Mekovec (FOI)
- T5.2 – Open Data Life Cycle Workshop for open data stakeholders: Željko Bačić (GEOD)
- T5.3 – National Open Data Conference: Miroslav Vujić (TRANS)
- T5.4 – MOOC on best practices of using Open Data in Croatia: Ivana Bosnić (FER)
- T5.5 – International Open Data Conference: Anamarija Musa (LAW)
- T6.1 – Joint research agenda beyond project lifetime: Euripidis Loukis (UAEGEAN)
- T6.2 – Establishment of a collaboration structure: Miroslav Vujić (TRANS)
- T6.3 – Follow up project proposals: Anamarija Musa (LAW)
- T6.4 – Guidelines for open data education in Croatia: Dragica Šalomon (AGRI)

### 2.1.9 Experts Advisory Board

Experts Advisory Board (EAB) is composed of six external experts selected on the basis of their experience and expertise. The EAB advises the Steering Committee by providing valuable external and impartial recommendations on the interdisciplinary issues, opinions and interests, relevant for the project development and acceptance, in order to maximise the TODO exploitation potential. The EAB will also connect the TODO team to their relevant networks.

The final EAB list was appointed by the Steering Committee and current EAB members are:

- Dubravka Bevandić, Head of Department for the Protection of the Right to Access to Information of the Republic of Croatia
- Dr. Charalampos Bratsas, founder and CEO of Open Knowledge Foundation Greece
- Wendy Carrara, Capgemini, advisor at European Space Sector
- Prof. Dr. Joep Crompvoets, Public Governance Institute, KU Leuven
- Zoran Luša, Head of the Sector for E-government Development, Ministry of Justice and Administration
- Dr. Spiros Mouzakis, National Technical University of Athens
- Tatjana Perše, Head of eAdministration Office of the City of Rijeka

The Project Coordinator will ensure that a non-disclosure agreement is executed between all Parties and each EAB member. Its terms shall be not less stringent than those stipulated in this Consortium Agreement, and it shall be concluded no later than 30 days after their nomination or before any confidential information will be exchanged, whichever date is earlier. The Coordinator shall write the minutes of the EAB meetings and prepare the implementation of the EAB's suggestions. The EAB members are allowed to participate in Steering Committee meetings upon invitation but have not any voting rights.

## 2.2 Financial management

The maximum grant amount of TODO is equal to EUR 799 988.75 and it is shared among the Consortium according to the Estimated budget for the action indicated in table “Estimated Budget for the Action” at the end of Part B of the Grant Agreement. That document provides the budget estimation per partner, broken down into direct and indirect costs. It is complemented by details included in the project Description of Action: person-months allocation per partner and per WP in Description of Action Part A and Other Direct Costs justification provided in Table 3.4a of Description of Action Part B.

The Project Coordinator is in charge of monitoring the use of resources of the entire consortium along with the project implementation through the periodic reporting (§4.3). The

Project Coordinator will also handle any re-allocation of funding between partners upon the Steering Committee approval, as agreed within the project Consortium Agreement.

Finally, the Project Coordinator will administer the financial contribution of the EC and transfer payments to partners. Payment modalities have been agreed by all partners within the project Consortium Agreement. The first payment (EUR 599.991,56) has been already processed in September 2019 with the distribution of the project pre-financing. Two interim payments are subject to the approval of the periodic reports (RP1 and RP2) and the payment of the balance is subject to the approval of the final report. Partners will be notified before payments providing reference calculations for the amount to be distributed and asking for confirmation of partners banking details.

All financial matters should follow the procedures listed in the related documents:

- Grant Agreement
  - Chapter 2, Art. 4 Estimated budget and budget transfers
  - Chapter 3, Art. 5-6 Grant (Grant amount, form of grant, reimbursement rates and form of costs; Eligible and ineligible costs)
  - Art. 18 Keeping records
  - Art. 20 Reporting – Payment requests
  - Art. 21 Payments and payment arrangements
  - Art. 42 Rejection of ineligible costs
  - Art. 43 Reduction of the grant
  - Art. 44 Recovery of undue amounts
- Description of Action
  - Part B, Section 3.4 Resources to be committed
  - Part B, Estimated Budget for the Action table
- Consortium Agreement
  - Section 6.3 Operational procedures for the Steering Committee
  - Section 7 Financial provisions
- Annotated Model Grant Agreement (AGA)
  - a user guide that aims to explain to applicants and beneficiaries the General Model Grant Agreement (General MGA) for the Horizon 2020 Framework Programme for 2014-2020 (H2020)  
[https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

## 2.3 Decision Making Process and Conflicts Resolution

TODO partners have adopted a proactive approach to decision making and dispute settlement based on dialogue and deliberation.

The Steering Committee (§2.2.2) is in charge of all formal decisions regarding technical and business direction of the project; Performance of the partners in relevance with the Contract; Description of Action or the Consortium Agreement; specific contractual issues with the

European Commission; policies for promotion and exploitation of results, and administrative arrangements. The Steering Committee shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out in Consortium Agreement (Section 6.3.6 Decisions of the Steering Committee).

The following decisions shall be taken by the Steering Committee:

- Content, finances and intellectual property rights
  - Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority
  - Changes to the Consortium Plan
  - Modifications to Attachment 1 (Background Included)
  - Additions to Attachment 3 (List of Third Parties for simplified transfer according to Section 8.3.2)
  - Additions to Attachment 4 (Identified Affiliated Entities)
- Evolution of the consortium
  - Entry of a new Party to the consortium and approval of the settlement on the conditions of the accession of such a new Party
  - Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal
  - Identification of a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement
  - Declaration of a Party to be a Defaulting Party
  - Remedies to be performed by a Defaulting Party
  - Termination of a Defaulting Party's participation in the consortium and measures relating thereto
  - Proposal to the Funding Authority for a change of the Coordinator
  - Proposal to the Funding Authority for suspension of all or part of the Project
  - Proposal to the Funding Authority for termination of the Project and the Consortium Agreement

TODO partners have agreed within the Consortium Agreement to attempt solving amicably their conflicts, either on technical, financial or procedural issues.

If possible, disputes should be dealt at the lowest decision-making body level. If necessary, a meeting will be held with all representatives of the respective level. In case of failure, a meeting at upper level will be arranged. For all conflicts/disagreements, standard voting procedures will be followed according to the provision of the Consortium Agreement (Section 6.3.3 Voting rules and quorum).

In the unfortunate case that the dispute cannot be solved amicably, provisions agreed within the Consortium Agreement (Section 11.8 Settlement of disputes) will be put in place.



## 3 Internal Communication

The consortium internal communication strategy aims at ensuring the appropriate transparency and cooperation among partners as well as the timely generation, collection and storage of project information.

The strategy includes three main methods of communication: email exchanges, face-to-face and web-meetings, and document sharing on a platform with restricted access.

### 3.1 Emails

Day-to-day communication will be based on e-mails. To facilitate rapid e-mailing and ensure the correct inclusion of involved persons, the following mailing lists have been created on TODO Project Management and Coordination Platform <http://science.geof.unizg.hr/todo/> (> *Dashboard* > *Courses* > *Steering Committee* > *COMMONS*):

- TODO\_REPRESENTATIVES – partners' representatives (voting right on Steering Committee and main contacts of partners)
- SC – Steering Committee members
- WPLEADERS – Work Packages' leaders
- ESR – Early Stage Researchers
- ALL – All members of TODO

In addition to these, e-mail alias have been set up to facilitate communication with the Project Coordinator: [todo@foi.hr](mailto:todo@foi.hr) for any communication and support requests related to the project.

The mailing lists are set up and maintained by the Project Coordinator. A current list of the members of each list is uploaded on the project Platform. It is the responsibility of each Partner to actively and timely inform the Project Coordinator on changes of contact details or additional persons involved. Additional lists can be set up upon request if necessary (e.g. at WP level).

File attachments should be avoided when possible to not exceed the email quota of project participants. Consideration should be given to uploading the relevant file to the project Platform and share a direct link. In addition, all e-mails subject should be followed by a more specific description and deadline for response/action, if applicable.

### 3.2 Meetings

Several virtual and face-to-face meetings will take place over the project implementation to monitor the progress of the project, planning the future activities and develop eventual corrective measures if necessary.



### 3.2.1 Consortium meetings

All meetings of the Steering Committee should follow the procedures listed in the Consortium Agreement Section 6. All other project meetings follow more flexible and ad hoc procedures agreed by the participants involved.

Board	Frequency	Meeting type	Chair
Steering Committee	Every 6 months	Face to face (at least once a year) or virtual.	Coordinator
WP Leaders meetings	Every 3 months	Preferably virtual meetings. Face-to-face can be considered in conjunction to other consortium meetings.	Coordinator
WP meetings (WP leader + Task leaders)	As needed, according to dynamics of WP activities	Preferably virtual meetings. Face-to-face can be considered in conjunction to other consortium meetings.	WP Leader
UNIZG researchers' meetings	As needed	Preferably virtual meetings.	Any UNIZG member
TUDELFT and UAEGEAN experts' meetings	As needed	Preferably virtual meetings.	TUDELFT or UAEGEAN

Project face-to-face meetings will be combined with scheduled project reviews or technical meetings as much as possible. While virtual meetings are more flexible from an organisational point of view, official agendas and minutes should be produced for all meetings. Meeting Agenda Template is provided in (§ANNEX I: Project Management Templates).

At least two Steering Committee meetings are planned annually on project events to hold technical and planning sessions and to guarantee the consistency and integrity of the project.

The following face-to-face meetings have been scheduled:

- Kick-off Meeting, Timing: M2, Venue: Zagreb
- Summer School, Timing: M12, Venue: Varaždin
- Site visits, Tentative timing: M10-M12, Planned sites: United Kingdom, Netherlands and Greece
- Open Data Life Cycle Workshop, Timing: M13, Venue: Zagreb
- ERS and mentors (staff) exchanges, Tentative timing: M10-M15 and M25-M27, Planned locations: TUDELFT or UAEGEAN
- National Open Data Conference, Tentative timing: M21, Planned venue: tbd
- International Open Data Conference, Tentative timing: M31-M33, Planned venue: Zagreb.

