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Adaptive smart working and living environments supporting active and healthy ageing



BIONIC

body information on an intelligent chip

„Personalized Body Sensor Networks with Built-In Intelligence for Real-Time Risk Assessment and Coaching of Ageing workers, in all types of working and living environments”

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Table 1: List of Abbreviations

Term / Abbreviation	Definition
GA	Grant Agreement
CA	Consortium Agreement
WP	Work Package
EC	European Commission

1 EXECUTIVE SUMMARY

This Project Handbook describes the internal procedures of the BIONIC consortium in terms of management structures, communication and collaboration as well as quality control measures. It also defines the way the partners deal with issues related to data collection, analysis and storage. Open source and open access are important principles and the approach of the consortium in dealing with these aspects is reflected in the open data management plan, which forms part of this document.

The main target group for this deliverable is the consortium partners themselves as this handbook defines the project internal processes for securing high quality work to be performed across a set of complementary partner institutions. It serves as a reference document for all BIONIC team members including individuals joining the project at a later stage.

Since the project brings together a set of diverse experts from different fields and backgrounds a core principle guiding internal processes is open participation and flexibility. Transparency about the project status as well as risk recognition is an additional principle that the project partners are committed to.

Still, in order to effectively operate in a distributed team we have defined procedures to best communicate and structure our collaboration. Regular meetings are held via videoconference as well as face-to-face. Communication is done via e-mail and the project mailing list. Further, as management tool we use OwnCloud, an open source software hosted on the DFKI server. It is used to communicate and to store all deliverables, templates, etc. and jointly working on documents.

The consortium is committed to producing high quality outcomes and deliverables and thus quality control is important. Quality guidelines describe the internal peer review process, which is applied to all project deliverables. In order to continuously improve our internal processes, regular internal evaluation and monitoring is performed.

Finally, openness, accessibility and outreach are core values and objectives of the project. This handbook is understood as a living document and is updated if need arises in order to improve the internal processes.

2 INTRODUCTION

The purpose of this document is to provide an overview of the management and administrative procedures of the BIONIC project in order to ensure efficient project execution as well as high quality project results. The document will provide the partners (referred to in the EC Grant Agreement as “beneficiaries”) with a concise reference to the project management structure and project execution procedures.

This document specifically covers the following areas:

1. General project management processes that ensure tight coordination of activities resulting in high quality deliverables.

2. An internal communication strategy that ensures clear and effective communication between the partners and that allows recognising early escalation and the timely resolution of management and technical issues.
3. External communication, dissemination and exploitation processes that ensure a unified presentation of the project to the public.
4. A detailed data management plan to ensure BIONIC's research data to be findable, accessible, interoperable and re-useable.

This handbook describes the main procedures of the BIONIC project to operate successfully and effectively in order to achieve high quality project results. While this handbook is provided in the form of a report and deliverable it is a living document in the sense of being updated and challenged by the consortium in the course of the project. The processes described here are implemented in the daily work of the consortium and most of the elements (e.g. the forms for informed consent, data management plan, etc.) are separately available on the collaborative online platform namely OwnCloud.

3 PROJECT MANAGEMENT STRUCTURE

The Grant Agreement (GA) and the Consortium Agreement (CA) specify how the management of the project is to be organized. Both legal documents serve as a basis and can be found on our server.

DFKI assumes the role of project coordinator. The project manager, (Didier Stricker assisted by Eric Thil, DFKI), is responsible for the overall sequence of actions and the day-to-day management carried out by the project, and coordinated the scientific leadership. DFKI will further provide the project manager with financial and administrative support. The Project consists of nine WPs. Each WP has a work package leader responsible for the progress within the work package. WP8 (Dissemination, Communication, IPR and Exploitation) and WP9 (Project Management) will support and guide throughout the length of the project.

The general assembly, where all partners are represented, is the highest decision taking body. It meets at least twice a year.

