



## D1.2 – Quality Management Plan

### **Project name**

Asset Level Modelling of RISKS In the Face of Climate Induced Extreme Events and ADAPTtation (RISKADAPT)

Horizon Innovation Actions | Project No. 101093939

HORIZON-MISS-2021-CLIMA-02-03



Funded by the  
European Union

D1.2 – Quality Management Plan	
Dissemination level	Public (PU)
Type of deliverable	Document, report (R)
Work package	WP1 – Project Coordination
Status - version, date	Final – V1.0, 31/03/2023
Deliverable leader	Alexios Camarinopoulos, Dimitrios Bilonis (ERRA)
Contributing partners	(ERRA)
Contractual date of delivery	31/03/2023
Keywords	Quality Management Plan; Quality Assurance Rules; KPIs; Project Management; Document Management; Deliverable Management

### Quality Control

	Reviewer Name	Organisation	Date
Peer review 1	Mata Frondistou	RISA	28/03/2023
Peer review 2	Alessio Rimoldi	BIBM	29/03/2023

### Version History

Version	Date	Organisation	Summary of changes
0.1	01/03/2023	ERRA	Table of Contents – Document Structure
0.2	10/03/2023	ERRA	First draft of the Quality Management Plan
0.3	22/03/2023	ERRA	Final draft version sent for peer-review
0.4	30/03/2023	ERRA	Updated version addressing reviewers' comments
1.0	31/03/2023	ERRA	Final version ready for submission

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## List of Abbreviations and Acronyms

Abbreviation	Meaning
AB	Advisory Board
CA	Consortium Agreement
DM	Dissemination Manager
DoA	Description of Action
DPR	Deliverable Peer Reviewer
EC	European Committee
GA	General Assembly
GrA	Grant Agreement
IEM	Innovation & Exploitation Manager
IPR	Intellectual Property Rights
KPI	Key Performance Indicator
PB	Project Board
PC	Project Coordinator

QM	Quality Manager
QMP	Quality Management Plan
RM	Risk Manager
TL	Task Leader
TM	Technical Manager
WP	Work Package
WPL	Work Package Leader

## **Executive Summary**

This document describes the Quality Management Plan (QMP) that will be adopted during the course of RISKADAPT project in order to ensure high quality project results. QMP constitutes the objective of the Task 1.3: “Quality Management” which is part of WP1: “Project Management”. The effective implementation of the procedures described herein will be monitored by the Quality Manager.

The QMP is essential to ensure that the outcomes of the project will be of high quality. To this end, the RISKADAPT’s QMP that is presented in this deliverable defines the quality control and quality assurance processes that will be applied, sets quality rules and Key Performance Indicators (KPIs), and describes the project management, monitoring and internal communications, as well as decision-making and conflict resolution mechanisms. Furthermore, the plan provides information about the project’s document management system, along with a detailed presentation for the deliverable review and quality control processes.

## 1. Introduction

For the effective and successful implementation of RISKADAPT project's objectives and the production of high-level outcomes, a Quality Management Plan (QMP) was established during the first months of the project under Task 1.3 (Quality Management).

The QMP includes the quality control and quality assurance processes that will be followed during the project's life, sets the quality rules and the corresponding Key Performance Indicators (KPIs). It also refers to the project management, monitoring and internal communications between the consortium, as well as the decision-making and conflict resolution procedures. Finally, specifies the document management system of the RISKADAPT project, along with the detailed procedure for deliverable production, review and quality control before the final submission.

### 1.1 Purpose of the deliverable

The purpose of the current deliverable (D1.2) is to describe the Quality Management Plan (QMP) that will be adopted over the course of RISKADAPT project. Essentially, D1.2 constitutes the project's Quality Manual including the quality guidelines that shall be followed by RISKADAPT consortium members.

### 1.2 Structure of the deliverable

Deliverable 1.2 consists of nine chapters:

- Chapter 1 is the introduction.
- Chapter 2 describes the project management structure along with the key roles and responsibilities.
- Chapter 3 lists the quality assurance rules and the KPIs.
- Chapter 4 presents the project's internal communication channels.
- Chapter 5 describes the decision-making and conflict resolution procedures.
- Chapter 6 refers to the project reporting and monitoring.
- Chapter 7 presents the document management system and the corresponding rules.
- Chapter 8 describes the procedures for delivery production, review and quality control before the final submission.
- Chapter 9 states the conclusions of this document.

### 1.3 Intended audience

D1.2 is a public document according to the project's Description of Action (DoA). Thus, its intended audience is not limited only to project's partners and officer but it extends outside the consortium.

## 2. Project Management

The project management approach that will be followed in RISKADAPT aims to meet the following principles:

- establishing and maintaining a coherent and unified view of the overall project approach and objectives throughout the project duration;



- efficient monitoring and successful completion of the project objectives;
- effective identification and response management of potential risk issues; and
- effective communication and collaboration among all partners.

## 2.1 Project Consortium

The consortium of RISKADAPT project consists of eighteen participants (organizations) from several European countries. Table 1 lists all project participants, their countries, and their short names that will be used throughout the project documents. It should be also mentioned that the first fourteen participants participate as beneficiaries in the project with RISA being the project coordinator. The last four participants of the list (UHK, FGRID, KENTRIKI Odos, UOB) participate as associated partners.

**Table 1: RISKADAPT Consortium Members**

Participant ID	Short Name	Participant Organization Name	Country
1	RISA	RISA Sicherheitsanalysen GmbH	Germany
2	FMI	Finnish Meteorological Institute	Finland
3	UU	Utrecht University, School of Governance	The Netherlands
4	RUG	University of Groningen, Faculty of Spatial Sciences	The Netherlands
5	BIBM	Federation of the European Precast Concrete Industry	Belgium
6	UNIBO	University of Bologna	Italy
7	USTUTT	University of Stuttgart	Germany
8	ULFGG	University of Ljubljana	Slovenia
9	RINA-C	RINA Consulting S.p.A.	Italy
10	TECNIC	TECNIC S.p.A	Italy
11	ERRA	Environmental Reliability and Risk Analysis	Greece
12	RWM	Region of Western Macedonia	Greece
13	MTr	Municipality of Trieste	Italy
14	SCN	Cities Network for Sustainable Development and Circular Economy-SUSTAINABLE CITY	Greece
15	UHK	University of Hong Kong	China
16	FGRID	FINGRID	Finland
17	KENTRIKI Odos	Odos Kentrikis Ellados S.A.	Greece
18	UOB	University of Birmingham	United Kingdom

