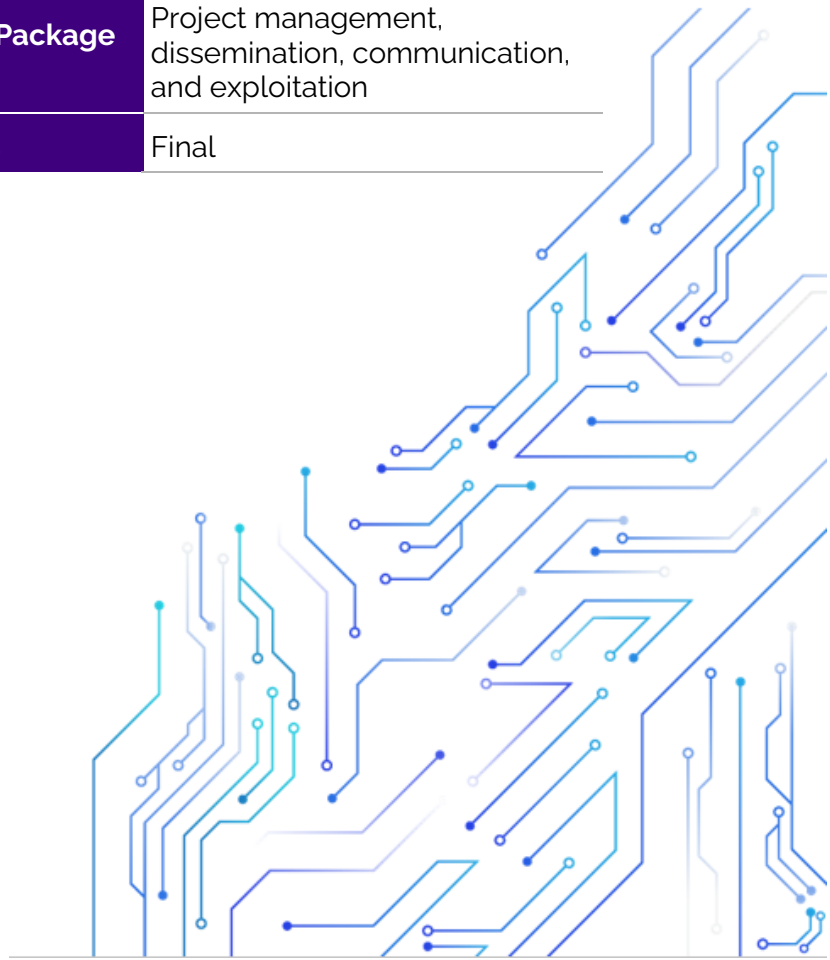


D6.1 Quality Assurance Plan including DMP, project tracker and updated risk

Deliverable No.	D6.1	Due Date	31/December/2022
Description	Quality Assurance procedures and reporting of relevant checkpoints, guidance and responsibilities for risk management related to each project activity, including Data Management Plan		
Type	Report	Dissemination Level	PU
Work Package No.	WP6	Work Package Title	Project management, dissemination, communication, and exploitation
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Abstract

D6.1 Quality Assurance Plan including DMP, project tracker and updated risk register summarizes all the internal workflow procedures and regulatory guidelines regarding management structure and procedures, completing the information stated in the Grant Agreement (GA), the Consortium Agreement (CA) and the future decision taken within the consortium. Thus, the main purpose of this document is to explain the defined procedures and simplify the access to these information resources so as to achieve the highest quality standards. Moreover, this deliverable includes the initial Data Management Plan which aims at stating the secure storage and efficient use of disparate data from different partners.

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This deliverable contains original unpublished work except where clearly indicated otherwise.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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About this deliverable

D6.1 Quality Management Plan is an internal deliverable complementing the Document of Action (DoA), more specifically Section 3.2 Management structure and procedures and the Consortium Agreement (CA), more specifically Section 4: Responsibilities of Parties, Section 5: Liability towards each other, and Section 6: Governance structure. It aims at ensuring a smooth operation in the consortium and the correct implementation of the SusFE workplan. This document will cover all the operational gaps by adding practical details derived from the day-to-day work, such as work procedures for collaborative tasks and team tools for the correct project implementation. The purpose of doing so is to minimize inconsistencies in the Project's workflows and avoid deadlocks as much as possible.

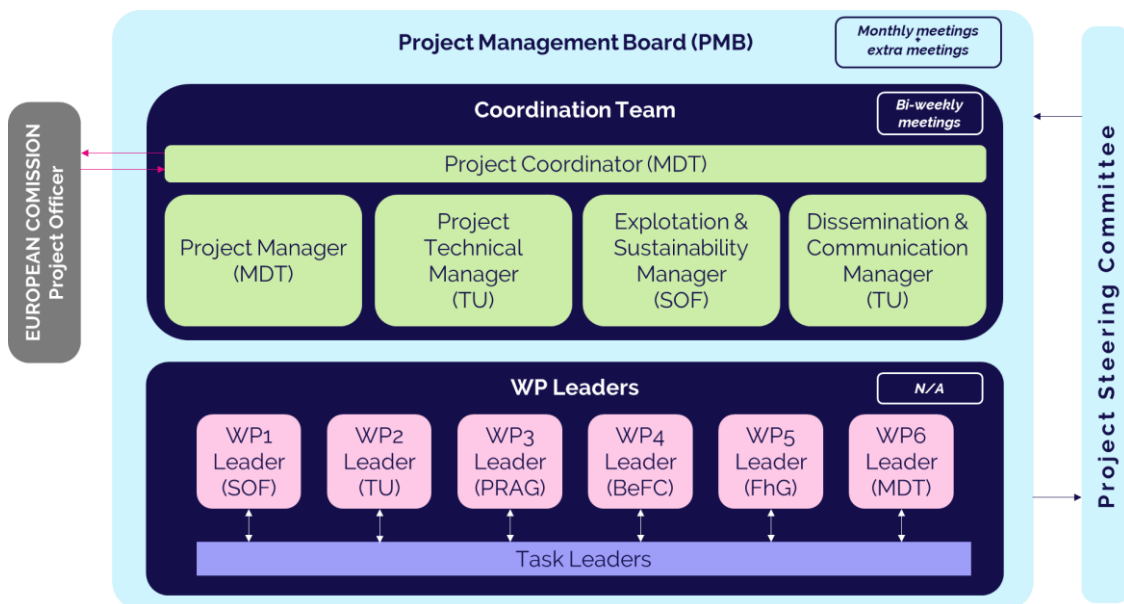


Figure 1. Governance structure

This document will be shared with the consortium and will establish the workflow guidelines that will be maintained during the Project's lifetime, as it will not be updated in further deliverables. However, changes of minor aspects considered by the management team as improvements for the project will be taken into account and implemented in the regular practice, if any.

Deliverable context

Table 1. Deliverable context

PROJECT ITEM IN THE DOA	RELATIONSHIP
Project Objectives	This deliverable doesn't directly contribute to the objectives of the project, but it serves as the common framework for the consortium
Exploitable results	There is no specific contribution to any exploitable results. Instead, this document is the basis defining the high-quality assurances procedures.
Workplan	D6.1 is attributed to the tasks of WP6 Project management, dissemination, communication, and exploitation. The tasks involved in the preparation of this deliverable are the following: T6.1 Project Management and Financial Administration T6.2 Financial management T6.3 Quality assurance and risk management
Milestones	D6.1 is a key deliverable for the efficient management of the project, assuring the quality standards for any procedure of SusFE
Deliverables	D6.1 defines the procedures for the quality assurance of all the other project deliverables.
Risks	As a facilitator of the collaborative work within the project, D6.1 reduces project risks generally.

1 Document management

This section describes the document management systems that will be used during SusFE project. While ownCloud will be used as official static repository of the project, Microsoft Teams, provided by TU will be used to share files in which several contributors are expected to work simultaneously and collaboratively. The following sections of this chapters describe in detail both infrastructures.

