

DELIVERABLE

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D7.1 – Project Management Plan

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Authors and Contributors	Malte von Tottleben (EMP) Dietmar Frey (CUB)		
Responsible Author	Malte von Tottleben	Email	Malte.vontottleben@empirica.com
	Beneficiary	EMP	Phone

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Revision History, Status, Abstract, Keywords, Statement of Originality

Revision History

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Abstract (for dissemination)	This deliverable D7.1 describes the VALIDATE project management structure and procedures related to communication and quality assurance. A key objective of the management system will be to ensure that all project outputs will be produced and delivered in a way which assures that all project objectives are met and with satisfactory quality.
Keywords	Administration and management structure, quality assurance, conflict resolution, reporting, internal deliverable peer review

Statement of originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation, or both.

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List of abbreviations

Abbreviation	Description
AB	Advisory Board
AD	Administrative Coordinator
CO	Confidential
CUB	Charité Universitätsmedizin Berlin
DEM	Demonstrator
TUDublin	Technological University Dublin
DMP	Data Management Plan
DoA	Description of Action
DoW	Description of Work
EC	European Commission
EMP	Empirica
FP7	Framework Programme 7
FR	Financial Report
GDPR	General Data Protection Regulation
H2020	Horizon2020
ICT	Information and Communication Technology
LPEC	Legal, Privacy and Ethical Committee
ORDP	Open Research Data Pilot
PA	Project Advisor
PC	Project Coordinator
PCC	Project Coordination Committee
PEC	Project Executive Committee
APM	Administrative Project Manager
PMO	Project Management Office
PPR	Periodic Progress Reports
PU	Public
QA	Quality Assurance
R	Report
RIA	Research Innovation Action
RP	Reporting Period
RTD	Research and Technical Development
SPC	Scientific Project Coordinator

TL	Task Lead
WP	Work Package
WPL	Work Package Lead
WT	Workplan-Table

Executive Summary

The VALIDATE project is a four-year project involving 10 partners from Germany, Ireland, Norway, Israel, Spain, and Belgium. To ensure proper project coordination and management of all project activities and the highest quality of project results, the project has defined a Project Management Plan, complemented by Quality Assurance Guidelines. These deliverable details the VALIDATE project management plan and describes procedures related to Quality Assurance (QA). It includes a description of processes and mechanisms to ensure high quality and effective monitoring of the project activities.

The Project Management Plan defines a set of procedures that the beneficiaries should adhere to during the execution of the project. All project activities are subject by contract to the terms of the Grant Agreement (GA) between the European Commission (EC) and the Consortium, and the Consortium Agreement (CA) signed by the members of the Consortium. The Description of Action (DoA), which is Part B of Annex 1 to the Grant Agreement, is the main document that the Consortium must refer to, to realise the objectives, tasks, results, and delivery dates mentioned there. The plan itself focuses on governance of the project and coordination within the Consortium and clarifies decision making paths and risk management-oriented procedures. Quality Assurance Guidelines, being an integrated part of the Project Management Plan, present the measures to be followed to ensure a high quality of the overall project work during the execution of the DoA, reporting of results, and monitoring of the overall progress. The main objective of the quality control management is to ensure delivery of outcomes as promised, in excellent quality, and within the time frame agreed upon. Key project reports and deliverables that are to be submitted to the EC (whether restricted or public) are required to undergo an internal quality review process. An overall generic timeline is proposed for internal review processes, some notes on template and file naming are provided, and a short remark on the quality review process for annual reports is added.

