



## OASEES D1.1 Project Handbook

Work package	WP1: Project Management
Task	Task 1.1: Project Coordination
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## Revision and history chart

Version	Date	Main author	Summary of changes
<b>0.1</b>	12/01/2023		Draft outline
<b>0.2</b>	15/02/2023		First version
<b>1.0</b>	31/03/2023		Final submitted version

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## LIST OF ABBREVIATIONS AND ACRONYMS

Acronyms/ Abbreviations	Description
AI	Artificial Intelligence
CA	Consortium Agreement
CFS	Certificate on the Financial Statements
D	Deliverable
DEM	Demonstrator
DM	Data Manager
DoA	Description of Actions
EC	European Commission
GA	Grant Agreement
HIGH	High
IoT	Internet of Things
IPR	Intellectual Property Rights
KPI	Key Performance Indicator
L	Low
M	Month
MED	Medium
ML	Milestones

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ML	Machine Learning
PB	Project Management Board
PC	Project Coordinator
PoC	Proof of Concept
PU	Public
QM	Quality Manager
R	Report
TL	Task Leader
TM	Technical Manager
TM	Technical Manager
UN	Unacceptable
WP	Work Package
WPL	Work Package Leader
Y	Year

## **1. EXECUTIVE SUMMARY**

This document is the OASEES Project management handbook. It is a tool to support the Coordinator and the partners in the implementation of the project and provide a set of rules and guidelines in order to manage the activities and fulfil the contractual obligations towards the European Commission and increase the efficiency and quality of the work carried out.

The main objectives of this deliverable are:

- the identification of the different procedures requested for a successful management of the project;
- the definition of roles, actions and operational needs;
- the description of the templates that will be used for the project monitoring.

Additionally, the established Boards and Committees, that will effectively manage facets of the project, are presented.



## 2. INTRODUCTION

### 2.1. PURPOSE OF THE DOCUMENT

This report has two main goals: firstly, to clarify the rules and the guidelines to be adopted from the partners of OASEES for the common management procedures for internal management and secondly to describe how the defined quality plan will assure quality and how risks management will be applied throughout the project.

These procedures along with the quality plan aim to all the activities achieve success in order to fulfil the contractual obligations towards the European Commission.

### 2.2. STRUCTURE OF THE DOCUMENT

This document is divided into four main sections:

Chapter 2 and 3 – Project Overview and Resources: A summary of OASEES’s main concept and objectives, including its work plan and planned resources.

Chapter 4 – Project Management: The management procedures to be adhered in order to achieve both the technical and administrative objectives.

Chapter 5 – Quality Assurance: The definition of monitoring process and production of results controlling to reach the desirable level of quality.

Chapter 6 – Risk Management: The definition of process which supervises the identification, asses, control and mitigation the possible risks that could imperil the expected results.

### 3. PROJECT OVERVIEW

#### 3.1. PROJECT IDENTIFICATION

Table 2: Table of Project Identification

Abbreviation/Acronym	Description
Project title	Open Autonomous programmable cloud appS & smart EdgE Sensors
Project type	HORIZON-RIA
Call	HORIZON-CL4-2022-DATA-01
Topic	DATA-01-03-Programming tools for decentralised intelligence and swarms
Contract	101092702
Project start date	01/01/2023
Estimated end date	31/12/2025
Estimated total time	36 months
Estimated effort	1037 PMs
CORDIS Fiche	<a href="https://cordis.europa.eu/project/id/101092702">https://cordis.europa.eu/project/id/101092702</a>

### 3.2. PROJECT SUMMARY

The increasing need of data processing services is mostly operated in a centralized manner at the cloud relying on large single entities to provide IT infrastructure which limits the user from its data governance and even identity management. OASEES aims to create an open, decentralized, intelligent, programmable edge framework for Swarm architectures and applications, leveraging the Decentralized Autonomous Organization (DAO) paradigm and integrating Human-in-the-Loop (HITL) processes for efficient decision making. The OASEES vision is to provide the open tools and secure environments for swarm programming and orchestration for numerous fields, in a completely decentralized manner. OASEES also targets the implementation of a portable and privacy preserving ID federation system, for edge devices and services, with full compliance and compatibility to GAIA-X federation and IDSA trust directives and specifications in order to achieve identification and identity management. In order to confront the need for a comprehensive solution for the management and orchestration of edge and central computing infrastructures, the lack of both open management frameworks to address the heterogeneity of cloud computing, even though the emergence of some platforms- including open-source ones and user-friendly abstractions available in public clouds for data scientists and engineers and also the limited existence of Commercial solutions for hybrid core/edge management which are not suitable for private deployments, OASEES project aims to directly address these challenges, by delivering and promoting a European, fully open-source, decentralized and secure Swarm programmability framework for edge devices and leveraging various AI/ML accelerators (FPGAs, SNNs, Quantum), while supporting a privacy preserving Object ID federation process.

More specifically, OASEES will be built leveraging existing open-source edge orchestration solutions and will be capable of:

- Managing the lifecycle of services across the compute continuum by orchestrating heterogeneous resources in the cloud, WAN, edge and smart device domains. Resources from CPUs, GPUs, NPUs, FPGAs bespoke chips (e.g., for Spiking Neural Networks acceleration) and Quantum processors will be pooled and jointly managed to optimise ML at the edge for maximum performance and energy efficiency. While the focus will be on managing the edge and smart device domains, adaptors to popular public clouds will also be integrated, for supporting end-to-end services with the appropriate QoS guarantees at WAN network level (i.e., core-edge interconnect).
- Promoting the development of decentralized ML/AI edge services by means of an SDK and in the form of Decentralized Applications (DApps) in a user-friendly notebook-style abstractions for data scientists and engineers. The “serverless” fashion for Swarm deployment will make use of distributed ML platform capabilities and a Distributed Data Fabric; This will essentially realise the vision of Decentralized Artificial Intelligence as-a-Service (DAIaaS), an essential component towards a smarter Internet of Everything (IoE).
- Supporting multi-actor/multi-domain deployments, by i) enforcing security and trustworthiness, ii) enabling the federation with peer OS instances in other administrative domains (multi-domain operation) and iii) fostering monetization by advertising/trading capabilities and resources in third-party Marketplaces (including the Marketplace of the European Open Science Cloud).

OASEES will be fully open-sourced, and its capabilities will be demonstrated in a diversity of proof-of-concept (PoC) deployments in six highly relevant vertical applications. The Open-source community will also be invited to leverage its capabilities for building and managing innovative edge services. OASEES envisions a holistic approach for edge data processing, aiming to disrupt current practices which heavily rely on non-European cloud AI data processing, and push AI training and inference at the edge of the network, while being vertical agnostic.

### 3.3. OVERALL WORKPLAN

The OASEES project is scheduled to last for three years (36 months), and the work has been split into six Work Packages, which are directly associated with the overall project objectives.

**WP1 (Project Coordination)** deals with the overall coordination of the project consortium and technical activities, the contractual and reporting tasks and the communication with the EC and the supervising Member States.

**WP2 (Requirements and OASEES Architecture)** includes all the system engineering activities for the OASEES use case requirements, namely specifications for the swarm programmability framework, edge acceleration, SSI and data federation.