1.1 ownCloud

In order to serve the project's needs for document management and file sharing, FhG has established a private cloud infrastructure, compliant with GDPR. This infrastructure will be used as the central, shared repository for all documents, deliverables, presentations, etc. of SusFE project. All relevant project information and documentation will be stored in this file repository, where all partners have access to upload and download documents for better communication and uniformity of the project's messages.

1.1.1 Description

ownCloud (available at <https://owncloud.fraunhofer.de>) is an open-source software product for sharing and syncing of files in distributed and federated enterprise scenarios. It allows companies and remote end-users to organize their documents on servers, computers and mobile devices.

Contacts from outside the organisation can be provided with secure access to selected files by sharing public links that are protected with passwords and set expiration dates for these links.

1.1.2 Features¹

ownCloud files are stored in conventional directory structures and can be accessed via WebDAV if necessary. User files are encrypted both at rest and during transit. ownCloud can synchronize with local clients running Windows, macOS and various Linux distributions. ownCloud users can manage calendars (CalDAV), contacts (CardDAV) scheduled tasks and streaming media (Ampache) from within the platform.

ownCloud permits user and group administration (via OpenID or LDAP). Content can be shared by granular read/write permissions between users or groups. Alternatively, ownCloud users can create public URLs for sharing files. Furthermore, users can interact with the browser-based ODF-format word processor, bookmarking service, URL shortening suite, gallery, RSS feed reader and document viewer tools from within ownCloud. ownCloud can be augmented with "one-click" applications and connection to Dropbox, Google Drive and Amazon S3.

1.1.3 Requesting access to theOwnCloud

FhG is responsible for maintaining and administering ownCloud. Members that are not currently in the project's file repository should request access from the administrators in FhG via an email, through the centralized distribution list of SusFE management (see **Error! Reference source not found.**).

¹ <https://en.wikipedia.org/wiki/OwnCloud>

Then, FhG's administrators will handle the request, will create the account and provide temp credentials to the user in order to have access to the ownCloud platform.

1.1.4 Documents Folder Structure

The documents folder structure in the SusFE's space at the document repository (<https://owncloud.fraunhofer.de>), is based on the DoW and tries to represent as better as possible the organization of the project's documents, in a simple and immediately distinguishable way. Below follows the repository's structure at the moment of writing this document:

- 001 Project Charter
- 002 Project Requirements
- 003 Proposal
- 004 Contract
- 005 Project Management Office
- 006 Project Plans
- 007 Deliverables – Final
- 008 WP1 - Eco-design and specification of R2R processes and novel functional electronics components and systems
- 009 WP2 - Sensor fabrication and characterisation
- 010 WP3 - Analog and Digital Circuitry on Polymer (FlexIC)
- 011 WP4 - Power management - bioenzymatic fuel cell
- 012 WP5 - Integration of components in R2R for production, testing, validation and LCA – LCCA
- 013 WP6 - Project management, dissemination, communication, and exploitation
- 014 Miscellaneous
- 015 Financial

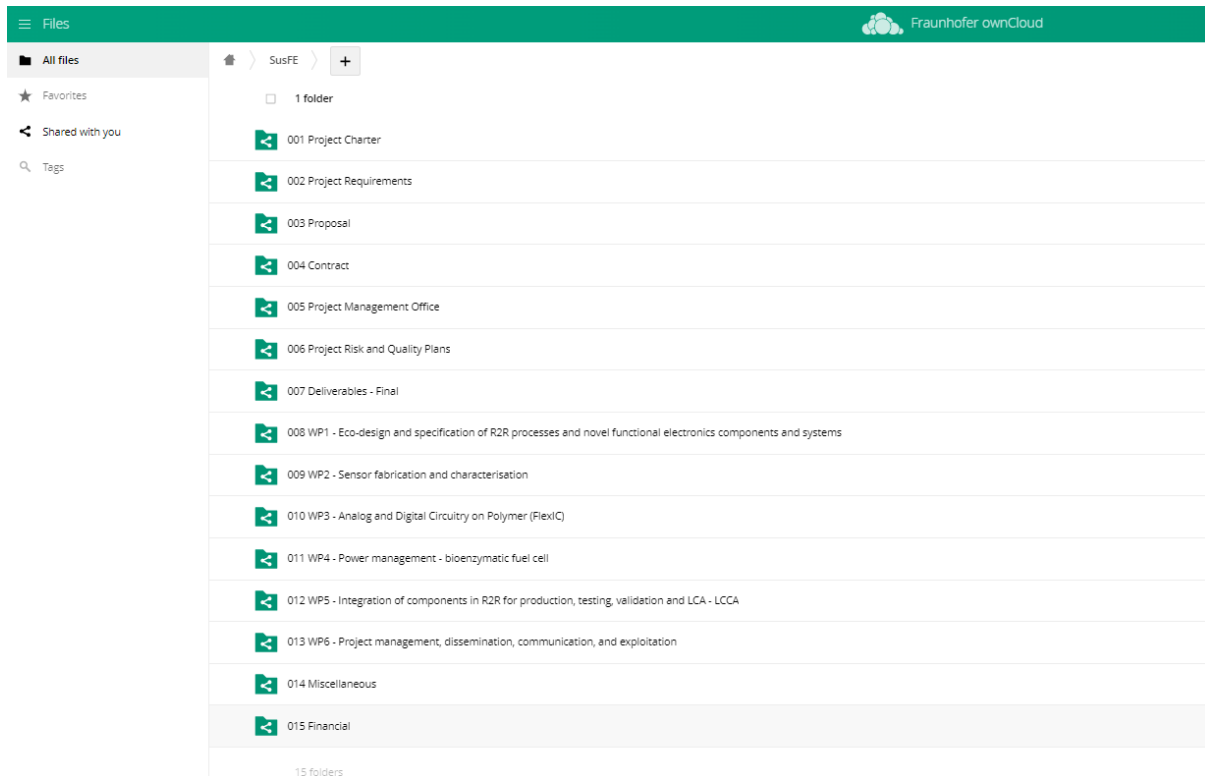


Figure 2. Screenshot of the SusFE's repository structure from within the ownCloud web interface.

1.1.5 Current status information

- 504, 1 MB current SusFE ownCloud's size

1.2 Microsoft Teams

Managed by TU, Microsoft Teams aims at being used as a repository to edit files collaboratively amongst SusFE members, especially those files such as Deliverables where contributions from different authors are expected.

1.2.1 Description

Microsoft Teams is a proprietary business communication platform developed by Microsoft, as part of the Microsoft 365 family of products.

1.2.2 Features^{2,3,4}

Although Microsoft Teams offers a wide variety of features to its users, only several of them will be used as part of SusFE project:

- Teams: it allows communities, groups, or teams to contribute to a shared workspace where messages and digital content on a specific topic are shared.

² https://en.wikipedia.org/wiki/Microsoft_Teams#Teams

³ <https://www.xataka.com/basics/microsoft-teams-que-como-crear-gratis-tu-primer-equipo>

⁴ <https://support.microsoft.com/es-es/office/lo-primer-que-debe-saber-sobre-canales-8e7b8f6f-0f0d-41c2-9883-3dc0bd5d4cda#:~:text=Teams%20est%C3%A1%20compuesto%20por%20canales,un%20departamento%20o%20un%20proyecto.>

Team members can join through invitation sent by a team administrator or owner or sharing of a specific URL.

For SusFE project: TM_SusFE Project

- Channels: The channels are located inside every Team. Channels are text, audio and video conversations open to the entire team occur, where files are shared and where applications are added. Every team has a General channel, which cannot be deleted. Standard, private or shared channels can be created:

- Standard channels are open to all team members and others can search for anything posted.