1 Administrative project management

VALIDATE is being carried out by a group of leading organisations, to provide a focal point for integrating and expanding knowledge and experience. This experience includes successful scientific and administrative management of projects dating back to the time of FP6, FP7, H2020 and already in HorizonEurope. The scientific coordination of the project will be with Charité (CUB), the administrative and financial management with empirica (EMP). In line with the requirements and aspirations of a HorizonEurope RIA, management is organised in a robust, not too complex manner, maintaining a balance between supporting an open, creative, productive RTD atmosphere and keeping close (also bureaucratic) control of project progress and economic resource usage. The following components constitute the VALIDATE administrative management structure:

Key terms	Acronym	Definition
Project Coordination Committee	PCC	Composed of consortium members; Responsible for the project as a whole, including any significant changes
Project Coordinator	PC	Responsible for overall scientific management, communication, coordination, and reporting
Administrative Project Manager	APM	Responsible for management related issues and coordination between PC, PMO, EC and consortium in the project. Works closely with the PC.
Scientific Project Manager	SPM	Responsible for overseeing all Research and Technical Development (RTD) related work within the project.
Project Executive Committee	PEC	Composed of PC and WP Leaders, responsible for technical and operational management, compliance with ethical standards and data protection regulation, quality, risk mitigation and progress tracking
Project Management Office	PMO	Responsible for coordination, administrative and financial matters, liaison with the EC; it works closely with the PC
Work Package Leader	WPL	Responsible for planning and progress in a WP and contributing to the PEC.
Legal, Privacy and Ethical Committee	LPEC	Continuously ensures compliance with ethical and research integrity principles as well as legal matters within the project.

Project Coordination Committee (PCC): The PCC consists of management level representatives of all consortium partners, each having one vote. The PCC is the highest decision-making body and assumes overall responsibility for execution of the consortium agreement and conformance to the grant agreement. The PCC deals with contractual issues escalated to it, or issues requiring PCC confirmation and/or voting according to the consortium agreement. The PCC ensures that the partners give continued support and adequate resources to the project, and acts as the final level of escalation, should serious conflicts arise during the project. In particular, the PCC is responsible for:

- ▶ Any major changes to the consortium, work plan or budgetary allocations, which are subject to approval of the European Commission.
- ▶ Review, quality check and approval of project deliverables and, more in general, of all public output issued by the project (via the work of the Quality and Risk Manager).
- ▶ Guaranteeing confidentiality of internal project results and project output designated as restricted.

▶ Regular review of the output of the controlling and reporting system for resource consumption and progress against schedule as established by the Project Management Office.

▶ PCC delegates, as representatives of beneficiaries, are responsible for submission of correct financial and administrative data as well as commitment of their own organisations, including financial matters and management of internal resources. The role, decision responsibilities and powers of the PCC are specified in the project Consortium Agreement.

Project Coordinator (PC): responsible for the overall scientific execution of the project, communication among partners and between the Consortium and the EC. The Project Coordinator chairs the Strategy Board, the PEC as well as the PCC, and is liable for global project management: planning, implementation and control of all project activities.

Administrative Project Manager (APM): in charge of the operational management and administration of the project, including management of the funds received from the EC. The Project Manager works closely with the coordinator, preparing the financial reports with the contributions of the partners, ensuring that all administrative documents, including cost statements, audit certificates and management-level justifications are prepared effectively and timely by each partner.

Scientific Project Manager (SPM): The Scientific Project Manager is responsible for overseeing all Research and Technical Development (RTD) related work within the project. The SPM leads the PEC meetings together with the PC. Overseeing the project's progress related to the science and technical developments as well as tackling issues arising during the project is the SPM's responsibility.

Project Executive Committee (PEC): The PEC is the project's driving force for project activities. It is chaired by the Project Coordinator, reports to the PCC, and is composed of leaders of each WP. Task leaders and WP Team members, any experts in the field (also external to the project) may be invited in case their expertise is required. The PEC oversees project progress and in particular:

- ▶ Implementation of all action plans
- ▶ Coordination of Work Package dependencies
- ▶ Maintaining communication and ensuring reporting
- ▶ Providing clear guidance on Intellectual Property issues
- ▶ Supporting implementation of the quality assurance system
- ▶ Ensuring clear guidance on ethical, legal as well as data protection issues
- ▶ Creation of efficient team structures to minimise the number of meetings while being flexible.

Project Management Office (PMO): The office supporting the PC function consists of qualified staff under the direct authority of the PC and ensures that the Project Coordinator receives all necessary support in coordination matters, and in particular regarding financial statements, payments, budget allocations and audit certificates from beneficiaries and financial reporting. In addition, the PMO Secretariat supports the Project Coordinator in the following activities:

- ▶ Financial Control: This includes monitoring financial statements, providing feedback to partners and PC
- ▶ Help Desk: provide feedback to the partners on administrative issues - timesheets, progress reports, financial statements, eligibility of costs.