The hosting partner is responsible for the logistical organisation and of the meeting in coordination with the meeting Chair. In case of consortium meetings outside the partners' facilities, GEOD as Coordinator will take care of the meeting logistics. The organiser of a web meeting is free to use any provider to set up a web meeting.

The Chair is responsible for setting up the agenda, taking the meeting minutes and sharing them with the relevant participants and project bodies for both physical and web meetings. A signed list of participants should be always enclosed for face-to-face meetings. The meeting minutes should also include a list of Meeting Action Points listing the: a) action; b) concerned WPs; c) partner/person in charge and d) deadlines. Once approved by relevant participants, minutes should be shared with participants for approval and then stored in the appropriate folder on the project Platform <http://science.geof.unizg.hr/todo/> (> *Dashboard* > *Courses* > *Work Packages and Tasks*).

### 3.2.2 Project Reviews with the European Commission

The European Commission may – during the implementation of the action or afterwards – carry out reviews on the proper implementation of the action (including assessment of deliverables and reports), compliance with the obligations under the Agreement and continued scientific or technological relevance of the action.

A tentative schedule and venue of TODO Project reviews is:

- Review number: 1, Tentative timing: M18, Planned venue of review: tbd
- Review number: 2, Tentative timing: M36, Planned venue of review: tbd

The Project Coordinator, together with Scientific-Technical Coordinator and/or Risk and Quality Manager will liaise with the Project Officer for the meeting agenda and logistics. WP leaders and all partners should contribute and support the Project Coordinator in preparing the necessary material.

## 3.3 Project platform

TODO Project Management and Coordination Platform (<http://science.geof.unizg.hr/todo/>) has been set up for internal communication, collaboration and documents distribution. The project Platform is configured on Moodle, a free and open-source learning management system distributed under the GNU General Public License.

### 3.3.1 Platform structure

The restricted Platform area features the following items:

- a tree of directories for document management
- a forum for exchanges on project relevant matters.

The directory tree is structured as follows:

- **ESR Call** (> *Dashboard > Courses > ESR Call*)  
This area can be used for communication and collaboration with Early Stage Researchers – ESRs that participate in TODO Project.
- **Work Packages and Tasks** (> *Dashboard > Courses > Work Packages and Tasks*)  
This working and collaboration area can be edited by Partner representatives, WP Leaders and Task Leaders. It currently includes 7 sub-folders, one per each WP. Each WP leader is in charge of managing the respective folder and is free to set it up as better suited to the WP needs. Each WP folder must contain a sub-folder named *Meetings* where a subdirectory is created each time a new WP or task meeting is carried out for containing the minutes and all presentation material (names should be YYYYMMDD – Tx.y Meeting or YYYYMMDD – WPx Meeting). WP1 will be managed by the Project Coordinator and the subfolder *Meetings* will host one sub-directory for each WP coordination meeting, with minutes and presentations.
- **Steering Committee** (> *Dashboard > Courses > Steering Committee*)  
This area currently includes 2 sub-folders:  
**TODO Commons (contracts, visual, templates ...)** – containing all official project contracts (Grant Agreement and Consortium Agreement), their annexes and eventual official amendments, as well as general documents of TODO Project, such as templates, visual identity files, to be used by all TODO members.  
**Steering Committee Meetings** – where a subdirectory is created each time a new SC meeting is carried out for containing the minutes and all presentation material
- **Reporting** (> *Dashboard > Courses > Reporting*)  
This area will be created and used for storing all official TODO reporting documents, both internal and to the European Commission, and the files for monitoring the project progresses (deliverables & milestones, etc.)
- **External Access** (> *Dashboard > Courses > External Access*)  
If needed, this area will be created and used for sharing data and files with the European Commission Project Officer and external reviewers. It will be managed by the Project Coordinator.

### 3.3.2 Access and protection

The project Platform is accessible through a link on the project external website <http://science.geof.unizg.hr/> or direct address: <http://science.geof.unizg.hr/todo/>.

Access is available to registered members of the project consortium only. Members' accounts are created and monitored by Project Coordinator. Each member has been provided with a special username and password allowing access to the Platform, contribution to the forum discussion, as well as the upload and download of documents. Several roles (Collaborator, ERS, Partner representative, Task Leader, WP Leader) are configured to facilitate controlling what a user can and cannot do within a Platform. If



needed, access will also be provided to the Project Officer and external reviewers and will be limited to the "External access" folder only and in read-only mode.

Security measures are in place to protect the Platform for unauthorised access and disclose of confidential information. Nevertheless, it should be noted that sensitive data should not be shared through this Platform and securely maintained on internal servers of project partners. Generally, it is recommended to limit the use of project Platform to data that can be classified with Low or Moderate Risk according to the Stanford University classification (<https://uit.stanford.edu/guide/riskclassifications>). If needed, ad hoc solution will be provided for the protected exchange data with high risk.

## 4 Quality Management and Plan

All partners are responsible for the quality assurance of the TODO Project. The quality of Project activities and outputs will be monitored by Task leaders, WP leaders and the Project Coordinator according to the roles and responsibilities defined in section (§2) Management Structure – Roles and Responsibilities and in the project related documents: Grant Agreement and its Annexes, and in the Consortium Agreement specifications and requirements.

### 4.1 Deliverables and Milestones

#### 4.1.1 Deliverables

A total of 32 deliverables need to be submitted to the European Commission over the project implementation. A set of guidelines is presented here below to ensure the efficient, timely and high quality delivery of all deliverables.

##### 4.1.1.1 Due date and progress monitoring

The due date of a deliverable is specified as a project month, with M1 representing the first month of the project. According to GA provisions, deliverables should be completed on time and submitted to the European Commission via the Participant Portal (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/projects>) at the latest on the last day of the month in which they are due.

Progress on deliverables is monitored on monthly basis by the Project Coordinator through a Deliverable & Milestones Monitoring file, and uploaded on the project Platform (> *Dashboard* > *Courses* > *Work Packages and Tasks* > *T1.2*). This file contains the list of all project deliverables with their related details: description, due date (in both month and actual date forms), responsible partner, identified internal reviewer, status.

The status of upcoming and eventually pending deliverables should be monitored by the WP leaders within WP meetings and reported to the Project Coordinator. Any problems or expected delays should be flagged immediately providing an explanation, any planned mitigation action and the anticipated completion date.

##### 4.1.1.2 List of deliverables

WP No	Del Rel. No	Del No	Title	Description	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date	Reviewer
WP1	D1.1	D3	D1.1 - Workplan for Development of Common Open Data Language	This deliverable will include the development of common open data language and will be the input for the whole project, including the requirements for the Open Data Training Programme and joint activities. As part of the update procedure of the already described situation, this deliverable will report on the status of open data research at UNIZG. D1.1 includes the organisation of the kick-off meeting which will launch TODO and raise the awareness of open data and open data research at UNIZG.	LAW	Report	Public	31 Dec 2019	GEOD
WP1	D1.2	D4	D1.2 - Project and Quality Plan	A project plan will be drafted by the Project Coordinator including a Gantt chart, a clear project-meeting schedule, description of tasks and activities, list of deliverables with deadlines, and enforcement measures. This deliverable will also describe the proper procedures towards the quality assurance of the project.	GEOD	Report	Public	<del>31 Dec 2019</del> Rev. due date: 30 Sept 2020	UAEGEAN
WP1	D1.3	D5	D1.3.1 - Data Management Plan	This plan will describe what data the project will identify and generate, especially for purposes of UNIZG research capacity improvement. It will define how the data will be exploited or made accessible for verification and re-use, and how the data will be curated and preserved. The first consolidated version of the DMP will be delivered within the first 6 months of the project. After the mid-term and final review of the project, the DMP will be updated to take into account newly collected data and newly identified potential ways of use.	FOI	ORDP: Open Research Data Pilot	Confidential, only for members of the consortium (including the Commission Services)	31 Jan 2020	GEOD

WP No	Del Rel. No	Del No	Title	Description	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date	Reviewer
WP1	D1.4	D6	D1.3.2 - Data Management Plan Update	This plan will describe what data the project will identify and generate, especially for purposes of UNIZG research capacity improvement. It will define how the data will be exploited or made accessible for verification and re-use, and how the data will be curated and preserved. The first consolidated version of the DMP will be delivered within the first 6 months of the project. After the mid-term and final review of the project, the DMP will be updated to take into account newly collected data and newly identified potential ways of use.	FOI	ORDP: Open Research Data Pilot	Confidential, only for members of the consortium (including the Commission Services)	31 Mar 2021	GEOD
WP1	D1.5	D31	D1.4 - Evolution of the publications in high impact journals in the relevant research fields	One-page statement that the task of reporting on peer-reviewed publications in the open data domain of the UNIZG partners (GEOD, FER, FOI, LAW, TRANS, AGRI) for the period of three years preceding the start date of the project is completed. This task is required for Horizon 2020 Widening Key Performance Indicator "Evolution of the publications in high impact journals in the relevant research fields".	GEOD	Report	Public	30 Nov 2019	N/A
WP2	D2.1	D7	D2.1 - Learning Training Programme	This deliverable will be the backbone of the whole training programme of the TODO project including the final versions of summer school programmes and the online material have to be developed in order to cover UNIZG needs in the domain of open data.	FER	Report	Confidential, only for members of the consortium (including the Commission Services)	31 Mar 2020	TUDELFT

WP No	Del Rel. No	Del No	Title	Description	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date	Reviewer
WP2	D2.2	D8	D2.2 - Online Training Material	This deliverable will include all the videos, presentations and designed exercises that will support the capacity building of UNIZG in the domain of open data derived from D2.1. This deliverable will feed task 5.4 resulting in a full functional MOOC.	TUDELFT	Other	Public	31 Mar 2020	FER
WP2	D2.3	D9	D2.3 - Summer School Training Material	This deliverable consists of presentations and hands-on material for the execution of the summer school derived from D2.1.	TUDELFT	Other	Public	<del>31 May 2020</del> Rev. due date: 30 Sept 2020	UAEGEAN
WP2	D2.4	D10	D2.4 - Report on Site Visits to Open Data Best Practices	This deliverable will report on the onsite visits of the UNIZG research staff.	GEOD	Report	Confidential, only for members of the consortium (including the Commission Services)	<del>30 Sep 2020</del> Rev. due date: <i>plan to be submitted by</i> 15 Oct 2020	FER
WP3	D3.1	D11	D3.1 - ESRs Training, Exchanges and Supervision Plan	This report will deliver the final plans for the ESRs training, exchanges and supervision towards the enhancement of knowledge sharing among the partners.	TUDELFT	Report	Confidential, only for members of the consortium (including the Commission Services)	31 Dec 2019	FER



