innoveas
The power of energy audits

D.1.1 Quality Assurance Planning Manual

[WP1, T1.1]

AUTHORS : ELMAR BARTLMAE

DATE : 31.07.2019

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreementN°847095

Technical References

Project Acronym	Innoveas
Project Title	INNOVativing the uptake of Energy Auditing Schemes for SMEs
Project Coordinator	LuisaSileni Istituto per l'Istruzione Professionale dei Lavoratori Edili della Provincia di Bologna (IIPLE) Email: luisasileni@edili.com
Project Duration	June 2019 – Mai 2022 (36 month)

Deliverable No.	D.1.1
Dissemination level [1]	CO
Work Package	WP1 – Project Management
Task	T.1.1 Quality assurance and ethical compliance planning
Lead beneficiary	European Science Communication Institute (ESCI)
Contributing beneficiary(ies)	IIPLE, CBG, JER, UTBW, A3E, NAPE, LEAG, K&I, CKA
Due date of deliverable	31st July 2019
Actual submission date	31st July 2019

[1] PU = Public
PP = Restricted to other programme participants (including the Commission Services)
RE = Restricted to a group specified by the consortium (including the Commission Services)
CO = Confidential, only for members of the consortium (including the Commission Services)

Document history

V	Date	Beneficiary	Author
1	18.07.2019	ESCI	Natalie Höppner, Elmar Bartlmae
2	25.07.2019	IIPLE	Riccardo Cariani, Irene Tognazzi, Luisa Sileni
3	25.07.2019	ESCI	Natalie Höppner
4	26.07.2019	IIPLE	Irene Tognazzi, Luisa Sileni
5	26.07.2019	ESCI	Natalie Höppner

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

Summary

The Innoveas project is an initiative promoted by 10 partners from 6 EU countries, to build and deliver a capacity building programme, aiming at addressing the major non-technical barriers that most often hamper the adoption the energy auditing practice, in particular among those actors, such as SMEs where such audits are not required by law.

The ultimate goal is to consolidate a structured, permanent and expandable offer to help develop continuous self-sustainable services to raise awareness and build capacity in the field of energy auditing and related energy saving measures in SMEs.

The project therefore aims at designing and deploying staff trainings and capacity building programmes to enhance corporate policy towards energy efficiency, energy culture (motivations, behaviour change, mitigation of perceivedrisks and barriers) and sustainable supply-chain initiatives. It therefore intends to:

- Advanced analysis of behavioural barriers to energy audits, to identify and analyse the enabling conditions and non-technical barriers hindering the adoption of energy auditing practice;
- Delivery of self-sustainable capacity building programmes, in order to systematise awareness raising procedures to overcome the psychological and organisational barriers to energy auditsin SMEs, deliver a training offer to SMEs and formulate a capacity building programme targeting stakeholders suchas intermediaries, policy makers and financing institutes;
- Create an institutional structure to sustain the project’s objectives and results and lay the basis for the creation and consolidation of a pan-European network of enablers likely to support in the coming years the growth and expansion of the training offer to on energy efficiency for European business.

Partners

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement N°847095

Disclaimer

This publication reflects only the author's view and the European Commission is not responsible for any use that may be made of the information it contains.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

Table of Contents

TECHNICAL REFERENCES 2

DOCUMENT HISTORY 2

SUMMARY 3

DISCLAIMER 4

TABLE OF CONTENTS 5

1. INTRODUCTION 7

1.1 PURPOSE OF THIS DOCUMENT 7

2. MANAGEMENT STRUCTURE 8

2.1 PROJECT PARTNERS AND TASKS 8
2.2 GOVERNANCE STRUCTURE 9
2.3 WORK PACKAGES 10

3. MONITORING AND CONTROL PROCESS 11

3.1 6-MONTHLY INTERNAL REPORTING 11
3.2 YEARLY FINANCIAL REPORTING 11
3.3 PROGRESS REPORT TO EC 12

4. PRODUCTION OF DELIVERABLES 14

4.1 TYPES AND CONFIDENTIALITY LEVEL 14
4.2 TEMPLATES AND LAYOUT 14
4.3 REVIEW PROCESS 15
4.4 TIMELINE 15
4.5 DELIVERABLES 16