For SusFE project: General channel, where all SusFE members has access to.

- Private channels are for discussions that should not be open to all team members.

For SusFE project: Coordination team, where SusFE coordination team members have access to (see Figure 1). As an example, it will be used to temporarily hold and review a deliverable that is being edited by several partners before uploading the updated deliverable to the general channel for further editing or submission.

- Shared channels are for collaborating with people inside and outside your team or organization.

Apart from that, in every channel, tabs can be found and created. In SusFE project, Files tab will be used, the location where all files that have been shared in the channel will be stored.

1.2.3 Requesting access to the OwnCloud

TU is responsible for maintaining and administering Microsoft Teams. Members that are not currently in it should request access from the administrators in TU via an email, through the centralized distribution list of SusFE management (see 3.3.2.2).

Then, TU administrators will handle the request and add requestors as members of SusFE Microsoft Teams' team.

1.2.4 Documents Folder Structure

Microsoft Teams will be exclusively used to edit collaboratively files such as project's deliverables or minutes from the different meeting held as part of the project. Therefore, document folder structure will not follow the same logic as the one detailed in previous section for ownCloud.

A folder per each WP has been created, as well as one specific folder for Project Management Board (PMB). Each WP folder will include "Deliverables" and "Minutes" folders, whereas PMB folder will include "Minutes" and "Project Risks" folders. The MS Teams folder is as follows:

- PMB
 - Minutes
 - Project Risks
- WP1
- WP2

- WP3
- WP4
- WP5
- WP6

1.2.5 Current status information

- 19 subscribed users (1 owner, 1 member and 17 guests)
- 3 deliverables being edited collaboratively

2 Communication

This section describes the operational procedures and best practices of communications that are going to be used within the SusFE project.

2.1 Project contact list

All people involved in SusFE should have an ownCloud account, where an overview of all participants can be found in the Excel sheet at the corresponding section of the repository, namely *005 Project Management Office > Partner List and Contacts*. This ensures a smooth communication between all consortium partners by providing them the latest member additions and enabling communications with new people as soon as they enter the project. This list is updated every time a new subscription /de-subscription occurs.

2.2 Using emails

Emails will be the main and foremost way of communication SusFE given the geographical distance existing between the different teams. The coordination team and the members will provide all relevant project-related information using this communication channels, in addition to uploading all necessary documents of interest to SusFE to the ownCloud repository.

The following common ground rules should be followed:

- All received mails must be answered within a reasonable timeframe, requiring a certain commitment for the project's smooth functioning.
- Special and important deadlines will be announced via emails and the consortium should adhere to them tightly.
- In case there is a deadline that cannot be met, this must be communicated in due time.
- In case someone is not able to read emails for more than three days (i.e., due to annual leave, sickness, birth), an automatic response must be configured to ensure that the rest of the consortium acknowledges that inputs from the leaving person will take longer than expected. In the automatic reply, information about available contacts for urgent matters should be included.
- File attachment should be avoided, when possible, especially when these are over a few kilobytes and require inputs and versions from different partners. To share these documents, they should be uploaded to:
 - (non-editable files) ownCloud and a link to the repository where the file is stored should be provided in the body of the email
 - (editable files) Microsoft Teams and a link to the specific file should be provided in the body of the email
- In addition, all project members should follow the hereafter recommendations in the following subsections to ensure smooth functioning and workflows.

2.3 Mailing lists

To facilitate an effective communication between all the members in the consortium, the coordination team has created a series of mailing lists divided by area and topic. All project partners should include at least one of the members of their entity that are relevant for the mailing list.

The following are the mailing lists developed for the project together with the rules that govern their usage:

2.3.1 WP mailing lists and WP leaders

The Work Package leaders will be commented in the following list (December 2022). No specific Work Package leader mailing list is envisioned for this project:

- WP1: SOF (lead by Yves Bayon)
- WP2: TU (lead by Zulfiqur Ali)
- WP3: PRAG (lead by Darshana Kariyapperuma)
- WP4: BeFC (lead by Aleksandrs Sergejevs)
- WP5: FhG (lead by Maryam Faghih)
- WP6: MDT (lead by Paula Currás)

In addition, a specific distribution list has been created to centralize the communication of each of the SusFE Work Packages, as shown below:

- wp1@susfeproject.eu
- wp2@susfeproject.eu
- wp3@susfeproject.eu
- wp4@susfeproject.eu
- wp5@susfeproject.eu
- wp6@susfeproject.eu

The relevance of these lists for project partners results from effort planning in the project's Description of Action (DoA). If a partner has some planned efforts in a project work package, the corresponding work package list will automatically become relevant for that partner.

2.3.2 Management lists

2.3.2.1 SusFE coordination team

coordination@susfeproject.eu

This mailing list includes the people from the SusFE coordination team namely:

- SusFE coordinator: Jorge Posada from MDT
- Managers
 - Project Manager: Paula Currás from MDT

- Technical Manager: Zulfiqur Ali from TU
- Exploitation and Sustainability Manager: Yves Bayon from SOF
- Dissemination and Communication Manager: Zulfiqur Ali from TU
- Coordination Support: Alicia Panadero and Cristina Úbeda from MDT

2.3.2.2 SusFE Project Management team

management@susfeproject.eu

Including people from MDT, FhG and TU. This mailing list is devoted to managing all administrative issues of the Project, such as the project document repository, mailing lists subscription and Teams access.

2.3.2.3 All the members of the consortium

all@susfeproject.eu

This mailing list groups together all the people involved in the SusFE project.

2.3.3 How to become a member of a mailing list?

Each person working in the Project should at least belong to one mailing list in addition to the ownCloud repository. The Excel file mentioned previously (see section 2.1) provides to all the members of the consortium with an overview of who belongs where in SusFE Project. This also provides the main point of reference for anyone to check whether someone is receiving communications for a certain mailing list or not.

To request the inclusion in a mailing list, the people interested must send a mail to the management team at management@susfeproject.eu stating their name, the email address they want to include and the mailing lists they want to be included in. Only the people in the management team can edit the mailing list and therefore the Partner and Contact list.

As a whole, the following table reflects all the above-mentioned project mailing lists.

Table 2. Overview of the mailing lists of SusFE

Mailing list	Members	Email address
Work Packages	People working in each WP	wp1@susfeproject.eu wp2@susfeproject.eu wp3@susfeproject.eu wp4@susfeproject.eu wp5@susfeproject.eu wp6@susfeproject.eu
Coordination	SusFE manager and coordination support	coordination@susfeproject.eu
Management	MDT and FhG	management@susfeproject.eu
All	All members of the consortium	all@susfeproject.eu

3 Meetings

This section describes the different types, operational procedures and best practices of the meetings that are going to be held within the SusFE project.

3.1 Types of meetings

According to the project needs and requirements in the different stages, the meetings will be held following one of the different structures that are defined hereafter.

3.1.1 Physical meetings

Physical meetings, also known as face-to-face meetings, take place by physical presence of the participants at the same time in the same location. This type of meetings requires a longer preparation phase and cause a higher cost for the project. Even if they are indispensable in many cases, the project should avoid them and utilize other types of meetings, whenever it is possible. Physical meetings require the confirmation of the project coordinator and will be hosted, as far as possible, each time by one of the different members that compose the Project Steering Committee. This will allow sharing of costs arising from the travelling and logistics expenses among the different partners.

The major physical meetings of the project are the Plenary and the Technical Workshops meetings. These types of meetings will take place at least 2 times a year. Once a year, one of these Plenary meetings will become a General Assembly.

The Project Steering Committee meetings will take place in conjunction with the Plenary/Technical Workshop meetings.