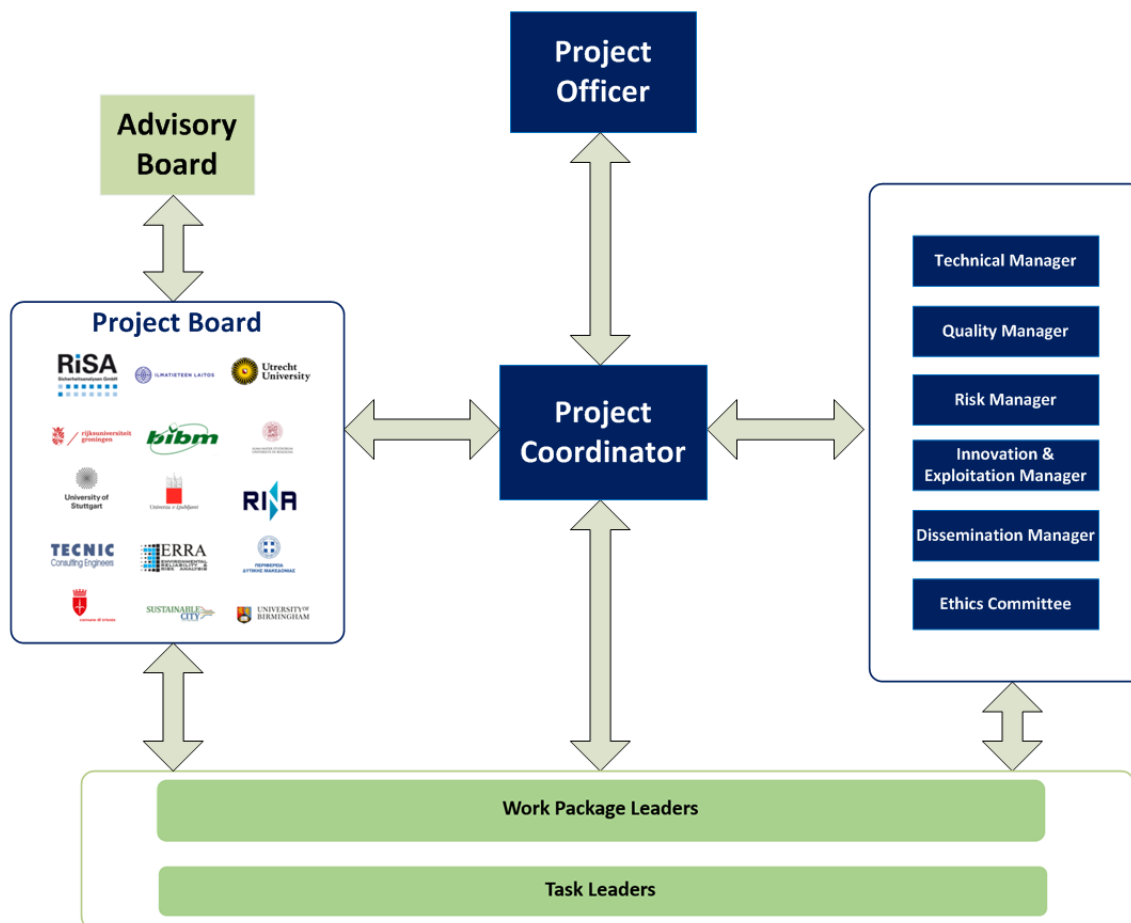
## 2.2 Management Structure

The project will be managed in accordance with the Grant Agreement (GrA) and the Consortium Agreement (CA). The GrA is the contract between the granting authority (EC) and the project

coordinator and the project's participants which sets out the rights and obligations and terms and conditions applicable to the grant awarded for the implementation of the action (project). The CA is the contract between the project participants which specifies the relationship among the parties, such as the distribution of the work between the parties, the management of the project, and the rights and obligations of the parties concerning inter alia liability, access rights and dispute resolution.

The management structure of the project complies with the CA, which is based on the DESCA 2021 Model for Horizon Europe small and medium projects. Figure 1 depicts the management structure of the RISKADAPT project. As shown in the figure, the RISKADAPT management bodies include the Project Board (PB), the Project Coordinator (PC), the Project Managers, i.e., the Technical Manager (TM), the Quality Manager (QM), Risk Manager (RM), the Innovation & Exploitation Manager (IEM), the Dissemination Manager (DM) and the Ethics Committee, the Work Package Leaders (WPLs) and the Task Leaders (TLs).

Finally, an Advisory Board (AB) will be formed by (at least eight) experts outside the consortium and will communicate with consortium representatives on a regular basis.



**Figure 1. Project Management Structure**

## 2.3 Roles and Responsibilities

The following sub-sections describe the roles and responsibilities of the RISKADAPT management bodies.

### 2.3.1 Project Board (PB)

The Project Board will play the role of the General Assembly (GA) as mentioned in the GrA, or the Steering Committee as mentioned in the CA. The PB is the decision-making body of the consortium, consisting of one representative of each partner and being chaired by the Project Coordinator (PC). All partner representatives have one vote each and should participate in PB decisions. In case a representative cannot attend a PB meeting, they may give power to another member from the same organisation.

The PB is responsible for managing the project strategy, reviewing progress and direction of the project against the work plan, and monitoring the resources used and costs incurred. In case any deviations from the project plan and the PB are identified, then the appropriate corrective actions should be taken upon the approval of the PB. Moreover, the PB is responsible to ensure that project costs remain within budget. If any deviations arise or prior approval is required, the PB will approve these before submitting any request to the EC. Recommendations for work plan amendments and major technical and resource allocation decisions will be submitted to the PB for consideration. Only the PB has the authority, under special circumstances, to change the work plan to a significant extent, with the agreement of the Project Officer (PO). The PB is also responsible for conflict resolution, having the authority to resolve any differences among the project's participants. The decision making process and conflict resolution procedure are presented in detail in Chapter 4.

Overall, the PB takes strategic and operational decisions on issues related to:

- Content, finances and Intellectual Property Rights (IPR)
  - Changes to the DoA, e.g., restructuring of WPs, rescheduling of deliverables, etc.
  - Changes or approval of resource allocation
  - Changes to the CA, e.g., regarding IPR.
- Consortium's management
  - Withdrawal of parties
  - Entry of new parties
  - Defaulting parties and remedies
  - Conflict resolution

### 2.3.2 Project Coordinator (PC)

The Project Coordinator (Stephanos Camarinopoulos, RISA) is the legal entity acting as the intermediary between the parties and the Granting Authority. The PC will chair the PB and is responsible for the coordination and management of RISKADAPT, for establishing monitoring and communication tools and for circulating critical information to partners. The PC will supervise the work plan (tasks' time plan, critical tasks, milestones), perform the contractual, financial and administrative management of the consortium, and prepare, update and manage the CA. The PC will ensure timely delivery of reports and cost statements, collect certificates on financial statements from partners and resolve contract-related issues with the EC.

Overall, the PC's main responsibilities are the following:

- coordinate the project at administrative level;
- control the project schedule, budget and resources including strict monitoring of the action plan;
- act as the communication link with the EC and the PO, regarding any contractual obligations such as deliverables, reporting, and any issues that may arise during the project execution; and
- chair the PB and be in cooperation with the Project Managers (TM, QM, IEM, DM) and Ethics Committee in order to ensure the smooth, effective and successful project execution.

The tasks and responsibilities assigned to the PC are described in detail in the PB and the CA.

### 2.3.3 Technical Manager (TM)

The Technical Manager (Guenter Becker, RISA) is responsible for coordinating the implementation of all technical matters and ensuring that technical decisions are in line with the project objectives and expected outcomes. The TM will interact closely with the WP Leaders of the technical WPs, as well as with the PC and the IEM to ensure that technical management aspects are aligned with the project objectives and exploitation strategy.

