

**EnTIRE**  
**Mapping Normative Frameworks of EThics and Integrity of REsearch**

---

**Project management and quality assurance plan**  
**D.1.1**

<b>Project:</b>	Mapping Normative Frameworks of EThics and Integrity of REsearch
<b>Project acronym:</b>	EnTIRE
<b>Start date of the project:</b>	01.05.2017
<b>Duration</b>	48 months
<b>Project number:</b>	741782
<b>Deliverable leader:</b>	Guy Widdershoven, VUmc University Medical Center
<b>Deliverable number:</b>	D1.1
<b>Dissemination level:</b>	Public
<b>Submission date:</b>	30-06-2017



*This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N 741782.*

*The information in this document reflects only the author's views and the European Commission is not liable for any use that may be made of the information contained therein. The information in this document is provided "as is" without guarantee or warranty of any kind, express or implied, including but not limited to the exactness of the information for a particular purpose. The user thereof uses the information at his/ her sole risk and liability.*

## History

Version	Date	Description	Revised by
0.1	21-06-2017	First Draft	Guy Widdershoven
0.2	23-06-2017	Second draft	Guy Widdershoven
0.3	27-06-2017	Third draft revised by appointed expert	Edwin Kanters
0.4	28-6-2017	Final version	Guy Widdershoven
0.5	30-6-2017	Document submitted to the Participant Portal	Guy Widdershoven

## List of contributors

Giulia Inguaggiato  
Guy Widdershoven  
Edwin Kanters  
Charlotte Kroger

## Table of contents

---

<b>1. INTRODUCTION</b>	<b>4</b>
<b>1.2 PURPOSE OF THIS DOCUMENT</b>	<b>4</b>
<b>2. MANAGEMENT STRUCTURE AND PROCEDURES</b>	<b>4</b>
<b>2.1 PROJECT ORGANIZATIONAL STRUCTURE</b>	<b>4</b>
<b>2.2 ROLES</b>	<b>6</b>
2.2.1 GENERAL ASSEMBLY (GEA)	6
2.2.2 EXECUTIVE BOARD (EB)	6
2.2.3 ADVISORY BOARD (AB)	7
2.2.4 PROJECT COORDINATION (CO)	8
2.2.5 WORK PACKAGE TEAMS	9
<b>3. MEETINGS</b>	<b>10</b>
3.2.1 PROPOSED PLANNING FOR MEETINGS	11
<b>3.3 AB MEETING:</b>	<b>11</b>
3.3.1 PROPOSED PLANNING FOR MEETINGS	11
<b>3.4 WP TEAMS MEETINGS</b>	<b>12</b>
<b>3.5 MINUTES</b>	<b>12</b>
<b>4. MANAGEMENT PLATFORM</b>	<b>12</b>
<b>5. COMMUNICATION</b>	<b>13</b>
<b>5.1 E-MAIL FOR INTERNAL COMMUNICATION</b>	<b>13</b>
5.2 PROJECT WEBSITE	13
<b>6. REPORTING</b>	<b>13</b>
<b>6.1 REPORTING CALENDAR</b>	<b>13</b>
<b>6.3 PERIODIC REPORT</b>	<b>14</b>
<b>6.4 FINAL REPORT</b>	<b>14</b>
<b>7. FINANCIAL MANAGEMENT</b>	<b>15</b>
<b>7.1 MONITORING OF RESOURCE EXPENDITURE</b>	<b>16</b>
<b>8. DELIVERABLES AND QUALITY ASSURANCE</b>	<b>16</b>
<b>8.1 TIMELINE OF QUALITY REVIEW PROCESS:</b>	<b>19</b>
<b>9. ABBREVIATIONS AND ACRONYMS</b>	<b>19</b>

## 1. Introduction

### 1.2 Purpose of this document

This core management handbook for the EnTIRE project is the first deliverable in the project it serves and a guide for general project coordination and management. Management will conduct the following tasks in this project

- 1) scientific coordination,
- 2) administrative coordination,
- 3) financial coordination.

This project management and quality assurance plan mainly serves as a reference for the management of daily activities. It also clarifies the governance structure (e.g. responsibilities, tasks, roles, etc.) as well as the managements tools used for the management and administrative coordination of the project.

This document will be updated as required throughout the project.

## 2. Management Structure and Procedures

The EnTIRE consortium is composed of 10 partners from 8 different institutions and 9 EC countries. Their names and acronyms (mostly used within project communications) are listed in Table 1.