**WP3 (Programming Environment & Open Tools - Trust & Security)** aims to deliver the central components of OASEES SDK for swarm orchestration, development of the DAO backend and blockchain primitives, as well as the SSI services for edge devices.

**WP4 (Swarm Intelligence – Smart Edge Enablers and Connectivity)** aims to deliver all extensions needed in the compute continuum, so that its domains (central cloud, backhaul network, edge node and smart device) are connected in a homogeneous and seamless manner. It also contains the implementation of AI load balancing for different edge accelerators and the data sovereignty and federation interfaces.

**WP5 (Use cases and Demonstrators)** coordinates and implements the vertical deployments for the different use cases and their corresponding edge enhancing technologies, each one in a programmable swarm manner.

**WP6 (Dissemination, Communication & Business Planning)** organizes the dissemination, communication, exploitation planning for project, as well as its outreach in the scientific community and standardization activities overall.

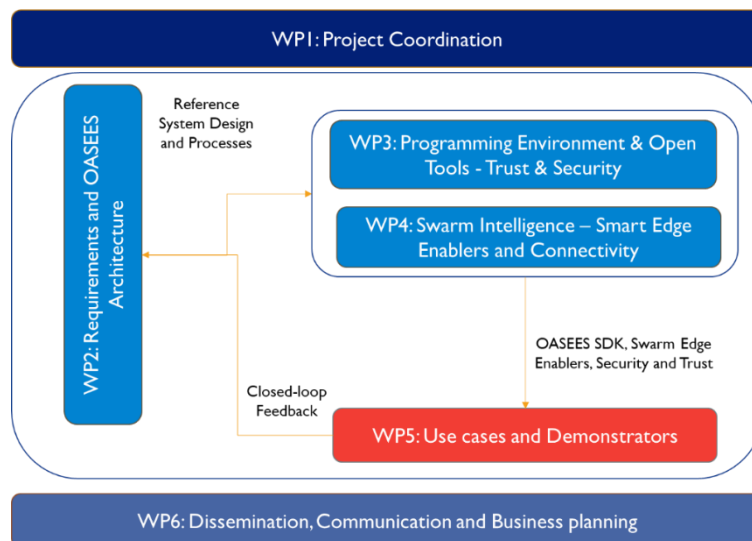


Figure 2: Project activity interdependencies

### 3.3.1. WORK PACKAGE LISTS

The table below summarizes key facts and figures about the seven work packages of the project.

Table 2: Work Package Lists

WP No.	Work Package Title	Lead Part. No	Lead Part. Short Name	Person-Months	Start Month	End month
1	Project management	1	NCSR	74	1	36
2	Requirements and OASEES Architecture	2	IMEC	172	1	18
3	Programming Environment & Open Tools - Trust & Security	6	ENG	177	4	32
4	Swarm Intelligence – Smart Edge Enablers and Connectivity	1	NCSR	191	4	32
5	Use cases and Demonstrators	3	TEC	246	10	36
6	Dissemination, Communication & Business Planning	13	ADRE	177	1	36
			<b>TOTAL</b>	<b>1037</b>	<b>1</b>	<b>36</b>

### 3.3.2. DELIVERABLES

Table 3: Deliverables Lists

Work Package No	Deliverable Related No	Deliverable Name	Lead Beneficiary	Type	Dissemination Level	Due Date
WP1	D1.1	Project Handbook	NCSR "D"	R	PU	31 Mar 2023
WP1	D1.2	Data Management Plan	NCSR "D"	R	PU	30 Jun 2023
WP1	D1.3	Ethics and Gender Aspects	NCSR "D"	R	PU	30 Jun 2024

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WP1	D1.4	Final Period Project Report	NCSR "D"	R	PU	31 Dec 2025
WP2	D2.1	Overall architecture and use case definition	IMEC	R	PU	30 Jun 2024
WP2	D2.2	OASEES DLT specifications (DApp For Swarms)	INFRACHAIN ASBL	R	PU	30 Jun 2024
WP2	D2.3	Data Federation and Trust	TECNALIA	R	PU	30 Jun 2024
WP2	D2.4	Quantum and AI accelerators devkit specifications	FRAUNHOFER	R	PU	30 Jun 2024
WP3	D3.1	OASEES SDK implementation and deployment - Release A/B	SPH	OTHER	PU	31 Mar 2025
WP3	D3.2	OASEES DAOs and Smart Contracts implementation - Release A/B	ENG	OTHER	PU	31 Mar 2025
WP3	D3.3	OASEES Object IDs and Edge Identity - Release A/B	INQBIT	OTHER	PU	31 Aug 2025
WP3	D3.4	Data Trust and Sovereignty framework - Release A/B	TECNALIA	OTHER	PU	31 Aug 2025
WP4	D4.1	Cloud to Edge AI/ML enablers Release A/B	NKUA	OTHER	PU	31 May 2025
WP4	D4.2	OASEES connectivity continuum Release A/B	NCSR "D"	OTHER	PU	31 May 2025
WP4	D4.3	Quantum acceleration for swarms	FRAUNHOFER	R	PU	31 Aug 2025
WP4	D4.4	Security for Swarms at the Edge Release A/B	INFILI TECH SA	OTHER	PU	31 Aug 2025
WP5	D5.1	OASEES framework pilot integration	TECNALIA	R	PU	28 Feb 2025
WP5	D5.2	Consolidated Use case integration and demonstrations	TECNALIA	DEM	PU	31 Dec 2025
WP6	D6.1	Communication, Dissemination and Stakeholders Engagement Plan Intermediate	ADRE	R	PU	30 Jun 2023

WP6	D6.2	Business Plan	ADRE	R	PU	30 Apr 2024
WP6	D6.3	Exploitation and standardization activities – Intermediate, Final	TECNALIA	R	PU	30 Apr 2024
WP6	D6.4	Exploitation and standardization activities Final	ADRE	R	PU	31 Dec 2025

### 3.3.3. MILESTONES

The following table summarizes the project milestones, which are key control points of the project execution:

Table 4: Project Milestones

Milestone number	Milestone name	Related WPs	Due date	Means of verification
ML1	Use Cases and Requirements documented	WP2	M6	D2.1 (Interim)
ML2	OASEES stack - first release integrated and verified	WP2-4	M16	D2.2, D3.x, D4.x,
ML3	System design and specifications completed	WP2	M18	D2.1 (Final)
ML3	OASEES SSI and Data federation	WP3	M20	D3.x (Interim)
ML4	OASEES Quantum APIs and Devkit (first release)	WP4	M21	D4.x (Interim)
ML5	OASEES stack - final release integrated and verified	WP2-5	M26	D5.1 (Final)
ML6	OASEES Notebook final release	WP3	M27	D3.x (Final)
ML7	Cloud-to-Edge continuum final release	WP4	M29	D4.x (Final)
ML8	AI/ML, Quantum enablers & SSI final release	WP3,4	M32	D3.x, 4.x
ML9	Final Demonstrations & Dissemination and exploitation activities complete	WP5-6	M36	D5.2, D6.x (Final)

3.3.4. GANTT CHART

The following figure presents the Gantt Chart of the project.