5. EXTERNAL COMMUNICATION 18

5.1 USE OF PROJECT LOGO 18
5.2 USE OF TEMPLATES 18
5.3 H2020 RULES FOR DISSEMINATION 18
5.3.1 Acknowledging EU funding: 18
5.3.2 Disclaimer excluding Agency responsibility 19
5.4 PROCEDURES FOR COMMUNICATION, PUBLICATION AND DISSEMINATION OF PROJECT RESULTS 19
5.5 USE & RECOMMENDATIONS FOR SOCIAL MEDIA ACTIVITIES 20

6. INTERNAL COMMUNICATION 20

6.1 TYPES OF MEETINGS AND RELEVANT PROCEDURES 20
6.1.1 Web meetings 20
6.1.2 Face to Face meetings 21
6.2 MEETING MINUTES TEMPLATES 22
6.3 ONLINE REPOSITORY 22
6.4 DATA PROTECTION 23

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement N°847095

6.4.1 Privacy Policy Statement 23
6.4.2 External Web Host (Domain factory) 23
6.4.3 Dropbox 23
6.4.4 Zenodo 23

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

1. Introduction

1.1 Purpose of this document

The Quality Assurance Planning Manual is the first deliverable (D.1.1) of WP1 – Project Management.

The present document should function as a reference guide setting out the protocol for consortium communications, collaborative actions, experiments, results analysis, document authoring, progress verification process, ethical monitoring and documentation presentation standards.

Essentially this document elaborates on the implementation level details of the collaborative framework as supported by the provisions of the Consortium Agreement and Grant Agreement and as such sets out the operational protocol to be adhered to by all the Partners throughout the course of the implementation of the project.
Describing the operational protocols, it also illustrates the procedures and criteria to ensure the quality of the actions and of the deliverables.

The Quality Assurance Planning Manual is designed to be used in conjunction with the following documents:

- The Grant Agreement including its Annexes
- The Consortium Agreement including its Annexes

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

2. Management structure

2.1 Project partners and tasks

The beneficiaries or Project Participants of Innoveas are listed in the Grant Agreement, in the Consortium Agreement, and presented in table 1 and table 2:

Table 1 - List of project participants

Country	Partner	Acronym	Contact person
Italy	Istituto per l'Istruzione Professionale dei Lavoratori Edili della Provincia di Bologna	IIPLE	Luisa Sileni
Italy	Confindustria Bergamo	CBG	Mauro Sampellegrini
Germany	Dr. Jakob Energy Research GmbH & Co. KG	JER	Uli Jakob
Germany	Umwelttechnik BW – State Agency for Environmental Technology and Resources Efficiency	UTBW	Joa Bauer
Spain	Asociación de Empresas de EficienciaEnergética	A3E	Antonio López-Nava
Poland	Narodowa Agencja Poszanowania Energii S.A. - National Energy Conservation Agency	NAPE	Marek Amrozy
Slovenia	Lokalna energetska agencija Gorenjske - Local Energy Agency of Gorenjska	LEAG	Anton Pogačnik
Germany	European Science Communication Institute (ESCI) gGmbH	ESCI	Sabine Alexandre-Klein
Italy	Knowledge & Innovation	K&I	Gabriele Quinti
Belgium	Crehan and Kusano Associates	CKA	Patrick Crehan

Table 2 - Project Coordinator and Innovation Manager

Position	Acronym	Name
Project Coordinator	IIPLE	Luisa Sileni
Innovation Manager	CKA	Patrick Crehan

An updated list of contacts is available in Dropbox in the under the following link:
https://www.dropbox.com/sh/dv1mrl6f17qo0pi/AACisnCKDI8IQVzvijUEC2I8a?dl=0

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

New contacts, changes and / or corrections to the list of contacts should be addressed to IIPLE in order to keep updated the contact details of beneficiaries involved.