The final decision of the dates and location of the following meetings will be decided by the Project Steering Committee. In certain phases of the project with several critical issues, one additional plenary meeting might be organized in a year. Each plenary meeting will usually last two days and could include several meetings simultaneously together, in order to achieve a higher level of cost efficiency. Participation in plenary meetings is compulsory for:

1. Partners involved on active tasks
2. Project Steering Committee and Project Management Board Members
3. WP Leaders and (active⁵) Task Leaders
4. Any other participant willing to attend and participate in the meeting.

Each entity will be represented, when necessary, with one or more representatives in order to be able to contribute to all kinds of planned sessions. Even though parallel sessions should be organized in order to minimize the number of participants required for one partner. Each plenary meeting plans the time and location of the next plenary meeting, usually within the associated Steering Committee meeting.

For each physical meeting, a specific folder will be created in the project document repository. This folder will have the following organizational structure:

⁵ Active Task: ongoing tasks at the date of the Plenary meeting. E.g., If a Plenary Meeting takes place at Month 12 and a task starts at month 15 and finished at month 30, it is not an active task, and responsible partners do not have to compulsory participate.

1. Agenda
2. Participation List
3. Minutes
4. Presentations
5. Logistics

Partners must confirm their attendance to plenary meetings, at least ten days before the official date of the meeting, through the specific Meeting folder in the project repository. WP or task-specific meetings might become necessary between two plenary meetings for handling urgent issues that need more than half a day of discussions and cannot be broken down in smaller sessions distributed over time. In such cases, physical meetings can be organized with the agreement of the Project Steering Committee and the Coordination team; hence suggestions for such meetings must be sent to coordination@susfeproject.eu

3.1.2 Virtual meetings

Between two plenary meetings, any Consortium Body can hold teleconference meetings, these kinds of meetings are called *Virtual meetings*. The *Virtual meetings* are especially suitable when there are not a high number of participants. Some of the best practices of the *Virtual meetings* are:

- complex virtual meetings can be broken down to fewer sessions with a more focused schedule that allow to reduce the number of participants and/or the duration of each session.
- in any case, if a virtual meeting lasts longer than 90 minutes, a short break should be planned in the schedule of the meeting.
- the schedule of the meeting should be designed in a way that people that need to stay only for specific topics can leave as soon as those topics are closed.

For each virtual meeting, the chairman will specify the means for the meeting, preferably using the electronic applications most suitable for most of the attenders (e.g., Zoom). The electronic applications must guarantee at least the chat or voice functionalities and optionally the video or screen sharing with the minimum quality for the meeting to be operational. If the quality of the communication is not good enough, the chairman can decide to postpone the meeting and replace the tool used.

3.1.2.1 How to request the creation of a Virtual Meeting through Zoom?

The coordination team provides to the whole project consortium an online tool to host the *Virtual meetings*. The process to request the creation of these meetings is by sending an email to management@susfeproject.eu specifying:

- Date and time of the meeting
- Email addresses of the invited members
- The request must be sent at least one week before the meeting takes place

These meetings can also be set with a certain periodicity. The request of a recurring meeting will be done following the same process as the single meetings.

3.1.2.2 Most frequent Virtual Meetings

The most frequent virtual meetings will be:

1. **Project Management Board (PMB) meetings:** should be held at least once a month starting from the final delivery of this document to report the progress and pending issues of Work Packages and SusFE managers' activities. The PMB meeting will be chaired by Project Manager or Technical Manager. Participation in these Virtual Meetings is compulsory for PMB members (SusFE managers and all WP Leaders). PMB meetings are being held the last Wednesday of each month from 10:00 to 12:00.
2. **Task-specific meetings:** can be scheduled freely by agreement of partners involved in the task. The organization and chairing of such meetings are in the responsibility of the task leader. The superseding WP leader can also call for task-specific meetings. If there is disagreement between the WP and task leaders, the technical manager can be involved to resolve the issue.

Any other virtual meeting can be convened at any time by any member of a consortium body; then, it should be approved by the technical manager if it is relevant to two or more work packages or by the work package leader in case of an internal WP meeting.

Table 3. Types and Frequency of project meetings

Meeting	Type of meeting	Frequency	Participants
Plenary	Physical	2 times a year	<ul style="list-style-type: none"> • Partners involved on active tasks • Project Steering Committee and Project Management Board Members • WP Leaders and (active⁶) Task Leaders • Any other participant willing to attend and participate in the meeting.
PSC	Physical	2 times a year	PSC Members
PMB	Virtual	Monthly	SusFE Managers and WP Leaders
WP (Internal)	Virtual	To be decided by WP Leaders (Biweekly/monthly)	WP Leader and WP members
Task-specific	Virtual	To be decided by WP or Task Leaders	Task Members

3.1.3 Asynchronous meetings

In addition to what is stated in Article 6.3.2 of the CA, asynchronous meetings can be held by first using the discussion facilities of the Document repository server in order to make it possible that different opinions are articulated and pros and cons are explained sufficiently within a timeframe to be specified as part of the planning of the meeting. After

⁶ Active Task; ongoing tasks at the date of the Plenary meeting. E.g., If a Plenary Meeting takes place at Month 12 and a task starts at month 15 and finished at month 30, it is not an active task, and responsible partners do not have to compulsory participate.

this time elapses, the chairman prepares for the voting stage that can also be performed using the document repository facilities or by email.

3.2 Preparation for meetings

The chairman of a project body convenes meetings of that project body. This includes both a notice and an appropriate agenda to each member of that project body as soon as possible and in adherence to the time limits defined in the CA. The invited people may add items to the suggested agenda by written notification to all.

Good practices for the preparation phase are:

- The meeting notice should clearly identify the objectives of the meeting and allow adjusting them in dialog within a certain timeframe. It should also identify partners expected to attend explicitly by specifying both mandatory and optional cases.
- The date and time of the meeting can be specified using modern voting portals (such as Doodle); in case of recurring meetings, however, it is recommended to agree on the date and time of the next meeting during each meeting, as far as possible. The attendees should be prepared for voting accordingly.

The objectives of the meeting should be the driving force for defining the agenda, but objectives might also be affected during the finalization of the agenda. Connection between objectives and agenda items helps to identify if and which kind of decisions are going to be made under which agenda items. If the connection is not obvious, it should be specified explicitly.

3.3 Attendance of meetings

In most cases, the relevance of meetings for project partners will depend on the resource planning in the DoA, meaning that all partners having planned efforts in the related project tasks are bound to attend those meetings through their corresponding representatives. In any case, mandatory and optional attendance should be specified in the meeting notice.

In the event that some partners have concerns about their ability/willingness to attend a planned meeting (e.g., travel budget constraints, doubt about the necessity for the meeting, or the need for attendance of particular partners), these should be made known at the time the decision is made to arrange the meeting, rather than being presented later as reasons for not attending. Our procedures are that: decisions will be made at the lowest level possible; consensus is the preferred mechanism; and voting/escalation to higher levels will be used only if this is unavoidable.

Good practices for the duration of a meeting are:

- To increase chances for achieving meeting goals within the scheduled timeframes, participants should join before the scheduled start time.
- Before starting, it must be clear who is going to chair the meeting.
- A second person other than the chairman should keep the time and give appropriate notifications.
- A note-taker should be specified, preferably a third person other than the chairperson and the timekeeper. The note-taker should try to make important

conclusions in his/her notes explicit by repeating them loudly unless the notes are visible to all.

- Decision making should always be based on dialog between participants and in the end according to the opinions of a majority. Only in the absence of a clear majority, the chairperson can make the decision. Concerns for disagreement must be expressed clearly and if the time limits do not allow clearing the concerns in that meeting, involved persons should arrange for an additional more specific meeting. Escalation to higher levels will be used only if this is unavoidable, after all such steps among involved people.
- Partners must confirm their attendance to plenary meetings, at least ten days before the official date of the meeting, through the specific Meeting folder in the document repository.

3.4 Meeting results

After the meeting, the note-taker and the chairman should agree on the minutes of the meeting, upload it to the document repository server, and notify all people involved in either the preparation phase or in the meeting itself.