**Table 1. EnTIRE partners**

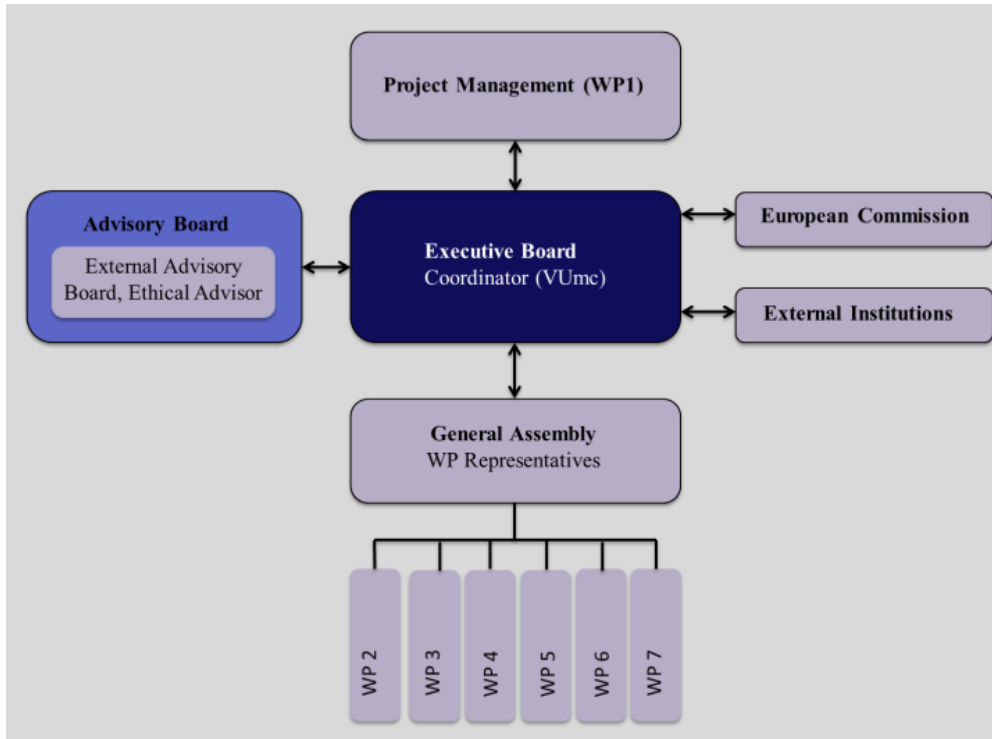
<b>Participant no. *</b>	<b>Acronym</b>	<b>Participant organisation name</b>	<b>Country</b>
1 (Coordinator)	VUmc	Stichting VUmc	The Netherlands (NL)
2	GI	Gesinn.IT	Germany (DE)
3	KUL	Katholieke Universiteit Leuven	Belgium (BE)
4	MEFTS	Sveuciliste U Splitu, Medicinski Fakultet	Croatia (HR)
5	DCU	Dublin City University	Ireland (IE)
6	UEM	Universidad Europea De Madrid SI	Spain (ES)
7	UD	Debreceni Egyetem	Hungary (HU)
8	UiO	Universitetet I Oslo	Norway (NO)
9	UNIMAN	The University Of Manchester	United Kingdom (UK)
10	EUREC	European Network of Research Ethics Committees	Germany (GER)

The collaboration within the consortium and with the EC is, first of all, based on the Grant Agreement (GA) and the Consortium Agreement (CA). Relevant for the proper implementation of the project work are especially Annex 1 (i.e. Description of Action Part A and B) and Annex 2 (estimated budget).

### 2.1 Project Organizational Structure

A schematic overview of the intended management structure of EnTIRE is presented below.

**Table 2. Schematic overview of the management**



The project organizational management structure is composed of several levels.

### **General Assembly (GeA)**

The General Assembly is responsible for the management of the project and reviews the project results in accordance with the GA and the Consortium Agreement (CA).

### **Executive Board (EB)**

The Executive Board (EB) acts as the central management team of EnTIRE, and is responsible for overall monitoring of the scientific and financial progress of the project activities towards the main objectives of the project.

### **Advisory Board (AB)**

The Advisory Board gives advice to the project on scientific issues.

### **Project Coordinator (CO)**

The Project Coordinator is responsible for efficient management of the project and individual activities with respect of time, budget and quality. He/she also functions as the intermediary for all communication between co-beneficiaries and the European Commission (EC).

### **Work Package Teams (WP Teams)**

Work Package Teams are responsible for developing detailed WP implementation plans on the basis of the proposal, and for the efficient and effective implementation of these plans. They ensure that the coordinator

is informed about WP developments.

## 2.2 Roles

### 2.2.1 General Assembly (GeA)

The GeA consists of one representative from each partner in the consortium, it is chaired by the Project Coordinator Prof. Guy Widdershoven and functions as an internal advisory body.

The following issues can or will be discussed:

- Disputes: in case of disputes between two or more partners.
- IPR: management of IPR strategy, queries and exploitation.
- Dissemination: regular review and approval of dissemination plans.
- Alterations in work package-related activities and associated budgets.
- Budget-related matters and allocation of financial resources.
- Reporting to the European Commission: agreement on the completeness, timeliness and quality of all formal reports to the European Commission.
- Consortium composition: identification of and corrective measures to (including termination) defaulting, adding and replacement of partners and the change of the coordinator.
- Deciding on corrective measures in case of anticipated or unanticipated contingencies.
- Changes in the CA: changes in the rights and obligations of the partners and/or decision-making procedures that necessitate amendments in the agreement.