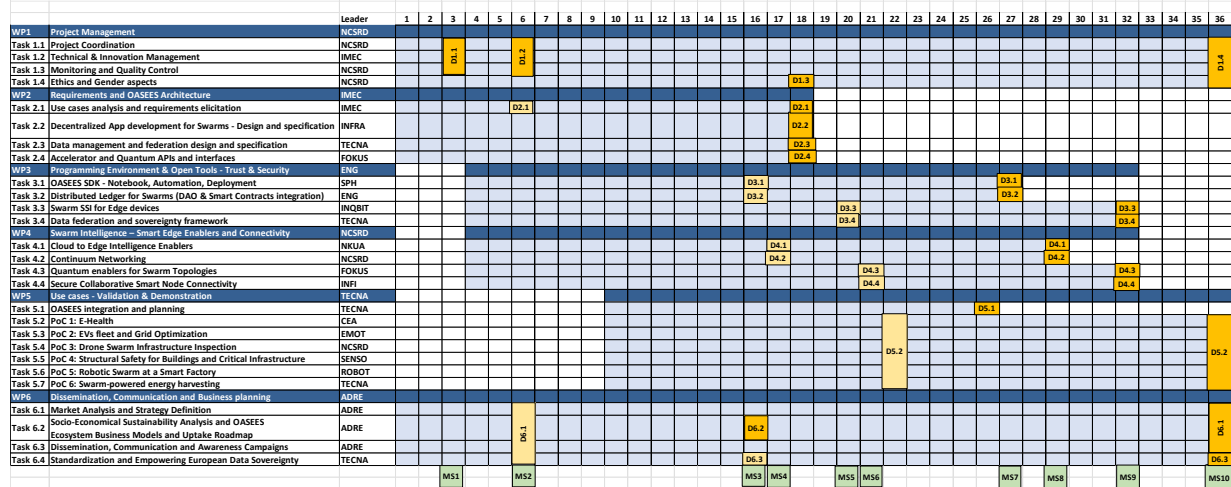


Figure 2: Gantt Chart

3.4. PROJECT REPRESENTATIVES

Table 5: Project Representatives

Part.No. *	Participant organisation name	Short name	Country	Role
1	National Center for Scientific Research ‘Demokritos’	NCSR	GREECE	Project Coordinator, WP Leader
2	INTERUNIVERSITAIR MICRO-ELECTRONICA CENTRUM	IMEC	BELGIUM	WP Leader
3	FUNDACION TECNALIA RESEARCH & INNOVATION	TEC	SPAIN	WP Leader
4	COMMISSARIAT A L ENERGIE ATOMIQUE ET AUX ENERGIES ALTERNATIVES	CEA	FRANCE	Task Leader
5	FRAUNHOFER GESELLSCHAFT ZUR FORDERUNG DER ANGEWANDTEN FORSCHUNG EV	FOKUS	GERMANY	Task Leader



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6	ENGINEERING - INGEGNERIA INFORMATICA SPA	ENG	ITALY	Task Leader
7	ETHNIKO KAI KAPODISTRIAKO PANEPISTIMIO ATHINON	NKUA	GREECE	Task Leader
8	ROBOTNIK AUTOMATION SLL	ROBOT	SPAIN	Task Leader
9	INQBIT INNOVATIONS SRL	INQBIT	ROMANIA	Task Leader
10	INFRACHAIN ASBL	INFRA	LUXEMBOURG	Task Leader
11	EMOTION SRL	EMOT	ITALY	Task Leader
12	ASM TERNI SPA	ASMT	ITALY	Partner
13	ADRESTIA EREVNITIKI IDIOTIKI KEFALAIΟΥXIKI ETAIREIA	ADRE	GREECE	WP Leader
14	Institut Hopale Berck	IHB	FRANCE	Partner
15	Senso Engineering BV	SENSO	NETHERLAND S	Task Leader
16	INFILI TECHNOLOGIES SOCIETE ANONYME	INFI	GREECE	Task Leader
17	SCM GROUP SPA	SCM	ITALY	Task Leader
18	ALTRAN INNOVACION SL	ALTRAN	SPAIN	Task Leader
19	SPACE HELLAS (CYPRUS) LIMITED LIMASSOL, CY	SPH	CYPRUS	Task Leader
20	ORGANISMOS TILEPIKOINONION TIS ELLADOS OTE AE	OTE	GREECE	Partner
21	AXON LOGIC IDIOTIKI KEFALAIΟΥXIKI ETAIREIA	AXON	GREECE	Partner

### 3.1. PROJECT OBJECTIVES

In order to achieve its mission, OASEES will target the following specific measurable objectives. Each objective is associated with one or more key results, which are in turn accompanied with a set of capabilities and KPIs to be validated during the first, second and third year of the project.

**Objective 1:** Design a decentralized, agile and secure architecture for collaborative smart nodes at the edge, supporting heterogeneous device communication, backed by the Decentralized Autonomous Organization (DAO) paradigm integration.

**Objective 2:** Build a secure, trustworthy and decentralized edge ecosystem with native device support by integrating Self Sovereign Identity (SSI) for a portable digital identity that does not depend on any centralized authority. The OASEES decentralized device identity will be a new class of identifier that fulfils all four requirements: persistence, global resolvability, cryptographic verifiability, and decentralization.

**Objective 3:** Build rapid development kits (RDKs) for an open programmable framework across different smart edge nodes, while incorporating efficient cloud-to-edge continuum intelligence across heterogeneous target environments.

**Objective 4:** Demonstrate the framework and programmability toolkit in a set of different vertical use cases and evaluate the benefits across different sectors.

**Objective 5:** Maximize the impact of the OASEES results via extensive communication, scientific dissemination, and exploitation activities. Foster the creation of an open-source community around the OASEES solution, engaging a diverse set of stakeholders. OASEES aims to verify and validate the OASEES suite in realistic and highly diverse proof-of-concept deployments, representing actual needs of different vertical services, supported by partners within the consortium. Extensive pilot trials will be carried out, during which, apart from measuring strictly technical metrics, the actual value brought to the business will also be quantified.

### 3.2. PROJECT RESOURCES

The table below indicated the number of person/months over the whole duration of the planned work for each participant. The WP effort matches the effort stated in the GA. The task effort corresponds to the consortium internal agreement on the effort distribution

Table 6: Project Resources

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Leader	WP	WP Title	NCSR	IMEC	TEC	CEA	FOKUS	ENG	NKUA	ROBOT	INQBIT	INFRA	EMOT	ASMT	ADRE	IHB	SENSO	INFI	SCM	CAP	SPH	OTE	AXON	TOTAL
NCSR	WP1	Project Management	40	13	1	1	1	1	1	1	1	1	1	1	1	3	1	1	1	1	1	1	1	74
NCSR	T1.1	Project Coordination	20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	40
IMEC	T1.2	Technical & Innovation Management	2	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22
NCSR	T1.3	Monitoring and Quality Control	10	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22
NCSR	T1.4	Ethics and Gender aspects	8	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	10
IMEC	WP2	Requirements and OASEES Architecture	6	13	16	5	10	16	9	6	7	10	8	5	5	5	8	9	7	11	8	4	4	172
IMEC	T2.1	Use cases analysis and requirements elicitation	2	10	3	5	0	5	0	4	0	0	4	3	0	3	4	3	4	6	0	4	4	64
INFRA	T2.2	Decentralized App development for Swarms - Design and specification	2	1	3	0	0	8	0	0	5	10	0	0	0	0	0	2	3	0	3	0	0	37
TECNA	T2.3	Data management and federation design and specification	2	1	10	0	0	3	4	0	2	0	4	2	5	2	4	2	0	5	0	0	0	46
FOKUS	T2.4	Accelerator and Quantum APIs and interfaces	0	1	0	0	10	0	5	2	0	0	0	0	0	0	0	2	0	0	5	0	0	25