The minutes must highlight the agenda, the summary of discussions, such as action points and agreements reached during the meeting. If the document becomes too long, a summary of the highlights must be included in the beginning of the minutes.

In case the minutes refer to any additional content (such as presentations) it should also be uploaded in the document repository, in the specific Meeting folder. The chairman of the session is responsible to ensure that all the material is uploaded and accessible to all the meeting participants.

To ease the process of notetaking, the coordination team (kindly provided by TU) puts at disposal of the consortium Microsoft Teams software. For every meeting where minutes are intended to be taken by different contributors, meeting organiser is responsible of creating a document in the specific folder, using minutes template (found at ownCloud: *SusFE > 005 Project Management Office > Project Templates* or *MS Teams: TM_SusFE Project > General*). The naming convention for the minutes are:

Files:

SUSFE_Minutes_WP(WP.Number)/PMB_(MeetingName)_(yyyymmdd)_v(x.x).{filetype}

Examples: *SUSFE_Minutes_PMB_Monthly meeting_20221212_v1.0.docx*

SUSFE_Minutes_WP4_Biweekly meeting_20230116_v1.0.docx

4 Planning and Reporting

The purpose of planning and reporting tasks is to allow regular monitoring of project progress and to ensure that potential problems are early recognized so that there is time to take corrective action.

4.1 Planning responsibilities at WP and task levels

The overall planning of the project is the responsibility of the Project Steering Committee (PSC), led by the Coordinator, and assisted for this purpose by the project and technical managers, the leaders of the work packages (WPs) and the Project Management Board, composed by:

- **Project Manager (PM)**, Paula Currás (MDT) will undertake the responsibility for the day-to-day organization of the project and will act as a liaison between the project and European Commission. The PC is responsible of administrative and financial tasks, managing administrative activities between participants, administering project resources and project spending. The PM will assist PC in the execution of their duties.
- **Technical Manager (TM)**, Zulfiqur Ali (TU) will be responsible for the technical development of SusFE and for the timely execution of the project workplan. TM will also assist the PC and WP Leaders.
- **Dissemination and Communication Manager (DCM)**, Zulfiqur Ali (TU) will be responsible for the effective implementation of the project's Dissemination and Communication activities; including capacity building and network outreach as described in section 2.2.
- **Exploitation & Sustainability Manager (ESM)**, Yves Bayon (SOF) will be responsible of the overall business strategy concerning the positioning of the project and the assets generating within EU and global landscapes.

Project Steering Committee (PSC). Project body that will be chaired by the PC, while TM will act as its rapporteur. All SusFE partners must be represented in the PSC by a senior representative of its organization. The functions of the PSC are supporting strategic guidance of the work plan, monitoring the project's performance, managing the technical audits, supervising the preparation of the deliverables and, in general, and the daily management of the project. Reasons for any deviations from the project plan will be identified and the necessary corrective actions will be agreed by the GA. The SusFE PSC represents all interests involved in the project in a way that assures efficient decision-making. Within it, any conflict resolution will be handled and solved by consensus. Should the consensus not be achievable, the PC vote will count as double. Current (December 2022) members of PSC are:

- MDT: Paula Currás
- FhG: Christof Landesberger
- VTT: Anu Mursula
- SOF: Yves Bayon
- CAP: Anna Ohlander
- BeFC: Aleksandrs Sergejevs

- MPG: Joanna Borek-Donten
- PRAG: Joao De Oliveira
- TU: Zulfiqur Ali

The work to be carried out within SusFE is structured into a set of 6 work packages (WPs) each of them led by a WP leader (WPL). WPs are divided into a set of tasks, led by Task Leaders (TL). WPLs will coordinate the activities within the WPs while TLs will be responsible for the day-to-day work needed to carry out the tasks related to their specific activity. All WPLs together with the Coordination team form the Project Management Board (PMB) which will convene at least every month to discuss the progress of the individual WPs.

The WP Leaders, according to the current version of the DoA, are:

- WP1 – SOF
- WP2 – TU
- WP3 – PRAG
- WP4 – BeFC
- WP5 – FhG
- WP6 – MDT

4.2 Periodic report

The periodic report (EU GA: Article 21.2) must be submitted by the project coordinator within 60 days following the end of each reporting period. This report must include explanations for any deviations (budget and content) from the DoA (EU GA: Annex 1). The periodic technical report consists of a technical report and a financial report.

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

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

- the cover page,
- a summary which can be used for publications by the EC, and
- the answers to the questionnaire (covering issues related to the project implementation and the economic and social impact).

The project coordinator (MDT) is responsible for part A.

B) Part B is the narrative part that includes explanations of the work carried out by the beneficiaries during the reporting period. Part B needs to be uploaded as a PDF document following the template of Part B Periodic Technical report.

WP Leaders compile a report on their WP together with their Task Leaders (Part B) and send it to the project coordinator one month before the deadline for uploading it in the participant portal. The project coordinator consolidates the provided information and sends the complete periodic technical report to the consortium for review. The final

approved version will be uploaded into the Participant Portal by the project coordinator.

The '**periodic financial report**' consists of:

- a) Individual financial statement (EU GA: Annex 4) for each partner, for the reporting period concerned. This financial statement must detail the eligible costs for each budget category. Each partner and linked third parties must declare all eligible costs, even if costs exceed the amounts indicated in the estimated budget.
- b) 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.
- c) A 'periodic summary financial statement' by the electronic exchange system, consolidating the individual financial statements of the partners, including the request for interim payment. The Project Financial Signatory (PFSIGN) of each partner will be able to complete online their own Financial Statement including the explanations on the use of resources, (also for their third parties). The project coordinator will have a final check on the statements and submit electronically to the EC.

4.3 Final Report

In addition to the periodic report for the last reporting period, the coordinator must submit the final report within 60 calendar days following the end of the last reporting period.

The final report will most probably include the following:

1. a '**final technical report**' with a 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.

The project coordinator compiles this final technical report in consultation with the partners.

2. a '**final financial report**' containing:
 - 'final summary financial statement' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners for all reporting periods.
 - a 'certificate on the financial statements' for each partner (and for each linked third party) if it requests a total contribution of EUR 430 000 as standard threshold (or more) reimbursement of actual costs and unit costs or EUR 725 000 as special threshold for beneficiaries with a systems and process audit.

5 Deliverables

The timely production of Project Deliverables and their thorough review prior to their release and submission to the EC is a very important dimension of the quality plan of the project. This section describes the procedure for the production and acceptance of Deliverables, including their internal review.

5.1 Reference management

Reference management in project such as SusFE which is framed within a Research and Innovation Action from Horizon Europe is a key activity to be performed. Therefore, references to other research activities, papers, journals, scientific conferences, etc., must be properly manage.

For doing so, it is highly advisable to use a reference management software such as Mendeley or Zotero. Both have desktop version and Microsoft Word plugins. The main steps to be followed when using Mendeley and Zotero for SusFE project are:

1. Install desktop version in your computer and Word plugin in your Microsoft Word
2. Open desktop version, create new collection/library for a specific topic (e.g., D1.1 State-of-the-art study report) and store your references within this collection or library
3. With the collection or library in your desktop app, go to your Zotero or Mendeley toolbar in Word and click on "Add/Edit Citation" or "New" and find the citation you want to add in the text of your document. Apply Biosensors and Bioelectronics citation style for your references.

Example: Smith, B.D., 2007. Behavior. The ultimate ecosystem engineers. Science 315, 1797-1798.

4. Create a "References" section in your Word document
5. Go to your References section in your Word document, go to Zotero/Mendeley toolbar in Word and click on "Insert bibliography". The references appropriately organised will appear. Each time a new citation is included or edited in your document, the bibliography will be updated. In case not, refresh it.

