Robotics4EU

D6.1

Project´s management plan

www.robotics4eu.eu

info@robotics4eu.eu

Robotics4EU

PARTNERS

CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

D6.1

Project´s management plan

DELIVERABLE TYPE	MONTH AND DATE OF DELIVERY
Report	Month 3, March 2021
WORK PACKAGE	**LEADER**
WP6	CE
DISSEMINATION LEVEL	**AUTHORS**
Public	Anneli Roose Karl-Tanel Paes

Programme	Contract Number	Duration	Start
Horizon 2020	101017283	36 Months	January 1, 2021

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

Contributors

NAME	ORGANISATION
Age Laine	**CE**
Anneli Roose	**CE**
Karl-Tanel Paes	**CE**
Virginie Barbosa	**LNE**

PARTNERS

CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

Table of Abbreviations and Acronyms

Abbreviation	Meaning
EC	European Commission
EG	Expert Group
IP	Intellectual Property
M	Month
PM	Project Manager
PMB	Project Management Board
PO	Project Officer
T	Task
WP	Work Package

PARTNERS

CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

Index of Contents

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

PARTNERS

CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

Index of Figures

PARTNERS

CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

1. Executive Summary

The aim of Robotics4EU is to ensure a more **widespread adoption of (AI-based) robots** in healthcare, inspection and maintenance of infrastructure, agri-food, and agile production. It will be reached through the implementation of the responsible robotics principles among the robotics community that results in **societal acceptance** of the robotics solutions in application areas. **Robotics4EU will** create and empower the **EU wide responsible robotics community** representing robotics
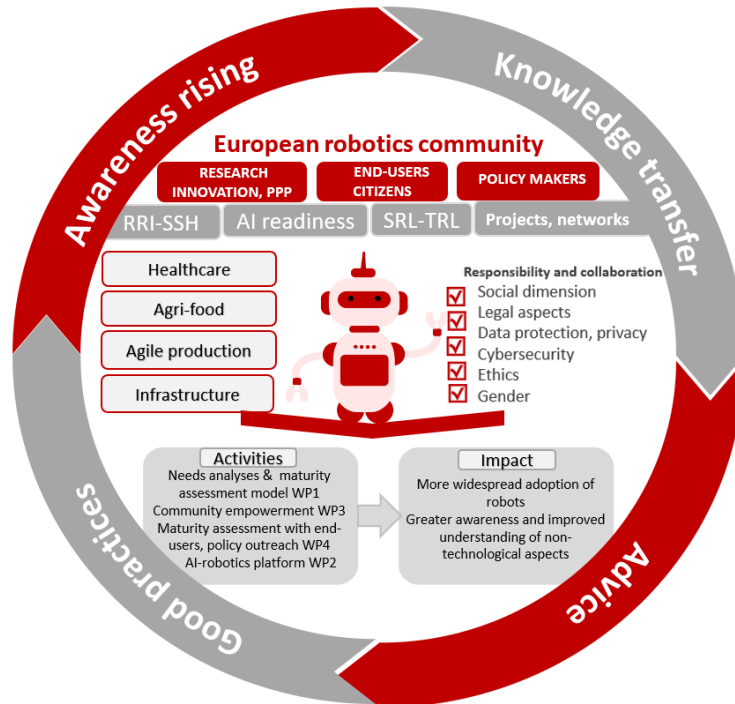

Figure 1: Robotics4EU concept

innovators from companies and academia in the fields of healthcare, inspection and maintenance of infrastructure, agri-food, and agile production as well as citizens/users and policy/decision makers by:

1. **rising awareness about non- technological aspects of robotics** (ethics, legal, socioeconomic, data, privacy, gender) by organising community building and co creation events bringing together robotics community and citizens;
2. **advocating for the responsible robotics among all stakeholder groups**, incl. policy makers;
3. **developing a responsible robotics maturity assessment model and bringing the project results to the standardization bodies;**
4. reaching out to the policy makers **by compiling a responsible robotics advocacy report and organising a high-level policy debate;**
5. integrating AI4EU and Robotics4EU platforms **that enables access to technological and non- technological tools and ensures high visibility and added value to the end-users from robotics community.**

The project is built on the following core principles:

- Integration of technological and societal readiness concepts
- Responsible research and innovation (SSH engagement, gender diversity, ethics, end-users engagement)
- Responsible robotics
- AI readiness
- Synergies with other robotics and responsible ICT projects and initiatives

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

2. Introduction

The Project Management Plan is the day-to-day reference document of the Robotics4EU project.

It summarises procedures to be respected, at technical, financial and administrative level, to ensure an efficient collaboration between the partners of the consortium and also an efficient communication between the European Commission and the consortium.