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IMEC	WP3	Programming Environment & Open Tools - Trust & Security	12	2	20	4	8	23	8	5	18	11	8	0	10	0	0	11	2	17	10	4	4	177
SPH	T3.1	OASEES SDK - Notebook, Automation, Deployment	3	2	2	2	4	3	3	2	3	0	0	0	0	0	0	4	0	5	10	0	4	47
ENG	T3.2	Distributed Ledger for Swarms (DAO & Smart Contracts integration)	3	0	3	0	0	12	0	0	0	8	4	0	0	0	0	0	2	5	0	0	0	37
INQBIT	T3.3	Swarm SSI for Edge devices	3	0	5	0	0	2	3	3	10	3	0	0	5	0	0	4	0	2	0	0	0	40
TECNA	T3.4	Data federation and sovereignty framework	3	0	10	2	4	6	2	0	5	0	4	0	5	0	0	3	0	5	0	4	0	53
NCSR	WP4	Swarm Intelligence – Smart Edge Enablers and Connectivity	24	8	12	11	15	8	22	8	7	5	11	0	0	0	4	15	0	18	7	8	8	191
NKUA	T4.1	Cloud to Edge Intelligence Enablers	8	8	7	3	2	4	10	0	0	0	3	0	0	0	0	5	0	6	2	4	4	66
NCSR	T4.2	Continuum Networking	10	0	5	3	0	0	5	4	0	0	4	0	0	0	0	0	0	6	0	4	4	45
FOKUS	T4.3	Quantum enablers for Swarm Topologies	3	0	0	0	10	4	2	0	0	0	0	0	0	0	0	0	0	5	0	0	0	24
INFI	T4.4	Secure Collaborative Smart Node Connectivity	3	0	0	5	3	0	5	4	7	5	4	0	0	0	4	10	0	6	0	0	0	56
TEC	WP5	Use cases - Validation & Demonstration	17	10	16	15	13	15	8	15	8	2	17	15	9	8	10	6	20	28	6	4	4	246
TECNA	T5.1	OASEES integration and planning	7	5	8	5	4	5	4	5	5	2	5	5	5	0	0	1	5	5	0	4	4	84

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CEA	T5.2	PoC 1: E-Health	0	0	0	10	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	18	
EMOTE	T5.3	PoC 2: EVs fleet and Grid Optimization	0	0	0	0	3	10	0	0	0	0	12	10	0	0	0	0	0	0	0	0	0	0	35
NCSR	T5.4	PoC 3: Drone Swarm Infrastructure Inspection	10	2	0	0	3	0	4	0	0	0	0	0	0	0	0	5	0	0	3	0	0	27	
SENSO	T5.5	PoC 4: Structural Safety for Buildings and Critical Infrastructure	0	3	0	0	0	0	0	0	3	0	0	0	0	0	10	0	0	0	3	0	0	19	
ROBOT	T5.6	PoC 5: Robotic Swarm at a Smart Factory	0	0	0	0	3	0	0	10	0	0	0	0	0	0	0	0	15	0	0	0	0	28	
Capgemini	T5.7	PoC 6: IoT Energy	0	0	8	0	0	0	0	0	0	0	0	0	4	0	0	0	0	23	0	0	0	35	
ADRE	WP6	Dissemination, Communication and Business planning	7	3	10	6	2	12	3	7	9	4	9	7	35	3	5	4	7	9	4	16	16	178	
ADRE	T6.1	Market Analysis and Strategy Definition	0	0	0	0	0	3	0	4	4	2	3	0	10	0	3	2	3	4	0	4	4	46	
ADRE	T6.2	Socio-Economical Sustainability Analysis and OASEES Ecosystem Business Models and Uptake Roadmap	2	0	0	3	0	2	0	0	2	0	0	5	10	3	0	0	2	0	2	4	4	39	
ADRE	T6.3	Dissemination, Communication and Awareness Campaigns	3	3	4	3	2	2	3	0	1	0	3	0	10	0	0	2	2	0	2	4	4	48	
TECNA	T6.4	Standardization and Empowering European Data Sovereignty	2	0	6	0	0	5	0	3	2	2	3	2	5	0	2	0	0	5	0	4	4	45	

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TOTAL	106	49	75	42	49	75	51	42	50	33	54	28	60	19	28	46	37	84	36	37	37	1.038
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## 4. PROJECT MANAGEMENT

### 4.1. PROJECT GOVERNANCE

The project governance is the management structure that defines how the project decisions must be taken. It outlines the roles, responsibilities, and interaction protocols of specific project stakeholders throughout the project's duration. The aim of this framework is to enable effective project evaluation, control, and decision-making while ensuring the active participation, motivation, and proper conflict resolution of all project partners.

#### 4.1.1. MANAGEMENT STRUCTURE AND PROCEDURES

The following table presents each role with its corresponding members

Table 7: Members Role

Role/Group	Person Appointed
General Assembly (GA)	One representative of each partner within the consortium
Project Coordinator (PC)	Dr. Akis Kourtis
Technical Manager (TM)	Dr. Wouter Tavernier
Quality Manager (QM)	Mr. Georgios Xylouris
Data Manager (DM)	Mr. Georgios Xylouris
Work Package Leaders (WPLs)	WPLs to be appointed by: NCSR, IMEC, ENG, TEC, NKUA, ADRE
Task Leaders (TLs)	TLs to be appointed by: NCSR, IMEC, INFRA, TEC, FOKUS, SPH, ENG, INQBIT, NKUA, INFI, CEA, EMOTE, SENSO, ROBOT, CAP, ADRE



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## 4.1.2. PROJECT MONITORING

Supervise all necessary tasks and metrics to ensure that the project remains within the defined scope, adheres to the project timeline, and remains within the allocated budget.

The purpose of defining key performance indicators (KPIs) is to monitor and control the execution of the project with respect to its three primary constraints: scope, time, and budget. The progress of these KPIs will be reported periodically.

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## 4.1.3. KNOWLEDGE AND IPR MANAGEMENT

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### 4.1.3.1. KNOWLEDGE MANAGEMENT

Any information exchanged among the partners concerning the project and labelled as "Confidential" at the time of disclosure is classified as "Confidential Information." This information will only be utilized for the purpose it was initially disclosed for and will not be disclosed to any third-party entities other than the Affiliated Entities recognized in both the Grant Agreement and Consortium Agreement. To streamline information exchange and ensure that knowledge is accessible to all individuals involved in the project's execution, various management and communication tools, as well as protocols, will be implemented.