**Table 3. General Assembly Members**

<b>Participant no. *</b>	<b>Name(s)</b>	<b>Organisation / Affiliation</b>	<b>Country</b>
1 (Coordinator)	Guy Widdershoven Nathalie Evans Mark van Hoof	Stichting VUmc	The Netherlands (NL)
2	Alexander Gesinn	Gesinn.IT	Germany (DE)
3	Kris Dierickx	Katholieke Universiteit Leuven	Belgium (BE)
4	Anna Marušić	Sveuciliste U Splitu, Medicinski Fakultet	Croatia (HR)
5	Bert Gordijn	Dublin City University	Ireland (IE)
6	Emanuele Valenti	Universidad Europea De Madrid SL	Spain (ES)
7	Peter Kakuk	Debreceni Egyetem	Hungary (HU)
8	Bjorn Hofmann	Universitetet I Oslo	Norway (NO)
9	Soren Holm	The University Of Manchester	United Kingdom (UK)
10	Dirk Lanzerath	European Network of Research Ethics Committees	Germany (GER)

### 2.2.2 Executive Board (EB)

The activities of the EB are based on agreed deliverables and associated milestones, within the budgetary

limits. This body consists of the work package leaders of WP3, 4 and 5 (Prof. Kris Dierickx, Prof. Anna Marušić, Prof. Bert Gordijn) and is chaired by Prof. Guy Widdershoven (Project Coordinator).

The EB is responsible for and has decision-making authority in the following issues:

- Preparation and organization of management meetings including those of the GA (agenda, proposed decisions, definition of the scientific agenda and monitoring of the overall course of the project, including major deviations in the course, objectives and/or financial budgets, and amendments to the contract with the European Commission.)
- Monitoring the inter-work package alignment and progress of the work package deliverables towards the overall objectives of EnTIRE based on the defined milestones and means of verification.
- Support the Coordinator in preparing meeting with the founding authority and prepare related data and deliverables.
- Informing and reporting to the GeA of any major modifications in to the project related work and/or deliverables together with proposing appropriate measures.
- Advising the GeA on corrective measures in case contingencies occur.
- Liaising with external stakeholders, streamlining and coordinating activities of EnTIRE with other to the project relevant activities to ensure synergies and avoid redundancies and duplications.

**Table 4. Executive Board Members**

<b>Name(s)</b>	<b>WP</b>	<b>Organisation / affiliation</b>	<b>WP Topic</b>
Prof. Guy Widdershoven (chair)	1	Stichting VUmc	Project Coordination
Prof. Kris Dierickx	3	Katholieke Universiteit Leuven	Guidelines and regulations on RE & RI in the European Union
Prof. Anna Marušić	4	Sveuciliste U Splitu, Medicinski Fakultet	Resources for RE+RI
Prof. Bert Gordijn	5	Dublin City University	Cases, casuistry and scenarios

### 2.2.3 Advisory Board (AB)

The AB will provide expert advice on 1) the quality of the deliverables 2) corrective measures in the content of the work and the dissemination and exploitation of the projects results.

The AB has no formal decision power within the project.

**Table 5. Advisory Board Members**

<b>Name(s)</b>	<b>Organisation / affiliation</b>	<b>Expertise relevant to the project</b>
Prof. Nick Steneck,	University of Michigan	Former director of the Research Ethics and Integrity Program of the Michigan Institute for Clinical and Health Research.. Independent research Integrity consultant and several consulting roles with Epigeum.
Dr. Maura Hiney	Health Research Board, Science Europe, ALLEA	Head of Post-Award Management and Evaluation at Health Research Board (HRB) & Chair of ALLEA Task

		group on research integrity & Chair of Science Europe Working Group
Dr. Nicole Föger	European Network of Research Integrity Offices & Austrian Agency for Research Integrity	Chair of European Network of Research Integrity Offices (ENRIO)
Prof. Hub Zwart	Radboud University, Centre for Society and Genomics	Scientific director of the Centre for Society and Genomics national center for research and societal interaction concerning the societal and philosophical implications of emerging research fields. PRINTEGER Project Coordinator.
Mikhail Popov Mcs	Wikimedia Foundation Supports and operates <i>Wikipedia</i> and other free knowledge projects.	Data Scientist with a focus on machine learning. He is very proficient in data visualization and creating insightful dashboards. In a previous career, Mikhail worked as a data scientist in the biomedical sciences.
Dan Garry Mcs	Wikimedia Foundation Supports and operates <i>Wikipedia</i> and other free knowledge projects.	Lead Product Manager for the Discovery Department commissioned to build a path of discovery to trusted and relevant knowledge. His primary day time responsibility is to guide product development in response to needs from Wikipedia's users. Dan has been active in the community himself since 2005.
Dr. Elizabeth Moylan	BioMed Central, Committee on Publication Ethics (COPE)	Senior Editor for Research Integrity on the BMC open access-series journals, Council Member for COPE

#### 2.2.4 Project Coordination (CO)

The EnTIRE project is coordinated by VU University Medical Center, which acts as the intermediary between the partners and the European Commission (Funding Authority).