2.2 Governance structure

The management structure of the Innoveas Consortium is described in the Grant Agreement and signed within the Consortium. Figure 1 provides an overview of the governance structure:

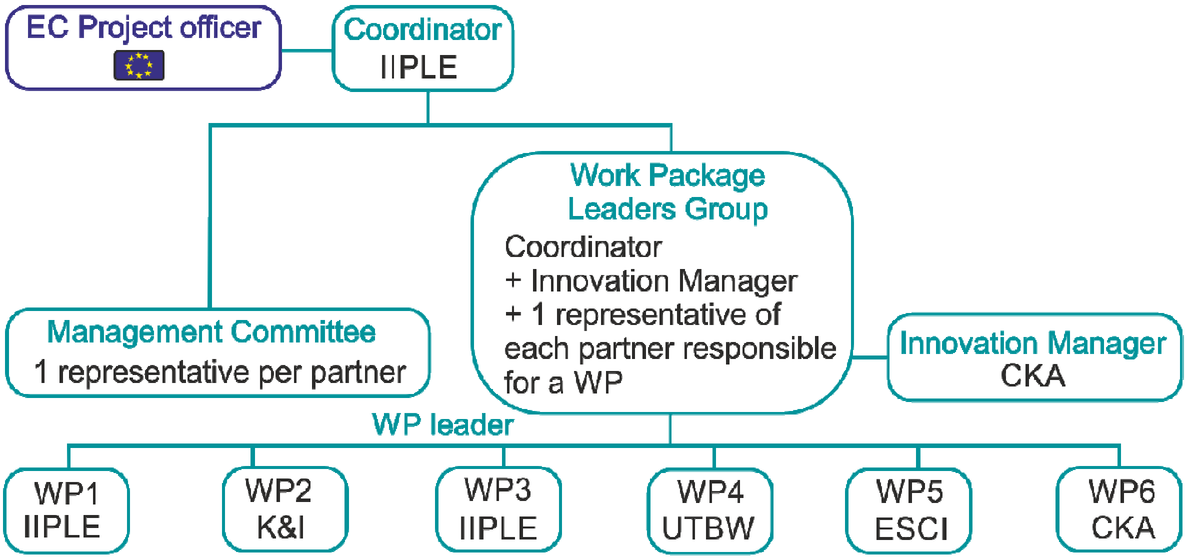

Figure 1 - Innoveas governance structure composed of the project coordinator (PC), the management committee (MC), the Work Package Leaders Group,the innovation manager and the WP leader

The Project Coordinator (PC) is the partner in charge of leading the consortium, organising its day to day management and monitoring the overall execution of the project. It acts as the link between the consortium and the European Union and organises the financial and administrative reporting according to the reporting periods foreseen by the work-plan.

The Management Committee (MC) is the decision-making body of the Consortium. The MC shall consist of one representative of each partner. The Coordinator shall chair all meetings of the MC, unless decided otherwise by the MC. The partners agree to abide by all decisions of the MC.

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement N°847095

Table 3 - Management Committee members

Acronym	Member
IIPLE	Luisa Sileni
CBG	Mauro Sampellegrini
JER	Uli Jakob
UTBW	Joa Bauer
A3E	Antonio López-Nava
NAPE	Marek Amrozy
LEAG	Jure Eržen
ESCI	Sabine Alexandre-Klein
K&I	Giovanna Murari
CKA	Patrick Crehan

The Innovation Manager (IM) is responsible for overlooking the overall innovation development, ensuring that both internal (from project partners) and external opportunities (from other stakeholders, such as the end-users) are integrated within the project implementation. For Innoveas the Innovation Manager is Patrick Crehan from CKA.

The Work Package leaders are responsible for the management, coordination and implementation of the respective WP.
A detailed listing of the specific responsibilities is available in the Grant Agreement (GA), in particular in section 6.