The management structure has been developed to:

- ensure effective, transparent management of the BIONIC project;
- establish clear procedures for taking decisions and resolve possible conflicts effectively and quickly;
- establish quality control procedures with respect to all outputs and deliverables;
- ensure the project proceeds within the framework of the project budget and according to administrative, financial and legal principles defined by European and national regulations;
- ensure that the participants conform to their obligations under the contract and the consortium agreement;

- monitor any ethical issues that might arise effectively and efficiently;
- address gender issues appropriately.

The coordinator is the legal entity acting as intermediary between the partners and the European Commission. The coordinator shall, in addition to their responsibilities as project partner, perform the tasks assigned to them as described in the Grant Agreement and the Consortium Agreement.

DFKI as the project coordinator, has the responsibility to ensure the overall management and communication between the various partners through:

- supervising cooperation and progress in each WP;
- timely transmission of reports, deliverables, cost statements, etc. to the European Commission and the external reviewers (if asked), including financial administration;
- distributing documents/information among the partners and boards;
- supporting WP dissemination in external affairs and presentation of the project (incl. PR);
- continuous overall follow-up, day to day management and conflict mediation;
- checking the overall work progress and compiling reports;
- coordinating the preparation of reports (technical, financial, etc.);
- advising partners on the developments necessary for the project;
- coordinating formal exchanges of information between partners;
- preparing the Project Management Board meetings;
- supporting cross-network communication and external communication and
- advising partners on the financial and management issues in the project;
- administrative duties

In addition, the project coordinators have staff members assigned who are responsible for administrative and financial management. The financial coordinator will accomplish the following tasks:

- implement internal financial checks;
- implement accounting procedures according to standards of the European Commission and
- implement effective accounting and monitoring of partner cost statements.

The work packages are the building blocks of the project. Each work package will be coordinated by a work package leader. The roles and responsibilities of each work package leader will be:

- distributing and coordinating the different tasks among all participating consortium members;

- monitoring the progress of the WP according to time and budget allocations, ensuring that the WP fulfils the objectives listed as milestones and deliverables, alerting the coordinator in case of delay or default;
- participating in the monthly BIONIC's meetings to keep the consortium partners up to date and activities aligned and
- ensuring the completion of the defined milestones

WP leaders are in regular contact with the coordinator to inform her about the on-going and planned WP activities, and recent and future WP results and achievements.

The following table shows all WPs and the responsible organisations:

WP	WP Name	WP Leader
WP1	Overall Framework Definition	DFKI
WP2	Connected Loosely Coupled Smart Sensors	IAW
WP3	Kinematics, kinetic models and inference	TUK
WP4	Age Adapted Bio-Mechanical Models, User Profiles and Risk Models	IBV
WP5	Gamified Coaching and User-System Interaction	RRD
WP6	Model Platform for User Data Management, Security and Privacy Protection	HC

WP7	Validation in Real settings - Clinical trials – User Assessments	IBV
WP8	Dissemination, Communication, IPR and Exploitation	DFKI
WP9	Project Management	DFKI

The partners agree to abide by all decisions of the General Assembly.

The General Assembly is the ultimate authority in the running of the Project. The general assembly shall consist of one representative of each partner.

The coordinator shall chair all meetings of the general assembly, unless decided otherwise by the general assembly.

Regarding the representation the following rules apply:

- At least one member from each partner should be present at any meeting (including online meetings) as long as they are part of a working group.
- The partner appoints a representative to attend and vote at any meeting.
- Partners' representatives shall participate in a cooperative manner in the meetings, be prepared and help with the organization of the meeting if needed

The coordinator shall convene ordinary meetings of the general assembly at least once a year in agreement with all partners and shall also convene extraordinary meetings at any time upon written request of any partner.

The coordinator shall give notice in written of a meeting to each partner as soon as possible and no later than 30 days preceding an ordinary meeting and 15 calendar days preceding an extraordinary meeting including the schedule of the meeting.