The CO is responsible for:

- Monitoring compliance by the parties with their obligations
- Acting as the primary spokesperson on behalf of the participants of EnTIRE for all formal written and verbal communication with the European Commission.
- Collecting, reviewing and submitting the obliged reports, technical input and associated documents and forms to the European Commission as required by the GA.
- Administering and distributing the financial contribution of the European Commission to the partners as agreed in the GA and CA.
- Preparation of the EB meetings, preparation and timely distribution of the agendas as well as supporting documents and minutes of the meetings.

**Table 6. Project Management team**

Name(s)	Organisation / affiliation	Role
Prof. Dr. Guy Widdershoven	Stichting VUmc	Project coordinator



Giulia Inguaggiato	Stichting VUmc	Project manager (from 01-05-2017 to 01-07-2018)
Laura Hartman	Stichting VUmc	Project manager (from 01/07/2018 to the end of the project)
Edwin Kanters	Stichting VUmc	Grant desk VUmc
Minasian Gaby	Stichting VUmc	Legal advisor
Marco Perdon	Stichting VUmc	Financial advisor

### 2.2.5 Work Package Teams

The WP Teams (WP Teams) will be responsible for the detailed implementation of the work packages and tasks and preparation of the corresponding deliverables and milestones. The WP teams and WP leaders perform operative management at the level of their work package and are responsible for the following activities:

- Input on their work package and work plan.
- Informing the project Coordinator on a quarterly basis, or more frequently if so required, about the progress made, to allow the coordinator to control the project and implement corrective actions if needed.
- Task assignment for individual members of the WPs.
- Progress monitoring of milestones and expected outcomes of the WPs.
- Reviewing all deliverables, as part of the quality controls.
- Delivering input to the coordinator for the preparation of reports.
- Organization of work package meetings if necessary to ensure proper execution of their WP.
- Stimulation of interaction and proactive sharing of information with other work packages.

Extraordinary reporting to the Coordinator will be provided by the WP leader particularly in cases of a specific milestone or deliverable of the WP being in danger of being delayed or unattainable relative to the schedule. This shall include a suggestion for remedies or solutions regarding the apparent shortcoming to keep the project on schedule and to minimize unfavorable consequences for other WPs and the project as a whole.

Tasks leaders are appointed by WP leaders. They are responsible for management of the research within the task. This structure provides WP leaders with support in the execution of their WP duties however the final responsibility for implementation of all tasks remains with the WP leader.

**Table 7. Work Package Leaders**

Name(s)	WP	Organisation / Affiliation	WP Topic
Prof. Guy Widdershoven	1	Stichting VUmc	Project coordination
Dr. Nathalie Evans	2	Stichting VUmc	Stakeholder consultation
Prof. Kris Dierickx	3	Katholieke Universiteit Leuven	Guidelines and regulations on RE & RI in the European Union

Prof. Anna Marušić	4	Sveuciliste U Splitu, Medicinski Fakultet	Resources for RE+RI
Prof. Bert Gordijn	5	Dublin City University	Cases, casuistry and scenarios
Alexander Gesinn	6	Gesinn.IT	Platform development and maintenance
Mark van Hoof, M.D	7	Stichting VUmc	Community engagement, communication and dissemination

### 3. Meetings

For all meetings, the chair (the Project Coordinator for the GeA and EB, and the WP Leaders for the WP Teams) is responsible for preparation, planning and if necessary a follow-up of the meetings. The following table gives an overview of the meetings and their characteristics.

**Table 8. Meeting scheme**

Body	Frequency	Preparation	Method and scope
General Assembly	Every 12 months	EB	Face to face; formal accord on progress reporting to EC, decisions affecting CA and/or EC contract, knowledge dissemination and exploitation, dispute resolution.
Executive Board	Every 6 months	EB	EB meetings are alternating between interim meetings that will be held through telephone conferencing, and face to face meetings that precede the annual GA; coordination, overall progress of the WPs to the project objectives, inter WP alignment, scientific discussions and associated decisions, financial reporting, reporting to the GA.
Advisory Board	Every 12 months	EB	Regular contact, Face to face & teleconference. For external advice on relevant issues.
WP Teams	Frequently (Quarterly)	WP Leaders	Face to face & teleconference; WP progress, intra WP alignment of tasks, financial monitoring.
All members of the consortium	Every 12 months + 1 kick-off meeting	EB	Face to face; exchange of scientific data with a special focus on junior staff and bench workers with the aim to share information between WPs, and accelerate implementation of information.