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### 4.1.3.2. IPR MANAGEMENT

The management and policy for Intellectual Property Rights (IPR) have been outlined in the Consortium Agreement, while Annex I of the same agreement specifies the background knowledge and any limitations or conditions on access rights related to the project. The Grant Agreement and the Consortium Agreement are responsible for governing the IPRs related to the results generated by the project. To summarize, the Consortium Agreement details the IPR policy and management, while the Grant Agreement and Consortium Agreement regulate the IPRs related to the project results. That indicates:

- The right to access the background information listed in Annex I of the Consortium Agreement for the purpose of carrying out the project is granted without the need for payment of any royalties or fees.
- The ownership of the results generated by the project belongs to the partner who created or generated them.
- The right to access the results generated by the project for the purpose of carrying out the project is granted without the need for payment of any royalties or fees.
- Fair and reasonable conditions will be applied when granting access rights to the background information, if it is required for a partner to exploit their own results, or to conduct research on behalf of a third party.
- Access rights to the project results will be granted under fair and reasonable conditions if a partner needs to access them for the purpose of exploiting their own results.
- If joint ownership of project results occurs, each joint owner is entitled to exploit the results and grant non-exclusive licenses without seeking consent, paying compensation, or accounting to any other joint owner, unless otherwise agreed upon by the joint owners.

If a partner chooses not to seek appropriate and effective protection for certain results that arise from the OASEES project, they must inform the General Assembly in writing through the Coordinator. Any partner who wishes to obtain and maintain protection for those results must notify the General Assembly through the Coordinator in writing within one month of receiving the relevant notice. The protection of the results will be carried out without affecting the access rights of all partners to the results.

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#### 4.1.4. DECISION MAKING PROGRESS

The decision-making process involves four stages that vary based on the involved partners. The first step is identifying the decision, which involves recognizing the need for a decision, considering alternative courses of action, and gathering relevant information such as associated risks, costs, scope or quality implications, as well as regulatory and contractual provisions to support the analysis process. The second stage involves analysing the decision by evaluating and discussing the available alternatives before arriving at a final decision. In the third stage, the agreed-upon actions are implemented, while the fourth stage, which is decision tracking, involves assessing the effectiveness of the selected actions in delivering the expected positive outcomes.

The communication process plays a supporting role in all the aforementioned steps to ensure that information is disseminated to all decision-making groups and project organizations.

Table 8: Project Communication Frequency

Meetings	Communication Frequency
Coordination Management Team	1 per month
General Assembly: 1 representative per partner	3 per year
Steering Committee: PC, TM and WPLs	1 per month
TM-WPLs	1 bi-weekly
WPL-TLs	1 bi-weekly
WPLs	1 per month

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#### 4.1.5. CONTRACTUAL MANAGEMENT

The objective of the contractual management is to ensure that the project is adhering to the terms and conditions of the Grant Agreement and providing the required services/products that meet the expectations of the project.

In particular, the contract management addresses the following situations:

- Changes in the consortium configuration, such as including addition or withdrawal of beneficiaries or third parties.
- Changes in the technical scope of the project, affecting the Description of Action.
- Changes in the Consortium Agreement.
- Contract closing.

Contractual changes are decided at the General Assembly in accordance to the procedures set out within the CA and the article 55 of the Grant Agreement (except in the case of change of coordinator). The General Assembly can

also propose changes to the General Assembly. Any changes to the project plan and scope must be reviewed and approved by all levels of project management, before proposing these changes to the GA, and any modification will be considered rejected, after rejection on any of these involved levels.

The Project Coordinator is in charge of processing and coordinating any amendment on behalf of the consortium. The Project Coordinator is also responsible for transferring any contractual change to the project plan.

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#### 4.1.6. ADMINISTRATIVE AND FINANCIAL REPORTING

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##### 4.1.6.1. REPORTING TO THE EC

The OASEES Project Grant Agreement n° 101092702. sets out the following mandatory requirements for reporting:

Deliverables: identified in the 3.3.2 section

**Periodic report:** within 60 days from the end of each reporting period (including the last one). In OASEES there are 2 reporting periods (RP):

- RP1: from month 1 (January 2023) to month 18 (June 2024).
- RP2: from month 19 (July 2024) to the last month of the project (M36 – December 2025).

These periodic reports should include:

- A periodic technical report containing:
  - An explanation of the work carried out by the beneficiaries.
  - An overview of the progress towards the objectives of the action, including milestones and deliverables identified in the DoA.
  - A summary for publication by the EC.
  - The answers to the ‘questionnaire’, covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon Europe KPIs and the Horizon Europe monitoring requirements.
- A periodic financial report containing:
  - An individual financial statement (drafted in euros) from each beneficiary and from each linked third party, for the reporting period concerned.
  - An explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary and from each linked third party, for the reporting period concerned.
  - A periodic summary financial statement created automatically by the electronic exchange system.

**Final report:** within 60 days after the end of the project. The final report should include:

- 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.
- A final financial report containing:
  - A final financial statement summary (in euros) created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance.

- A certificate on the financial statements (CFS) for each beneficiary and for each linked third party, if it requests a total contribution of 325,000 € or more, as reimbursement of actual costs and unit costs

	M8	M9	M10
IAR1	PC request inputs covering M1-M9	Partners contributions in terms of PM	15 days after deadline: PC Draft Version
		WP contributions in terms of Activity	By the end of the month: PC Final Version

calculated on the basis of its usual cost accounting practices.

#### 4.1.6.2. INTERNAL REPORTING

In order to better keep track of the project progress, scope completion as well as budget/resource spending, the partners will report to the PC every six (6) months: Progress of activities (Task leaders); Expenditures and resource utilization; Publications and dissemination activities.

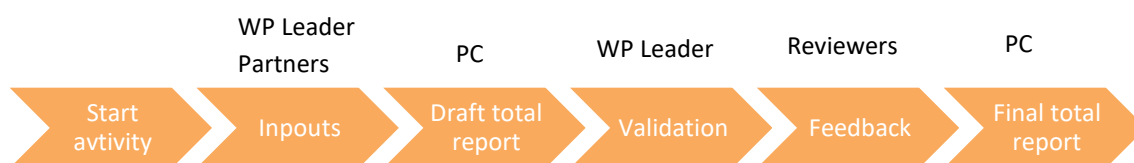


Figure 3: Reporting flow

Process of the reports production:

- **Timeline:** Producing the report takes 2 months, from the request for contributions to the final delivery. Interim reports are produced at the end of every six-months. As an example, for period M1-M9 the report should be ready by the end of M10. Same logic applies for the rest of periods.
  - **Step 1:** The Project Coordinator provides the templates and requests contributions 30 days in advance of the deadline for providing inputs (e.g.: end of M8 for the first report).
  - **Step 2:** WP leaders coordinate with partners and provide a summary of the activities and the main achievements for the WP.
  - **Step 3:** All partners provide their efforts in the provided template.
  - **Step 4:** The Project Coordinator collects the reports, produces an integrated draft version and delivers it to WPs leaders for approval of activity and partners' PM declaration.
  - **Step 5:** The Project Coordinator integrates the WP leaders' inputs, reviews them, and produces a final version.

Table 9: Example of Timeline Reporting

Within this project, the IARs will be produced according to this schedule:

Table 10: IARs Schedule

IAR #	Period	Input requested	Contributions	Final Version
IAR 1	M1-M9	M8	M9	M10
IAR 2	M10-M18	M17	M18	M19
IAR 3	M19-M27	M26	M27	M28
IAR 4	M28-M36	M35	M36	M36

#### 4.1.6.1. PERIODIC AND FINAL REPORTS

As stated in section 4.1.5.1, the project has some contractual obligations in terms of reporting. These reports have strict deadlines and must be submitted on time by the PC to the EC through the Continuous Reporting facility of SyGMA. SyGMA can be accessed through the EC Participant Portal.