2.3 Work packages

The main characteristics of the Work Packages, in which the project is structured, WP leader and WP manager are the following:

Table 4 - Overview of Work Packages with respective leader and manager

WP	WP name	WP leader	WP manager
1	Project Management	IIPLE	Riccardo Cariani
2	State of the art, needs and barrier assessment	K&I	Gabriele Quinti

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

3	Capacity building programme formulation	IIPLE	Sergio Bottiglioni
4	Capacity building implementation	UTBW	Jürgen Meyer
5	Reaching and engaging stakeholders	ESCI	Sabine Alexandre-Klein
6	Exploitation and sustainability	CKA	Patrick Crehan

3. Monitoring and Control Process

All reports (technical and financial reports, including financial statements) must be submitted in the language of the Grant Agreement.

3.1 6-monthly internal reporting

Every 6-month (M6, M12, M18, M24, M30, M36) WP leaders are asked to report the technical progress of their own WP to the Project coordinator and the Consortium.

They will need to provide the following information using the template available in Dropbox in the subfolder >Templates< under the following link:
https://www.dropbox.com/sh/dv1mrl6f17qo0pi/AACisnCKDI8IQVzvijUEC2I8a?dl=0

- Work performed during the reporting period of reference and main results achieved
- Status of each WP task, details on the work carried out by each beneficiary involved
- Activities planned for the following reporting period - Updated planning for the next period
- Status of ongoing deliverables with delivery date in the following reporting period
- Progress towards milestones planned for the following reporting period

3.2Yearly financial reporting

At the end of every fiscal year (M7 and M31) the partners must provide a summary of the state of the art of project expenditures using the template available in Dropbox in the subfolder >Templates<:
https://www.dropbox.com/sh/dv1mrl6f17qo0pi/AACisnCKDI8IQVzvijUEC2I8a?dl=0

M19 will overlap with the Progress report to EC therefore no further financial reporting will be necessary.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

3.3 Progress report to EC

Periodic progress reports must be delivered to EC according to Innoveas Grant Agreement (see. Art.20) at M18 (+ 2 month) and at M36 (+ 2 month).

The report includes a technical and financial report.

The periodic technical report must contain:

- an explanation of the work carried out by the beneficiaries;
- an overview of the progress towards the objectives of the action, including milestones and deliverables identified in Grant Agreement Annex 1. This report must include explanations justifying the differences between work expected to be carried out in accordance with Grant Agreement Annex 1 and that actually carried out. The report must detail the exploitation and dissemination of the results and indicate the communication activities;
- a summary for publication by the Agency;
- the answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon2020 key performance indicators and the Horizon2020 monitoring requirements.

The periodic financial report must contain:

- an 'individual financial statement' (see Grant Agreement Annex 4) from each beneficiary, for the reporting period concerned. The individual financial statement must detail the eligible costs (actual costs, unit costs and flat-rate costs) for each budget category, such as direct personnel costs, direct costs of subcontracting, other direct costs, and indirect costs (see Grant Agreement Annex 2). Personnel costs include efforts of the personnel (staff and consultants), who have worked in the period in each WP with respective costs. Subcontracting costs includes all subcontracting costs occurred on the actions, which have been foreseen in the Grant Agreement Annex 1. Other direct costs include travel, equipment, other goods and services per WP.
  The beneficiaries must declare all eligible costs, even if — for actual costs, unit costs and flat-rate costs — they exceed the amounts indicated in the estimated budget (see Grant Agreement Annex 2). Amounts which are not declared in the individual financial statement will not be taken into account by the Agency.
  If an individual financial statement is not submitted for a reporting period, it may be included in the periodic financial report for the next reporting period.
  The individual financial statements of the last reporting period must also detail thereceipts of the action (see Grant Agreement Article 5.3.3).

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

Each beneficiary must certify that:

- the information provided is full, reliable and true;
- the costs declared are eligible (see Grant Agreement Article 6);
- the costs can be substantiated by adequate records and supporting documentation(see Grant Agreement Article 18) that will be produced upon request (see Grant Agreement Article 17) or in the contextof checks, reviews, audits and investigations (see Grant Agreement Article 22), and
- for the last reporting period: that all the receipts have been declared (see Grant Agreement Article 5.3.3);

- an explanation of the use of resources and the information on subcontracting (see Grant Agreement Article 13) and in-kind contributions provided by third parties (see Grant Agreement Articles 11 and 12) from each beneficiary, for the reporting period concerned;
- a 'periodic summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the requestfor interim payment.