Its aims are to:

- check the interaction between the consortium members during the work execution;
- check the progress of the work on a regular period;
- detail how and when the documentation must be exchanged by the partners;
- set out editorial standards for project contents.

This document contains the following parts:

- **SECTION 1** details how the project is organised and how the relevant project management bodies can interact during the project.
- **SECTION 2** explains how the communication inside and outside the project is organized.
- **SECTION 3** describes the way the project planning, monitoring and reporting is performed.
- **SECTION 4** provides details about the quality control activities and rules for documentation.

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

3. Organisation

3.1. Project bodies

Project management structure:
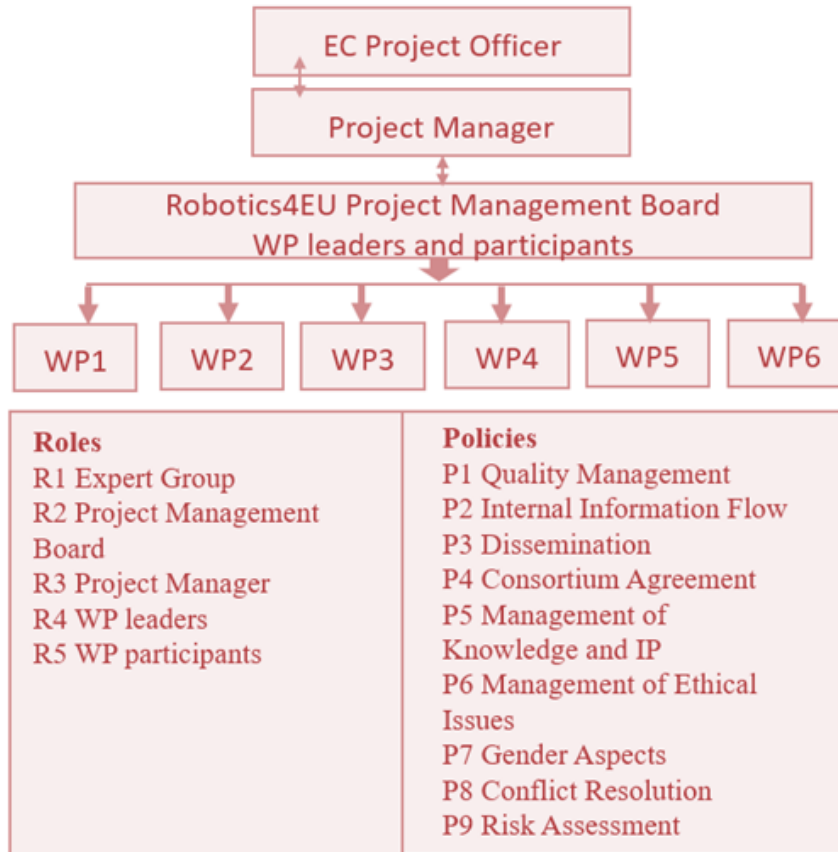
Figure 2: Management Structure

3.2. Roles of project bodies

The role and composition of each project body are specified in the project proposal and complemented by the Consortium Agreement.

Expert Group (EG)

It will be established in the beginning of the project. The EG will consist of up to 10 industry, academia, policy makers and citizens representatives. EG members will be invited from other projects and robotics networks. The aim of the EG is to act as a mentoring body for the project and to assist in strategic planning of the project. The PMB will consult directly with the EG. 2 EG meetups will be organized and ad-hoc online consultation with EG members will be arranged based on need.

Project Management Board (PMB)

The project management is conducted by the PMB, consisting of the representatives of the consortium members (1 representative from each partner). Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast. PMB meetings are arranged once per year taking place during the consortium meetings (kick off, M12, M24, M36). In addition

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

to the annual PMB meetings, the PMB holds telephone/video conferences (i.e. Skype) based on the need to review the progress of the project. The PM is responsible for documenting the meetings and decisions made. Communication outside the meetings is carried out through the use of electronic communication means such (e-mails, phone calls).

The PMB is **responsible for the following activities**:

- Adopting strategic decisions on project management, to achieve consensus on technical, financial, scientific/training planning and control matters, dissemination and exploitation;
- Assessment of the performance of the PM and WP leaders, posing recommendations or prescriptions to improve the operative management;
- Supervision of the progress towards project objectives;
- Management of the IP Rights.

Project Manager (PM)

The project manager or coordinator coordinates all the project activities among the partners, organises project meetings, carries out the overall administrative and financial management of the project, monitors the timing and quality of the activities in order to meet the project's objectives and to ensure quality of final results. To ensure the highest ethical standards and that the Project is in line with the EU Directives, the PM is responsible to oversee all the potential ethical issues of the project.