WP No	Del Rel. No	Del No	Title	Description	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date	Reviewer
WP3	D3.2	D12	D3.2.1 - ESRs Exchanges and Supervision Report	The deliverable will report on the exchange and supervision activities presenting the achieved results (papers, proposals etc.) including academic staff involvement.	FER	Report	Confidential, only for members of the consortium (including the Commission Services)	<del>31 Dec 2020</del> Rev. due date: <i>plan to be submitted by 15 Oct 2020</i>	TUDELFT
WP3	D3.3	D13	D3.2.2 - ESRs Exchanges and Supervision Report	The deliverable will report on the exchange and supervision activities presenting the achieved results (papers, proposals etc.) including academic staff involvement.	FER	Report	Confidential, only for members of the consortium (including the Commission Services)	30 Sep 2022	TUDELFT
WP4	D4.1	D14	D4.1 - Publication Plan and Research Groups	This report will deliver the final plans for the exchanges, the seminars and the targeted publications towards the enhancement of knowledge sharing among the partners.	LAW	Report	Confidential, only for members of the consortium (including the Commission Services)	<del>30 Jun 2020</del> Rev. due date: 30 Sept 2020	UAEGEAN
WP4	D4.2	D15	D4.2 - Report on Seminars	The deliverable will report on the exchanges activities and seminars realisation presenting the achieved results (papers, proposals etc.).	TRANS	Report	Confidential, only for members of the consortium (including the Commission Services)	30 Sep 2021	GEOD

WP No	Del Rel. No	Del No	Title	Description	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date	Reviewer
WP4	D4.3	D16	D4.3.1 - Joint Publications Report	This deliverable includes all the joint publications of the project in high level journals and conferences. The expected output will be: 15 Joint peer reviewed publications, 30 conference papers (2 papers per faculty UNIZG per year), 7 professional journal Croatia and 7 professional journal international.	AGRI	Other	Public	30 Sep 2021	UAEGEAN
WP4	D4.4	D17	D4.3.2 - Joint Publications Report	This deliverable includes all the joint publications of the project in high level journals and conferences. The expected output will be: 15 Joint peer reviewed publications, 30 conference papers (2 papers per faculty UNIZG per year), 7 professional journal Croatia and 7 professional journal international.	AGRI	Other	Public	30 Sep 2022	TUDELFT
WP4	D4.5	D18	D4.4 - Open Science Collaboration Platform	This platform will deliver the communication tools and collaboration environment towards the support of knowledge sharing. It is envisaged that this platform will be openly used by all stakeholders. A first version of the platform will be ready by M3, and afterwards will be further improved and extended.	UAEGEAN	Websites, patents filling, etc.	Confidential, only for members of the consortium (including the Commission Services)	30 Sep 2020	TUDELFT
WP5	D5.1	D19	D5.1 - Website and Web 2.0 Channels	The project website and other web channels will be used for disseminating the project results and advertising the project activities online. First prototype of the website will be published in M1, and updated throughout the course of the project lifetime.	FOI	Websites, patents filling, etc.	Public	31 Dec 2019	FOI

WP No	Del Rel. No	Del No	Title	Description	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date	Reviewer
WP5	D5.2	D20	D5.2 - Visual Identity and Associated User Manual	A visual identity will be created including elements that will represent the project in a distinct and consistent way such as logos, colours, templates, photos, etcetera). A user manual will be created to support partners in applying the visual identity throughout their dissemination activities.	FOI	Websites, patents filling, etc.	Public	31 Dec 2019	FOI
WP5	D5.3	D21	D5.3 - Dissemination & Communication plan	A dissemination & communication plan will be developed at the start of the project and regularly updated to provide an overview of all dissemination actions and events planned by the different partners.	GEOD	Report	Public	31 Dec 2019	FOI
WP5	D5.4	D22	D5.4.1 - Dissemination Report	This deliverable will report on the dissemination events and communication activities of the consortium. Three reports are foreseeable, M12, M24 and M36.	GEOD	Report	Public	<del>30 Sep 2020</del> Rev. due date: 31 Dec 2020	FOI
WP5	D5.5	D23	D5.4.2 - Dissemination Report	This deliverable will report on the dissemination events and communication activities of the consortium. Three reports are foreseeable, M12, M24 and M36.	GEOD	Report	Public	30 Sep 2021	FOI
WP5	D5.6	D24	D5.5 - National Conference	A national open data conference will be organized to disseminate and communicate the project ongoing results and agenda to different stakeholders. A conference report will be made, presenting and summarizing the findings, conclusions and recommendations of the presentations, feedback and discussions of the conference.	TRANS	Other	Public	30 Jun 2021	LAW

WP No	Del Rel. No	Del No	Title	Description	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date	Reviewer
WP5	D5.7	D25	D5.6 - MOOC on Best Practices	This MOOC will be on Open Government and Open Data in countries that are considered open data starters.	FER	Other	Public	31 Mar 2022	TUDELFT
WP5	D5.8	D26	D5.7 - International Open Data Conference	An international open data conference will be organized. A conference report will be made, which will present and summarize the findings, conclusions and recommendations of the presentations, feedback and discussions during the final conference.	LAW	Other	Public	30 Sep 2022	TUDELFT
WP5	D5.9	D32	D5.4.3 - Dissemination Report	This deliverable will report on the dissemination events and communication activities of the consortium. Three reports are foreseeable, M12, M24 and M36.	GEOD	Report	Public	30 Sep 2022	FOI
WP6	D6.1	D27	D6.1 - Joint Research Agenda and Research Opportunities	This deliverable reports on the developed joint research agenda. It will build on the findings delivered in WP1, WP2, WP3 and WP4.	UAEGEAN	Report	Confidential, only for members of the consortium (including the Commission Services)	31 Dec 2021	TUDELFT
WP6	D6.2	D28	D6.2 - Sustainable Cooperation Structure	This deliverable envisages the creation of a formal structure in order to provide the necessary tools developed in the TODO project towards the beginner countries mostly in the Balkans and elsewhere.	TRANS	Other	Confidential, only for members of the consortium (including the Commission Services)	31 Mar 2022	TUDELFT

WP No	Del Rel. No	Del No	Title	Description	Lead Beneficiary	Nature	Dissemination Level	Est. Del. Date	Reviewer
WP6	D6.3	D29	D6.3 - Report on Joint Proposals	This deliverable will include all the national and international efforts for sustaining the developed structure. Furthermore, this deliverable will report on the identified opportunities of future collaboration and the development of mutual projects (e.g. Teaming, Knowledge Alliance) around open data.	LAW	Other	Confidential, only for members of the consortium (including the Commission Services)	30 Sep 2022	UAEGEAN
WP6	D6.4	D30	D6.4 - Incorporation of Open Data in University Curricula	This deliverable will report on the changes made in the curricula of the involved departments, in terms of new lessons and modules in the partners' study programs.	GEOD	Report	Public	30 Sep 2022	FER
WP7	D7.1	D1	POPD - Requirement No. 1	The host institution must confirm that it has appointed a Data Protection Officer (DPO) and the contact details of the DPO are made available to all data subjects involved in the research. If not required to appoint a DPO under the GDPR, a detailed data protection policy for the project must be kept on file.	GEOD	Ethics	Confidential, only for members of the consortium (including the Commission Services)	30 Nov 2019	N/A
WP7	D7.2	D2	POPD - Requirement No. 2	A description of the security measures that will be implemented to prevent unauthorised access to personal data or the equipment used for processing must be submitted as a deliverable. Detailed information on the informed consent procedures in regard to data processing must be kept on file. Templates of the informed consent/assent forms and information sheets (in language and terms intelligible to the participants) must be kept on file.	GEOD	Ethics	Confidential, only for members of the consortium (including the Commission Services)	30 Nov 2019	FOI

#### 4.1.1.3 Deliverable types, template and naming

According to EC provisions and Grand Agreement, the TODO deliverables are classified in 5 different types:

- Report
- ORDP: Open Research Data Pilot
- Websites, patents, filling, etc.
- Ethics
- Other

For deliverables that are of a nature other than written reports, a brief written summary should nevertheless be produced for EC submission and record. Such summary should include any supporting material such as photos, technical designs, descriptive guidelines, etc.

A template for all deliverables has been produced and is available on the project Platform (> *Dashboard > Courses > Steering Committee > COMMONS > Templates*).

The template already provides the following general structure to be maintained and followed:

- Cover page – containing the mandatory EU visibility information as well as the Delivery Title, Delivery Number, Lead beneficiary, Type, Work Package Title, Work Package Number, Dissemination level
- Table of Contents
- Introduction
- Core part
- References
- Annexes (optional)

All document deliverables for the project should adhere to the following naming convention:

TODO\_DX.Y\_<Title>\_vX.X (e.g.: TODO\_D1.2\_ProjectAndQualityPlan\_v1.0)

The versioning system will follow the Major.Minor numbering rule, similar to software versioning systems, where drafts will be 0.x (e.g. v0.4) and final versions will be numbered x.0 (e.g. v1.0).

#### 4.1.1.4 Deliverable processes: preparation, review and approval

The Project Coordinator will inform the Consortium of the upcoming deliverables that are due within 3 months from communication.

The Deliverable Leading beneficiary identified in the Description of Action and reported in the deliverable monitoring table is responsible for the preparation, editing and quality of a deliverable. The Partner in charge for each deliverable is reported within the "Deliverable & Milestones Monitoring" file stored on the project Platform (> *Dashboard > Courses > Work Packages and Tasks > T1.2*).

A review process is a key step in the preparation of the deliverable in order to guarantee that the result is up to the appropriate standard. This process will be led by the Risk and Quality

Manager. All partners should therefore take the appropriate steps to ensure that this process is completed in time in order to issue the deliverable within the due date.