Overall, the TM's main responsibilities are the following:

- lead the overall technical coordination strategy and management;
- coordinate the technical activities between all relevant WPs;
- interact with the PC, the WP Leaders, and the IEM to plan, monitor and direct all technical aspects, and to ensure that the development activities meet the project objectives and innovation targets;
- coordinate with technical development partners to ensure that technical milestones are achieved according to the specified scope and timeline; and
- moderate on technical decisions and manage cases of conflicting choices regarding technical developments.

### 2.3.4 Quality Manager (QM)

The Quality Manager (Dimitrios Bilionis, ERRA) is responsible for the implementation of the quality procedures determined in the QMP described in this deliverable and the verification of the project results. The QM will detail the quality responsibilities of the partners and will define the procedures to deal with non-conformance, problems and mitigation actions.

Overall, the QM is responsible for the following:

- supervise and monitor the implementation of the quality procedures defined in the QMP;
- lead the deliverable review and quality control processes; and
- ensure compliance of the deliverables to the defined quality criteria.

### 2.3.5 Risk Manager (RM)

The Risk Manager (Mata Frondistou, RISA) oversees the Risk Management Plan of the project. In specific, the Risk Management Plan will include the risk registry and mitigation strategy plan related to possible technical and non-technical issues. The Risk Management Plan (see D1.4) is developed at the beginning of the project and updated regularly throughout the project.

Overall, the RM is responsible for the following:

- supervise the implementation of the Risk Management Plan;
- update the risk registry and the mitigation strategy plan;
- assess the probability that a specific risk may occur;
- assess the impact of risks on project cost, time, scope and quality objectives and specify the corresponding risk assessment criteria;
- get informed by the WPLs who are responsible for identifying potential risks in their WP suggesting corresponding mitigation plans; and
- cooperate with the appropriate project manager(s) and the PC when risks of high impact occur.

### 2.3.6 Innovation & Exploitation Manager (IEM)

The Innovation & Exploitation Manager (Clemente Fuggini, RINA-C) leads the design and implementation of an effective innovation management system that will support the consortium's sustainable innovation strategy and coordinates the elaboration and execution of the overall exploitation plan.

Overall, the IEM is responsible for the following:

- coordinate the activities needed for setting up, updating and maintaining a directory for tracking innovations and exploitable results;
- coordinate the elaboration, refinement and implementation of the overall exploitation plan;
- provide guidance and assistance to the partners to keep up-to-date and execute their individual exploitation plans;
- lead the identification of key stakeholders, the analysis of the value proposition for the different stakeholder groups and ways to approach and engage them, and the evaluation of the potential market positioning and the strengths and weaknesses of the RISKADAPT solutions;
- liaise with the PC to monitor the technology readiness level of the RISKADAPT solutions as the project evolves, track this progress and report findings including potential progress barriers and challenges;
- liaise with the TM to ensure that the solutions developed are both validated and viable for longer-term exploitation;
- liaise with the DM to ensure maximum impact for the project's results; and
- organise exploitation workshops to raise awareness and engagement of targeted stakeholders.

### 2.3.7 Dissemination Manager (DM)

The Dissemination Manager (Stephanos Camarinopoulos, RISA) will monitor and coordinate communication and dissemination activities.

Overall, the DM is responsible for the following:

- define the dissemination and communication strategy of the project;
- create RISKADAPT's visual identity (logo, templates, etc.);

- set up and maintain the project’s website;
- manage the project’s social media channels;
- lead the production of RISKADAPT’s dissemination material, such as posters, leaflets, press releases, newsletters, and videos;
- lead the identification of conferences, workshops, exhibitions, and scientific journals where RISKADAPT results could be disseminated;
- identify and interact with relevant projects and initiatives;
- organise all dissemination and communication activities of the project, including the final event with the support of the PC;
- ensure up-to-date and effective communication and interaction with targeted audiences, so that the project results can be optimally disseminated;
- ensure that the dissemination activities are executed according to the plan and that dissemination KPIs are met; and
- work closely with the IEM and the PC to achieve a balance between dissemination and exploitation taking also into account Intellectual Property Rights (IPR).

#### 2.3.8 Ethics Committee

During RISKADAPT project’s implementation specific attention will be paid to Legal, Ethical and Gender issues. In specific, a corresponding committee (Ethics Committee) will be formed under the leadership of partner ERRA. The Ethics Committee will overview all aspects of the project and ensure that they are in compliance with the respective legal/ethical/privacy laws (e.g., GDPR, ePrivacy Directive, etc.), taking also gender dimensions into account. Furthermore, a Gender and Ethics Plan with the RISKADAPT’s strategy will be composed and described in D1.5.

Overall, the Ethics Committee responsibilities will be the following:

- identify and monitor all project activities that may involve ethical and privacy concerns and ensure that proper procedures and mechanisms are applied, so as to comply with the relevant EU and national laws;
- keep record of all potential privacy and ethical issues that may arise during the project’s course;
- monitor and ensure the compliance of the project activities with GDPR;
- lead the elaboration and updating of the project’s Data Management Plan following the aforementioned principles and rules, as well as open research data policies;
- monitor gender and equal opportunity issues and ensure that principle equal rights will be respected during the project for all legal entities and physical persons irrespective of sex, age, race, gender, handicap and nationality.

The Ethics Committee will be chaired by Georgia Karali (ERRA), while for aspects related to Gender issues, the main responsible member will be Dr. M. Winnubst (UU).

#### 2.3.9 Work Package Leader

Each Work Package (WP) will have the corresponding Work Package Leader (WPL). The WPL will be responsible for the management of the WP supported by the leaders of the embodied Tasks. The WPLs will also be responsible for the inter-WP liaison and will report to the PC and the PB.

The Work Package Leaders’ main responsibilities will be as follows:

- lead the implementation planning of the WP;
- coordinate the activities of the Task Leaders;
- supervise the work performed in the WP's tasks and the quality of the results and deliverables;
- report progress at meetings and in progress reports;
- log major decisions related to any deviation to the work plan;
- notify partners whose contributions are of insufficient quality; and
- identify and report to the RM any potential risks that may arise during the execution of the WP and devise mitigation measures, with the support of partners involved in the WP.

### 2.3.10 Task Leader

Each Task will have the corresponding Task Leader (TL). The TL will be responsible for the management of the corresponding task in a similar way to the WPLs. The TLs will report to the WPL.

### 2.3.11 Advisory Board

The Advisory Board (AB) will consist of experts outside the consortium. In specific, at least eight experts coming from the industrial, academic and standardization fields related to the RISKADAPT project will form the project's AB. The AB will communicate with the project's consortium (that will be represented by selected project experts) every six months.

Experts that have accepted to participate in the RISKADAPT's AB are listed in Table 2. It is also noteworthy that the 50% of the AB will be composed by women.