Work Package Lead (WPL): Work Package Leaders are responsible for managing their WP as a self-contained entity, as well as managing interfaces to other WPs within through the PEC. WP Leaders coordinate and monitor the progress of the WP to ensure that output performance, budget, and timelines are met. Responsibilities include

- ▶ Production of deliverables and their submission to the Quality and Risk Manager for quality check and approval
- ▶ Achievements of the project's technical objectives, as outlined in the Grant Agreement, and meeting quality criteria
- ▶ Integration of WP results into succeeding Work Packages or tasks
- ▶ Helping guarantee confidentiality of project output, where required the WP Leaders are the permanent members of the PEC. WP leaders also report to the PCC.

Legal, Privacy and Ethical Committee (LPEC): The LPEC is responsible for contractual obligations related to ethical issues deriving from the usage of personalised modelling, or the possible use of clinical data in the project. Issues like data protection and anonymity will be under thorough observation, under special consideration of the also General Data Protection Regulation (GDPR). Also, any legal issues arising in the context of executing planned project work will be appropriately dealt with by the LPEC, PMO and/or, as the need may be, via approaching experts available at partner organisations or from EC or other external offices.

2 Coordination of consortium activities

As a part of the project management process, certain meetings are planned to execute smoothly tasks related to internal communication, communication with the European Commission and its Project Advisor (PA), keeping a project-wide planning and meetings schedule, executing agreed-upon conflict resolution procedures if the need arises, contractual, financial, and other related controlling tasks. The periodic technical review meetings that will happen after each reporting period will be coordinated by the PMO with the PO, and prepared for by the PMO together with the PEC. In close consultation with the PEC, the PMO together with alternating beneficiaries, will organise every 6-9 months consortium meetings to coordinate overall work tasks and administrative issues, review achievements, and plan cross-action-line and Work Package activities for the next period. Further technical meetings will be focused on specific parts of the project. The indicative plan of those ordinary meetings at the beginning of the project is presented in Table 1.

Type of meeting	Month	Location	Organiser
Kick-off meeting	M2 (June 2022)	Berlin, Charité	CUB, EMP
1st PEC meeting	M4 (August 2022)	Online	EMP
Technical workshop WP2 and WP3	M4 (August 2022)	Copenhagen, Denmark	CUB
2nd PEC meeting	M5 (September 2022)	Online	EMP
3rd PEC meeting	M6 (October 2022)	Online	EMP
2nd Consortium Meeting	M6 (October 2022)	Face-to-face (optional online participation)	EMP and hosting partner
4th PEC meeting	M7 (November 2022)	Online	EMP
5th PEC meeting	M8 (December 2022)	Online	EMP
6th PEC meeting	M9 (January 2023)	Online	EMP
7th PEC meeting	M10 (February 2023)	Online	EMP
8th PEC meeting	M11 (March 2023)	Online	EMP
3rd Consortium Meeting	M11 (March 2023)	Face-to-face (optional online participation)	EMP and hosting partner
9th PEC meeting	M12 (April 2023)	Online	EMP
10th PEC meeting	M13 (May 2023)	Online	EMP
11th PEC meeting	M14 (June 2023)	Online	EMP
12th PEC meeting	M15 (July 2023)	Online	EMP
13th PEC meeting	M16 (August 2023)	Online	EMP
14th PEC meeting	M17 (September 2023)	Online	EMP
4th Consortium Meeting	M17 (September 2023)	Face-to-face (optional online participation)	EMP and hosting partner
15th PEC meeting	M18 (October 2023)	Online	EMP
16th PEC meeting	M19 (November 2023)	Online	EMP
17th PEC meeting	M20 (December 2023)	Online	EMP
18th PEC meeting	M21 (January 2024)	Online	EMP
19th PEC meeting	M22 (February 2024)	Online	EMP
20th PEC meeting	M23 (March 2024)	Online	EMP