5.2 Deliverable production and acceptance procedure

The lead beneficiary of the deliverable oversees the development of the deliverable. The deliverable should use the official project deliverable template from:

ownCloud: *SusFE > 005 Project Management Office > Project Templates*

Guidance to use the template appropriately will be found in the template itself.

Once the deliverable is ready, each deliverable is reviewed regarding content and layout by at least two reviewers which should not be involved in the preparation of the deliverable. The reviewers of all project Deliverables are listed in the *SusFE Deliverables Final List – peer review_ v1.0*, which has been developed by SusFE Coordination team. The list can be found at:

ownCloud: *SusFE > 007 Deliverable – Final > SusFE Deliverables Final List – peer review_v1.0.xlsx*

Updates to the list will be discussed and accepted by the Project Management Board before the end of month 4, regarding the Deliverables for year one, and before the end of each year regarding the subsequent year, i.e., before the end of month 12 regarding deliverable for the period month 12 to month 24, and so on.

Reviewers evaluate the deliverable following the guidelines described in the SusFE Deliverable Review Template (see **Error! Reference source not found.**), which includes a Deliverable Acceptance Checklist.

The final rating of the deliverable draft is marked as follow:

- **Fully accepted:** if reviewers give score 4 or 5 on the Deliverable Review Template.
- **Accepted with reservation:** if on the Deliverable Review Template, the score is 3.
- **Rejected:** if the score of the Deliverable Review Template is scored 2 or 1.

The findings, recommendations and remediation/improvement actions will be consolidated in the Quality Review Version and ultimately revised by the Technical Manager and the Project Manager.

Submission of the Final Draft should be done 1 month before the deadline or alternatively according to the due dates specifically set out by the WP Leader.

5.3 Deliverable Management Procedure

5.3.1 Folder Structure in OwnCloud

Each deliverable responsible should create a folder with the number and title of the deliverable (e.g., D6.1 – Quality Assurance Plan including DMP, project tracker and updated risk) inside the corresponding WP. The following structure of folders has to be created inside that deliverable folder:

- **0 - Initial TOC:** It should contain the initial TOC defined to prepare the deliverable.
- **1 - Working versions:** It should contain the different versions of the deliverable until having the version ready for internal review. All the inputs and contributions from partners should be stored in this folder.
- **2 - Version ready for peer-review:** This folder contains the version of the deliverable to be sent for the peer-review.
- **3 – Version ready for quality check:** here is the version after integrating the reviewers' comments.
- **4 – Quality check:** A final quality check is required to be done by Zulfiqur Ali as Technical Manager (TM) and Paula Currás as Project Manager (TM). Here they will leave their comments to be analysed by the deliverable leader.
- **5 – Final version:** The final version with the comments from quality check integrated will be included here. Then, the deliverable responsible has to send an email to Paula Currás (Project Manager) informing her that the final version is ready for submission to EU with CC to Zulfiqur Ali (TM) and Alicia Panadero and Cristina Úbeda (Medtronic team).

5.3.2 Folder Structure in Microsoft Teams

As MS Teams will be used for editing files in a collaboratively manner, the folder structure will not follow the precise structure as ownCloud, but similar. Therefore, within each WP folder in MS Teams, each deliverable responsible should create a specific folder with the name of the deliverable (e.g., D6.1 – Quality Assurance Plan including DMP, project tracker and updated risk).

As contributions are expected for each organisation and person, it is mandatory to keep track changes feature on, to assure deliverable responsible is aware of every contribution.

5.3.3 File naming for deliverables

The naming convention for the files is:

Files:

SUSFE_D(Deliverable.Number)_M(Number.Month)_(DocumentName)_(yyyymmdd)_v(x.x).{filetype}

Example: *SUSFE_D6.1_M03_Quality Assurance Plan including DMP project tracker and updated risk _20221131_v1.0.docx*

Explanations:

- **Deliverable.Number** (two numerical characters) is the number of the document according to Project Proposal. Other documents not included in the Project Proposal can be named by following the numerical sequence of documents. This number is unique within project artefacts.
- **x.x** is referring to the version of the document. If it begins with a "0.x" it means that the document hasn't yet been approved; minor changes can be reflected in the decimal (revisions number) and major changes (formal reviews) in the number. The final version of a document is numbered as 1.0 (or vf). All Deliverables to be submitted should be final.

When creating any other project document, the Author should include a Document Control page which should include:

- The document title
- The issue date
- The version number
- The document control information, document approver(s) and reviewers and document history and location.

Example: *SUSFE_Deliverable_Peer-Review_Template_v1.0.docx*

5.4 Deliverables Peer Review Procedure

The deliverables reviews will be performed based on the Deliverables Acceptance Procedure and Deliverable Acceptance Checklist before delivery. The specific steps of the Deliverable Review procedure are listed below:

Peer-review stage:

1. The responsible of the deliverable uploads the final draft of the deliverable on the ownCloud **2 - Version ready for peer-review**. Uploading of the final draft should take place at least one month before the deadline, or according to the due date agreed with the WP Leader. The filename is according to the File Naming Convention defined. The deliverable should use the project file template available on ownCloud.

ownCloud: *SusFE > 005 Project Management Office > Project Templates*

2. The deliverable lead producer informs the reviewers responsible by email.
3. The reviewers review the deliverable within two weeks and appropriately fill the Deliverable Review Template. The relevant Template can be found on:

ownCloud: *SusFE > 005 Project Management Office > SusFE - Deliverable_Peer-Review_Template_v1.0.docx*

4. After receiving the peer-review report in:

ownCloud: *SusFE > WP(WP.Number) (WP Name)> D(Deliverable.Number)-(DocumentName)*

the lead producer prepares a new version of the deliverable addressing the comments and recommendations from the report and upload the new version in **3 - Version ready for quality check** folder.

Quality check review stage:

5. The lead producer informs the Technical Manager (TM) and Project Manager (PM), so that they can proceed with the Quality review. The TM and PM assess the final version of the deliverable (both in content and format) and inform via email the responsible for the production of the deliverable if the deliverable is ready for submission or if further changes are required.
6. Based on the feedback from the Quality Review:
 - a. ***If the deliverable is fully accepted:*** The Technical Manager and the Project Manager informs via email the PM and the responsible for the deliverable production that the deliverable is ready for submission and moves to step 7.
 - b. ***If the deliverable is rejected:*** The Technical Manager and the Project Manager informs via email the responsible for the deliverable production providing detailed feedback. The responsible for the deliverable updates the deliverable as required and restarts the procedure from step 4.

Deliverable release stage:

7. Once the review process is completed, the lead producer archives the final deliverable in the official repository **5 - Final version** folder and informs the PM that the deliverable is ready for release.
8. The Project Manager (PM) submits the final deliverable to the European Commission.

6 Risk Management

6.1 Risk Management Objectives

The consideration and management of risks is a critical element of any innovation project and will be an ongoing process within SusFE. A project risk is an uncertain event that may or may not occur during the project which may have a negative or a positive effect on the progress towards the project objectives. A negative effect could be that it slows down the project because something could not be delivered. Conversely a positive effect might lead to an earlier delivery of task. It's important to be able to confront risks early so that these can be addressed and a mitigation plan is developed. It's possible to anticipate the known unknowns but the risk register will also allow us to be sufficiently agile to also allow us to deal with the unknown unknowns.

6.2 Risk Management Process Description

A ranked risk register (Table 1a) will be used to formalise the process of both describing and consideration of risks. Risks will be ranked in terms of the impact (Table 1b) and probability (Table 1c) as well as a priority grade assessment (probability x impact) (Table 1d) for these risks. The probability, impact and rating will be ranked qualitatively as: high; medium or low. The mitigation plan clearly needs to be linked into the work plan and the priority that is given along with the resources as well as the owner of the risk. The priority grade assessment will qualitatively use a "RAG" (Red, Amber, Green) classification with an impact-probability plot for a quick visualisation of the high, medium and low risks and allow consideration of these. More generally the risk register will be used as a broader communication tool to keep all of the partners informed about the position of the project as well as a project management tool.