**Table 2: Advisory Board members**

Name	Institution	Position	Country
Dr. Daniele Zonta	University of Trento	<ul style="list-style-type: none"> <li>• Professor of Civil &amp; Environmental Engineering</li> <li>• Member of CENT/TC 250 WG2 'Existing Structures' in Eurocodes.</li> </ul>	Italy
Mr. Alain Zarli	European Construction Technology Platform (ECTP)	<ul style="list-style-type: none"> <li>• Secretary General</li> </ul>	Belgium
Dr. Judith van Erp	Utrecht University	<ul style="list-style-type: none"> <li>• Professor and Research Director at the School of Governance</li> </ul>	Netherlands
Mr. Domenico Campogrande	European Construction Industry Federation (FIEC)	<ul style="list-style-type: none"> <li>• Director General</li> </ul>	Belgium

Dr. Maria Partidario	Lisbon University	<ul style="list-style-type: none"> <li>• Professor of Urbanism and Environment.</li> <li>• Head of SENSU (Strategic Approaches to Environment and Sustainability)</li> </ul>	Portugal
Dr. Ana Maria Esteves	Community Insights Group (CIG)	<ul style="list-style-type: none"> <li>• Managing Director of social performance consulting firm CIG.</li> <li>• Former president of the IAIA in 2016-2017.</li> <li>• Founder of SIAhub in 2010.</li> </ul>	Netherlands
Dr. Marina Neophytou	University of Cyprus	<ul style="list-style-type: none"> <li>• Professor of Environmental Engineering leading in the Environmental Fluid Mechanics Lab-Isle of Excellence.</li> </ul>	Cyprus
Dr. Göran Ericsson	Svenska Kraftnät	<ul style="list-style-type: none"> <li>• Head of R&amp;D in the Swedish energy provider (Svenska Kraftnät)</li> <li>• Adjunct Professor at the Uppsala University</li> </ul>	Sweden

### 3. Quality Assurance Rules and KPIs

The QM will be responsible for monitoring the quality processes, ensuring adherence to the QMP. All partners are responsible for implementing the QMP and maintaining the quality of the foreseen internal processes and project outcomes.

A set of quality assurance rules and corresponding Key Performance Indicators (KPIs) have been defined to facilitate quality monitoring of the activities and work conducted in the project. These quality rules and KPIs are shown in Table 3 and will form the basis for continuous monitoring of the quality processes. If needed, the defined quality processes will be updated over the course of the project.

**Table 3: Quality Rules and KPIs**

Rule	KPI
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<b>Keep the project on schedule</b>	Internal technical reports are compiled and reviewed every six months.
<b>Keep the project within budget</b>	Internal financial reports are compiled and reviewed every six months.
<b>Ensure that all deliverables follow the set quality criteria</b>	All deliverables undergo a review by two appointed peer reviewers, followed by the quality control performed by the QM.
<b>Implement an effective collaborative workspace</b>	All project documents are uploaded to the project's collaborative workspace and repository on Sharepoint.
<b>Implement an effective decision-making process</b>	Decision-making is performed following the processes defined in Chapter 4 and in the CA.
<b>Nomenclature and structure of all project documents to be in line with agreed conventions</b>	The QM monitors the use of codification and layout conventions defined in Chapter 6.
<b>Flag any deviations from targets in advance to enable preventive actions</b>	Deviations from agreed targets are monitored and reported every six months, and appropriate corrective measures are applied.
<b>Monitor compliance with the quality management plan and processes</b>	The QM advises partners on quality procedures, supervises the implementation of the quality management plan, and ensures compliance with the quality processes.
<b>Maintain coherence of the consortium, monitor project progress, achievements, challenges and decisions, discuss technical, administrative and other issues regularly</b>	Project Plenary meetings are held at least twice per year.

The following chapters describe the quality procedures that will be followed in order to ensure compliance with the quality assurance rules.

#### 4. Decision-Making Process and Conflict Resolution

This section outlines the foreseen decision-making and conflict resolution mechanisms that will facilitate the smooth and effective implementation of the project.

##### 4.1 Decision-Making Progress

As mentioned in Section 2.3.1, the PB is the decision-making body of the consortium, being responsible for taking strategic and operational decisions on issues related to content, finances, IPR, and consortium's evolution. The decision-making process that will be followed by the PB is defined in detail in the CA.

In order for the PB to deliberate and decide validly in meetings, the quorum must be met, i.e., at least two-thirds of its members should be present or represented. If the quorum is not reached, the PC, who chairs the PB, will convene another ordinary meeting within 15 calendar days, and if the quorum is not reached once more, the PC will convene an extraordinary meeting that will be entitled to decide even if the quorum is not met.

As far as the voting system is concerned, each PB member present or represented in the meeting has one vote, while parties that have been declared by the PB as defaulting parties, may not vote. Decisions will be taken by a majority of two-thirds of the votes cast. A party that can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of the PB, may exercise a veto against the corresponding decision. When a decision has been taken on a new item added to the agenda before or during the meeting, a party may veto the decision during the meeting or within 15 calendar days after the receipt of the draft minutes of the meeting.

According to the CA, the PB may also take a decision without a meeting if: a) the PC circulates to all members of the PB a suggested decision with a deadline for responses of at least 10 calendar days after receipt and b) the decision is agreed by 51% of all parties. The PC will inform all the members of the outcome of the vote. A veto may be submitted up to 15 calendar days after receipt of this information. The decision will be binding after the PC sends a notification to all members. The PC will keep records of the votes and make them available to the parties on request.

Besides the strategic and operational decisions that the PB is responsible for, smaller-scale operational and technical decisions will be taken, depending on the issue in question, by the responsible partner or management body according to what is stated in the PB, the CA and the QMP.

In case of a dispute between two or more partners, an escalation procedure will be followed, as described in the following section.

## 4.2 Conflict Resolution

Any issues/conflicts in the context of given contractual commitments that do not involve a change of contract, budget, allocated resources and/or overall focus will be addressed and resolved on the WP level. If the decision taken is unacceptable by partners found in the minority positions, the resolution of the conflict will be gradually elevated according to the following steps:

- a) First, the TL in coordination with the involved parties will inform the WPL for the conflict occurred.
- b) The WPL will organise a WP meeting to discuss the issue. If consensus is not reached, the WPL will inform the PC.
- c) The PC will convene a meeting with the relevant parties to discuss and resolve the conflict. If no agreement is reached, the issue will be elevated to the PB.
- d) The PB has the authority for the final decision, which must be accepted by all parties.

The most prominent decisions (e.g., reallocation of project resources) will be made by the PB by majority vote following the procedure stated in the CA and outlined in the previous section.

Any conflict that has an impact on organisational, technical, or administrative issues, is discussed and solved by the PB by majority following the rules that apply to Section 4.1 (decision making). In case of an important impact to the scope, plan, or contractual obligations of the project, the proposed change should be submitted to the PO for final approval.

## 5. Project Communications

The seamless and timely communication among the consortium partners during the course of the project is essential for the smooth and effective execution of the work plan and the achievement of the project objectives.

Emails will be the main means for communication. Furthermore, physical and virtual meetings will be organised on an ordinary and extraordinary basis, according to the needs of the project. In order to facilitate communication and information exchange, a document repository of RISKADAPT has been created, which will be continuously updated to contain all project information.

### 5.1 Mailing Lists

A mailing list management system is set up to facilitate communication, helping all consortium members to contact the appropriate partners to address their requests and exchange information.

Organizing the mails into groups per WP establishes direct communication between all partners assigned to the same WP. By using groups, when a partner sends an email it is not necessary to add all the recipients one by one. Instead, he/she can enter the corresponding email address assigned to the desired group and then the email will be sent automatically to all people included in that group.

Furthermore, the use of mailing lists guarantees that only the related partners will receive the emails avoiding any delivery to non-related partners, especially in cases when sensitive information or files are included. Last but not least, it limits also spammed messages to non-related recipients.