5th Consortium Meeting	M23 (March 2024)	Face-to-face (optional online participation)	EMP and hosting partner
21th PEC meeting	M24 (April 2024)	Online	EMP
22th PEC meeting	M25 (May 2024)	Online	EMP
23th PEC meeting	M26 (June 2024)	Online	EMP
24th PEC meeting	M27 (July 2024)	Online	EMP
25th PEC meeting	M28 (August 2024)	Online	EMP
26th PEC meeting	M29 (September 2024)	Online	EMP
6th Consortium Meeting	M29 (September 2024)	Face-to-face (optional online participation)	EMP and hosting partner
27th PEC meeting	M30 (October 2024)	Online	EMP
28th PEC meeting	M31 (November 2024)	Online	EMP
29th PEC meeting	M32 (December 2024)	Online	EMP
30th PEC meeting	M33 (January 2025)	Online	EMP
31th PEC meeting	M34 (February 2025)	Online	EMP
32th PEC meeting	M35 (March 2025)	Online	EMP
7th Consortium Meeting	M35 (March 2025)	Face-to-face (optional online participation)	EMP and hosting partner
33th PEC meeting	M36 (April 2025)	Online	EMP
34th PEC meeting	M37 (May 2025)	Online	EMP
35th PEC meeting	M38 (June 2025)	Online	EMP
Technical review 2nd RP	M38 (June 2025)	Brussels or online	CUB, EMP
36th PEC meeting	M39 (July 2025)	Online	EMP
37th PEC meeting	M40 (August 2025)	Online	EMP
38th PEC meeting	M41 (September 2025)	Online	EMP
8th Consortium Meeting	M41 (September 2025)	Face-to-face (optional online participation)	EMP and hosting partner
39th PEC meeting	M42 (October 2025)	Online	EMP
40th PEC meeting	M43 (November 2025)	Online	EMP
41th PEC meeting	M44 (December 2025)	Online	EMP
42th PEC meeting	M45 (January 2026)	Online	EMP
43th PEC meeting	M46 (February 2026)	Online	EMP
44th PEC meeting	M47 (March 2026)	Online	EMP
45th PEC meeting	M48 (April 2026)	Online	EMP
Review preparation	M48 (April 2026)	Face-to-face (optional online participation)	CUB, EMP
Final project review	M49 (May 2026)	Brussels or online	CUB, EMP

Table 1 List of indicative consortium meetings

The consortium meetings (with the PO, APM and PCC and PEC representatives) will be face-to-face (F2F) or online events every 6-9 months. PEC meetings will be held online in a monthly basis, WP-specific meetings to be held online by means of organising videocalls. To facilitate participation, any meeting can be organised as videoconference event. In addition to those formal meetings of the project-governing bodies, partners are encouraged to keep close contact with each other and have online or F2F collaborative meetings as deemed useful or necessary to advance in their tasks in a coordinated manner. The documentation of all meetings (agenda, minutes, etc.) shall be kept in the “Meetings” folder on the VALIDATE SharePoint, to facilitate the consultation of discussions and decisions made.

2.1 IT tools for communication

Two eMail distribution lists are used to facilitate the communication between members of the Consortium:

- ▶ One mailing list addresses all beneficiary contacts that work on tasks related to the scientific and technical contents
- ▶ A second mailing list addresses all beneficiary contacts that work on tasks related to administrative, financial, or legal aspects of the project.

A list of all VALIDATE contacts is available to all beneficiaries through the SharePoint. Any enquiries to add new Members shall be communicated to the APM.

As a quick means to reach other beneficiaries, the PMO set up a Microsoft Teams Validate project team. Beneficiaries can have bilateral chats or initiate and actively engage in discussion threads related to subjects, tasks, or work packages. Members of the Consortium may also request support from the APM on setting up videoconferences for live group discussions, on both regular and occasional basis.

2.2 Shared documentation

A Microsoft SharePoint was set up for file exchange. The SharePoint also serves as a Go to-place for resources needed for successful collaboration, including collaboratively processing files, PEC minutes, submitted deliverables, recordings, and meeting agendas. The SharePoint also holds available the latest templates for deliverables and PowerPoint presentations for usage by the beneficiaries.