For a vote during the general assembly:

- 75% of the general assembly members must be present to establish a Quorum
- Each partner has one vote. Decisions require 2/3 votes.
- Each partner appoints a representative to attend and vote at any meeting. However, this representative has to be announced writing to the coordinator prior to the meeting.

- A partner has the right to veto, if it can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a specific decision.

The general assembly shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein.

The following decisions shall be taken by the general assembly:

3.1.1 Content, finances and intellectual property rights:

- proposals for changes to Annex I of the EC-GA to be agreed by the European Commission
- changes to the consortium plan

3.1.2 Evolution of the Consortium:

- entry of a new partner to the consortium and approval of the settlement on the conditions of the accession of such a new partner
- withdrawal of a partner from the consortium and the approval of the settlement on the conditions of the withdrawal
- declaration of a partner to be a defaulting party remedies to be performed by a defaulting party
- termination of a defaulting party's participation in the consortium and measures relating thereto
- proposal to the European Commission for a change of the coordinator
- proposal to the European Commission for suspension of all or part of the project
- proposal to the European Commission for termination of the project and the Consortium Agreement

3.1.3 Appointments

In the case of abolished tasks as a result of a decision of the General Assembly, members shall rearrange the tasks of the partners concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions, which cannot be cancelled.

The quality assurance management will be based on guidelines of proven project management methodologies, focusing on quality assurance aspects to guarantee a timely accomplishment of all planned tasks. All project deliverables will be reviewed by the responsible team according to the pre-defined procedures and criteria to ensure adherence to standards and quality measures before delivery.

4 COMMUNICATION STRUCTURES AND PROCEDURES

4.1 INTERNAL COMMUNICATION

4.1.1 Ensuring communication flow

An active communication approach will be pursued to establish a strong project identity, to obtain maximum transparency for all partner involved and to increase synergy in cooperation. WP meetings will be arranged by the WP leader, possibly in the context of workshops or conferences.

Regular and steady communication among the WPs, the partners, etc. will be established mainly through:

- Emails and mailing lists,
- The internal project portal
- Face-to-face communication
- Web conferences (Skype or Phone)

4.1.2 Meetings of the general assembly

This section summarises the rules and procedures for consortium meetings as described in length in the Consortium Agreement.

The consortium meetings serve as a forum for making decisions concerning the progress and outcome of the project.

Consortium meetings will take place at least 3 times a year, including the kick-off meeting.

- The coordinator shall chair all general assembly meetings, unless decided otherwise by the general assembly.
- The coordinator must give notice no later than 30 calendar days preceding an ordinary meeting and 15 calendar days preceding an extraordinary meeting including the schedule of the meeting.
- The coordinator must send the agenda 10 calendar days prior to a face-to-face meeting and 1 working day prior to a teleconference.
- Teleconferences will be executed via an online videoconferencing tool, such as Skype. Each partner will be responsible for any local software installation if the tool requires.
- The coordinator will make the minutes available.

4.1.3 Progress Meetings

Bi-weekly meetings to monitor progress of specific tasks and deliverables will be conveyed by virtual work package consortium meetings.

Additional teleconference meetings at WP level will be scheduled also bi-weekly; on demand meeting should be schedule with at least 2 days prior notice.

4.1.4 Tools and Collaboration Infrastructure

BIONIC Internal portal (OwnCloud):

The purpose of the internal portal is to give partners a platform for sharing information relevant to the project and to facilitate communication.

4.1.5 Distribution lists

The following distribution list has been created in order to facilitate making requests to the appropriate partner representatives:

- Bionic-technical@dfki.de
- Bionic-financial@dfki.de
- Bionic-legal@dfki.de

Further lists can be created by DFKI if needed. Partners are free to use these lists for internal communication activities.

4.2 EXTERNAL COMMUNICATION

4.2.1 Public Website

The first version of the platform has been published in January 2019.