The report will be generated in collaboration with all partners, using as an input the internal technical reporting (section 3.1.1).

The contribution of the WP leader will encompass the overall reporting period, covering all activities carried out in the previous 18 months. Therefore, WP leaders will not prepare and send to the Coordinator internal technical report at M18 and M36.

Timeline for the preparation of the progress report to EC (with respect to the deadline of the periodic report in M18 and M36).

Table 5 - Timeline for the preparation of EC interim reports

Timing	Action
1 month prior to the end of interim period	Coordinator sends reminder to WP leader
15 days after end of interim period	WP leader gathers input from Task leaders
30 days after end of interim period	WP leaders send draft report to Coordinator and receive feedback
45 days after end of interim period	Final report is shared between the Coordinator and the WP leaders

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

4. Production of deliverables

A total of 21 deliverables will need to be submitted to the European Commission in the course of Innoveas. To ensure smooth and timely delivery of deliverables as well as homogeneous presentation, a set of guidelines for the preparation of deliverables is presented here.

4.1 Types and Confidentiality level

In accordance with the Grant Agreement the deliverables are classified according to the following types:

R	–	Document, report
DEM	–	Demonstrator, pilot, prototype
DEC	–	Websites, patent fillings, videos, etc.
OTHER		
ETHICS	–	Ethics requirement
ORDP	–	Open Research Data Pilot
DATA	–	Data sets, microdata, etc.

The confidentiality of deliverables and other documents, including presentations, is concerned,the following levels of security:

PU	–	Public
CO	–	Confidential, only for members of the consortium (including the Commission Services)
EU-RES	–	Classified Information: RESTREINT UE (Commission Decision 2005/444/EC)
EU-CON	–	Classified Information: CONFIDENTIEL UE (Commission Decision 2005/444/EC)
EU-SEC	–	Classified Information: SECRET UE (Commission Decision 2005/444/EC)

4.2 Templates and Layout

The use of the deliverable template is mandatory for all project partners and all deliverable reports.

Each deliverable must be referenced by a unique document identifier to ensure effective version control. The nomenclature is defined as:

- D stands for the word “deliverable”.
- x is a number representing the Work Package which the deliverable is linked to.
- y is a number of the deliverable within the Work Package which is linked to.
- YYYYMMDD represents the date
- V stands for the word “version”

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement N°847095

- V1 means this document is the first version to be submitted to the Participant Portal. In case of a resubmission, this will be V2, etc.
- z is a number that indicates the draft version of the deliverable.

e.g.:
working versions: Dx.y_YYYYMMDD_V1.z
final version: Dx.y_YYYYMMDD_V1.0
in case of a resubmission: Dx.y_YYYYMMDD_V2.0

4.3 Review process

The process for the submission of the deliverables involves the communication between task and WP leader and the project coordinator.

The task leader will coordinate all inputs from the other partners involved and prepare the draft deliverable. The draft document will be reviewed by the WP leader for the assessment of the technical consistency and submitted in due time to the Coordinator.

The Coordinator will check the compliance of the draft Deliverable with the objectives of the project. In any case the partner in charge for the release of the Deliverable is the first responsible for the technical consistency of the same Deliverable, having the duty to report in due time to the WP leader and the Coordinator over possible criticalities during the implementation.

The Coordinator will do the final check and if there are no critical changes to be done, submit the Deliverable (uploading in the Participant Portal).