Table 4 shows the mailing lists that have been created for RISKADAPT project.

**Table 4: RISKADAPT mailing lists**

Mailing List Name	Email Address	Description
All RISKADAPT Members	all@riskadapt.eu	The list includes all the persons, of the consortium partner, involved in the RISKADAPT project.
RISKADAPT Project Board	pb@riskadapt.eu	The list includes the representatives of the consortium partners in the Project Board.
RISKADAPT WP1	wp1@riskadapt.eu	The list includes the participants involved in RISKADAPT WP1
RISKADAPT WP2	wp2@riskadapt.eu	The list includes the participants involved in RISKADAPT WP2
RISKADAPT WP3	wp3@riskadapt.eu	The list includes the participants involved in RISKADAPT WP3
RISKADAPT WP4	wp4@riskadapt.eu	The list includes the participants involved in RISKADAPT WP4
RISKADAPT WP5	wp5@riskadapt.eu	The list includes the participants involved in RISKADAPT WP5

RISKADAPT WP6	wp6@riskadapt.eu	The list includes the participants involved in RISKADAPT WP6
RISKADAPT WP7	wp7@riskadapt.eu	The list includes the participants involved in RISKADAPT WP7

The mailing lists' members will be updated by the PC when needed over the course of the project and the up-to-date mailing lists will be maintained in the project's document repository (i.e., RISKADAPT Sharepoint).

## 5.2 Project Meetings

During the project's lifetime, a number of regular and extraordinary meetings of the management bodies and the consortium partners will take place to ensure smooth and efficient project execution and monitoring. Table 5 shows an overview of the project meeting rules.

**Table 5: Organisation of project meetings**

Action	Timing
<b>Convening</b>	<ul style="list-style-type: none"> <li>• <i>PB &amp; Plenary meetings</i>: Twice a year</li> <li>• <i>WPs Coordination meetings</i>: Monthly</li> <li>• <i>WP meetings</i>: Monthly or bi-weekly</li> <li>• <i>Extraordinary meetings</i>: At any time on need basis</li> </ul>
<b>Notice</b>	<ul style="list-style-type: none"> <li>• <i>PB &amp; Plenary meetings</i>: No later than 14 calendar days prior to the meeting</li> <li>• <i>WPs Coordination, WP &amp; extraordinary meetings</i>: No later than 7 calendar days prior to the meeting</li> </ul>
<b>Agenda</b>	<ul style="list-style-type: none"> <li>• <i>PB &amp; Plenary meetings</i>: No later than 14 calendar days prior to the meeting</li> <li>• <i>WPs Coordination, WP &amp; extraordinary meetings</i>: No later than 7 calendar days prior to the meeting</li> </ul>
<b>Adding Agenda Items</b>	<ul style="list-style-type: none"> <li>• <i>PB &amp; Plenary meetings</i>: No later than 7 calendar days prior to the meeting</li> <li>• <i>WPs Coordination, WP &amp; extraordinary meetings</i>: No later than 2 calendar days prior to the meeting</li> </ul>
<b>Minutes</b>	<ul style="list-style-type: none"> <li>• Within 10 calendar days of the meeting</li> </ul>
<b>Minutes accepted</b>	<ul style="list-style-type: none"> <li>• Within 15 calendar days from receipt, if there are no objections by written notice</li> </ul>

It should be noted that as far as physical project meetings are concerned, the rules applying to the meeting notice and agenda are differentiated as follows: a timely notice, i.e., no later than 30 calendar days prior to the meeting, should be given so that the meeting participants have adequate time to manage their travel logistics. The meeting venue, time, and agenda will also be sent no later than 30 calendar days prior to the meeting.

### 5.2.1 PB Meetings

Ordinary meetings of the PB will take place at least twice per year. Extraordinary meetings may also be organised at any time upon written request of any PB member. The PC, who chairs the PB, is responsible for convening the PB meetings. Most PB meetings will be held in conjunction with plenary or technical meetings and can be physical or virtual.

The purpose of the PB meetings is to review the project strategy and overall progress against the work plan, and to take strategic and operational decisions on issues related to content, finances, IPR, and consortium's evolution. Further details on the responsibilities and the meeting procedures of the PB are given in Section 2.3.1 and in the CA.

### 5.2.2 Plenary Meetings

The project plenary meetings will be convened by the PC twice per year and will be hosted by partners on a rotation basis.

The purpose of the plenary meetings is to maintain the coherence of the consortium, to overview the project's progress and achievements, and to discuss plans, milestones, and challenges for the next period, as well as technical, administrative and other issues. Most plenary meetings will be held in conjunction with workshops, such as technical or exploitation workshops

### 5.2.3 WPs Coordination Meetings

WPs coordination meetings will be held among the PC, the Project Managers (TM, QM, RM, IEM, and DM), the Ethics Committee and the WPLs. The PC, who will be the chairperson, will convene these meetings on a regular monthly basis and may also organise additional meetings when needed.

The purpose of the WPs coordination meetings is to review the overall progress in terms of work plan, project objectives and milestones, to review and update the risk register, to evaluate whether the project is on the right track or any preventive or corrective actions should be taken, and to ensure effective collaboration and interaction among the WPs. These meetings help to monitor the project's status on a regular basis and provide the opportunity to discuss technical, operational, and administrative issues in a timely fashion.

### 5.2.4 WP meetings

WP meetings will be held among the partners involved in the WP. The WPL, who will be the chairperson, will convene these meetings on a regular basis (monthly or bi-weekly) and may also organise additional meetings whenever required.

The purpose of the WP meetings is to organise the work that needs to be done towards a successful completion of the WP and delivery of high-quality outcomes, monitor the WP progress against the work plan, and identify whether the running tasks and pending deliverables are on track or any mitigation actions should be taken.

## 6. Document Management

This chapter describes the rules and processes that will be applied to the management of the RISKADAPT documents.

## 6.1 Language

The language in all deliverables and other project documents is English. Dissemination material, such as press releases and newsletters, will also be produced in English, and will be translated to partners' national languages when needed.

## 6.2 Document editing tools

The main document editing tools that will be used are as follows:

- Microsoft 365 Word for documents
- Microsoft 365 PowerPoint for presentations
- Microsoft 365 Excel for spreadsheets
- PDF for final deliverables and reports to be delivered and distributed externally

Alternative tools, such as Google docs and sheets, can also be used for the working versions of the documents during their preparation phase.

## 6.3 File Nomenclature

For a convenient distribution and management of the project deliverables and other documents among the consortium members, file naming conventions should be adopted and followed by all the project partners. Table 6 presents the formats of the file names that should be used for the distribution and storage of the RISKADAPT documents.