The Consortium will identify one internal reviewer for each deliverable among those people and partners who have not been part of the core team developing the deliverable. The reviewers of the deliverable due in the first 6 months of the project will be identified by the Steering Committee. The remaining reviewers will be suggested by the Project Coordinator and approved by the partner in charge of the said deliverable. A specific reference person will be identified by the beneficiary appointed for the reviewing task. Once appointed, the reviewers' name and his/her affiliation will be reported within the Deliverables & Milestones Monitoring file.

The leading beneficiary will share the deliverable final draft with the appointed reviewer once ready, 2 weeks before the due date at latest. Then, the reviewer is in charge of a thorough check of the deliverable, making sure that the following quality criteria are respected:

- The content is consistent with the project Description of Action
- The objectives of the deliverable are clear, smart and in line with project objectives
- The content is scientifically correct
- Appropriate references and citations are provided
- English grammar rules are correctly applied and the text is easy to read and understand
- The report follows the formatting rules and templates of the project.

In the case of key deliverables representing the mean of validation of a project milestone (§4.1.2), the reviewer should also assess if the deliverable contains all necessary data and criteria to validate said milestone. Key deliverables and related milestones are reported in the Deliverable & Milestones Monitoring file stored on the project Platform (> *Dashboard* > *Courses* > *Work Packages and Tasks* > *T1.2*). Any comments or modifications should be provided using the track-changes features and adding the reference to the review author or its affiliation in the file name (e.g. TODO\_D1.1\_ProjectAndQualityPlan\_v0.6\_revGEOD).

Within one week from receipt, the reviewer should respond via email to both leading beneficiary and Project Coordinator indicating whether the deliverable is ready for submission or revisions are required. In the latter case, comments and precise indications must be provided and the revision process will be repeated until final approval.

Once the deliverable has been approved and finalized, the Project Coordinator will submit the deliverable to the Commission on the EC portal, upload a copy on the project Platform (under > *Dashboard* > *Courses* > *Reporting*) and inform the consortium via email.

#### 4.1.1.5 Timeline for the preparation, approval and submission of deliverables

Time	Action	Actor
3 months before due date	Reminder to partners of upcoming deliverable	Coordinator
1 month before due date		

Time	Action	Actor
2 weeks before the due date	Submission to Reviewer and Coordinator for quality and compliance check	Leading beneficiary
1 week before the due date	Revision report and eventual edits	Reviewer
Due date	Final approval and submission to the EC	Coordinator

#### 4.1.2 Milestones

Milestones are project checkpoints representing the end of a project phase, helping the evaluation and monitoring of project progress.

12 milestones have been identified within the TODO project to be accomplished along with the 36-month implementation. For each milestone, a list of reference deliverables has been identified as means of verification. The list of milestones, lead beneficiary, due date and means of verification are provided in the Deliverable & Milestones Monitoring file stored on the project Platform (> *Dashboard* > *Courses* > *Work Packages and Tasks* > *T1.2*).

WP Leaders are responsible for the timely achievement of the milestones as identified in Part A of Annex 1 to the Grant Agreement. Each WP Leader reports directly to the Scientific-Technical Coordinator who is responsible for the compliance of the whole Project. Each member of the consortium is responsible for informing the Project Coordinator of any contingencies that might have negative impacts on the success of the project. The Project Coordinator will monitor their progress throughout the duration of the Project. The responsible partners will be informed of upcoming milestones 1 month before the respective due date.

In case of potential delays, the Project Coordinator will work with the responsible WP leader to develop a contingency plan. Acute delays will be brought to the attention of the Steering Committee.

Once a milestone has been reached, the responsible beneficiary should inform the Scientific-Technical Coordinator and the Project Coordinator specifying the exact date of delivery. The Project Coordinator will then update the "Deliverable & Milestones Monitoring" file and record the accomplishment on the EC portal.

##### 4.1.2.1 List of Milestones

No	Name	Lead Beneficiary	Delivery Date	Means of verification
1	MS.1 - Project Initiation: Research Agenda, Communication and Quality Plan	TUDELFT	31 Dec 2019	-
2	MS.2 - Learning Programme	FER	31 Mar 2020	-



3	MS.3 - 1st Round of Capacity Building Activities and Tools	FOI	30 Jun 2020	Exchange and Publication Plan, Summer School, 1st Site visit
4	MS. 4 - 1st Round of Collaborative Activities	UAEGEAN	30 Jun 2021	Open Science Collaboration Platform & National Open Data Conference
5	MS.5 - 1st Project Report	GEOD	30 Sep 2020	Internal progress report for the consortium.
6	MS.6 - 2nd Round of Capacity Building Activities	UAEGEAN	31 Mar 2021	1st Seminar, 2nd Site Visit, 1st exchange and Workshop
7	MS.7 - 2nd Round of Collaborative Activities	TRANS	30 Sep 2021	2nd Seminar, 2nd staff exchanges, special issue
8	MS.8 - 2nd Project Report	GEOD	30 Sep 2021	Internal progress report for the consortium.
9	MS.9 - 3rd Round of Collaborative Activities	TUDELFT	31 Mar 2022	Joint Research Agenda, 3 <sup>rd</sup> staff Exchange, MOOC
10	MS.10 - Sustainability Activities	AGRI	30 Sep 2022	Curricula update, Cooperation Structure
11	MS.11 - International OD Conference	LAW	30 Sep 2022	-
12	MS.12 - 3rd Project Report	GEOD	30 Sep 2022	Internal progress report for the consortium.

#### 4.1.3 Direct impact and assessment indicators

The TODO Project will contribute to the expected direct impact of Twinning actions (WIDESPREAD-03-2018) by addressing specific challenges through defined objectives and tasks as described in Description of Action, Part B, Section 2 Impact. The progress of each task will be assessed against a number of assessment indicators as listed in table below.

<b>01. To establish an open data research environment that will facilitate and stimulate interdisciplinary multi-domain open data research within and beyond UNIZG, TUDELFT and UAEGEAN.</b>	
<b>Task - Action</b>	<b>Assessment indicators (direct impact)</b>
T4.1 - Establish formal open data research groups at all faculties	Establishment of six formal research groups (research labs) at UNIZG until M6; at least one ESR joins each research group during 1st or 2nd project year
T4.1 - Establish informal UNIZG consortium as umbrella for open data research groups	Establishment of the UNIZG Open Data Consortium serving as coordination body between UNIZG open data research groups, excellence partners and external stakeholders, established at UNIZG in M6

T4.4 - Establish virtual platform for TODO partners & beyond	Open data wiki in Croatian, MOOC on best practices of using Open Data in Croatia, events and meetings hub, ESRs virtual room, webinars, online training materials to be established until first half of first project year and continuously developed
<b><i>O2. To enhance the overall scientific R&amp;I capacity of UNIZG significantly in the field of open data.</i></b>	
<b>Task - Action</b>	<b>Assessment indicators (direct impact)</b>
T2.1 - Online training	All project researchers will participate in training and understand terms, concepts and approaches to open data life cycle, ending with M6
T2.2 - Summer School: Towards an open data interdisciplinary research approach/ strategy	All project researchers will participate in summer school, thus setting ground for interdisciplinary research based on open data
T2.3 - Site visit I: United Kingdom	At least two project researchers of each partner will participate in site visit in M10
T3.2 - Staff exchange I: Planning joint research approach and framework	Workplan of joint research including ESRs, MSc students and joint publications for next two years, delivered in M12
<b><i>O3. To increase the research excellence of UNIZG, TUDELFT and UAEGEAN by collaboratively developing and applying an interdisciplinary and multi-domain open data research approach.</i></b>	
<b>Task - Action</b>	<b>Assessment indicators (direct impact)</b>
T2.3 - Site visit II: Selected institutions in The Netherlands and Greece	Specific research groups (including ESRs) defined in workplan (A2.4) visit leading institutions in each domain: geospatial data (NL), agriculture (NL), earth observation (NL), transportation (GR), law (GR).
T4.2 - Seminar I: Defining research topics	Defined PhD topics for at least three ESRs followed with formal approval and public defense as part of PhD studies at UNIZG; Defined at least 12 topics to be offered for Master's thesis of MSc students at UNIZG. Joint PhD/MSc mentorship of UNIZG and TUDELFT or UAEGEAN.
T3.2 - Staff exchange II: ESRs and mentors visiting The Netherlands and Greece	At least three ESRs from UNIZG spend two weeks at TUDELFT or UAEGEAN to perform research in supportive environment. At least three mentors from UNIZG spend one week (last week of ESRs exchange) at TUDELFT or UAEGEAN to coordinate further ESRs work.
T5.3 - National Open Data Conference	Organized 3-day National Open Data Conference with participation (aimed for circa 200 participants) of most of national (in addition to some regional and international) open data stakeholders.