4.4 Timeline

Table 6 - Timeline for Deliverable submission

Timing	Action
3 weeks before delivery date	Submission to WP leader and Coordinator for check of compliance
2 weeks before delivery date	Implementation of feedback by WP leaders
1 weeks before delivery date	Final revision, approval and submission through the participant portal by Coordinator

4.5 Deliverables

The following key Deliverables and Processes will be reviewed for satisfactory quality level. Table 6 shows the main milestones of the project:

Table 7 - Project milestones

No	Milestone name	Related WP	Lead Beneficiary	Due Date	MeansofVerification
MS1	Project started	All	All	M1	Grant agreement and Consortium agreement signed
MS2	Capacity building programme designed and launched	WP2	K&I	M14	A capacity building training plan has been elaborated and published, ready to be implemented
MS3	Training programme validated	WP4	UTBW	M36	A validation report has been issued.
MS4	Dissemination strategy fully fledged and ready to be implemented	WP5	ESCI	M3	A dissemination and communication plan has been elaborated.
MS5	Exploitation strategy fully formulated	WP6	CKA	M36	All the studies and analysis regarding the commercial exploitation of the training products have been carried and basis for the creation of an EU Alliance have be set up.

Table 7 shows the main deliverables of the project, in the order of the due date.

Table 8 - Project Deliverables

No	Deliverable title	Related WP	Lead Beneficiary	Type	Dissemination level	Due Date
D1.5	Agenda and minutes of project meetings	1	IIPLE	R	CO	M1
D1.1	Quality Assurance Planning Manual	1	ESCI	R	CO	M2

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

D5.1	Dissemination and Communication Plan	5	ESCI	R	PU	M3
D5.2	Website	5	ESCI	DEC	PU	M4
D1.2	Initial Risk Register and Ethical Compliance Assurance documentation and periodic updates	1	ESCI	R	PU	M6, M12, M18, M24, M30, M36
D1.4	Data Management Plan	1	IIPLE	R	CO	M6
D5.3	Project Flyer	5	ESCI	R	PU	M6
D2.1	Energy culture and energy transition	2	K&I	R	PU	M6
D5.4	Project short video	5	ESCI	DEC	PU	M8
D2.2	Assessment of non-technical barriers	2	K&I	R	PU	M9
D2.3	Report on framework conditions	2	UTBW	R	PU	M9
D1.3	Progress report	1	IIPLE	R	CO	M10
D3.1	Training and capacity building requirements	3	UTBW	R	CO	M11
D3.2	Capacity Building Plan	3	IIPLE	R	CO	M14
D2.3	Capacity building plan	2	IIPLE	R	CO	M14
D4.1	Training webinars	4	UTBW	DEC	PU	M18
D6.1	Feasibility study	6	CKA	DEC	CO	M24
D5.5	Training Toolkit	5	IIPLE	OTHER	PU	M32
D3.3	Performance Report	3	IIPLE	R	PU	M36
D5.6	Dissemination Report	5	ESCI	R	PU	M36
D4.2	Validation Report	4	IIPLE	R	PU	M36

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

D4.3	Capacity Building Report	4	CBG	R	PU	M36
D6.2	Business Model Canvas	6	CKA	R	CO	M36

Due Date: Month in which the deliverables will be available, understanding that the deadline for submission is the last day of the month indicated.

5. External Communication

The communication and dissemination are primarily managed within WP5 - Reaching and engaging stakeholders.

5.1 Use of project Logo

The project logo is available in Dropbox in the subfolder >Logo< under the following link:
https://www.dropbox.com/sh/dv1mrl6f17qo0pi/AACisnCKDI8IQVzvijUEC2I8a?dl=0

5.2 Use of Templates

The power point template to be used for all official project presentation is available in Dropbox in the subfolder >Templates< under the following link:
https://www.dropbox.com/sh/dv1mrl6f17qo0pi/AACisnCKDI8IQVzvijUEC2I8a?dl=0

For the project deliverable template, see section 4.2.

