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CERV Project

Project 101054064 — YOUARE3R

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# Project Handbook

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## Abstract

This handbook details management bodies, documents, and procedures which are described in the Project and the Grant Agreement.

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## Document properties

## Disclaimer

This document has been produced in the context of the YOUARE3R Project. The coordinator and affiliated entities has received funding from the European Education and Culture Executive Agency (EACEA) under call CERV-2021-CITIZENS-TOWN.

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# 1. Introduction

The aim of this document is to set-up and explicitly describe the different management procedures to be applied during the project lifetime. All these contents largely defined also in their legal terms in the Agreement signed by all partners. Summary guidelines are reported in this document for a quicker operative consultation by project participants. Following this idea, this document starts by describing the different Management Bodies and the organization of the Management Team in Section 2. The Project Board includes a representative of each partner on the consortium and takes all the rest of decisions.

Once the key management and organizational bodies are presented, these deliverable tackles the different procedures required for the organization of meetings and audio-conferences in Section 3, defining the mechanisms to be followed while organizing a project meeting.

During the physical meetings and specific audio-conferences, there may be some situations when a voting is required to decide on a certain matter. This document explains in Section 4 the different voting rules and mechanisms for the decision process.

Following with the different rules that apply to the work of partners in YOUARE3R, Section 5 specifies the obligations on the communication and dissemination of results, including the different rules for the approval of scientific contributions to public dissemination venues.

Section 6 specifies the different management reports due during the lifetime of the project.

Finally, considering the Management of Risks and Contingency Plan sketched in Section 7, Section 8 presents the Quality Plan for the project. The Quality Plan will be enforced by the mechanisms defined in the whole Project Handbook, effectively making this document the set of rules to be followed in order to ensure the quality across the project activities. To maintain always the highest levels of quality in the execution of this project, we will periodically review internally the Quality Plan (therefore this complete document) and update it if needed.

## 2. Management Bodies and Organization

The management bodies employed in YOUARE3R include persons, committees and other entities that are responsible for making management decisions, implementing management actions, and their interrelation.

The management bodies include:

**TABLE 1: MANAGEMENT BODIES**

Management Body	Responsible person
Project Coordinator (PC)	Duka Emese (PRO COMUNITATE)
Project Board (PB)	one representative per partner

Work Package Leaders (WPL)	WP1 - one representative per partner
Project Management Team (PMT)	PC+ WPL

Their detailed role and duties are described in the next subsection.

## 2.1. Project Coordinator (PC)

The Coordinator is the Legal Entity acting as the intermediary between the Parties and the Funding Authority. The Project Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement (GA).

The PC is in charge of the overall administrative management of the project, being the single point of contact with the EACEA. In particular, she is responsible for the execution of the administrative and financial activities of the GA. She is also in charge of ensuring effective communication, collaboration and cooperation within the Associated Partners by defining document, reporting and control procedures. In summary, the PC is the legal, contractual, financial and administrative manager of the project.

In particular, the Coordinator shall be responsible for:

- monitoring compliance by the Parties with their obligations;
- keeping the address list of Members and other contact persons updated and available;
- collecting, reviewing to verify consistency and submitting reports, other deliverables and specific requested documents to the Funding Authority;
  
- transmitting documents and information connected with the Action to any other Parties concerned;
- administering the financial contribution of the Funding Authority and fulfilling the financial tasks described in Section 7.3; and,
- providing, upon request, the Parties with official copies or originals of documents which are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims.

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

## 2.2. Project Board (PB) and Partner Representative (PR)

The Project Board is the ultimate decision-making Consortium Body and shall consist of one Partner Representative appointed by each Party and chaired by the Coordinator.

Its purpose is to set and review the project direction, ensure that the project fulfils its commitments and meets the stated objectives, continuously evaluate the project performance and results, and to supervise and coordinate the technical work performed by all consortium partners. Among others, the

PB has the following duties: Subsection title

- i. tracks the progress and results of the project, assuring they meet the contractual obligations,
- ii. identifies risks and defining contingency plans,
- iii. financial monitoring to obtain a timely and complete control of the financial situation of the project and
- iv. proposes changes to CA and contracts.

The PB will meet once at the project scheduled events in face-to-face meeting.

The PB – Project Board shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein. In addition, all proposals made by the PMT – Project Management Team shall also be considered and decided upon by the PB – Project Board.