The URL is: <https://bionic-h2020.eu/>

The website will include:

- General information of the BIONIC project
- A repository of materials: BIONICer will host all materials generated by the project, such as educational and outreach materials, videos, news, dissemination activities, etc.
- Social media tools, such as YouTube has been integrated.

The platform is also functional on touch-screen technology and mobile device operating systems to increase the interactivity and popularity of the platform.

4.2.2 Communication with the European Commission

The project coordinator is the official interface to the European Commission. All formal exchanges of information with the European Commission should therefore be handled through the coordinator or through her representative.

4.2.3 Document Management

Several documents will be produced during the BIONIC project. Some guidelines are provided to facilitate the management of documents created for BIONIC that will help to ensure consistent presentation and management.

The coordinator is responsible for coordinating and producing the management reports and administrative documents for the EC.

English is the official language of the BIONIC project. The language and spelling will be British English, as per EU standards. Translations of project materials will be provided according to the DoA requirements and budget availabilities of partners and activities.

Standard document templates are provided on the internal portal for all partners to use.

BIONIC documents, publications and websites will include the following disclaimer:



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 826304. Neither the European Commission nor any person acting on behalf of the Commission is responsible for how the following information is used. The views expressed in this publication are the sole responsibility of the authors and do not necessarily reflect the views of the European Commission.

The dissemination levels of each deliverable are stated in the Proposal. The following levels are defined by the European Commission:

- PU = Public
- PP = Restricted to other programme participants (including the EC services)
- RE = Restricted to a group specified by the Consortium (including the EC services)
- CO = Confidential, only for members of the Consortium (including the EC services)

4.3 DISSEMINATION POLICY

With regards to the dissemination activities, the following rules will be followed:

- In order to facilitate the identification by the public and the Commission, dissemination materials (e.g. publications, websites, etc.) concerning results from the project will contain the following sentence:

Funded by the European Commission under the Horizon 2020 Programme Grant Agreement n. 826304

- The project logo should always be included in all dissemination materials – this includes websites, articles, brochures, posters etc. The project logo is available in different formats on the internal portal. The logo should not at all be modified or changed.
- It is obligatory to always acknowledge the EC funding within the project dissemination. An EC logo has been made available on the internal portal and will be placed on all dissemination materials.
- In case several logos are included, e.g. the logo of partner's organisation, other sponsors etc., they should all be of about the same size. Any difference in size should be negligible, and making the host organisation's logo bigger than the others will not be accepted.

5 DELIVERABLES

The deliverables are the documents of the project results and are indicators of project progress. BIONIC has a list of deliverables that we are contractually bound to produce. These deliverables are listed in the Proposal and a copy of this list has also been uploaded to the internal portal.

5.1 SUBMITTING DELIVERABLES

The list of deliverables specifies each responsible partner. The partner is responsible for the production of a deliverable as defined in the GA. The responsible partner will coordinate contributions from other partners if necessary to create the deliverable. Once a first draft is complete, the responsible partner sends the draft to an appointed internal peer reviewer two weeks prior to its due date. Once all the changes are incorporated, the final version is sent to the coordinator for submission.

All deliverables will be approved and submitted by the coordinator. They are to be uploaded on the participant portal to the EC. The project coordinator will ensure that the submitted documents comply with the standard format.

The deliverable leader should take into account the time needed for the submission of inputs from partners, and therefore discuss with contributing partners their contribution in a timely manner.

As previously mentioned in an additional internal peer review and quality check will be performed by project partners according to an agreed list before submission. The content and form of the deliverable should be reviewed, in terms of accuracy, modifications and feedback. The peer reviewer will receive the deliverable two weeks prior to the due date and has one week for the review.

The reviewer will verify that the scientific and technical content of the deliverable is professional and of high standard, assessing the document structure, completeness of the descriptions, sufficient details, technical accuracy, references, etc.

The reviewer will verify the level of quality of the deliverable, using the criteria of style, spelling, consistency of language, conformity with standard structure, etc.