T4.2 - Seminar II: ESRs presenting research results; Second round of defining research topics	PhD/MSc seminar for public presentation of research progress and results; Defined PhD topics for at least three ESRs followed with formal approval and public defense as part of PhD studies at UNIZG; Defined at least 12 topics to be offered for Master's thesis of MSc students at UNIZG.
T3.2 - Staff exchange III: ESRs and mentors visiting The Netherlands and Greece	At least three ESRs from UNIZG spend two weeks at TUDELFT or UAEGEAN to perform research in supportive environment. At least 3 mentors from UNIZG spend one week (last week of ESRs exchange) at TUDELFT or UAEGEAN to coordinate further ESRs.
<b>O4. To extend UNIZG strategic partnerships and strengthen its visibility and reputation among the national and international research community, industry, policy-makers and the general public.</b>	
<b>Task - Action</b>	<b>Assessment indicators (direct impact)</b>
T5.2 - Open Data Life Cycle Workshop	Organized 1-day Open Data Life Cycle Workshop (aimed at circa 100 participants) open to public
T5.5 - International Open Data Conference	Organized 5-day International Open Data Conference with wide participation (aimed at circa 400 participants) of international, regional and national open data actors
T1.1, T4.3, T5.1 – Publications and dissemination	Kick-off meeting with coverage in public media; 15 joint peer reviewed publications, 30 conference papers, 6 professional papers in Croatian and 6 professional papers in international journals; Involving at least 20 external stakeholders (government, businesses, research, other) into Open Data Consortium; At least 500 participants in the MOOC on best practices of using Open Data in Croatia; At least 200 students involved in open data education at UNIZG; At least 10 courses updated with open data topics; At least 20 open data sets resulting from open data research at UNIZG
<b>O5. To secure a sustainable environment for future collaborations between UNIZG, TUDELFT and UAEGEAN (TODO partners)</b>	
<b>Task - Action</b>	<b>Assessment indicators (direct impact)</b>
T5.4 - MOOC on best practices of using Open Data in Croatia	MOOC for Croatian audience explaining open data to starters with best practices and tips & tricks open to public until M34
T6.3 - TODO consortium agreement	Signed consortium agreement between project partners defining responsibilities for follow-up and expressions of future collaborations in M32

T6.5 - Guidelines for updating study programs at universities and secondary education	Metadata (curricula and syllabi) on open data topics/subjects that are recommended for UNIZG study programs, but also on practices that can be used in secondary education in M30-36
T6.1 - Joint interdisciplinary and multidomain research agenda after TODO	Formalized interdisciplinary and multidomain research agenda to support finishing PhD studies of ESRs involved in project but also how to overcome obstacles and challenges detected during twinning period in M30-36
T6.4 - Joint project proposal submissions	At least two joint international project proposals; At least four national project proposal by UNIZG partners; Increased number of partners is new project proposals during M24-36

## 4.2 Risk Assessment and Mitigation Plan

The Project Coordinator, in cooperation with the Scientific-Technical Manager, will be mainly responsible for handling internal risks and informing all partners when necessary. The management of external risks lies primarily in the hands of the Steering Committee.

In proposal phase, the Consortium has identified the possible risks and critical issues that could negatively affect the overall quality or jeopardise the successful results of the TODO project (§4.2.4 Critical Implementation risks and mitigation actions).

As leader of T1.3 – Quality and risk management, UAEGEAN is responsible for coordinating the risks management actions within the consortium while WP leaders are responsible for Risk management within their own WP. The ultimate decision of implementing a mitigation measure for a either expected or unforeseen risk lies with the Steering Committee (§2.2.2).

### 4.2.1 Overall Project Monitoring and Change Management

The Project Coordinator will perform periodical quality checks on deliverables and engage all partners in regular (online, face-to face) meetings to ensure that emerging issues are detected early and corrected.

Timely awareness and reaction to potential problems will be crucial to effective risk management. The most important type of risk that TODO Project faces is operational risk, that is, the possibility that the project will not be completed within its time-schedule, with the proposed resources or according to its quality requirements. That is why it is essential for TODO to manage changes effectively. Changes may arise in user requirements, project scope, project cost, time-schedule or techniques employed. In the TODO Project, change management will be realised with standard activities ensuring that potential changes will happen only if necessary and that they will be reported appropriately. This involves the evaluation of the necessity of a change and the assessment of its consequences. The objective is to avoid project breaks without reason and uncontrolled time-schedule extensions.

All deviations – delays in timely submission of Deliverables, at the time of submitting the 1st Reporting Period package to the Research Executive Agency (REA), need to be clearly reported and the relevant justifications to be provided inside the "Periodic Technical Report PART B" – under Section: #5. Deviations from Annex 1 and Annex 2 – sub-section 5.1. Tasks. In addition, the Project Coordinator will be in constant communication with the Project Officer assigned by the European Commission beforehand, in order to discuss any upcoming issue that may cause delays.

In this sub-section needs to be equally explained how these Deviations have not negatively affected the proper implementation of the Action as foreseen in the Grant Agreement – Description of Action and all the relevant mitigation and corrective measures taken and/or to be taken in the future to this end.

The relevant Template is accessible via the Portal under the link:

[https://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf).

Equally any other Deviations that may have occurred during the 1st reporting Period in relation to not only Deliverables, but also Tasks, Milestones, etc. need to be reported and justified.

#### *4.2.2 Technical Review of the project by the European Commission*

The European Commission may – during the implementation of the action or afterwards – carry out reviews on the proper implementation of the action (including assessment of deliverables and reports), compliance with the obligations under the Agreement and continued scientific or technological relevance of the action (§3.2.2).

The results of the Review by the European Commission are usually provided by the Project Officer with a specific reporting document, which may request actions. In any case, the results will be discussed by the Steering Committee in a dedicated meeting summoned by the Project Coordinator. The Project Coordinator will decide in agreement with the Steering Committee how to implement the requested actions. The decisions will be submitted to the Officer by the Project Coordinator. The interaction Steering Committee – Coordinator – Officer will continue until the end of the revision process.

#### *4.2.3 Risk Exposure Measurement and Monitoring*

Risk exposure is a measure created by combining the impact and probability of the risk, should it materialize. These terms are identified below – four levels of impact and three of probability, translating to different levels of risk exposure).

**Effect / Impact:** the effect of the particular risk on the project, which is determined on the basis of the risk's effect on the project (e.g. performance, cost, schedule). The levels of impact are:

- 4 – uncontrollable
- 3 – critical
- 2 – marginal
- 1 – negligible

**Probability:** the chance that a particular impact will occur. The levels of probability are:

- 3 – high
- 2 – medium
- 1 – low

Risk exposure as a function of probability and impact is computed by the simple look-up table shown below.

EFFECT/ IMPACT	PROBABILITY		
	<i>High</i>	<i>Medium</i>	<i>Low</i>
<i>Uncontrollable</i>	<b>HIGH</b>	<b>HIGH</b>	MEDIUM
<i>Critical</i>	<b>HIGH</b>	MEDIUM	MEDIUM
<i>Marginal</i>	MEDIUM	MEDIUM	LOW
<i>Negligible</i>	MEDIUM	LOW	LOW

As leader of T1.3 – Quality and risk management, UAEGEAN will continuously monitor and assess risks identified in (§4.2.4 Critical Implementation risks and mitigation actions) and pay specific attention to risks that have been identified of high and medium exposure.

The Risk Information Template provided in (§ANNEX I: Project Management Templates) is to be used for identifying new risks as well as modifying the status of risks, tracking the status and monitoring the mitigation strategy evolution.

For risks where exposure is high, specific mitigation strategies should be put in place and acted upon.

#### 4.2.4 Critical Implementation risks and mitigation actions

Risk No	Description of risk	WP No	Proposed risk-mitigation measures
1	R1 - Heavy bureaucracy at the faculty level delaying formal establishment of research labs (groups)	WP1	T4.1 - Formalization of research groups and UNIZG consortium is dedicated to mitigate this risk.
2	R2 - Limited availability of ESRs to be engaged due to the lack of financial support through twinning funds	WP1	If it deemed necessary, the ESRs would be at least partially financed through the project budget.

<b>Risk No</b>	<b>Description of risk</b>	<b>WP No</b>	<b>Proposed risk-mitigation measures</b>
3	R3 - Low engagement of representatives of external stakeholders from Croatia in the consortium	WP2	Dissemination activities will be in place from the beginning of the project. A detailed dissemination plan and the project website will be delivered on M3. We have already engaged the major target groups through LoS.
4	R4 - Host institution for site visit not available	WP2	The site visits will be targeted for another date or if it is not possible a different site visit will be designed. The project supporters (LoS) maintain infrastructures that could allow for the site visits.
5	R5 - Different practices on faculties for joint supervision possibly limiting optimal framework	WP2	A Supervision Plan will be developed in order to align the different supervision practices. The major supervisor will make the decisions.
6	R6 -Too long formal procedure of PhD topics approval due to revisions required or even rejection by UNIZG councils	WP3	The early stages and the clear definition of the ESRs projects will overcome this problem (D3.1).
7	R7 - Level of quality of open data offered in Croatia not suitable for state of the art practices	WP5	Other sources have been identified for interdisciplinary research.
8	R8 - Low take-up of the science collaboration platform	WP4	A detailed an early project and quality plan will be delivered (M1). An early project and quality plan will be delivered (M1). Corrective actions will be proposed from the management structure since there will be quarterly management reports. A Consortium Agreement will be in force.
9	R9 - Difficulty of managing an interdisciplinary team and/or Underperformance or uneven level of outcomes due to the structure of project participants (multiple partners at UNIZG)	WP4, WP5	T4.1 - Formalization of research groups and UNIZG consortium, is dedicated to mitigate this risk.



<b>Risk No</b>	<b>Description of risk</b>	<b>WP No</b>	<b>Proposed risk-mitigation measures</b>
10	R10 - Partners dropping out from the consortium	WP1, WP2, WP3, WP4, WP5, WP6	Thanks to the proposed system's modular architecture, the partner's tasks can be transferred and led by a replacement partner. Intermediate stages: the project can progress towards its goals and the partner's tasks can be carried out by the remaining partners, since the consortium partners have complementary expertise.
11	R11 - Consortium partners underperform in assigned tasks	WP1, WP2, WP3, WP4, WP5, WP6	Ensure that all partners are aware of what is expected of them and the set success metrics. Perform periodical quality checks on deliverables. Engage all partners in regular (online, face-to-face) meetings to ensure that emerging issues are detected early and corrected.
12	R12 - One or more partners fail to deliver/ deliver on time	WP1, WP2, WP3, WP4, WP5, WP6	Systems in place to monitor partner activities and progress on deliverables (including regular reports/feedback sessions). If one particular Pilot/or component fails to be delivered, a replacement could be easily found from the list of potential collaborators.
13	R13 - Insufficient human resources	WP1, WP2, WP3, WP4, WP5, WP6	Precise financial forecasting. All partners were provided with adequate time to study their budget allocation beforehand and commit to it. Consortium will analyse possible mismatch and compensate in other areas.
14	R14 - Budget constraints/ Unrealistic expectations	WP1, WP2, WP3, WP4, WP5, WP6	Precise financial forecasting. All partners were provided with adequate time to study their budget allocation beforehand and commit to it. Consortium will respond, and compensate in other areas.
15	R15 - Underestimation of the required effort	WP1, WP2, WP3, WP4, WP5, WP6	Monitor the planned versus actual effort per task. Early warning in quarterly status reviews. Timely team reinforcement.