Table 4. Ranked Risk Register

ID	Risk Desc.	Impact	Level (1-5)	Prob. (1-5)	Priority	Mitigation	Owner	Status	Open/Closed

Table 5. Risk Impact Assessment

Risk Impact Assessment		
Qualitative ranking	Quantitative ranking	Description
Low (L) (negligible)	1-3	<ul style="list-style-type: none"> No service disruption or negative effects are expected. Any negative impact and be corrected without significant effort. Risk will not substantially impede achievement of objective.
Medium (M) (moderate)	4-6	<ul style="list-style-type: none"> Issue will have some impact on systems and visible to number of users. Possible disruption for non-critical use is expected.

Risk Impact Assessment		
		<ul style="list-style-type: none"> • Risk will cause some elements of objective to be delayed or not achieved causing some damage.
High (H) (critical)	7-9	<ul style="list-style-type: none"> • Issue will have major impact on system and likely to cause significant disruption • Risk will cause the objective to be not achieved and cause significant damage.

Table 6. Risk Probability Assessment

Risk Probability Assessment		
Qualitative ranking	Quantitative ranking	Description
Low (L)	1-3	<ul style="list-style-type: none"> • Risk will (most) likely not occur,
Medium (M)	4-6	<ul style="list-style-type: none"> • Risk may occur
High (H)	7-9	<ul style="list-style-type: none"> • Risk will (most) likely occur

Table 7. Priority Grade Assessment (Impact x Probability). This can be further elaborated as an Impact-Probability plot for overall visualization of risks

Priority Grade Assessment				
Probability	High	C	B	A
	Medium	C	B	A
	Low	N	C	B
		Low	Medium	High
Impact				

Risks will be considered in five main categories of: technical; management; commercial; environmental and legal (IPR and legislation). The technical risks are those that relate to meeting the performance requirements of the SusFE end use cases. Management risks are those that relate to coordination and conduct of the project as well as the outputs that arise. The commercialisation and environmental risks respectively relate to overall exploitable outputs and sustainability elements of the SusFE project. The legal risks can relate to the existence of either competing IPR or the need for IP registration as well as legal aspects that might impact on the SusFE end use cases.

The risks will be categorised as either execution risks - those that would stop completion of the project or lengthen the delivery time e.g. impact of Covid-19 - as well the performance risks that would stop the idea from working. The performance risks are largely related to the technical risks. This should also provide a reasonable definition of

what would prevent anyone else from doing this and consequently the solution for this should be linked for the potential to create IP.

The process for management of risks will first involve identifying a factor that will cause a specific issue and then a process of deduction of how this factor will impact what is to be achieved. From this will follow either a task which will need to be carried out to mitigate the factor or a constraint which is something that cannot be done and will influence the next step.

The ranked risk register will evolve during the course of the SusFE project. Initially there will be higher number of risks and as we proceed to halfway through the project then the expectation will be that the number of risks will be reduced. As the project is completed then the execution risks should be zero and the performance risk should be significantly reduced from those that were initially set.

6.3 Risk Management Roles and Responsibilities

The ranked risk register will be considered within each of the workpackages (WPs) and will be led by the WP leader. The ranked risk register along with a "RAG" (Red, Amber, Green) based impact-probability plot will also be considered within the project management board (PMB) on a quarterly basis. The technical manager will have overall responsibility for maintaining the ranked risk register and the impact probability plot following discussions within the WPs and the PMB.

6.4 Tools & Techniques

We will use a variety of tools to help identify project risks. This will include the project plan and gantt chart to carry out a root cause analysis - what is the route of the problem how can I prevent this from happening - or alternatively develop a check list of things that might go wrong and then test the assumptions and the quality of data that is being used for those assumptions. We will also use a market prioritisation approach (PESTLE analysis/Market Sizing/SWOT) and market research and validation for the commercialisation risks as well as the environmental and legal risks. This will also take into account adoption of new technologies by citizens.

7 Data Management Plan

Each of the SusFE partners will be sent a questionnaire to support the development of the DMP.

7.1 Data Summary

Data suitable for sharing will primarily be gathered within WP5 on the wound monitoring and point-of-care diagnostic device for measurement of at least two parameters (temperature and pH or temperature and presence of biomarker) as well as the time stamp performance of the blood self-sampling device. There will also be interest in the LCA and LCCA metrics for the different SusFE processes and use cases.

It is expected that this data could be of interest to researchers involved in the development of wearable and point-of-care diagnostics as well as blood self-sampling and those with an interest in sustainability within the electronics sector.

7.2 Fair Data

7.2.1 Making Data Findable

The SusFE project partners involved in generating the open research data will:

- Provide descriptive metadata.
- Provide rights metadata.
- Provide technical metadata.
- Ensure that published research papers include a short statement describing how and on what terms any supporting research data may be accessed.
- Ensure that the metadata will include a robust digital object identifier, for example as available through the DataCite organisation.
- Use standard naming conventions already in the data collection forms.
- Provide search keywords to optimize the possibility of re-use.
- Provide clear version numbers together with all published open research data.

Teesside University (TU) will offer the SusFE consortium partners its data repository to host SusFE data where a Digital Object Identifier (DOI) will be allocated as a persistent identifier. Partners will also be able to use alternative appropriate data repositories that will allow data to be identified as a persistent identifier. TU's data repository requires a description of the dataset to be added as part of the metadata, provides a structured vocabulary of keywords to aid the 'discoverability' of the dataset, and will allow datasets from the SusFE project to be linked together in a Collection so that repository users can more easily find and explore project data. The metadata will include: the dataset title, contributor names, the description of the dataset, licencing information, organisational affiliations, funder information and related links (e.g., to a project website or related research outputs). Where appropriate information on the steps taken to produce the data will also be provided for purposes of transparency and to aid reproducibility. Keywords will be provided as part of the meta data within the TU data repository, from a structured and detailed vocabulary of keywords, to optimise the possibility for discovery and potential re-use. Published dataset metadata within TU's repository is aggregated to

DataCite's metadata index (as a comprehensive research datasets metadata index) and to the OpenAIRE portal to allow for the metadata to be harvested and indexed.

7.2.2 Making Data Openly Accessible

Subsets of data that are needed to validate results in scientific publications will be made openly available, but only for certain types of use and certain type of users. SusFE partners will identify the terms by which the data will be shared and where appropriate identify those accessing the data as they agree to the terms and conditions of using the data before access. Structured metadata will be published and made freely accessible to allow others to understand what research data exists, how it can be accessed, and why, when and how it was generated. The open research data and associated metadata will be deposited on a repository.

TU's data repository is secure and cloud-based. Datasets are encrypted in flight and stored in a data centre in Ireland with ISO 27001 accreditation. This ensures that data are not transferred outside of the European Economic Area (EEA), which supports adherence to Data Protection legislation. TU's data repository is an institutional repository so no further agreements are necessary and all published datasets a Digital Object Identifier (DOI). SusFE partners that have generated datasets will be able to keep their data closed if opening their data goes against their legitimate interest or other constraints as given within the grant agreement.

7.2.3 Making Data Interoperable

The SusFE partners will strive to use standard data and metadata vocabularies according to a well-defined methodology to make the open research data interoperable. This will include, if required, providing mappings to commonly used ontologies.

7.2.4 Clarifying licenses

The licensing is not defined yet, but the intention is that where possible and appropriate the data will be free of use and re-use under the defined terms and conditions.

7.2.5 Resource Allocation

The main anticipated costs are the staff salary and associated resources for developing the metadata. It is difficult at this point to quantify specific costs but any concerns will be raised with the project management. During the project's lifetime the costs will be covered by the SusFE project. After the project ends Teesside University will cover associated costs related to their data sets and where appropriate other SusFE data sets. Other project partners still need to investigate how to cover costs after the project ends.