5.3 H2020 rules for dissemination

5.3.1 Acknowledging EU funding:

All partners should indicate at all times that the project received funding from the European Union by including the following statement together with a high-resolution EU flag, which should be given appropriate prominence when displayed with the project logo or any other logos.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

The following sentences may be used:

Promotional material and publicity:
"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 847095"

Example:

This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement N°847095

Results:
"The research leading to these results/this publications has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement N. 847095"

5.3.2 Disclaimer excluding Agency responsibility

Any dissemination of results must indicate that it reflects only the author's view and that the Agency and the European Commission is not responsible for any use that may be made of the information it contains by including the following disclaimer:

"This paper/ presentation/ article/ publication / website reflects only the author's view and the European Commission is not responsible for any use that may be made of the information it contains."

5.4 Procedures for communication, publication and dissemination of project results

Communication Activities:

Each Partner wishing to undertake any formal project-relevant communication activities and initiative related to the project should inform both the Coordinator and WP5 Leader. The content and the overall message of the communication activities should be agreed with the Coordinator while the WP5 Leader should be consulted on the visual identity of the project (logo, communication style.) All communication activities should be reported at latest at the time of the periodic report.

Dissemination and publication of project results:

Before the dissemination and publication of the project results, the Partner should give the Coordinator and the other project Partners at least 45-calendar-day-notice. The other parties then have 30 calendar days to object the dissemination/publication and request necessary modifications. If no partner objects within the period above, the dissemination/publication of results is permitted.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

5.5 Use & Recommendations for Social Media Activities

The project uses the following social media channels:

Twitter:
https://twitter.com/EuInnoveas

Linkedin:
https://www.linkedin.com/company/eu-innoveas/

Youtube:
https://www.youtube.com/channel/UC65qnZi8CY1dqp-06fR5jJQ

Any content to be shared using social media should be sent to the WP5 Leader Sabine Alexandre-Klein from ESCI using the following email address: sak@esci.eu

When mentioning Innoveas on Twitter, Partners are asked to use **@EUInnoveas**.

6. Internal Communication

Day-to-day communication of all project related issues will be done via email/phone. Important communication should be traced via mail.

A mailing list including all participants was created: partners@innoveas.eu. This email is SPAM-free and can only be used by the partners who are in the mailing list.The mailing list will be maintained by the WP5 leader. Any changes if people need to be added or taken off this list, needs to be communicated to sak@esci.eu.

When sending an email to the mailing list, the subject line should indicate which WP is discussed in the subject matter. The nomenclature for the subject line is defined as:

INNOVEAS_WPx_<subject>

- x is the Work Package number
- <subject>should shortly describe the subject of the E-Mail

6.1 Types of meetings and relevant procedures

6.1.1 Web meetings

The web meetings of the project will be held via “GoToMeeting”. Both, IIPLE (WP1 leader) and ESCI (WP5 leader) own an account with this web meeting/conference service provider.

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement N°847095

The Coordinator should be invited to all web meetings that are not official meeting of the project management bodies. In case the web meeting is organised by a Task Leader, the WP leader should be invited as well.

The organiser of the web meeting is responsible for preparing the project agenda and taking meeting minutes and sharing them with the relevant participants / project bodies.
Meetings should be anyway announced in due time (e.g. 15 days in advance) to allow the participation to all the requested parties.

The meeting minutes should include the list of participants as well.

6.1.2 Face to Face meetings

A good, regular and frequent communication within the project has to be established. Main formal occasions for project control will be the Management Committee Meetings, scheduled both regularly and for special purposes.

It is envisaged that updates on the overall evolution and specific strategic actions will be provided on a monthly basis, through phone or online conferences. Regular physical meeting of the MC will take place on a bi-yearly basis and will be combined. The meeting will include the Kick-off, Mid-Term and Final meetings.

Type ofmeeting	Due	Organiser	Location
Kick Off Meeting	M1	IIPLE	Bologna, Italy
1st Project Progress Meeting	M6	LEAG	Kranj/Lubjana, Slovenia
2nd Project Progress Meeting	M12	JER + UTBW	Stuttgart, Germany
3rd Project Progress Meeting	M18	A3E	Madrid, Spain
4th Project Progress Meeting	M24	CKA	Brussels, Belgium
5th Project Progress Meeting	M30	NAPE	Warszawa, Poland
Final Project Meeting	M36	IIPLE	Bologna, Italy

The organiser of the face-to-face meeting is responsible for the logistical organisation of the meeting and preparation of the meeting agenda together with the Coordinator.
Unless required for duly justified situations, the dates of the following Management Committee Meetings should be already set during the previous meeting.