More information about the preparation and administration of meeting can be found in section 6.2 of the Consortium Agreement.

A specific section is dedicated to meeting in the managements platform. Through that section the consortium can have access to:

- a list of future scheduled meetings,
- the minutes and follow up of past meetings,
- a shared work-in progress page where partners can prepare the agenda of future meetings and propose new meetings.

### **3.1 GeA meetings**

The GeA will meet face-to-face, preceding and preparing the contractual reporting obligations to the European Commission (EC). These meetings will be used to review the progress of EnTIRE discuss problems and formulate advice on future directions.

Extraordinary meetings can be convened at any time, following a written request by (or via) the Executive Board. At other times, communication between the GeA members and the consortium will take place via means of postal mail, e-mail and telephone.

Progress reporting by each WP leader will be made at GeA meetings.

#### **3.1.1 Proposed planning for meetings**

- June 2017-kick off meeting
- May 2018 (Report for EC1 July 2018)
- August 2019 (Report for EC2 October 2019)
- February 2021 (Report for EC3 August 2020)

### **3.2 EB meetings**

The EB will meet at least twice a year; one of these meetings will be a telephone conference, whereas the other meeting precedes the annual GA meeting. Additional meetings can be convened at any time following a written request by any member of the EB to the chairman.

#### **3.2.1 Proposed planning for meetings**

- September 2017
- May 2018 (Report for EC1 July 2018)
- December 2018
- August 2019 (Report for EC2 October 2019)
- March 2020
- October 2020 (Report for EC3 August 2020)
- February 2021

### **3.3 AB meeting:**

Experts will be invited when necessary and in consultation with the EC representative. For external advice on relevant issues.

#### **3.3.1 Proposed planning for meetings**

- June 2017-kick off meeting
- May 2018 (Report for EC1 July 2018)
- August 2019 (Report for EC2 October 2019)
- February 2021 (Report for EC3 August 2020)

### **3.4 WP Teams meetings**

The WP teams will meet face to face or by means of teleconference frequently, when needed to discuss and organize WP progress, intra WP alignment of tasks, financial monitoring.

The Coordinator will organize regular conference calls (at least once every four months as necessary more frequently) with WP leaders, and - as necessary - partners involved in each WP. Progress reporting by each WP leader will be made at General Assembly meetings.

### **3.5 Minutes**

For every meeting, minutes should be made and uploaded on the management platform.

### **3.6 Conference Calls**

Telephone and Skype conferences are scheduled on a regular basis for and among individual work packages. For instance, a technical call related to the development of the management platform is organized by the WP1, WP6 and WP7 team on a monthly basis. Further calls will be implemented with the start of the stakeholder consultation. The tools mostly used for these calls is Skype.

## **4. Management platform**

To ensure smooth management and monitoring of the project progress and to ensure the quality of all outputs of the project a collaborative working platform has been set up. This platform will be useful in providing the appropriate tools for distributing information internally, foster collaboration among members, engaging the entire consortium in the management and monitoring process of the project. This also allows to transfer all history to a new consortium in the future.

Every member of the consortium will have access to the platform, which has been set up according to the Wikipedia model, and is therefore editable by the users. The platform will also act as repository for all working documents, minutes and reports. The address of the platform is:

On the platform users will be able to make use of:

- 1) Contact list (including Advisory Board, Executive board and general assembly)
- 2) Task list: WP, WP leaders and partners
- 3) Roadmaps (deliverables, milestones and reports list organizes by timeline and not by WP)
- 4) Deliverables and quality assurance schedule
- 5) Work plan divided by work packages (division of tasks, responsibilities, deadlines)
- 6) Shared working space to upload documents, drafts for revision etc.
- 7) Templates for the generation of various EnTIRE materials (e.g. presentations, deliverables, reports, etc.)
- 8) Financial reporting, pre-financing budget and expenditures
- 9) Legal documents (Grant agreement, Consortium Agreement, DoA etc.)
- 10) Development status (follow up on current development)
- 11) Meetings section (future appointments and meetings, minutes and follow ups)
- 12) Personal project page (personal deadlines, task list, general information)
- 13) Communication centre
- 14) Advisory board communication centre

- 15) News and events list.
- 16) Wiki and FAQ
- 17) EnTIRE calendar

## 5. Communication

### 5.1 E-mail for internal communication

For the internal communication among members of the consortium a standard subject title is proposed. This helps to quickly recognise the project related emails.

Project related e-mails should include in the subject title: ‘EnTIRE’ and WP number (if applicable) followed by a more specific description of the subject, deadline for feedback or reply (if needed), see below an example:

Subject: [EnTIRE][Kick off meeting minutes][till July 16<sup>th</sup> 2017]

Furthermore it is required to copy the project manager in most important e-mail communications.