These reports show to the EC the project achievements' and the efforts spent on the period. They must be produced according to the dates stated in the Grant Agreement. The report will be an evolution of the previous IARs.

NCSR, as coordinator has prepared two different templates to be compulsorily used by all the partners:

- OASEES\_Periodic Technical Report\_H2020\_template
- OASEES\_FPR\_Template

#### Process of the reports production:

- **Timeline:** Producing the report takes 60 days (2 months), from the end of the Reporting Period to the submission.
  - **Step 1:** The **Project Coordinator** requests contributions and provides the template 1 month in advance.
  - **Step 2:** **WP leaders** coordinate contributions at WP level in terms of activity (including those specific sections directly linked to the WPs activity, such a Dissemination and Communication activities (Dissemination WP), Impact (Exploitation WP), etc), collect from partners if needed and integrate the reports and send it to the coordinator.
  - **Step 3:** The **Project Coordinator** collects reports from partners related to efforts and costs spending (travel, equipment, subcontracting...).
  - **Step 4:** The **Project Coordinator** produces management information, integrates everything and produces a draft ready for Quality Review.
  - **Step 5:** **Reviewers** provide comments to the periodic report.

- **Step 6:** The **Project Coordinator** incorporates comments and produces the final version ready for submission.

Table 11: Timeline Periodic and Final Reporting

Report	Mx-1	Mx+1	Mx+2
Periodic Report M18 (RP1)	PC request inputs covering M1-M18	Partners contributions in terms of PMs, activity and costs.	15 days after deadline: PC Draft Version ready for Quality Review
		WP contributions in terms of Activity of PMs, activity and costs.	By the end of the month: PC Final Version
Periodic Report M36 (RP2)	PC request inputs covering M19-M36	Partners contributions in terms of PM of PMs, activity and costs.	15 days after deadline: PC Draft Version ready for Quality Review
		WP contributions in terms of Activity of PMs, activity and costs.	By the end of the month: PC Final Version

#### 4.1.6.1. FINANCIAL REPORTING

The financial reporting consists of structured forms (called “Financial Statements”) from the grant management system. Horizon Europe offers an online manual containing all the information relevant for the project execution at administrative and financial level, and specifically all the information related to financial issues, personnel costs calculation and costs’ eligibility. It can be accessed here:

<https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=34471953>

For more information on how to provide the information in the European Commission portal, please refer to the section **Error! Reference source not found.**

#### 4.1.6.2. BUDGET & PAYMENTS

The PC receives from the EC the funds aimed at covering the grant amount to all partners for the performance of the project tasks as stated in the Grant Agreement (GA). According to the GA Art. 5.1, the maximum financial contribution of the European Commission to the project is 7,987,425.00 €. From this amount, the consortium received at the beginning of the project a prefinancing payment of 5.990.568,75 € that are and will be distributed according to the payment scheme agreed in the CA (Article 7.2.2). Moreover, there would be one interim payment and a final payment, associated to the EC acceptance of the financial statements, as shown in the following table.

Table 12: EC Payments

What	Why	When
1st interim payment	Upon EC acceptance of 1st financial statement	Around M21
Final payment	Upon EC acceptance of final financial statement	Around March 2025

The project coordinator shall keep project funds in a bank account and will keep records of the balance of available project funds (called “Spot Balance”) at all times. The Spot Balance shall be determined every day incremented by any transfer from the EC to the PC with respect to any partner or with funds recovered by the project coordinator from any partner and decremented by the transfers made by the PC to any partner.

In particular, the following concepts are relevant to the spot balance:

- Bank Balance: Actual status of the bank funds on the PC side.
- Payment: Represents the amounts transferred from the EC to PC.

Payment accumulated: Accumulative amount of funds transferred from the PC to partners.

## 5. QUALITY ASSURANCE

This section describes the mechanism that will be used in order to achieve high-quality project documentation, especially the contractual deliverables.

### 5.1. DOCUMENT MANAGEMENT PROCESS

#### 5.1.1. DOCUMENT TYPES

A variety of documents will be used by the OASEES Project for different purposes. To ensure consistency, all reports and text documents will be created using MS Word, while presentations will be prepared using MS PowerPoint. The consortium has developed templates for these documents. It is mandatory to use PDF format for the formal submission of both documents and presentations.

**Deliverables:** The formal task outputs refer to the records of the work carried out as part of different WP activities. These documents are contractual deliverables to the EC and must be submitted within the specified deadline through the Participant Portal continuous reporting.

**Reports to the EC:** The project's management reports indicate the progress of the project and must be submitted to the EC by the specified deadline through the Participant Portal. These reports include the periodic reports for Months 1-18 and the final report of the project. Additionally, technical reporting for period 1-12 is also required.

**Internal Report:** These are consortium internal documents that can aid in the development of contributions to project deliverables or facilitate discussions on a particular topic. When preparing contributions to a project deliverable, the relevant sections of the deliverable's Table of Contents should be utilized. Internal reports may also serve as interim reports of a deliverable submitted for review, where intermediate documentation is deemed necessary.

Even though interim reports are not required to be formally submitted to the EC, they may be shared with the project officer and reviewers as evidence of progress made. These reports may also be presented in General Assembly meetings for review and sign off.

**Presentations:** Presentations can be created for both internal and external audiences. Any presentations intended for external parties must be in PDF format.

**Meeting Agendas:** Meeting agendas are essential to ensure the successful conduct of physical and audio conference meetings. They must consist of the planned schedule, items for discussion, venue or audio conference details, and any other relevant information. Draft agendas for plenary meetings must be distributed as outlined in the Consortium Agreement, and it may vary depending on the Consortium Body involved.

**Minutes of Meeting:** Minutes of Meeting record the decisions made, discussions held (when applicable), and action points assigned during a project meeting. The partner chairing the meeting is responsible for preparing the document, which should be uploaded to Sharepoint and shared with meeting participants via email notification link within a specified number of days after the meeting, as outlined in the Consortium Agreement.

**Publications:** This encompasses scientific papers published in journals and conferences, book chapters, standards contributions, whitepapers, and inputs to the security working groups.



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### 5.1.2. DOCUMENTS STORAGE

The project should offer ways to share information through a digital repository exclusively for consortium members. This repository will store and regularly update all project-related and shareable information.

The project repository has been decided to be Microsoft SharePoint. The leaders of each Work Package are accountable for organizing the documents related to their respective WP. Deliverable leaders are responsible for keeping their documents up-to-date. Each partner who contributes to a document is responsible for its maintenance as per the guidelines included in the document and the instructions provided by the deliverable leader.

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### 5.1.3. DOCUMENTS NOMENCLATURE

A standard naming convention will be adopted for project documents and versioning to enable consortium members to easily identify the latest document version and obtain important information about it. In accordance with this principle, documents should be named in a manner that allows for clear differentiation of the following information:

Identifier of document,

type of document,

descriptive name of document,

and version.