Documents should follow the naming convention “VALIDATE DOCUMENTNUMBER SPEAKINGTITLE” (e.g. “VALIDATE D7.1 Project management plan.docx”). Manual file versioning is to be avoided – the SharePoint functionalities automatically create versions that can be retrieved if needed.

Access to the VALIDATE SharePoint is restricted to VALIDATE beneficiaries and their named staff on individual invitation by the APM, so it may be used to store confidential information. All users with access rights can view, download, and edit the contents within the VALIDATE SharePoint. There is a shared responsibility of project participants to keep confidentiality of the information that is stored on VALIDATE SharePoint in line with the stipulations in the CA.

3 Quality Assurance

The project is structured around a set of deliverables which are a central focus of quality assurance and control within the project. The APM, is responsible to monitor adherence to the following quality assurance procedures.

Deliverable production to specification and schedule is the responsibility of the WP Leader of the work package concerned. The objective of deliverable quality assurance is to subject key deliverables to an internal peer-review to obtain feedback from partners within the project consortium (i.e. selected participants not involved in the deliverable concerned). The work on this activity started with planning and defining a schedule and responsible partners for “internal revision” and these have been assigned for the key project deliverables.

In a second step, a template for Quality Assurance was generated (see Annex 1), which serves as an assessment template for the reviewers of the key deliverables. This Quality Verification Sheet requests information about the intended objectives and results of the key deliverable in each case: general information about work package and task leaders, the reviewer(s) of the report and the deliverable date as well as the objectives and the contents which the deliverable must ensure. The internal peer-reviewers are asked to fill in the document and to assess the delivered paper in comparison to the respective task descriptions and based on their expertise in the field.

The activity is executed through a peer review and deliverable approval process as follows (Figure 1).