Right after each single Management Committee Meetings the Coordinator will administer via Google Drive to all the partners a Quality Evaluation Questionnaire to be completed within few days. The summary of the results will be then included into the meeting minutes.

The organiser of the face-to-face meeting is responsible for taking the meeting minutes and sharing them with all the relevant participants and project bodies. Within 10 calendar days

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

of the meeting the organiser sends the draft to all members. The minutes are accepted if within 15 calendar days from sending no member has sent an objection in writing. The organiser sends the final minutes to all members and the PC for safeguarding.

6.2 Meeting minutes templates

The template for the meeting minutes is available inDropbox in the subfolder >Templates< under the following link:
https://www.dropbox.com/sh/dv1mrl6f17qo0pi/AACisnCKDI8IQVzvijUEC2I8a?dl=0

The physical meeting minutes should include a list of participants for every day of the meeting with the signatures of all those present at the meeting. The list of participants and the signatures are the responsibility of the organiser of the face – to – face meeting. A copy of the list of participants should be sent to the Coordinator after the meeting.
All the PPT presentations and documents presented or prepared during the meeting constitute an integral part of the same minutes.

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.

Informal minutes are mandatory also for web meetings.

6.3 Online repository

The project webpage will have a restricted area that will be used for storing and sharing of project documents (official documents, templates, deliverables and documents related to each of the WPs). It is also a working area for all the project related documents.

We have selected ZENODO to archive all documents and data within the innoveas community. This does not prevent the use of institutional repositoriesor other repositories. ZENODO allows us to gather all the outputs of the project within thesame place and have a major impact by managing them through the Innoveas community.

Access to the Restricted Area will be available only to registered members of the project consortium, who will have a personal account created with rights to this area.

The password policy for the restricted area will be set to 'Strong' passwords which must have a minimum length and complexity, which is defined when they are created. By default, new users receive a randomly generated password of a mix of numbers, letters and special characters.

For more information and guidelines on password security, please see this reference:

https://en.support.wordpress.com/selecting-a-strong-password/

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095

Policies and security measures are in place to protect against unauthorized access to the private area or the administrative area of the website.

6.4 Data protection

6.4.1 Privacy Policy Statement

During the Kick-off Meeting the consortium partners agreed on a Privacy Policy Statement, that is available in the Dropbox under the following link:

https://www.dropbox.com/sh/dv1mrl6f17qo0pi/AACisnCKDI8IQVzvijUEC2I8a?dl=0

6.4.2 External Web Host (Domain factory)

The domain factory GmbH collects, processes and uses personal data of the customer within the framework of the GDPR. Additional information can be found in the privacy policy of the provider. For more information see: https://www.df.eu/int/datenschutz/

6.4.3 Dropbox

Dropbox Business has been certified to comply with the most widely recognized security and privacy standards and regulations worldwide, including: ISO 27001/2, ISO27018 / 17 and SOC 2. Our cross-functional data privacy expert team has put together a number of information and resources to help you comply with the GDPR.
For more information see: https://www.dropbox.com/privacy?view_en#privacy

6.4.4 Zenodo

Zenodo is hosted at CERN, which is an Inter-Governmental Organization (IGO), with its seat in Switzerland. Despite the fact that this means CERN has a special status, we are striving for the same high standards of data protection afforded by GDPR. In fact, the GPDR has provisions covering data transfer to/from IGOs and the concept of "adequate protection", i.e. qualified as equivalent. This is what we will offer in Zenodo.

CERN takes seriously the privacy and protection of personal information, and have appointed a Data Protection Officer and, as mentioned above, are working on policies to ensure CERN is compatible with GDPR.
For more information see: http://about.zenodo.org/infrastructure/

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°847095