7.2.6 Data Security

All project partners have policies and measures in place for securely storing data. The need to keep data appropriately secure against damage, unauthorised access, amendment or deletion, with precautions taken appropriate to its confidentiality and sensitivity, is well understood. Serious consideration will be given by the SusFE project

partners as to which data is shared as open research data and this will influence on which repository is used for sharing the open research data.

7.2.7 Ethical Aspects

SusFE project partners' policies and practices will need to ensure that are legal, ethical and commercial constraints on release of research data are considered at all stages in the research process. Given the SusFE project partners experience and active precautions then we don't envisage issues that cannot be handle within the project.

7.2.8 Other Issues

No other issues related to open research data have been identified by the project partners.

7.3 Open Access Data Management

7.3.1 Data Management Agreement

As part of the DMP development SusFE partners will be requested to provide information on:

- Repository - summarize which repositories they commonly use? Is the repository open access or limited by institutional use? This information will be used to harmonize the use of repositories across the SusFE project.
- License option - preference on a default licensing option.
- Cost coverage – coverage of any costs for providing open research data after the project ends.

7.3.2 Open Access Dataset Storage

Information will be collected from partners including on open access dataset description, partners activities and responsibilities, estimated data size, purpose use of the data analysis, data access policy, data storage position and lifetime. The information will be collected in the data managing table below.

Table 8. Data managing table

Data description	
Types and formats of data generated/collected	
Partners activities and responsibilities	
Partner owner of the data; copyright holder (if applicable)	

Partner in charge of the data collection	
Partner in charge of the data analysis	
Related WP(s) and task(s)	
Standards	
Info about metadata (production and storage dates, places) and documentation.	
Standards, format	
Estimated data size	
Data exploitation and sharing	
Purpose use of the data analysis	
Data access policy/ dissemination level	
Embargo periods (if any)	
Archiving and preservation (including storage and backup)	
Data storage. Where? For how long?	

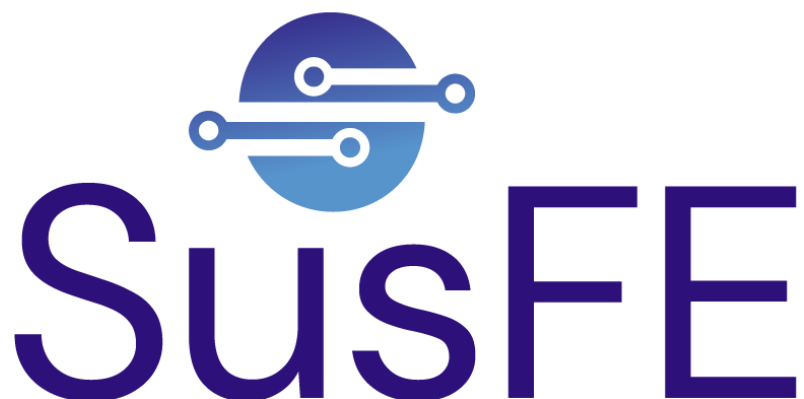
Appendix A Peer-Review Report

This template should be used by internal peer reviewers in order to guarantee good quality reviews and deliverables. The template is a list of questions that you should try to answer after reviewing the deliverable. The questions refer to different aspects of the deliverable: format, structure and content. If you think that a question is not relevant or it does not apply, just leave it blank.

Any detailed comment can be included in question 23, try to be concise and provide reference to the part of the deliverable you are referring to if possible.

After completing the review report, you have to send it to the deliverable leader and upload it to the subfolder ownCloud: *SusFE > WP(WP.Number) (WP Name)> D(Deliverable.Number)-(DocumentName)* of the deliverable folder on the project repository. Do not forget to include the name of the file your name and the date of the review, for example:

SusFE-WP6-D6.1-reviewername_yyyymmdd.docx



Deliverable Peer Review Report

WP number and Title	
Deliverable number and Title	
Related Task	
Document version	
Issue Date	

Author	
Reviewer	

Version	Date	Reviewer	Actions
0.0			no remarks / minor modifications needed / major modifications needed

A.1 Internal peer review table

1	Reference data. Please be sure to complete the reference data in the cover page of this report.
2	Have you provided more detailed comments elsewhere? <i>You might find it most convenient to create a copy of the deliverable file and annotate it with your comments. If so, store it in the subfolder "02 Deliverable Peer-reviews report" in the ownCloud repository and include a reference to it here in this field.</i>
3	What things do you particularly like about the deliverable? <i>This section is mandatory! Find something good to say, no matter how bad the document may be.</i> xxx
4	Any there are any major things missing? xxx
5	Do you have any overall concerns? xxx
6	Is the document clearly structured? (If section numbering at level 4 or deeper is used, take this as a warning that it is not). xxx
7	Is the length about, right? xxx
8	Is the use of neat layout, tables, colour, diagrams etc. pleasing to the eye? If colour is used, is it nevertheless possible for a reader with a black & white printout to understand the content? xxx
9	Is the English (spelling, grammar) OK? xxx
10	Overall, is the document easy to read? xxx
11	Are all the formal details on the front cover and the first pages filled in correctly? Has the template and guidance text from the template (in red and green) been adjusted/removed? xxx
12	Does the document explain its context (relationship to other project items, such as objectives, work plan, other deliverables, risks and exploitable results) reasonably? xxx
13	Does the document explain its relationship to other versions of <i>this</i> deliverable - past and (maybe) future?

	xxx
14	<p>Will reviewers who have <i>not</i> read previous versions of this deliverable (or who read them a long time ago) be able to understand it as a stand-alone document?</p> <p>xxx</p>
15	<p>Will reviewers who <i>have</i> read previous versions of this deliverable be able to quickly find out what has been changed or added, to avoid having to read the same material over again?</p> <p>xxx</p>
16	<p>Does the document include any relevant references to external sources that help understanding of the deliverable? (And are they referred to in the text?)</p> <p>xxx</p>
17	<p>Is there an “Executive Summary”? If so, is it really a <i>summary</i>? The summary should not say anything that is not stated elsewhere in the deliverable, and nothing <i>really</i> important in the rest of the document should be omitted from the summary. The summary is not for repeating the table of contents.</p> <p>xxx</p>
18	<p>If there is a “Conclusions” section at the end, is it really a <i>conclusion</i>, saying new things based on what has been presented before, rather than just a summary?</p> <p>xxx</p>
19	<p>Does the content of the deliverable meet the expectations raised in the associated “task description” in the DoA? <i>If the task description mentions things that are not covered in detail in the deliverable, there should at least be some remark in the deliverable explaining why. Similarly, if the deliverable contains a lot of material that the DoA does not mention (but in such a case we have to consider whether we are wasting resources).</i></p> <p>xxx</p>
20	<p>Is it easy to see from reading the deliverable what work has been done in the project, who has done it, and what has been achieved?</p> <p>xxx</p>
21	<p>When you were finished reading the deliverable, did you feel that you were left with any unanswered questions?</p> <p>xxx</p>
22	<p>The ultimate test: do you think the deliverable is <i>useful</i>?</p> <p>xxx</p>
23	<p>Do you have any other remarks you would like to add?</p> <p>xxx</p>
24	<p>Your conclusion: Are the changes needed so simple that you will be happy to give the document “approved” status without re-reading it as soon as the editor tells you that your suggestions have been taken into account?</p>

xxx

A.2 Overall Peer Review Result

Please provide an overall rating of this deliverable in a scale from 1 (very poor) to 5 (excellent):

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
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The Deliverable is:

<input type="checkbox"/> Fully rejected	<input type="checkbox"/> Accepted with Reservation	<input type="checkbox"/> Accepted
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