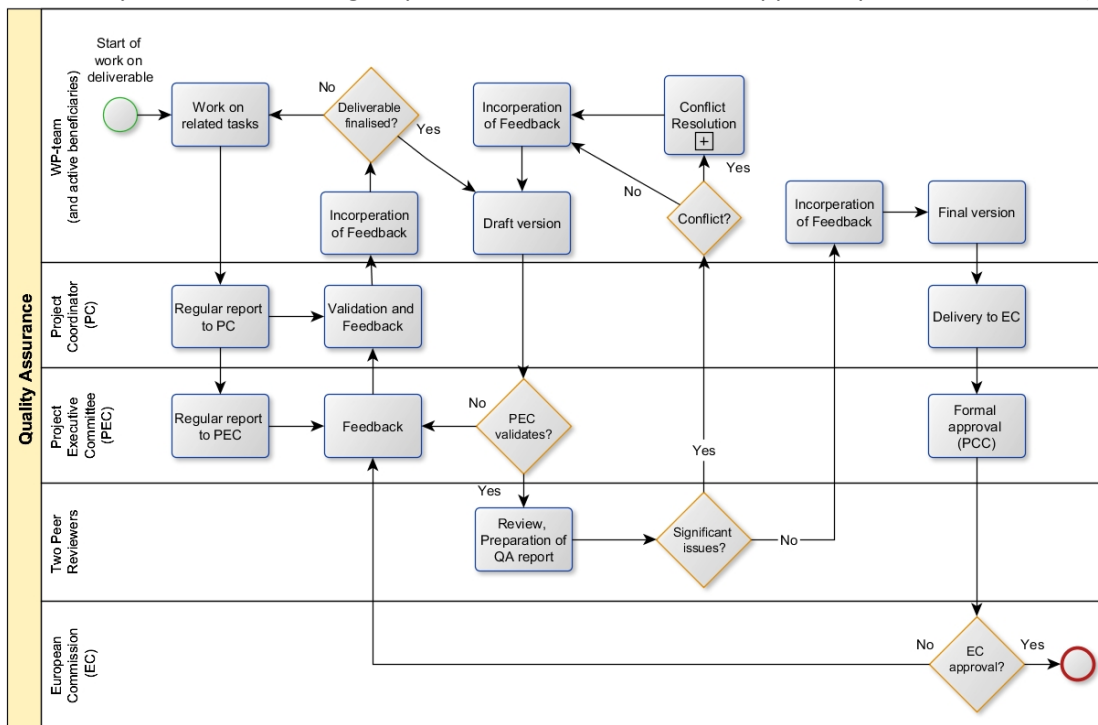


Figure 1: Quality Assurance Process

At least one project partner will be appointed by the Administrative Project Manager (in coordination with the PCC) to review key deliverables. The relevant project partner(s) provide experts to support the peer review process; peer reviewers are drawn from personnel who have not been involved in the related work task.

On receipt of the deliverable, at the latest 2 weeks prior to its due date, the peer reviewers review and check the deliverable for overall quality of contents, presentation, comprehensibility etc. and particularly also its adherence to the requirements stipulated in the DoA for the respective work task. This serves to compare the achievements documented in the deliverable with the deliverable specification, the context of the deliverable in the Work Package concerned, and with the purpose of

the deliverable in terms of the impact on project work dependent on the delivered result. If deemed necessary by the PCC, the internal peer reviewers can prepare a short report for the deliverable lead, using the Quality Verification Sheet (see Annex 1). This sheet is distributed to authors and all other partners.

The project beneficiary responsible for the deliverable responds to the review reports, usually through modification and resubmission in the case of major discrepancies or significant issues. Any changes made are documented in a suitable format, e.g., the track changes and commenting features in Microsoft Word. The deliverable lead is responsible for making sure that all comments are addressed in a thorough manner.

In case of fundamental disagreement between the internal reviewer(s) and the deliverable author(s), the APM will inform the Project Coordinator and attempt to mediate. If regarded as prudent, the Project Coordinator may ask for a further opinion from another expert.

If no objections are raised by participants to the response by the contractor responsible, the modified deliverable is submitted to the Commission by the Project Coordinator. The formal approval of the deliverable by the Consortium is documented at the next PCC meeting following delivery.

4 Deliverables

Led by the APM, deliverable scheduling as well as quality assurance mechanisms will be implemented. Deliverable production according to DoA specification and schedule is a core responsibility of each WP leader. However, key deliverables defined in the DoA are subject to internal peer-review and acceptance by defined internal reviewers.

The table below lists all deliverables over the project lifetime. It shows the allocation of peer review responsibilities for **key** deliverables to partners for all deliverables and when the deliverable is due.

No.	Name	Lead	Type	Due
D4.1	Study initiation package	VHIR	Report	M06
D1.1	VALIDATE trustworthy AI framework and manual	CUB	Report	M09
D3.4	Integrated Demonstrator with Health Information System	IBM	Demonstrator	M18
D4.6	Report of the standard treatment scenario based on current care pathways and SoC operating procedures	EMP	Report	M36
D4.5	Completion of clinical study (prospective) and report on the status of posting results in a repository	VHIR	Report	M42
D2.4	Final report about continuous model performance and data distribution monitoring during clinical validation	TUD	Report	M48
D3.5	Final report on usability and quality of service of clinical demonstrator and updated Data Management Plan	IBM	Report	M48

5 Reporting

The technical progress will be regularly reported to the EC through periodic progress reports periodic financial reports. The reports will be drafted by the PMO and completed with input by all beneficiaries. The APM will oversee collecting contributions from all partners and the PC reports these to the Commission. The progress will be submitted within 60 days after the end of the first, second and final reporting period (M18, M36, M48) and entail:

- ▶ The periodic technical reports: an explanation of the work carried out during the previous period, an overview of its progress compared to the commitments resulting from the Grant Agreement Work Plan.
- ▶ The periodic financial reports: including the financial statements per beneficiary, an explanation of the use of resources, and the periodic summary financial statement.

Information from the periodic reports will also be used to assess financial risks and raise potential alarms for the WP leaders and the partners involved. Such alarms will be raised if any of the following events occur:

- ▶ Budget deviation (for each partner and each cost category):
 - 10% from the foreseen cost expenditure in the first 12 months, 15% in the second year, or 20% in the third and fourth year.
 - Personnel deviation, (for each partner): 10% from the foreseen person/month effort in the first 12 months, 15% in the second year, or 20% in the third and fourth year.
- ▶ Failure to produce deliverables on time: (for each deliverable): if no draft is available three weeks before the foreseen delivery date.