For what concerns the external communication, as this is a CSA project, communication is a corner stone of the project. This will be taken care of by WP7, which will be responsible for the public part of dissemination and will take the lead in drafting the communication strategy (as part of the dissemination plan). More information will be available in deliverable ‘D7.1 Communication and Dissemination Plan’, due in October 2017.

### 5.2 Project website

The project website is set up for external communication purposes. The project website is created with information about the project, its objectives, results, partners and events.

## 6. Reporting

### 6.1 Reporting Calendar

The project consists of two reporting periods covering M1-18 and M19-36. Periodic reports are due within 60 days following the end of each period. Additionally, a final report is due within 60 days after the end of the project M48. All reports are coordinated and monitored by the CO.

**Table 9. Reporting Calendar**

Report	Delivery date (month)
Periodic Report	M 18
Periodic Rapport	M 36
Final Report	M 48

### **6.3 Periodic Report**

The periodic report will be submitted by the project coordinator within 60 days following the end of each reporting period. In more detail, this report provides an overview of the progress made towards the objectives of each WP/task and domain as well as of the work performed and results achieved within the reporting period. If applicable, it also specifies deviations from the work plan and outlines corrective actions to be taken. Moreover, it briefly presents plans for the next phase and illustrates major dissemination and cooperation activities carried out during the current reporting period.

While the CO is responsible for requesting and reviewing the reports, for verifying their accuracy and completeness and submitting them to the EC, the beneficiaries must provide in good time the data needed for these reports. Contributions are expected from all partners and are especially monitored through the WP leaders.

The 'periodic technical report' consists of two parts; Part A and Part B:

A) Part A is based on the information entered by the participants through the periodic report and continuous reporting modules in the Participant Portal. It is generated by the IT system. The project coordinator is responsible for part A. The participants can update the information in the continuous reporting module at any time during the life of the project.

B) Part B is the narrative part that includes explanations of the work carried out by the beneficiaries and the overview of the progress. Part B needs to be submitted through PDF document following the periodic report module.

The 'periodic financial report' consist of:

- 1) Individual financial statement (Annex 4 of the GA) for each beneficiary
- 2) An explanation of the use of resources and information on subcontracting and in-kind contributions provided by third parties from each partner for the reporting period concerned
- 3) A periodic summary financial statement including the request for interim payment

### **6.4 Final Report**

Within 60 calendar days following the end of the last reporting period the CO must submit the final report. The CO compiles this final technical report in consultation with the partners.

The final report must include:

- 1) a final 'technical report' with summary for publication containing:
  - an overview of the results and their exploitation and dissemination;
  - the conclusions on the action and
  - the socio-economic impact of the action.
- 2) a final 'financial report' containing:
  - 'final summary financial statement' will be created automatically the electronic system, that constitutes the request for the payment of the balance
  - a 'certificate on the financial statements'

## 7. Financial management

The CO administers the financial contribution of the EC to the project. The CO transfers payments to the partner's bank accounts without undue delay. The CO will also liaise with finance departments to monitor contracts, establish and maintain financial records, coordinate financial statement submission by all project partners and calculate partner shares according to rules agreed in the consortium agreement.

The amount of pre-financing received by the CO for EnTIRE is € 1.822.166,67. This is 48,33% of the total budget. Every partner got 48,33% pre-financing of their own budget.

**Table 10. Pre-financing payment**

<b>Participant no. *</b>	<b>Acronym Organisation</b>	<b>Maximum EU Contribution</b>	<b>% pre-financing of maximum budget</b>	<b>Pre-financing</b>
1	VUMC	1.161.000,00	0,48333333	561.150,00
2	GI	485.000,00	0,48333333	234.416,67
3	KUL	579.000,00	0,48333333	279.850,00
4	MEFST	446.000,00	0,48333333	215.566,67
5	DCU	486.000,00	0,48333333	234.900,00
6	UEM	151.000,00	0,48333333	72.983,33
7	UNIDEB	125.000,00	0,48333333	60.416,67
8	UiO	153.000,00	0,48333333	73.950,00
9	UNIMAN	104.000,00	0,48333333	50.266,67
10	EUREC	80.000,00	0,48333333	38.666,67
<b>Total</b>		<b>3.770.000,00</b>		<b>1.822.166,67</b>

Within the project's runtime there will be two interim payments and one final payment. These will be made by the Agency to the CO, which will distribute the amounts due to all the beneficiaries.

1) Interim payments following the approval of the periodic reports:

After approval of the formal periodic reports the agency will pay to the coordinator the amount due as interim payment within 90 from receiving the periodic report.

- First Periodic Report: 2017 May (M01) – 2018 Oct (M18)
- Second Periodic Report: 2018 Nov (M19) - 2020 Apr (M36)
- Third Periodic Report: 2020 May (M37) – 2021 Apr (M48)

2) Final payment following the approval of the final report:

The final payment will be transferred after the approval of the final report and consists of the difference between the calculated EU contribution (on the basis of the eligible costs) minus the amounts already paid.