**Table 6: Nomenclature**

Document Type	Nomenclature
Deliverables	RISKADAPT_D[Deliverable number]_v[Revision number] <i>e.g. RISKADAPT_D1.1_v1.0.docx</i> <i>or RISKADAPT_D1.1_v1.0.pdf</i>
Comments or contribution to a specific deliverable version	RISKADAPT_D[Deliverable number]_v[Revision number]_[Partner]_[optional:version] <i>e.g. RISKADAPT_D1.1_v0.8_ERRA_v0.1.docx</i>
Deliverable review	RISKADAPT_D[Deliverable number]_v[Revision number]_QR_[Partner] <i>e.g. RISKADAPT_D1.1_v1.0_QR_ERRA.docx</i>
Meeting agenda	RISKADAPT_[WP, task or event]_Agenda_[YYYYMMDD] <i>e.g. RISKADAPT_WP1_Agenda_20220901.docx</i>
Meeting minutes	RISKADAPT_[WP, task or event]_Minutes_[YYYYMMDD]

	<i>e.g. RISKADAPT_WP1_Minutes_20220901.docx</i>
Internal Technical Report	RISKADAPT_WP1_TR_[MonthFrom-MonthTo]_[Partner] <i>e.g. RISKADAPT_WP1_TR_M1-M6_ERRA.docx</i>
Internal Financial Report	RISKADAPT_WP1_FR_[MonthFrom-MonthTo]_[Partner] <i>e.g. RISKADAPT_WP1_FR_M1-M6_ERRA.xlsx</i>

## 6.4 Templates

The consortium partners should follow the same, predefined templates for the project documents. The templates, which correspond to different types of documents that will be used in the project, are available at RISKADAPT's document repository and include:

- Deliverable template
- Deliverable peer review report template
- Template for presentations
- Template for meeting agendas
- Template for meeting minutes
- Internal Technical Report Template
- Internal Financial Report Template

Other templates that will be created during the course of the project (e.g., for leaflets), will also be available at the project's document repository.

## 6.5 Document Repository

A RISKADAPT document repository has been set up in Sharepoint to facilitate information sharing among partners and easy access to all project documentation. Partners should upload and store all project information in the document repository. Files may be circulated as attachments to emails, but they should also always be uploaded to Sharepoint. When uploading files to the repository, an informative email should be sent to all relevant partners. The QM will ensure compliance to these guidelines. All partners will be granted author rights to create, edit, and review documents in the collaborative work space. The PC will be responsible for the structure and maintenance of the repository. A detailed presentation of the project's repository system was provided in D1.1.

## 7. Project Reporting and Monitoring

Internal technical reports and internal financial reports will be compiled and consolidated every six months in order to monitor the progress of the project continuously and effectively. Each partner will report WP-specific progress to the PC covering technical progress, results, deliverables and quality aspects, as well as compliance with the work plan. Financial progress will be reported in terms of



approximate person-hours spent, work performed, deviations from agreed time scales and corrective actions. These reports will be informal and only for internal project use, providing an indication of the project progress. The WP leaders will consolidate the reports and may indicate warnings, e.g., in case there is overspend or underspend of resources of a particular partner that does not correspond to concrete work outputs. The PC will then evaluate the reports, summarise overall project progress, update planning charts and person-hour records, and upload the reports to the project's document repository. In case any key issues or problems are identified, preventive or corrective actions will be taken. These reports will form the basis of the periodic reports that will be submitted to the EC.

### **7.1 Internal Technical Reports**

Internal technical reports will be prepared every six months. The procedure that will be followed for the preparation of the internal technical reports involves the following steps:

- a) The PC initiates the reporting process by sending a request for an internal technical progress report and respective time plan to the consortium partners.
- b) Partners prepare an internal technical progress report, using the predefined report template, outlining the technical work they performed per each active WP, and upload the report to the project's document repository.
- c) WPLs review the work presented per partner, compose one consolidated report per WP and upload it to the project's document repository.
- d) The PC gathers all reports, evaluates them with the support of the TM, prepares a consolidated report, uploads it to the project's document repository, and informs all partners.

### **7.2 Internal Financial Reports**

Internal financial reports will be prepared every six months. The procedure that will be followed for the preparation of the internal financial reports involves the following steps:

- a) The PC initiates the reporting process by sending a request for an internal financial report and respective time plan to the consortium partners.
- b) Partners state the specific person-hours that have been spent per WP using the predefined report template, and upload the report to the project's document repository.
- c) WP leaders review the resources claimed by each partner and notify the PC of any deviation between costs and work conducted they may detect.
- d) The PC gathers and evaluates all reports, prepares a consolidated financial report, uploads it to the project's document repository and informs all partners.

## **8. Deliverables**

The deliverables are the most important means for communicating the outcomes of the work packages and the tasks of the project. In order to ensure the production of high-quality deliverables, a strict peer-reviewing process and certain quality criteria will be applied. This section describes the deliverable production roles and responsibilities, followed by the deliverable review and quality control processes that will be applied.

### **8.1 Deliverable Production Roles and Responsibilities**



The roles and responsibilities of the partners that are involved in the deliverable production process are as follows:

➤ **Deliverable Leader**

The Deliverable Leader (DL) is the main editor and leads the deliverable production and management process. The DL is responsible for organising and supervising the content required by each partner involved in the deliverable and for the submission of a high quality deliverable in due time. The DL is the main contact point for the deliverable preparation and reports to the TL and the WPL. The DL is in charge of submitting to the QM the completed deliverable ready for peer review, organising any revisions suggested by the peer reviewers in collaboration with the deliverable contributors, and submitting the final version to the QM for quality control and approval.

➤ **Deliverable Contributors**

The Deliverable Contributors (DCs) work in collaboration with the DL for the production of specific parts of the deliverable. The DCs are mainly responsible for the sufficiency and quality of the parts that have been assigned to them and for addressing the peer reviewers' comments, if any. Close collaboration among the DL and the DCs is essential to ensure the production of deliverables of high quality and in due time.

➤ **Deliverable Peer Reviewers (DPRs)**

Two Deliverable Peer Reviewers (DPRs) will be assigned to each deliverable. The Deliverable Peer Reviewer is responsible for reviewing the complete version of the deliverable before its submission to the EC. The DPR should not be a direct contributor to the deliverable and will be responsible for carefully reviewing and evaluating the deliverable against the defined quality criteria. The DPR fills in the Peer Review Report and can also provide additional comments directly within the deliverable document, using Microsoft Word features such as tracked changes or review comments. The DPRs send their Review Reports along with the reviewed/edited documents to the QM and the DL, and the QM coordinates the next steps in the deliverable production process depending on the outcome of the reviews.

➤ **Quality Manager (QM)**

The QM is responsible for coordinating the deliverable review process and for supervising and approving the quality of the deliverables to be submitted to the EC portal. The QM initiates the deliverable review process, notifies the DL and the DPRs of the procedure that should be followed and the deadlines for the different stages of the review process, directs the overall review process, performs the final quality check of the deliverable and examines whether all quality criteria are met, and then, either requests additional changes if needed or, in case no further revisions are required, approves the deliverable and informs the PC that the deliverable is ready for submission.