The deviation monitoring related to budget and timescale will be revised every 6-12 months. The reports will be prepared by the PMO and the beneficiaries together, using the templates and tools provided by the PMO.

6 Conflict Resolution Procedure

The Project Coordination Committee (PCC) is the highest decision-making body of the project, and according to the consortium agreement, a committee meeting will be called to resolve conflicts and to make decisions that affect the project. Each partner has equal votes. The PCC is central in operational project management. It combines the scientific, clinical, and technical views of the project and gives guidance to the Work Package Leaders (WPL). WPLs manage their work according to a 6-month or annual work plan. In case of a problem that cannot be resolved on the WP level or with a WP leader and the PC or APM together, WPLs may bring the concern to the attention of the PCC. The decision-making procedures are defined in the Consortium Agreement (building on the DESCA model consortium agreement), which is being finalised at the writing of this deliverable. The aim of these procedures is to minimise the risk of problems occurring during the implementation of the project and to find amicable resolutions to possible conflicts.

In case of disagreements between two or more consortium members/their staff, a solution will be sought by informal communication within the respective group. In case no agreement is reached, the VALIDATE conflict resolution procedure will be invoked. In the case of an issue within a WP or task, which cannot be resolved at the WP level, or with the respective WP leader and the PC APM together, a WP leader or any other consortium member involved in the dispute may bring the concern to the attention of the Project Executive Committee. When at this level no consensual conflict resolution can be achieved, it must be raised to the PCC, where a final decision is to be taken. The PCC's detailed decision-making rules are defined in the Consortium Agreement. The overarching aim of these procedures is to minimise the risk of problems occurring during the implementation of the project and, should one nevertheless arise, to find amicable resolutions to such conflicts. These processes are delineated in the figure below. In case of any substantial issue, the solution agreed is to be followed by a traceable email exchange confirming this, or in agreed written minutes. In rare cases it may take the form "PCC decision" signed by all beneficiaries.