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### 5.1.4. DOCUMENTS TAMPLATES

The OASEES consortium have already defined a template for:

- Deliverables
- Dissemination Activity Reports
- Internal Reviews
- Letterhead
- Meeting Agenda
- Meeting Minutes
- PowerPoint Presentations

where can be reached at the following link:

<https://nocncsrds.sharepoint.com/sites/OASEES2/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOASEES2%2FShared%20Documents%2FOASEES%20Templates&viewid=94405431%2D45ab%2D42bd%2D8ae4%2D34de284daa31> .

## 5.2. DELIVERABLES REVIEW

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### 5.2.1. INTERNAL REVIEW PLANNING

The process of reviewing project deliverables begins with the project Quality Manager. The initial step involves creating an internal review planning document. This document contains a list of all project deliverables and designates two organizations as peer reviewers for each deliverable, based on specific criteria, if possible:

- The workload of an organization within a project should determine the proportionate number of deliverables assigned to them.

- Individuals responsible for reviewing deliverables should not have direct involvement in the specific task or deliverable.
- The reviewer of the document within the organization should possess a fundamental understanding of the project, preferably by being individuals associated with the project but not engaged in the development of the task or deliverable.

Table 13: Deliverables Beneficiaries and Reviewers

Deliverable Number	Deliverable Title	WP Number	Lead Beneficiary	Type	Dissemination Level	Due date(in months)	Reviewer No.1	Reviewer No.2
D1.1	Project Handbook	WP1	NCSR "D"	R	PU	M3	SPH	ADRE
D1.2	Data Management Plan	WP1	NCSR "D"	R	PU	M6	CEA	EMOTE
D1.3	Ethics and Gender Aspects	WP1	NCSR "D"	R	PU	M18	ADRE	AXON
D1.4	Final Period Project Report	WP1	NCSR "D"	R	PU	M36	SPH	IMEC
D2.1	Overall architecture and use case definition	WP2	IMEC	R	PU	M6/M18	TEC	CAP
D2.2	OASEES DLT specifications (DApp For Swarms)	WP2	INFRA	R	PU	M18	CAP	INQBIT
D2.3	Data Federation and Trust	WP2	TEC	R	PU	M18	OTE	IMEC
D2.4	Quantum and AI accelerators devkit specifications	WP2	FOKUS	R	PU	M18	ENG	NKUA

D3.1	OASEES SDK implementation and deployment - Release A/B	WP3	SPH	R	PU	M16/M27	ROBOT	ASMT
D3.2	OASEES DAOs and Smart Contracts implementation - Release A/B	WP3	ENG	R	PU	M16/M27	ENG	INQBIT
D3.3	OASEES Object IDs and Edge Identity - Release A/B	WP3	INQBIT	R	PU	M20/M32	INFRA	ASMT
D3.4	Data Trust and Sovereignty framework - Release A/B	WP3	TEC	R	PU	M20/M32	INFI	SENSO
D4.1	Cloud to Edge AI/ML enablers Release A/B	WP4	NKUA	R	PU	M17/M29	NCSR	FHG
D4.2	OASEES connectivity continuum Release A/B	WP4	NCSR "D"	R	PU	M17/M29	IMEC	NKUA
D4.3	Quantum acceleration for swarms	WP4	FOKUS	R	PU	M22/M32	INFI	AXON
D4.4	Security for Swarms at the Edge Release A/B	WP4	INFI	R	PU	M22/M32	NCSR	OTE
D5.1	OASEES framework pilot integration	WP5	TEC	R	PU	M26	ROBOT	FHG

D5.2	Consolidated Use case integration and demonstrations	WP5	TEC	DEM	PU	M26/M36	SENSO	OTE
D6.1	Communication, Dissemination and Stakeholders Engagement Plan Intermediate	WP6	ADRE	R	PU	M6	ASMT	EMOTE
D6.2	Business Plan	WP6	ADRE	R	PU	M16	IHB	SCM
D6.3	Exploitation and standardization activities – Intermediate, Final	WP6	TECNALIA	R	PU	M16	SENSO	NCSR
D6.4	Exploitation and standardization activities Final	WP6	ADRE	R	PU	M36	TEC	SCM

## 6. RISK MANAGEMENT

As with any project, the implementation of OASEES involves certain risks, both administrative but also technical – associated with the technical development/integration activities. Risk management in OASEES is a part of WP1 and will follow a formal approach. The Risk Register will be maintained by the Project Coordinator and will be updated regularly throughout the project. It will be overviewed by all partners during the plenary and technical meetings. An initial identification of the main technical and administrative risks for OASEES, as well as their mitigation plans is included in Table 14 below.

Table 14: Table of Risks

Description of risk (Likelihood/Severity)	WPs	Proposed risk-mitigation measures
<b>MANAGEMENT RISKS</b>		
Partners leaving consortium in a critical phase (Low/High)	ALL	For the design and integration activities, more than one competent partner is part of the consortium. In case of partner exit, if it's possible, the partner will be changed with an appropriate substitute; otherwise, the resources will be re-planned and reallocated to other competent partners.
A partner heavily underperforms (Low/Medium)	ALL	Given the partners' track, it is rather improbable that a partner becomes deficient. Nevertheless, in such case, the General Assembly will agree 1 month for corrective action and if not implemented, the workload and budget will be redistributed between partners or to a substitute partner.
Deviations affecting schedule, budget or specifications (Medium/Medium)	ALL	The PC and WP leaders will impose corrective actions on the overall project plan, which has been carefully planned in order to provide the necessary flexibility.
<b>TECHNICAL RISKS</b>		
Critical equipment needed for a PoC is not available (Low/Low)	WP6	PoC planning will identify in detail all the equipment needed, so that a potential shortage is identified in advance. If necessary, the demo scenario will be re-shaped.
Compatibility problems of the OASEES node agent with the HW nodes (Low/Medium)	WP4	The HW manufacturers of the nodes are already partners of the consortium and will secure any technical support needed. In the extreme case, some HW capabilities may not be supported/exposed to OASEES.
Hardware AI acceleration yields poor results in some PoCs (Medium/Low)	WP5/ WP6	The efficiency of HW acceleration depends on the models employed, and this will be taken into account during the PoC planning. If necessary, some scenarios will be re-considered (to use more appropriate models)
Difficulties interfacing with the EOSC Marketplace (Medium/Low)	WP3	EOSC already provides an openly documented API for the advertisement of offerings and resources. If necessary, a mock-up Marketplace will be developed to demonstrate resource brokerage.
Lack of performance indicators to control model degradation (e.g., due data drift) and lifecycle management for	WP5	Collaborate with PoC leaders to define model-based metrics. Use generic, statistical-based metrics. Periodically re-train model on new data batches.

automated MLOps in some PoC cases (Medium/Low)		
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### 6.1. RISK MANAGEMENT PROCEDURE

The project has established adequate mechanisms for managing risks and contingencies, even for unforeseeable events. In the event of significant deviations from the work plan, the consortium will leverage the information flow within the project to respond promptly. The management structure incorporates regular progress reviews and the evaluation of tangible outcomes to enable the consortium to assess potential deviations from expected results and schedules at an early stage, allowing for timely implementation of corrective measures.



Figure 4: Risk Management processes cycle

### 6.2. RISK MANAGEMENT PROCESS

The objective of the risk management activities is to detect potential risks that could impact the execution and outcomes of the project, monitor them, and, if feasible, undertake measures to alleviate their effects. The process of risk management involves determining how to address, organize, and implement the risk management activities. The risk management process remains consistently active and adjustable based on the risks listed in Table ..., and their degree of impact.