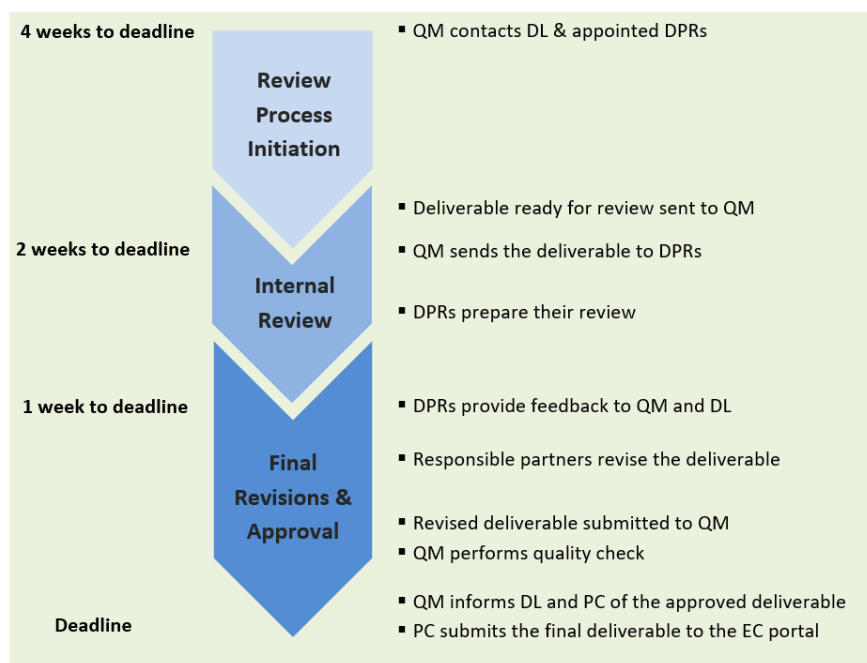
## **8.2 Deliverable Review and Quality Control**

The production of deliverables of high quality and in due time requires a well-defined review and quality control procedure to be followed.

The deliverable review process that will be applied in RISKADAPT involves the following steps:

- Four weeks before the official deliverable deadline, the QM initiates the deliverable review process and sends a notice to the DL and the appointed DPRs.
- The DL submits to the QM the completed deliverable ready for peer review at least two weeks before the submission deadline.
- The QM immediately forwards the deliverable to the two appointed DPRs.
- The DPRs have one week to review the deliverable and prepare their Peer Review Reports, which they send to the QM and the DL.
- The QM requests from the DL to address any comments/changes proposed by the DPRs.
- The DL informs the corresponding DCs to address any comments/changes proposed by the DPRs.
- Once the revised version is completed, the DL sends the revised deliverable to the QM and describes the main actions taken and revisions made in the Peer Review Report.
- The QM performs the quality check and, if no additional revisions are required, approves the deliverable and notifies accordingly the DL and the PC.
- The PC submits the final deliverable to the EC portal.

Figure 2 illustrates the deliverable review process timeline described above.



**Figure 2. Deliverable Review Process Timeline**

As mentioned above, each deliverable will be assigned to two Peer Reviewers that have not been actively involved in the deliverable production. The Deliverable Peer Reviewers (DPRs) are expected to review and evaluate the deliverables against the quality criteria presented in Table 7.

**Table 7: Quality Criteria for Deliverables**

Quality Criteria	Description
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<b>Completeness</b>	<ul style="list-style-type: none"> <li>✓ All aspects of the deliverable, as described in the DoA, are fully addressed and analysed in adequate detail.</li> </ul>
<b>Accuracy</b>	<ul style="list-style-type: none"> <li>✓ All background information used in the deliverable is supported by the corresponding references.</li> </ul>
<b>Relevance</b>	<ul style="list-style-type: none"> <li>✓ The content is relevant to the scope of the deliverable and in line with the DoA.</li> <li>✓ The deliverable is relevant to its target audience.</li> </ul>
<b>Methodological framework soundness</b>	<ul style="list-style-type: none"> <li>✓ The findings are based on a sound and appropriate methodology.</li> <li>✓ The technical approaches used are appropriate.</li> </ul>
<b>Quality of achievements</b>	<ul style="list-style-type: none"> <li>✓ The deliverable has added scientific value.</li> <li>✓ The results are of high quality.</li> </ul>
<b>Clarity</b>	<ul style="list-style-type: none"> <li>✓ The language of the text is clear and unambiguous.</li> <li>✓ The terminology, including acronyms, is explained.</li> <li>✓ There are no spelling errors.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>✓ The deliverable follows the defined template.</li> <li>✓ The file follows the standard file format and naming convention.</li> </ul>

Based on the aforementioned criteria, the Peer Reviewers fill in their Review Report using the predefined template (shown in Annex 1) and give the complete draft deliverable a final rating. The rating options are shown in Table 8.

**Table 8: Peer Review Deliverable Rating**

Rating	Deliverable Quality Level
<b>Fully accepted</b>	The deliverable is of very high quality and there are only minor comments and typos to be corrected.

<b>Accepted with comments</b>	The deliverable is of high quality and the reviewer suggests minor, optional changes that can improve the deliverable.
<b>Accepted with reservation</b>	The deliverable is in good shape but needs some revision.
<b>Rejected unless modified as suggested</b>	The deliverable needs considerable modification in order to be accepted.
<b>Rejected</b>	The deliverable is of very low quality.

The last step before the submission of the deliverable is the quality control performed by the QM. The QM's role is to ensure that the peer reviewers' comments and suggestions have been properly addressed in the revised version of the deliverable and that the document meets the defined quality criteria. If no further revisions are needed, the QM approves the deliverable and informs the DL and the PC that the deliverable is ready for submission to the EC portal.

The appointed peer reviewers of the RISKADAPT deliverables are presented in Annex 2.

## 9. Conclusions

A well-established Quality Management Plan (QMP) followed by all project partners ensures the production of high-quality results.

D1.2 constitutes the Quality Manual of the RISKADAPT project that will be followed over the course of the project. In specific, the deliverable at hand presented all the quality control and quality assurance processes to be followed and set the quality rules along with the KPIs. Moreover, the current deliverable described the communication means, the decision-making and conflict resolution procedures along with project monitoring and reporting policies. Finally, specific focus was given on the document management system and the deliverable production, review and quality processes.

All consortium members shall be responsible for implementing the QMP, as described herein, in order to maintain the quality of the internal processes and the project outcomes.

**Annexes**

**Annex 1 – Deliverable Peer Review Report Template**



<b>Peer Review Report for D<sub>x.x</sub> – Title of the Deliverable</b>	
<b>Work Package</b>	
<b>Task</b>	
<b>Document date</b>	
<b>Version number</b>	
<b>Review Date</b>	
<b>Deliverable Leader</b>	
<b>Contact Person</b>	
<b>Authors</b>	
<b>Contributors</b>	
<b>Reviewers</b>	
<b>Quality Manager</b>	

## Reviewer

Reviewer's name – Organisation Name

### Overall Peer Review Result

<input type="checkbox"/> Fully accepted	<input type="checkbox"/> Accepted with comments	<input type="checkbox"/> Accepted with reservation	<input type="checkbox"/> Rejected unless modified as suggested	<input type="checkbox"/> Rejected
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### Suggestions to the Authors

#### 1. The following changes should be implemented

*Author's response:*

#### 2. Missing chapters / subjects

*Author's response:*

#### 3. Required changes on the deliverable's essence and contents

*Author's response:*

#### 4. Further relevant required improvements

*Author's response:*

#### General Comments

*These refer to any issue not covered by the specific criteria defined below. They refer to general contents thoroughness, correspondence of the reported work to the project objectives as defined in the Description of Action, and correspondence to the general programme objectives.*

*Author's response:*

#### Specific Comments

##### Criterion A: Completeness

*Are all aspects of the deliverable, as described in the Description of Action, fully addressed and analysed in adequate detail?*