<b>Risk No</b>	<b>Description of risk</b>	<b>WP No</b>	<b>Proposed risk-mitigation measures</b>
16	R16 - The project falls hopelessly behind schedule and corrective actions are not forthcoming	WP1, WP2, WP3, WP4, WP5, WP6	Technical management and WP leaders to avoid delays and control delivery schedules tightly.
17	R17 - Late production of research agenda and workplan	WP1	Proactive management. Clear identification of deliverable responsible (task leader).
18	R18 - Operating problems with one or more TODO services	WP2, WP3, WP4	Use of effective testing procedures before and after the services implementation and deployment. Take advantage of the experience of the technical team with strong back-up from partners with cutting-edge knowledge in this area. Availability of platform resources after Twinning.
19	R19 - Difficulties in Joint Events Organisation	WP2, WP3	Initial Planning and informed participants. The partners of the project have a long track record on the organisation of summer schools, seminars and conferences.
20	R20 - Users could have a lack of knowledge of new technologies and services possibilities.	WP5	An iterative user requirements analysis and refinement process with early prototypes of the architecture of services will be carried out.
21	R21 - Low involvement in continuous update of content on the TODO open science collaboration platform	WP4	Proactive management. Clear identification of deliverable responsible. Oversight by Task leader of T1.4 (Knowledge and data management).
22	R22 - Not enough participants in the capacity building and knowledge sharing activities.	WP2, WP3, WP5	Information actions must start from Month 1. The departments of UNIZG have already stated their interest. The Experts Committee and the Croatian representatives have been already informed. Alternative groups should be identified and considered.
23	R23 - Attendance at dissemination activities/events is low	WP5	Ensure activities are planned and advertised well in advance to allow the attendance of key players.
24	R24 - Low engagement of representatives of external stakeholders in the consortium	WP1, WP3	Ensure activities are planned and advertised well in advance to allow the attendance of key players. Lists of potential representatives have been already declared their interest through letters of support.

## 4.3 Project Reporting

The project quality will be monitored and managed through periodic reporting on the project status, use of resources and activities planning. The monitoring and reporting process will be facilitated through the management structure of the Project.

### 4.3.1 Project reporting periods

As defined in the Grant Agreement, the TODO Project lasts 36 months and it is divided into the following reporting periods:

- RP1: from month 1 to month 15
- RP2: from month 16 to month 36

### 4.3.2 Reporting to the EC

The Consortium has the obligation to submit during the course of the project two Periodic Reports and one Final Report to the European Commission that are due 60 days after the end of the Reporting period and of the project respectively.

Both Periodic Reports and Final Report are formed of a Technical and a Financial part.

The reports will be generated by the Project Coordinator and Partner Representatives using as input the internal periodic reports and will be shared with the Consortium for review and approval.

Once the Financial part has been approved, all partners are requested to upload their financial information on the participant Portal according to indications provided in (§2.2 Financial Management).

Once also the Technical parts of the reports have been approved, the Coordinator will upload the information and related documents on the EC Portal and submit it to the European Commission. A copy will be stored on the project Platform (> *Dashboard* > *Courses* > *Reporting*).

### 4.3.3 Internal Reporting

Work package leaders should communicate the status of progress in the respective work package to the Project Coordinator using the Work package Progress Report template provided in (§ANNEX I: Project Management Templates). All partners should submit their individual Partner Progress Report template to the Project Coordinator according to the template provided in (§ANNEX I: Project Management Templates).

#### 4.3.4 Timeline for Reporting

##### First reporting period

**RP1: from month 1 to month 15**

Timing		Type of report	Action
1 month before	30/11/2020	Internal	Project Coordinator sends requests to WP leaders and partners
End of period	31/12/2020	Internal	WP Leaders start gathering inputs from Task leaders Partners start collecting necessary information
3 weeks after	21/01/2021	Internal	WP leaders and partners upload the reports in the related project Platform folder and inform the Project Coordinator
4 weeks after	28/01/2021	Internal	Project Coordinator shares with partners the collated report for review through the project Platform
5 weeks after	04/02/2021	Internal	Report is finalised, stored on the Platform (> <i>Dashboard</i> > <i>Courses</i> > <i>Reporting</i> ) and informally shared with EC Project Officer
6 weeks after	11/02/2021	EC	Report is finalised and approved, Partners upload financial information online and Project Coordinator uploads technical information online
8 weeks after (at latest)	25/02/2021	EC	All uploads are completed, the Project Coordinator submits the reports on the Portal (before 01/03/2021) and saves the final version on the project Platform (> <i>Dashboard</i> > <i>Courses</i> > <i>Reporting</i> ).

##### Second reporting period

**RP2: from month 16 to month 36**

Timing		Type of report	Action
1 month before	31/08/2022	Internal	Project Coordinator sends requests to WP leaders and partners
End of period	30/09/2022	Internal	WP Leaders start gathering inputs from Task leaders Partners start collecting necessary information
3 weeks after	21/10/2022	Internal	WP leaders and partners upload the reports in the related project Platform folder and inform the Project Coordinator

4 weeks after	28/10/2022	Internal	Project Coordinator shares with partners the collated report for review through the project Platform
5 weeks after	04/11/2022	Internal	Report is finalised, stored on the project Platform (> <i>Dashboard</i> > <i>Courses</i> > <i>Reporting</i> ) and informally shared with EC Project Officer
6 weeks after	11/11/2022	EC	Report is finalised and approved, Partners upload financial information online and Project Coordinator uploads technical information online
8 weeks after (at latest)	25/11/2022	EC	All uploads are completed, the Project Coordinator submits the reports on the Portal (before 29/11/2022) and saves the final version on the project Platform (> <i>Dashboard</i> > <i>Courses</i> > <i>Reporting</i> ).

### Final report

#### End of the RP2: Month 36

Timing		Type of report	Action
1 month before	31/08/2022	Internal	Project Coordinator sends requests to all beneficiaries
End of period	30/09/2022	Internal	Partners start collecting necessary information
3 weeks after	21/10/2022	Internal	Partners upload the reports in the related project Platform folder and inform the Project Coordinator
4 weeks after	28/10/2022	Internal	Project Coordinator shares with partners the collated report for review through the project Platform
5 weeks after	04/11/2022	Internal	Report is finalised, stored on the project Platform (> <i>Dashboard</i> > <i>Courses</i> > <i>Reporting</i> ) and informally shared with EC Project Officer
6 weeks after	11/11/2022	EC	Report is finalised and internally approved
8 weeks after (at latest)	25/11/2022	EC	All uploads are completed, the Project Coordinator submits the reports on the Portal (before 29/11/2022) and saves the final version on the project Platform (> <i>Dashboard</i> > <i>Courses</i> > <i>Reporting</i> ).

## 5 External Relations Management

Communication to the external audience is primarily managed within WP5 – Dissemination and Outreach. As a leading partner in the WP5, FOI will be responsible for the visibility and outreach of project through general promotion and communication.

### 5.1 External communication

#### 5.1.1 Website

The TODO project website (<https://todo-project.eu/>) is presented in deliverable D5.1 and has been launched in September 2019.

The website has been set up and will be actively maintained by FOI. Requests for updates or changes in the structure of a project webpage should be addressed to the TODO website administrators: Nikolina Žajdela Hrustek, Renata Mekovec and Larisa Hrustek. Any content to be shared via TODO Project website should be sent following the Request for publishing procedure provided in (§5.1.5).

In order to increase visibility, each partners is encouraged to add a link to the project home page in their own institution website.

#### 5.1.2 Social media

To support the Project communication, TODO will be actively promoted through social media. The following social media profiles have been set up:

- The TODO Facebook page:  
<https://www.facebook.com/TwinningOpenDataOperational/> and  
[@TwinningOpenDataOperational](#)
- The TODO project Twitter account:  
<https://twitter.com/ToDoProject>.
- The TODO project LinkedIn account:  
<https://www.linkedin.com/in/todo-euproject/>
- The TODO project ResearchGate account:  
[https://www.researchgate.net/profile/ToDo\\_Project](https://www.researchgate.net/profile/ToDo_Project)
- The TODO project SlideShare account:  
<https://www.slideshare.net/TODOproject1>
- The TODO project Academia.edu account:  
<https://unizg.academia.edu/TODOTODO>
- The TODO project Google+ account:  
[ttodo323@gmail.com](mailto:ttodo323@gmail.com)

- The TODO project Google groups account:  
<https://groups.google.com/forum/?hl=en-GB#!forum/todo--twinning-open-data-operational>

Any content to be shared using social media should be sent following the Request for publishing procedure provided in (§5.1.5).

Partners are encouraged to contribute to the visibility of the Project social media through their own personal or institutional account. For instance, when mentioning TODO on Twitter, partners should always cite the TODO project @TODOProject.

### 5.1.3 General Promotion, News & Press

Electronic project newsletters will be created and distributed to a large pool of stakeholders on a regular basis (at least 2 newsletters per year).

A flyer with essential project information, a project poster and an official short project brochure will be created to raise awareness about the project.

### 5.1.4 Communication package

As part of Deliverable 5.2 – Visual Identity and Associated User Manual, the basic project communication material was prepared and stored on the project Platform (under > *Dashboard* > *Courses* > *Steering Committee* > *TODO Commons (contracts, visual, templates ...)*).

TODO communication package contains the project visual identity, templates, documents, images and manual.

### 5.1.5 Request for publishing

In order to ensure the quality and timely distribution of TODO project information as well as to ensure the control of dissemination, a procedure that will regulate the publication of project information is prepared.

A member of the project team may request the publication of a specific news item by filling out a Request for publication form, available on the project Platform (under > *Dashboard* > *Courses* > *Work Packages and Tasks* > *WP5* > *Templates* > *Request for Publishing*).

In Request for Publication Form it is necessary to define Short title of the news (up to 25 words), Summary (up to 200 words with spaces), Text of the news, define preferred media for dissemination and define type of attachment that should be published (picture, videos, etc), Date of request, Name of the Partner, Project activity, Work package of Task Leader and Author of Request, Image size (width:800 pixels; height: 400 pixels).