The following decisions can only be taken by the Project Board:

- decide upon any proposal made by the Project Management Team for the allocation of the Action's budget in accordance with the GA, and review and propose budget reallocations to the Parties;
- proposals to the Parties for the review and/or amendment of the terms of the GA;
- decide upon material changes to the Action Plan;
- decide upon proposals from the Project Management Team for the plan for use and the Dissemination of Results;
- identification of a substantial breach by a Party of its obligations under this CA or the GA;
- the appointment – if necessary, of any vacancy to the Project Management Team.

In the case of abolished tasks as a result of a decision of the PB – Project Board, the PMT – Project Management Team shall advise the PB – Project Board on ways to rearrange tasks and budgets of the Parties concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions, which cannot be cancelled.

### 2.3. Project Management Team (PMT)

The Project Management Team is the supervisory Consortium Body for the implementation and for the daily management of the Action, and shall report to and be accountable to the Project Board.

The Project Management Team is responsible for the daily management of YOUARE3R. In detail the PMT has to monitor the overall project progress (objectives, schedule, milestones, etc.) and to find proper solutions in conformance with the decisions of the PB, in case of deviations from project plan. Activities of the Project Management Team will address the following issues:

- i. Coordination, monitoring and control of the progress of the work in the project,
- ii. Launch or stop of tasks within defined WP structure,
- iii. Technical management of the project,
- iv. Analyses and solutions on technical issues,
- v. Technological roadmaps, and,
- vi. Approval of the deliverables.

The Project Management Team is composed of the PC and the Work Package Leaders. Any additional member of the consortium may be appointed, if needed, to form part of the PMT by the Project Coordinator. The PMT shall meet on a per-need basis as determined by the Project Coordinator. The default is weekly phone calls and on request (in accordance with the CA rules).

## 2.4. Work Package Leaders (WPLs)

The single work package is led by the Work Package Leader (WPL), who is responsible for making the day-to-day technical and management decisions that solely affect their work package. The WP leader's responsibilities include:

- i. leading and coordinating the task activities involved in the WP
- ii. initial quality checking of the WP work and deliverables,
- iii. handling resource/skills balance within the WP subject to agreement of the PB to changes,
- iv. participating in the PMT,
- v. highlighting to the PMT of potential threats to the technical success of the project; and
- vi. reporting progress to the PB and raise amendments, issues and red flags to the TM if needed

## 2.5. Task Leaders (TLs)

Each Task is led by the Task Leader (TL), who is responsible for the activities performed in his/her task coordinating the technical work, and making the day-to-day technical decisions that solely affect his/her Task. It should be stressed that task leadership is partner-based.

TLs should report (internally) to the WPL every month (at least, although a more dynamic communication process will be encouraged) on the progress of their task.

# 3. Management Information and Procedures

The size of YOUARE3R requires specific mechanisms to assure the coordination among the partners and the consecution of the objectives. The management will be based on the following recurring events;

- **Plenary meetings**, virtual meetings regularly held with a 1-month period, for a total of about 10 meetings throughout the whole 10-month project duration. Plenary meetings are dedicated to discussing the advances in all the project work-package and to transfer knowledge and achievements across work-package. Whenever more extensive WP discussion is needed, separate sessions will be deployed.
- **Weekly Project Management Team phone call**: The TM will schedule a regular phone call, to be held in a fixed date. The PMT conference call will be organised and chaired by the PC to review the status of the tasks one-by-one, the global project status and to discuss possible issues. Ad-hoc calls to address any relevant issue will be allocated whenever is needed upon request from any member of the PMT.

Efficient communication flows between participants will be guaranteed by the mechanisms described above and also by the communication facilities defined below.

### 3.1. Representation in Meetings

Any Party, which is a member of a Consortium Body, (hereinafter referred to as "Member"):

- should be represented at any meeting of such Consortium Body;
- may appoint a substitute or a proxy to attend and vote at any meeting;
- and shall participate in a cooperative manner in the meetings.

### 3.2. Preparation and Organisation of Meetings

Technical meetings will be held every 2 to 3 months and convene by the PC of the project. Technical meeting venues and dates will be decided on each virtual meeting hence no special deadlines or actions are required to convene them. For the PB meetings, due to the need of the presence of a representative of each partner we have set up some rules on timing requirements to convene them. These rules are described in the following sections.