### 6.3. RISK IDENTIFICATION

Various types of risks are categorized as technical (T), and management (M). Each risk is evaluated based on its likelihood and impact. The individual reporting the risk will initially assess its severity, and the GA will subsequently review the risk assessment. The categories of severity levels are as follows:

- **Low (L):** Signifies a minimal effect on the implementation of the project that could intensify if not resolved, such as failing to meet an interim deadline.

- **Medium (MED):** Represents an effect on more than one minor task or, for instance, a delay of one month in meeting a deliverable or milestone deadline.
- **High (HIGH):** Denotes a significant effect on a crucial project activity, such as executing a trial, developing an essential component, or delaying a deliverable or milestone by several months.
- **Unacceptable (UN):** Denotes a significant effect on a pivotal project activity, such as making an important contribution, developing an essential component, or delaying a deliverable or milestone by several months.

Once a risk is detected, the Project Management Board (PB) will scrutinize it and prepare a response plan, with the possibility of collaborating with the risk reporter, to undertake preventative or remedial measures. An owner will be designated for the risk, who will assume a more proactive role in its supervision with the backing of the Project Coordinator.

Once a risk has been detected and scrutinized, the PB must immediately devise a plan of action. The response actions can be categorized into four primary groups:

- **Prevention:** actions are implemented to prevent the occurrence of the risk.
- **Mitigation:** Mitigative actions are undertaken to decrease the likelihood and/or magnitude of the risk as much as feasible.
- **Transfer:** This refers to transferring the responsibility of managing the risk to a third party. The transfer of risk is particularly useful in managing financial risk exposure.
- **Acceptance:** In instances where risks have low severity and no action can be taken against them, the General Assembly must oversee them to ensure that their severity remains at a low level.

#### 6.4. RISK MONITORING AND MITIGATION

Typically, when risks are identified as having a medium probability, they receive prompt attention from the General Assembly, which convenes a regular or extraordinary meeting to review the risks. The GA is also responsible for managing lower level risks, and all identified risks are accessible on SharePoint. Prior to bringing a risk to the General Assembly, the project board will formulate recommendations for preventive or mitigating actions, ensuring that a plan is prepared for execution if approved by the GA. The approach is to address the risk at the level closest to it in order to minimize the resources needed for mitigative measures.

The PB further periodically updates the risk identification and management table in Zoom. The purpose is to monitor the effects of taken risk mitigative actions and re-assess the risk severities. The risk monitoring and mitigation planning and risk counter measures are an iterative process, which goal is to eliminate or contain identified risks to acceptable levels.

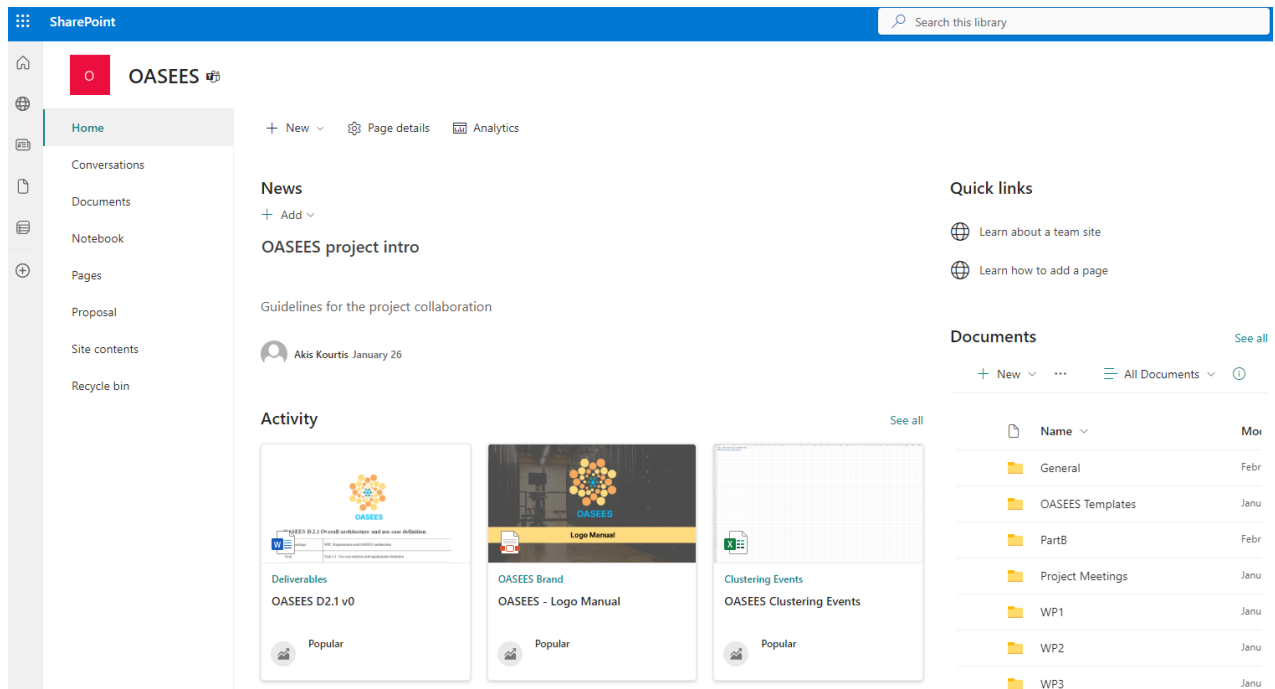
#### 6.5. MITIGATION ACTIONS

Upon approval by the General Assembly, the project board and the risk owner implement the change requests that were decided upon for effective risk management. The project coordinator is accountable for communicating directly with the Commission. If the risk is assessed as moderate or lower, the project board, with or without the involvement of the risk owner, may proceed with executing mitigation actions. The project board is required to inform the General Assembly of any identified risks along with an execution plan. The General Assembly has the option to assign the management of such risks to be addressed at the General Assembly level or any other level of the Consortium it deems appropriate. Subsequent to the implementation of mitigation actions, each identified risk is closely monitored by the project board and the risk owner.

## 7. COLLABORATION TOOLS

### 7.1. SHAREPOINT PLATFORM

Project OASEES utilizes a collaborative platform that grants all involved partners the ability to create and upload documents pertaining to each Work Package and keep track of the advancement of each deliverable. A preview of the platform can be seen below:



### 7.2. REGULAR MEETING PLATFORM

To facilitate regular discussions, online meetings will be employed on Zoom, provided by NCSR D and Microsoft Teams.

### 7.3. MAILING LIST

Partners may utilize the mailing lists dedicated to each Work Package to communicate and resolve concerns. The relevant mailing lists for each WP can be accessed only by partners involved in the corresponding WP, who are subscribed to the specific mailing list.



## 8. CONCLUSIONS AND IMPLICATIONS

This report outlines the regulations, protocols, and best practices that the participants of the OASEES project must adhere to in order to achieve superior results. The different project bodies have been defined and explained in accordance with the guidelines set forth in the proposal, which were accepted by all participants through the Consortium Agreement. As such, this report serves as a guide for all consortium members to ensure that they comply with the procedures required.

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