The author is responsible for the correctness of the information given as well as the grammatical accuracy of the text.

Filed Request Form should be send by e-mail to the WP5 Leader ([nikolina.zajdela@foi.hr](mailto:nikolina.zajdela@foi.hr)) and T5.1.Leader ([renata.mekovec@foi.hr](mailto:renata.mekovec@foi.hr)) and the specific Work package/Task Leader (with which the dissemination is connected).

WP5 Leader and T5.1.Leader make the decision to accept the request, reject the request, or return the request for refinement (in the form of finishing the text or correcting the text).

WP5 Leader and/or T5.1.Leader inform author of the request and Work package/Task Leader (with which the dissemination is connected) about the decision in within 10 working days.

If a decision on publication was made, the announcement was made within 5 working days of making the decision. WP5 Leader and/or T5.1.Leader send to author of request and Work package/Task Leader (with which the dissemination is connected) link of dissemination media via mail.

## 5.2 Dissemination

The dissemination rules presented below are a simplified summary of the provisions included in the relevant sections of the Grant Agreement and Consortium Agreement. For doubts, reference should be always made to the official Agreements since those terms are legally binding and thus shall prevail.

### 5.2.1 Information on EU funding and disclaimer

In line with Grant Agreement provisions (Art 29.4-29.5), any dissemination of project results (in any form, including electronic) must indicate at all times that the project received funding from the European Union and indicate that it reflects the authors' view, thus excluding any European Commission responsibility for any future use. More in details, in all dissemination partners must:

- Display the EU emblem.  
When displayed together with another logo, the EU emblem must have appropriate prominence.
- Include the following text:  
*"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 857592".*
- Include the disclaimer excluding Agency responsibility  
*"Any dissemination of results must indicate that it reflects only the author's view and that the Agency is not responsible for any use that may be made of the information it contains."*

This is particularly relevant to any scientific publication. Failure to include the acknowledgement could result in the non-payment of the costs claimed to produce the work as specified in GA Art 29.6.

### 5.2.2 Publication procedures

Before the dissemination and publication of project results, Partners should notify the Consortium at least 45 calendar days prior to any planned publication. It is nevertheless acknowledged by the entire Consortium that it is not always possible to respect the 45 days prior-notice. In these cases, the partner willing to disseminate will make its best to inform partners and seek for approval with the shorter possible delay.

Any objections on the publication of specific results (i.e. in case such result is susceptible to breach Intellectual Property Rights of another party within the consortium) shall be made via email to Consortium within 30 days after receipt of the notice. An objecting partner can request a publication delay of not more than 90 days from the time it raises such an objection. Feedback given timely should be taken into account. If needed, alterations and modification to the publication can be made. After this embargo or if no partner objects within the period above, the dissemination is allowed. In case of dispute, the procedure for settlement of disputes as laid down in the Consortium Agreement applies.

Draft papers and articles shall be placed as soon as possible in the designated folder on the project Platform for the whole consortium to review. When applicable, contributions from the whole consortium should be solicited by the publication authors.

### 5.2.3 Open access

According to Grant Agreement provisions (Art. 29.2), each beneficiary must ensure full open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its project results.

In particular, it must:

- as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;  
Moreover, the beneficiary must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.
- ensure open access to the deposited publication – via the repository – at the latest:
  - on publication, if an electronic version is available for free via the publisher, or
  - within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
- ensure open access – via the repository – to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms “European Union (EU)” and “Horizon 2020”;
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.





#### *5.2.4 Reporting*

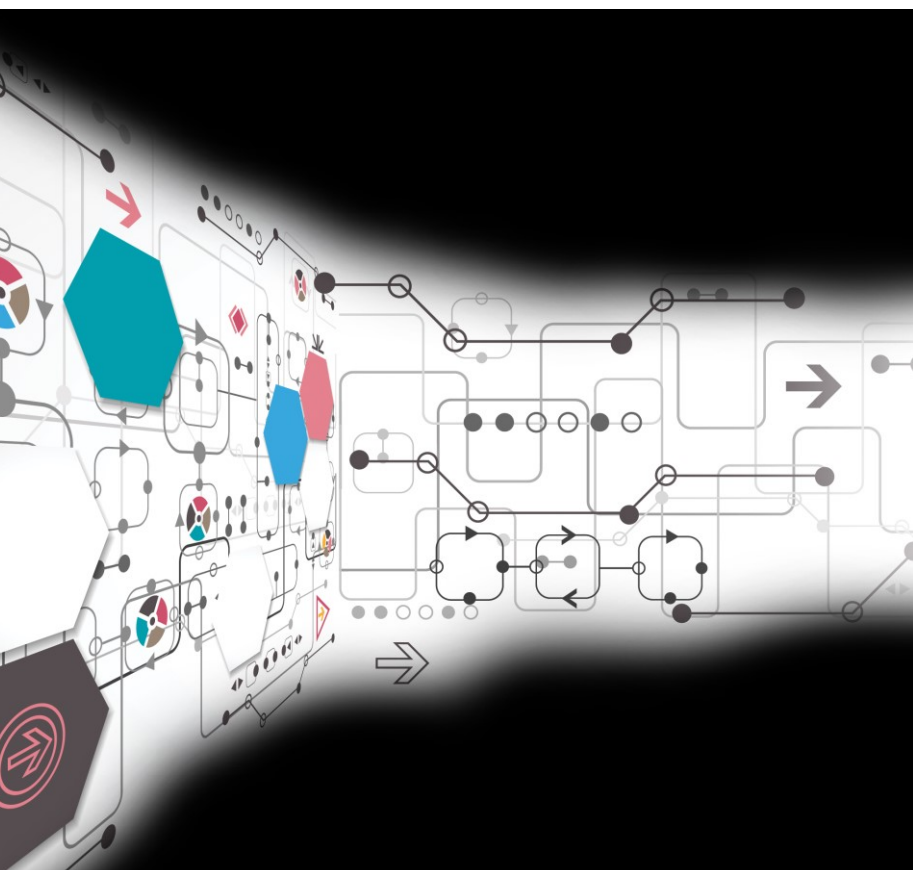
Partners must keep track of all their publications and dissemination activities related to the TODO Project. These publications and activities will be reported to the Project Coordinator through the Dissemination reports. FOI, as leader of WP5 – Dissemination and outreach will maintain the overall list of publications and dissemination activities and ensure that this list is well reflected on the designated page on the TODO website (§5.1.1).

## ANNEX I: Project Management Templates

Following project management templates have been created:

- Deliverable Template
- Meeting Agenda Template
- Internal Progress Report per Partner
- Internal Progress Report per Work package
- Peer Review Report Template
- Risk Information Template
- Corrective Actions Report Template
- Presentation Template

Editable Word versions are stored on the project Platform (under > *Dashboard* > *Courses* > *Steering Committee* > *TODO Commons (contracts, visual, templates ...)*).



# DELIVERABLE REPORT

WP0 – D0.0 - DeliverableTemplate

**ABSTRACT**

**Author**



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO*



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO*



<b>Delivery Title</b>	
<b>Delivery Number:</b>	
<b>Lead beneficiary:</b>	
<b>Type:</b>	
<b>Work package Title:</b>	
<b>Work package Number:</b>	
<b>Dissemination level:</b>	
<b>Due Date:</b>	

**STAKES INCLUDED:**

**INPUT DOCUMENTS:**

**OUTPUT DOCUMENTS/MATERIALS:**

**Approved by:**

**Date of approval:**



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO*



## **INTRODUCTION:**

### **DESCRIPTION OF ACTIVITIES:**

1. Description.
2. Description.
3. Description.
4. Description.
5. Description.
6. Description.
7. Description.
8. Description.
9. Etc.

### **REFERENCES:**



# TODO Project

## Meeting Agenda Template

### 1. INTRODUCTION

---

The [Number] Meeting of the TODO Project takes place in ... on ...

The main objectives of the meeting are:

- To ...

### 2. AGENDA

---

[NUMBER] MEETING AGENDA		
Time	Arrival – Coffee – Get Together	
Time	Description	Responsible
Time	Description	Responsible
Time	Description	Responsible
Time	Lunch	
Time	Conclusions – Plan for next month. Next meetings.	

### 3. MEETING VENUE

---

The meeting will take place in ...

### 4. ACCOMMODATION

---

For your stay, we recommend ...



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO*



## TODO Project

### Progress Report per Partner

Partner No. and Name:

Reporting Period:

Date:

*Contribution requested per Partner as follows:*

#### 1. Main activities per Workpackage / Task in the reporting period

Workpackage No & title	Activities performed

#### 2. Deliverables under partner's responsibility for the period

Deliverable No & Title	Related WP/Task	Date due	Date of submission	Status, Notes

#### 3. Problems encountered / corrective actions

#### 4. Planned activities for the next reporting period

#### 5. Other

*Report any item of interest, such as name or address changes, responsibilities reassignment, planned events or other.*



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO*



## **TODO Project Progress Report per Work Package**

Work Package No. and Name:

Reporting Period:

Date:

*Contribution requested per Work Package Leader as follows:*

### **1. Overview of Work Package progress / achievements**

### **6. Main Work Package activities the reporting period**

### **7. Related Work Package Deliverables**

<b>Deliverable No &amp; Title</b>	<b>Date due</b>	<b>Date of submission</b>	<b>Status, Notes</b>

### **8. Deviations from plan / corrective mechanisms**

### **9. Planned Work Package activities for the next reporting period**





*This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO*



## TODO Project Peer Review Report

Deliverable No & Title	
Relevant Workpacakge (No & Title)	
Deliverable Author (s)	
Date Submitted for Review	
Reviewer Name, Title & Organisation	
Review Date:	
Overall Review Result	<ul style="list-style-type: none"><li><input type="radio"/> Fully Accepted</li><li><input type="radio"/> Accepted with reservation</li><li><input type="radio"/> Rejected unless modified as suggested</li><li><input type="radio"/> Fully Rejected</li></ul>
<b>Recommendations</b>	
Changes to be implemented	
Missing chapters / topics/ issues	
Required changes on deliverable essence and contents	
Further relevant required improvements	



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO



## TODO Project Risk Information Template

<b>Risk ID<sup>1</sup>:</b>		<b>Related WP / activity</b>	
<b>Date Identified:</b>		<b>Originator<sup>2</sup>:</b>	
<b>Risk Statement:</b>			
<b>Actual / Potential Impact on the Project:</b>			
<b>Effect (Level of Impact)<sup>3</sup></b>		<b>Probability<sup>4</sup></b>	<div style="display: flex; justify-content: space-between;"> <div></div> <div><b>Risk exposure<sup>5</sup></b></div> <div></div> </div>
<b>Proposed solution / Mitigation strategy</b>			
<b>Status<sup>6</sup></b>		<b>Status Date:</b>	
<b>Comments:</b>			
<b>Closing date<sup>7</sup>:</b>		<b>Approval<sup>8</sup>:</b>	

<sup>1</sup> In the form Ri.j where i=WP number and j=1,...n. Example R3.1 is Risk Nr 1 for WP3.