#### 3.2.1. Convening Meetings

**TABLE 3: CONVENING MEETINGS**

	Ordinary meeting	Extraordinary meeting
PB – Project Board	At least once in 2 months	At any time upon written request of the 1/3 of the Members of the PB – Project Board

#### 3.2.2. Notice of a meeting

The chairperson of a Consortium Body shall give notice in writing of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

**TABLE 4: NOTICE OF A MEETING**

	Ordinary meeting	Extraordinary meeting
PB – Project Board	10 calendar days	5 calendar days

#### 3.2.3. Sending the agenda

The chairperson of a Consortium Body shall prepare and send each Member of that Consortium Body a written agenda no later than the minimum number of days preceding the meeting as indicated below.

**TABLE 5: SENDING THE AGENDA**

	Ordinary meeting	Extraordinary meeting
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PB – Project Board	10 calendar days	5 calendar days
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### 3.2.4. Adding agenda items

Any agenda item requiring a decision by the Members of a Consortium Body must be identified as such on the agenda.

Any Member of a Consortium Body may add an item to the original agenda by written notification to all of the other Members of that Consortium Body up to the minimum number of days preceding the meeting as indicated below.

**TABLE 6: ADDING AGENDA ITEMS**

	Ordinary meeting	Extraordinary meeting
PB – Project Board	7 calendar days	3 calendar days

During a meeting the Members of a Consortium Body present or represented can unanimously agree to add a new item to the original agenda, only if all Members of Consortium Body are present or represented at the meeting.

Any decision may also be taken without a meeting if the Coordinator circulates to all Members of the Consortium Body a written document which is then agreed by the defined majority of all Members of the Consortium Body. Such document shall include the deadline for responses.

Meetings of each Consortium Body may also be held by teleconference or other telecommunication means.

## 4. Decision Process

Decisions will only be binding once the relevant part of the Minutes has been accepted according to Section 6.3.1.2 of the Consortium Agreement (CA).

### 4.1. Voting Rules and Quorum

A Consortium Body shall not deliberate and decide validly unless two-thirds (2/3) of its Members are present or represented (quorum).

If the quorum is not reached, the chairperson of the Consortium Body shall convene another ordinary meeting. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of Members are present or represented.

Each Member of a Consortium Body present or represented in the meeting shall have one vote.

Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast in the first ballot. In a second ballot and any subsequent ballots which may be necessary, a simple majority of the votes cast shall be required.



## 4.2. Minutes of Meetings

The chairperson of a Consortium Body shall produce written minutes of each meeting which shall be the formal record of all decisions taken. The chairperson shall send the draft minutes to all Members within 10 calendar days counting from the date on which the meeting was held.

Each Member of a Consortium Body that has attended the meeting, shall have the right to request that a factual inaccuracy be corrected. The minutes shall be considered as accepted if, within 15 calendar days from sending, no Member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes. The Coordinator shall provide authenticated duplicates of the minutes to all Parties.

## 4.3. Obligation to Disseminate Results

Unless it goes against their legitimate interests, each beneficiary must — as soon as possible — ‘disseminate’ its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium).

This does not change the obligation to protect results, the confidentiality obligations, the security obligations or the obligations to protect personal data, all of which still apply.

## 4.4. Open Access to Publications

Each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed publications relating to its results.

## 4.5. Information on EU funding — Obligation and right to use the EU emblem

Unless the Commission requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must:

- i. display the EU emblem and
- ii. include the following text:

“This work has been funded by the EU CERV YOUARE3R Project”

When displayed together with another logo, the EU emblem must have appropriate prominence.

For the purposes of their obligations under this Article, the beneficiaries may use the EU emblem without first obtaining approval from the Commission.

This does not however give them the right to exclusive use.

Moreover, they may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means. Disclaimer excluding Commission responsibility

## 5. Quality Plan

The quality management of the project will be led by the PC, who will be responsible for the review and assessment of the project progress according to:

- correspondence of the solutions to the objectives;
- accuracy and quality of the deliverables, and
- adherence to time and cost constraints planned for the project.

The principal objective of the plan is to ensure the quality across the different activities of the project, including the responsibilities within the team to achieve and maintain the quality, the monitoring and control procedures, the reporting procedures and the document procedures standards and control.

The PC will provide overall monitoring and coordination of each activity and milestone from a time perspective, paying special attention to the impact if any of changes in the schedule on other related items. In parallel, the IM will check that all possible mechanisms to increase the impact of the project are taken, and will advertise partners of potential impacts identified during the project lifetime.

5<sup>TH</sup> of May 2022