The coordinator will submit the deliverables to the EC.

Formal acceptance by the Commission is within 45 days after submission, pending a final approval at a project review or audit. If deliverables are not accepted, the consortium may be asked to perform additional work and the payment of funding could be delayed. It is therefore in the interest of all that deliverables are produced in high quality.

The list of deliverables is sorted per “due by month”. Besides outlining the authors, this list also shows the order of all deliverables throughout the whole Project. The peer reviewers will be determined at the next general assembly meeting and the list will then be completed.

5.2 PUBLICATIONS

Publications should ensure there is no conflict of interest with the other partners. Hence, the following guiding principle is proposed:

A partner, considering publishing results in a scientific journal, should:

- Discuss this intention with the other partners and keep the coordinator informed. If foreground or background to be published belongs to other participants, seek their prior approval;
- carefully check the compatibility of the project Grant Agreement, with any publication agreement that is envisaged to be signed;
- inform the publisher of the obligations resulting from the grant. A contractual provision could be inserted in the publication agreement to take this into account:

“The publisher agrees that the author retains the right to provide the European Commission for publication purposes with an electronic copy of the published version of the final manuscript accepted for publication.”

The publisher will also have to be made aware of the statement of financial support which must be mentioned.

6 DATA MANAGEMENT PLAN

This is a first version of the Data Management Plan (DMP) for BIONIC, which provides an analysis of the main aspects to be followed by the project’s data management policy.

Consortium partners can fill in the information requested directly in the data management plan as it evolves during an iterative lifecycle throughout the duration of the project.

Also a final and much more details policy about data management will be provided at *month 12 with the deliverable “D1.4: Privacy and Data Protection framework (UPRC)”*.

Ethical guideline will be also treated separately in a dedicated deliverable *“D9.5 Ethics Strategy (DFKI)” at month 9*.

6.1 DATA SUMMARY

This project uses both quantitative and qualitative data. Data will be gathered for stakeholder mapping to find appropriate participants for the co-creation workshops, through surveys and workshops to evaluate the outreach activities and materials produced.

The following primary data will be collected in this project: (1) workshop transcripts hosted in each hub, (2) interview protocols conducted with specific stakeholders and (3) qualitative and quantitative feedback of participants.

Additionally, metadata on methodologies, instruments, procedures, the research goal and its target groups will be collected.

A clear size of the data cannot be estimated yet, but will be done updated versions of the DMP.

The collected data might be useful to other researchers who are working in the field of outreach, science communication and education of bio-economy and other complex research fields.

6.2 FAIR DATA

All data will follow a clear version number structure, if needed. For all quantitative and qualitative research in the project, non-identifiable metadata will be produced and made available on the BIONIC internal platform. Metadata will describe instruments used, methodologies employed and goals and target groups of the research. Metadata will be collected and appropriately stored by the researchers. All data will be anonymized.

All data produced and the associated anonymised metadata, documentation and code will be stored on the BIONIC repository.

BIONIC disposes on a ethical comitee which will become familiar with the guidelines of open data platforms.

To allow data exchange and re-use between researcher, institutions, organisations, countries, etc. the BIONIC project will assure the use of interoperable formats. Moreover, standard vocabularies for all data types will be used to allow inter-disciplinary interoperability. In the case where less common ontologies or vocabularies cannot be avoided or are specific to the project itself, BIONIC will provide mappings to more commonly used ontologies.

6.3 ALLOCATION OF RESOURCES

The data will be openly accessible as far as there are no extra costs. Open access publications must be covered by the partner organizations themselves, as the BIONIC project cannot allocate resources for this purpose. Besides, the coordination team and Work Package leaders are ultimately responsible for the data management of their tasks. Decisions on what data will be kept and for how long will be taken by the general assembly.

6.4 DATA SECURITY

According to the general data protection regulation each partner is responsible for data security of the data they gather within their organisation.

All partners guarantee to meet the European data protection standards within their organizations.