*Reviewer's comment:*

*Author's response:*

**Criterion B: Accuracy**

*Is all background information used in the deliverable supported by the corresponding references?*

*Reviewer's comment:*

*Author's response:*

**Criterion C: Relevance**

*Is the content relevant to the scope of the deliverable and in line with the Description of Action? Is the deliverable relevant to its target audience?*

*Reviewer's comment:*

*Author's response:*

**Criterion D: Methodological framework soundness**

*Are the findings based on a sound and appropriate methodology? Are the technical approaches appropriate?*

*Reviewer's comment:*

*Author's response:*

**Criterion E: Quality of Achievements**

*Does the deliverable have added scientific value? Are the results of high quality?*

*Reviewer's comment:*

*Author's response:*



**Criterion F: Clarity**

*Is the language of the text clear and unambiguous? Is the terminology, including acronyms, explained? Are there any spelling errors?*

*Reviewer's comment:*

*Author's response:*

**Criterion G: Compliance**

*Does the deliverable follow the defined template? Does the file follow the standard file format and naming convention?*

*Reviewer's comment:*

*Author's response:*

**Annex 2 – Internal Deliverable Peer Reviewers**

<b>Del No</b>	<b>Title</b>	<b>Lead Beneficiary</b>	<b>Peer Reviewer 1</b>	<b>Peer Reviewer 2</b>
<b>D1.1</b>	Internal Project Server	<b>RISA</b>	ERRA	RISA
<b>D1.2</b>	Quality Management Plan	<b>ERRA</b>	RISA	BIBM
<b>D1.3</b>	Data Management Plan v1	<b>FMI</b>	USTUTT	RUG
<b>D1.4</b>	Risk Management Plan	<b>RISA</b>	TECNIC	RINA-C
<b>D1.5</b>	Innovation Management	<b>RINA-C</b>	RISA	BIBM
<b>D1.6</b>	Gender and Ethics Plan	<b>UU</b>	ERRA	SCN
<b>D1.7</b>	Data Management Plan v2	<b>FMI</b>	USTUTT	RISA
<b>D1.8</b>	Data Management Plan v3	<b>FMI</b>	ULFGG	SCN
<b>D2.1</b>	CoPs, Co-designed User Requirements	<b>UU</b>	MTr	RWM
<b>D2.2</b>	Specifications, Architecture	<b>RISA</b>	USTUTT	UOB
<b>D3.1</b>	Access to EO data	<b>FMI</b>	UNIBO	ULFGG
<b>D3.2</b>	Extreme value distributions-present climate	<b>FMI</b>	ERRA	ULFGG
<b>D3.3</b>	Extreme value distributions-future climate	<b>FMI</b>	UNIBO	ULFGG
<b>D3.4</b>	Hydrologic/hydraulic modelling regarding floods	<b>ULFGG</b>	FMI	UOB
<b>D3.5</b>	Model of high wind loading on a high rise building	<b>UNIBO</b>	UOB	UHK
<b>D3.6</b>	Algorithms for glass window damage	<b>UHK</b>	UNIBO	TECNIC
<b>D4.1</b>	Material Degradation, Structural Vulnerability	<b>TECNIC</b>	USTUTT	ERRA
<b>D4.2</b>	Struct. resistance integration in lifecycle analyses	<b>USTUTT</b>	TECNIC	FMI
<b>D4.3</b>	Database with Materials'/Component's 'Passports'	<b>ERRA</b>	USTUTT	TECNIC
<b>D5.1</b>	Data Management System	<b>RISA</b>	UOB	UNIBO
<b>D5.2</b>	TPRISKADAPT	<b>RISA</b>	USTUTT	FMI
<b>D5.3</b>	Social Impacts	<b>RUG</b>	UU	SCN
<b>D5.4</b>	PRISKADAPT/MIS v1	<b>RINA-C</b>	RISA	ULFGG
<b>D5.5</b>	PRISKADAPT/MIS v2	<b>RINA-C</b>	TECNIC	RUG

<b>D5.6</b>	User's Guide	<b>ERRA</b>	<b>BIBM</b>	<b>TECNIC</b>
<b>D5.7</b>	Data Gaps v1	<b>UOB</b>	<b>UNIBO</b>	<b>FMI</b>
<b>D5.8</b>	PRISKADAPT/MIS Final	<b>RINA-C</b>	<b>UOB</b>	<b>RWM</b>
<b>D5.9</b>	Data Gaps Final	<b>UOB</b>	<b>UNIBO</b>	<b>UU</b>
<b>D6.1</b>	Dissemination and Communication Plan v2	<b>RISA</b>	<b>RINA-C</b>	<b>SCN</b>
<b>D6.2</b>	Exploitation Plan v2	<b>RINA-C</b>	<b>RISA</b>	<b>RWM</b>
<b>D6.3</b>	Evaluation Pilot 1	<b>RWM</b>	<b>MTr</b>	<b>UOB</b>
<b>D6.4</b>	Evaluation Pilot 2	<b>FMI</b>	<b>RWM</b>	<b>MTr</b>
<b>D6.5</b>	Evaluation Pilot 3	<b>MTr</b>	<b>RWM</b>	<b>UHK</b>
<b>D6.6</b>	Synthesis and Overall Evaluation of the Results	<b>UOB</b>	<b>ERRA</b>	<b>RINA-C</b>
<b>D7.1</b>	Web Site of the Project	<b>RISA</b>	<b>ERRA</b>	<b>RINA-C</b>
<b>D7.10</b>	Report to regulatory authorities (version 2)	<b>UNIBO</b>	<b>UU</b>	<b>FMI</b>
<b>D7.2</b>	Project Flyer	<b>RISA</b>	<b>RINA-C</b>	<b>BIBM</b>
<b>D7.3</b>	Dissemination and Communication Plan v1	<b>RISA</b>	<b>UU</b>	<b>BIBM</b>
<b>D7.4</b>	Exploitation Plan v1	<b>RINA-C</b>	<b>RUG</b>	<b>MTr</b>
<b>D7.5</b>	Report to regulatory authorities (version 1)	<b>UNIBO</b>	<b>MTr</b>	<b>RUG</b>
<b>D7.6</b>	Business Model Definition	<b>RINA-C</b>	<b>USTUTT</b>	<b>RUG</b>
<b>D7.7</b>	Standardization Activities	<b>RINA-C</b>	<b>BIBM</b>	<b>ULFGG</b>
<b>D7.8</b>	Final Exploitation Plan including Business Model	<b>RINA-C</b>	<b>RISA</b>	<b>MTr</b>
<b>D7.9</b>	Dissemination and Communication of the Results	<b>RISA</b>	<b>RINA-C</b>	<b>SCN</b>
<b>D7.10</b>	Report to regulatory authorities (version 2)	<b>UNIBO</b>	<b>UU</b>	<b>FMI</b>
<b>D8.1</b>	OEI - Requirement No. 1	<b>RISA</b>	<b>UU</b>	<b>RUG</b>
<b>D8.2</b>	OEI - Requirement No. 2	<b>RISA</b>	<b>UU</b>	<b>BIBM</b>
<b>D8.3</b>	OEI - Requirement No. 3	<b>RISA</b>	<b>FMI</b>	<b>RWM</b>