These payments are also thoroughly defined in the GA (Art. 21).

For each reporting period the management activities will focus on cost reports including the preparation of:

- Individual financial statement
- Explanation of the use of resources

- Periodic summary financial statement

The budget categories are listed in the EU GA: Article 6.2. Eligible costs can be claimed on the project when they comply with the general conditions stated in section 6.1 of the GA and are incurred during the duration of the project, used for the sole purpose of the project and recorded in the accounts of the beneficiary.

During the cost reporting the CO will especially give guidance by:

- facilitating the collection of financial documents relevant for reporting period,
- providing templates and information on how to make the Financial Statement
- clarifying how to upload the documents on the participant portal
- reviewing the cost explanations for consistency and completeness.

Specific instructions will be sent by e-mail at least six months before the end of each reporting period. When finalized, each beneficiary will enter their financial information into the participant portal and submits them to the CO. Revisions requested by the EC will be organized and submitted without delay via the CO.

## **7.1 Monitoring of Resource Expenditure**

The CO will ask each beneficiary to provide a summary of the allocation of resources and upload it on the management platform on a half-year basis. Partners are asked to produce a document in which a detailed distribution of PMs for their organisation is described. This will allow the CO to verify if the allocation of tasks is in line with the Description of Action.

Each partner will need to upload a document summarizing his or her actual use of resources every nine months. This data collection allows the CO to keep track of resource allocation and provides a detailed overview of planned versus actual resources. Each partner will also be asked to justify any major over/underuse of resources to make sure that the deviations from the planned resources will not result in an overall delay of the project or otherwise jeopardize the project's objectives.

## **8. Deliverables and quality assurance**

Each deliverable will be subject to a peer review either by the external advisors or by two scientific experts from the project consortium. The external advisor and/or scientific expert will be approached and appointed by the WP leader with the approval of the CO. The overall quality and delivery against the Description of Work will then be checked at three levels by

- 1) the partner responsible for producing the deliverable and the WP leader,
- 2) an external advisor and/or scientific expert and
- 3) by the Coordinator.

Any issues with quality will be resolved before final approval and submission to the EC.

Deliverables are shared through the management platform. This will allow to collaboratively work on them and receive feedback and peer review from the partners.

WP leaders are responsible for their WP deliverables. Six weeks prior the deliverable deadline the WP leader approaches an internal expert who will review the first final draft version.

On day first of the month of the deliverable deadline, the author sends the first draft version of the



deliverable to the WP leader and the internal expert. If needed the author can share the draft on the management platform to receive feedback form the WP team.

Within two weeks after the first submission the WP leader and the internal expert review the first final draft version and send their comments to the author. Then the author has one week to adjust the document in order to integrate the received feedback.

One week before the deadline the author sends the second final version of the deliverable to the project coordinator who has one week to do a final check. On the last working day of the month, the project coordinator will upload the document to the Participant Portal and place a copy on the management platform.

The Advisory Board can be consulted during the process and can be appointed as external experts reviewers if necessary.

An overview of all deliverables is available on the management platform. It provides information about the nature of the deliverable, the dissemination level and the timetable for the quality review process. It also specifies the tasks assigned to each WP teams and calculates the remaining days until the deadlines.

The WP leader of the respective deliverable is responsible for its internal approval. The management platform will send automatic notifications two weeks before every set deadline, including the one suggested in the deliverables quality review schedule. The submission of deliverables is monitored through the project management platform.

The CO is responsible for submitting the deliverables by uploading them on the participant portal. The status of overdue deliverables is checked by WP teams and leaders and monitored through the management platform. In case of delay the owners of the deliverables are required to provide justifications and update the CO about the progresses of the work.