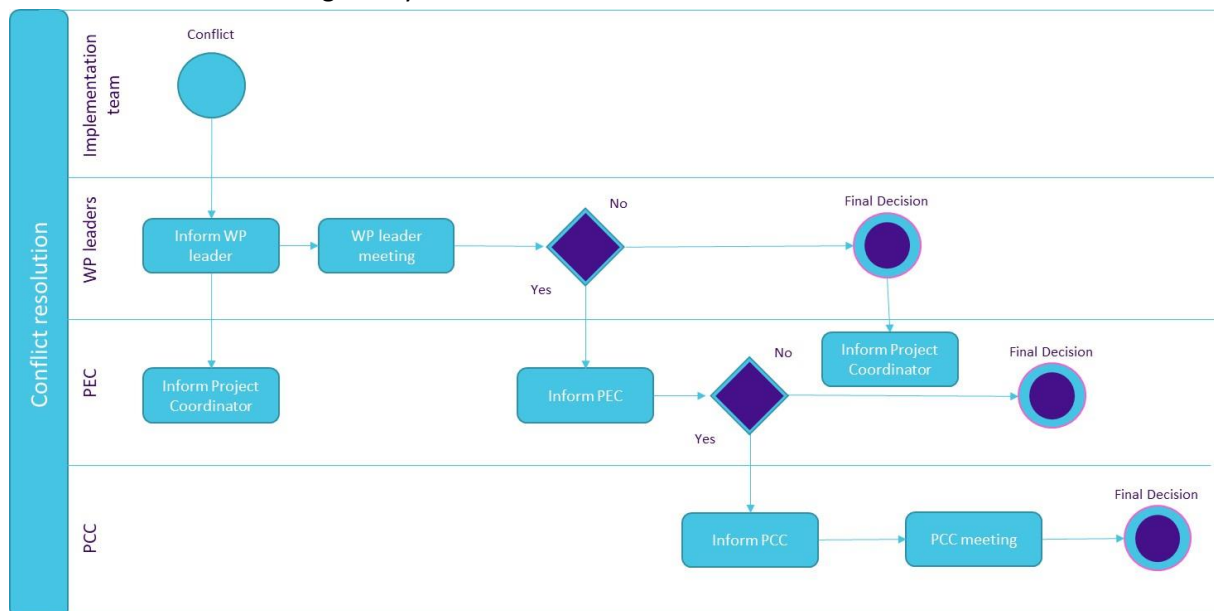


Figure 2 Conflict resolution procedure

6.1 Risk management procedure

Risk management as built into the structure of the Project Management Office is an integral part of overall project management and its reporting channels. Risks will be reviewed, analysed, and updated as part of the regular PEC meetings; as deemed appropriate, mitigation actions will be agreed and implemented. If need arises, direct and regular management contacts with WP and task leaders will

follow up on such decisions. The classic 4T model – “Tolerate, Treat, Terminate, Transfer” - will be applied. Major risks, particularly those impacting severely on core interdependencies and milestones, will be reviewed, and addressed during PEC meetings or if need arises during targeted PCC meetings with all beneficiaries. All project team members are encouraged to identify any risks and suggest mitigations at any time during the project execution. The overall risk management procedure is summarised in the figure below.

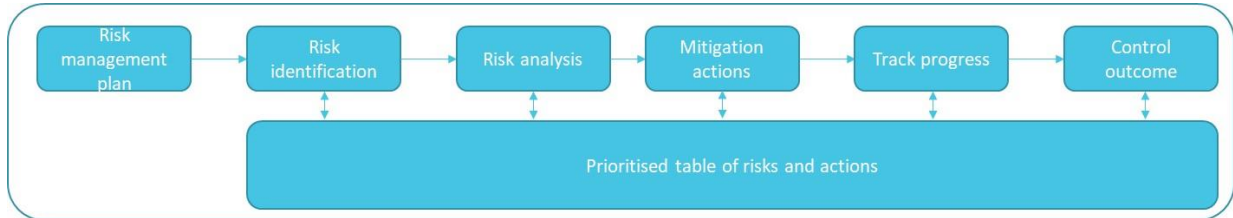


Figure 3 Risk management procedure

All project risks will be captured and recorded in a risk register, which is kept in a PEC meeting running minutes document on the VALIDATE online SharePoint. Risks are scored on a 3-level scale for their likelihood and potential impact; and a risk level will be assigned according to the table presented in the figure below.

		Impact		
		Minor	Moderate	Major
Likelihood	Likely	Medium	High	High
	Possible	Low	Medium	High
	Unlikely	Low	Low	Medium

Figure 4 Risk scoring

The following actions are envisaged for each risk depending on its corresponding level:

- ▶ High risks: active mitigation management to reduce the probability and impact.
- ▶ Medium risks: regular review of the trend and risk level; early mitigation interventions.
- ▶ Low risks: periodic review of the trend to ensure it remains static/declining.

In addition, a critical date and a trend (decreasing, increasing, static) will be defined, as supporting information to decide on the priority and urgency with which risks should be dealt with. An owner will be appointed to each risk, who will aid in defining the risk response plans, and watch their implementation.

Risk	Related WP	Likelihood	Impact	Risk level	Date of next review	Mitigation action	Owner

Figure 5 Exemplary risk register

7 Annex 1: Quality Verification Sheet

Quality Verification Sheet

WP: WPx

WP Leader: xxx

Deliverable: Dx.y

Reviewer:

Beneficiary / Affiliation:

Date:

Summary of contents, structure and work responsibilities (to be filled by deliverable lead):

Objectives, task and timing of the deliverable (to be filled by deliverable lead):

Assessment of the deliverable by peer reviewer

Verification of DoA objectives (comparison of outcome of deliverable with the project plan):

Comments/observations on the quality of the overall approach (for the purposes it is intended for):

Suggestions for modification / improvement (bearing in mind the timing, resource, and other features of the research context):

Any other observations (e.g., minor corrections that need attention):