<sup>2</sup> Name, organisation

<sup>3</sup> 4—uncontrollable, 3—critical, 2—marginal, 1—negligible

<sup>4</sup> 3— high, 2— medium, 1— low

<sup>5</sup> High, Medium, Low,

<sup>6</sup> Identified, Monitored, Contained

<sup>7</sup> Date when related activity is completed

<sup>8</sup> WP Leader



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO*





## TODO Project Corrective Actions Template

Finding No.	Finding Description	Action Taken	Validation Remark

### COMMENTS




*This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO*


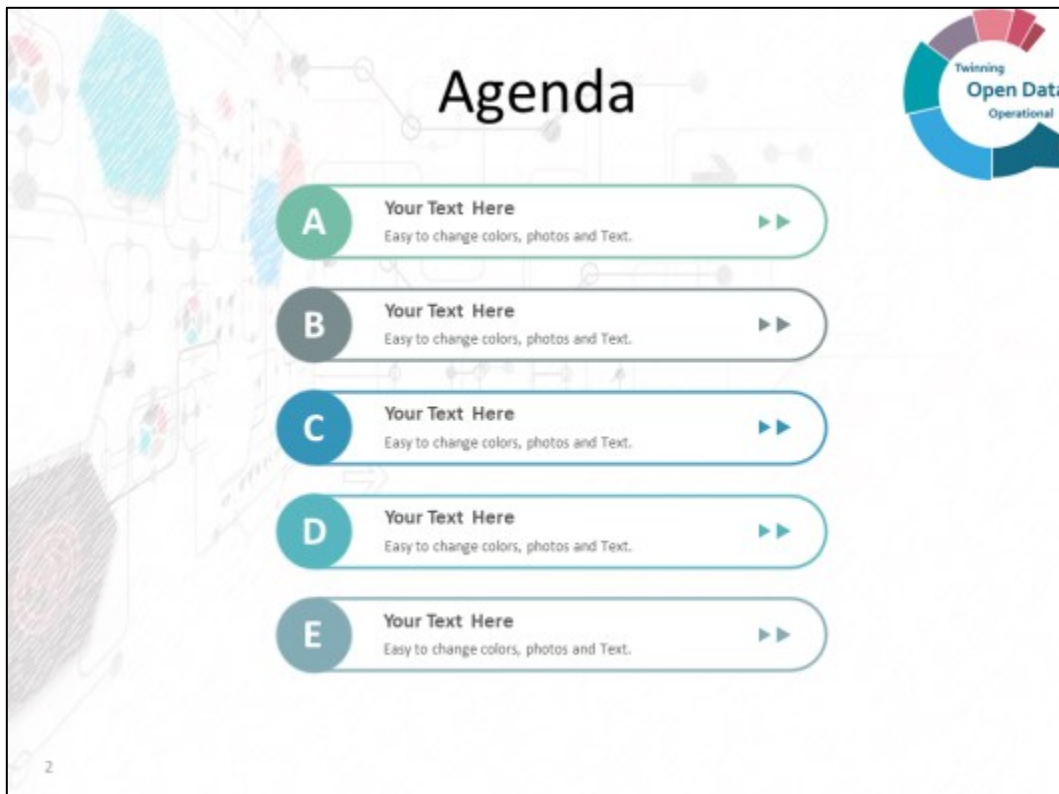


# PRESENTATION TEMPLATE

## Presentation Template



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement Number 857592 - TODO



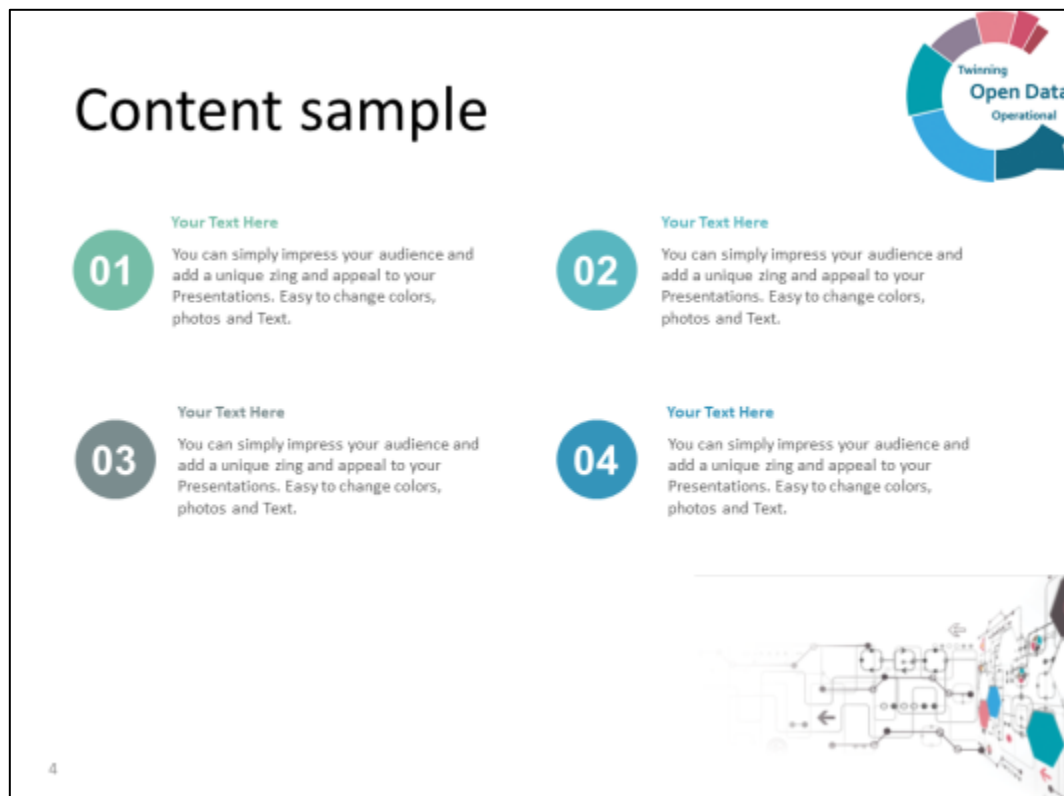
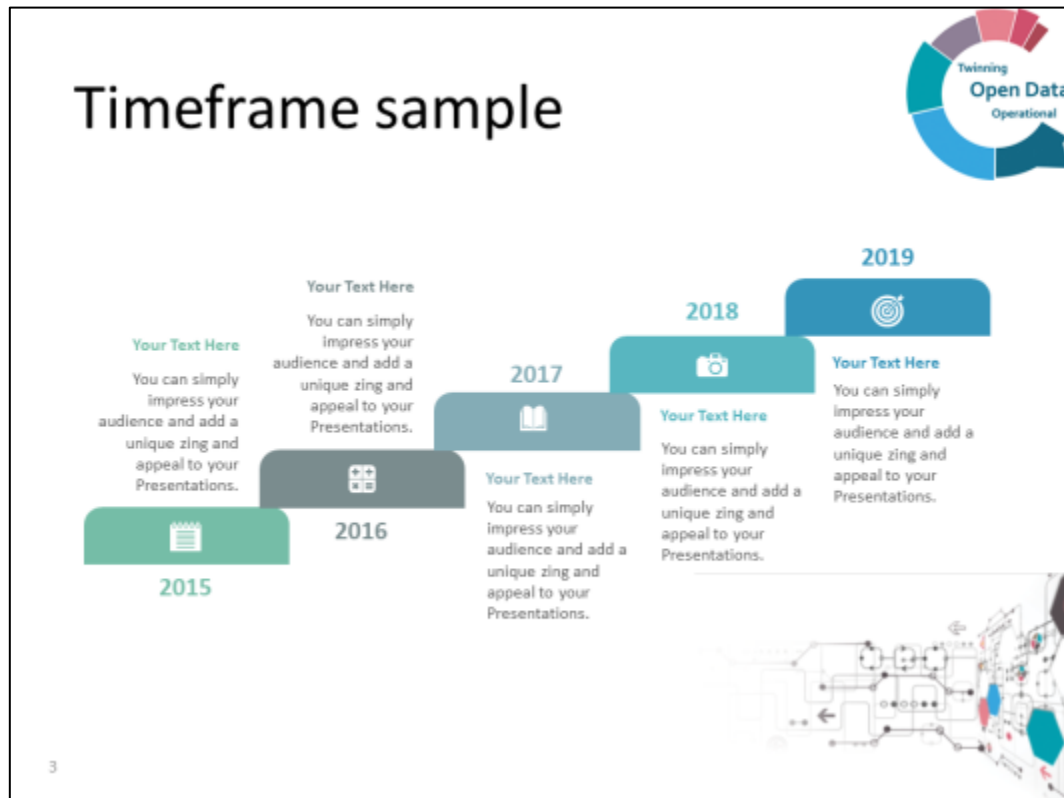
# Agenda

- A** Your Text Here  
Easy to change colors, photos and Text. >>
- B** Your Text Here  
Easy to change colors, photos and Text. >>
- C** Your Text Here  
Easy to change colors, photos and Text. >>
- D** Your Text Here  
Easy to change colors, photos and Text. >>
- E** Your Text Here  
Easy to change colors, photos and Text. >>

2



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO







*This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 857592-TODO*



## Social media



15



## Partners



16