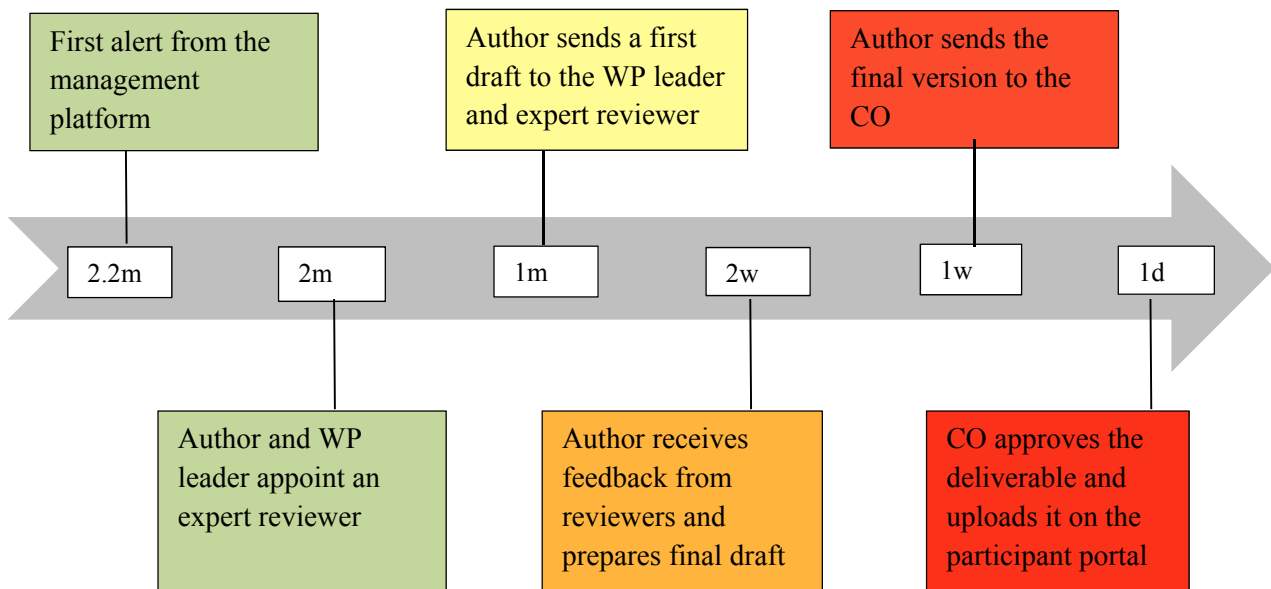
**Table 11. List of Deliverables in chronological order**

<b>Deliverable n°</b>	<b>Deliverable Title</b>	<b>WP</b>	<b>Lead beneficiary</b>	<b>Delivery date to EC</b>
D.1.1	Project management and quality assurance plans	1	1 - VUmc	2
D.1.2	Document providing the logo and templates for a uniform corporate look	1	1 - VUmc	3
D.2.1	Protocol for the phased multi-country stakeholder consultation	2	1 - VUmc	3
D.8.1	H – Requirement No. 1	8	1 - VUmc	5
D.8.2	POPD – Requirement No. 2	8	1 - VUmc	5

D.1.3	Datamanagement plan	1	1 - VUmc	6
D.4.1	Content framework for data collection	4	4 - MEFST	6
D.7.1	Communication and dissemination plan	7	1 - VUmc	6
D.3.1.	Template for the collection of guidelines, codes, laws:	3	3 - KUL	7
D.5.1	Protocol for systematic searches and tagging of RE+RI cases:	5	5 - DCU	7
D.4.2	Protocol for literature and country resources search and data collection	4	4 - MEFST	9
D2.2	Definition of the boundaries of data to be collected for the mapping exercise (WPs 3-5):	2	1 - VUmc	12
D2.3	Report of results from the stakeholder consultation	2	1 - VUmc	12
D.6.1	EnTIRE platform	6	2 - GI	12
D.6.2	Publication of the adapted platform software in a public open source software repository	6	2 - GI	12
D.7.2	Platform community management plan	7	1 - VUmc	12
D. 1.4	Report for the EC 1	1	1 - VUmc	15
D.4.3	Online content for OA web platform	4	4 - MEFST	15
D.3.2	First online content for OA web platform	3	3 - KUL	15
D.5.2	Delivery of the first tagged RE+RI cases as input for the platform	5	5 - DCU	18
D.6.3	Report of the evaluation and graphical user interface of the platform	6	2 - GI	23
D.5.3	Delivery of the entire set of case deliberation methods and case analyses as input for the platform	5	5 - DCU	24
D.1.5	Report for the EC 2	1	1 - VUmc	30
D.5.4	Delivery of the first RE+RI scenario as input for the platform	5	5 - DCU	30
D.7.3	Report of platform endorsements, usage statistics and an analysis	7	1 - VUmc	36
D.3.3	A report containing the most significant similarities and contradictions (at level of content and approach) within the different guidelines in the member states	3	3 - KUL	38
D.6.4	Publication of the extensions to the platform in a public open source software repository	6	2 - GI	40

D.6.5	Report of the efficiency evaluation of the platform	6	2 - GI	42
D.7.4	Final and future Community management, Communication and Dissemination Plan:	7	1 - VUmc	46
D.16	Report for the EC 3	1	1 - VUmc	48
D.3.4	A report containing all the documents ranked per member state, enforceability, level ((intra)national, PU regional, institutional), web links, etc	3	3 - KUL	48

### 8.1 Timeline of quality review process:



### 9. Abbreviations and acronyms

<i>AB</i>	Advisory Board
<i>CA</i>	Consortium Agreement
<i>CO</i>	Project Coordinator
<i>EB</i>	Executive Board
<i>EC</i>	European Commission
<i>EU</i>	The European Union

<i>GeA</i>	General Assembly
<i>GA</i>	Grant Agreement
<i>PO</i>	Project Officer from the European Commission
<i>WP</i>	Work Package
<i>WPL</i>	Work Package Leader