The PM of the Robotics4EU project is Civitta Estonia with the following responsibilities:

- Day-to-day management, organizing PMB meetings and the EC review meeting;
- All the tasks as defined under Consortium Management;
- Co-ordination of the partners' activities;
- Chairing of the PMB;
- Ensuring effective communication, collaboration and cooperation within the Consortium;
- Interface with the EC;
- Overall legal, contractual, financial and administrative management of the project;
- Ensuring that Ethical aspects of the work comply with EU requirements;
- Preparing, updating and managing the Consortium Agreement between the participants;
- Ensuring that cost statements and audit certificates are obtained by each of the participants where required;
- Monitoring and control of the project schedule and the timing of the related;
- Editing and forwarding formal project reports;
- Overall responsibility for Quality Management, monitoring and evaluation of the project;
- Ensuring timely release and accuracy of deliverables;
- Editing meeting agendas and minutes of the project meetings;
- Management of knowledge and IP;
- Ensuring compliance with gender issues and ethical rules;

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

Work Package (WP) leaders

- Responsible for the coordination of the work of the partners collaborating on that WP;
- Ensures that deliverables are being produced with the appropriate quality, on time and to budge;
- Responsible for organising the content for internal semester, periodic and final reports.

Composition:

CE – WP 6

RBTX – WP 2

LOBA – WP 5

LNE – WP 1

DBT – WP 4

AFL – WP 3

Task Leaders

- Responsible for the coordination of the work of the partners collaborating on that Task.
- Ensures that deliverables are being produced with the appropriate quality, on time and to budget.

Composition:

CE – T1.2, T3.4, T4.4, T6.1, T6.3

RBTX – T2.2, T3.5, T5.4, T5.5

LOBA – T2.1, T5.1, T5.3

LNE – T1.3, T3.6, T4.5

DBT – T4.1, T4.2, T4.3

AFL – T3.1, T3.3, T5.2

NTNU – T1.1, T3.2

Work Package (WP) participants

All Robotics4EU partners are at the same time also WP participants with the following role:

- Will focus on process and progress of the WP at the level of their organization following the WP objectives.
- Provide administrative support to the PM to ensure smooth running, and ease of communication for all partners involved in the project.
- Responsible for the local management of the project, ensuring that its organization fulfils the role and responsibilities, and that the deliverables are

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101017283

12 of 28

PARTNERS
//
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

produced on time and to budget. In addition, each participant shall represent the interests and expectations from its organisation in the overall project.

- Represent the interests and expectations from its organization in the overall project.

Quality Manager

The Quality Management of the project will be implemented by the PM. The PM will present a draft of the Quality Management plan for approval to the PMB. This will contain, as a minimum:

- The Quality Management aspects of the project as outlined above;
- Monitoring and control procedures;
- Reporting procedures, frequency and format;
- Risk management; Conflict resolution;
- Communication procedures;
- Corrective actions.

The PM will provide overall monitoring and coordination of each activity and milestone from a time perspective, paying special attention to the impact if any of changes in the schedule.

Knowledge and IP Manager

The Management of knowledge and IP is under the responsibility of the PM assisted by the WP leaders working with the PMB. The management of knowledge is the ongoing identification, tracking and registration of knowledge produced within the project. In this project some formal deliverables will be made public via project's website in addition to being delivered to the EC. The project rules for the Management of Knowledge and IP will be formalised by the beginning of the project in the Consortium Agreement and by the end of the project in the Exploitation Plan considered necessary for an efficient cooperation and the appropriate use and dissemination of the results. The PMB will provide guidelines for the rules that best fit the consortium within the framework provided in the model contract.

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

3.3. Composition of Project Bodies

NO.	Partner	Project manager	Management Board	WP Leaders	Task Leaders	WP Participants	Quality Manager	Knowledge and IP Manager
1	CE	x	x	x	x	x	x	x
2	RBTX		x	x	x	x		
3	LOBA		x	x	x	x		
4	LNE		x	x	x	x		
5	DBT		x	x	x	x		
6	AFL		x	x	x	x		
7	NTNU		x		x	x		
8	CIV*					x		

Figure 3: Composition of Project Bodies

*CIV (CIVITTA LITHUANIA) is a linked third party to CIVITTA EESTI AS. It is agreed by the Consortium Agreement.

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

4. Communication Inside and Outside the Project

The description below provides an overview of validation mechanisms for any technical, administrative or financial communication to be addressed to the European Commission:

- The first level of validation of a deliverable is made by the Task/Deliverable Leader
- The second level of validation of a deliverable is made by the WP leader.
- The third level of validation is made by the PM in relation to the WP leader.
- Only the Coordinator informs the EC services about the documents / deliverables / milestones / reports via Participant Portal and by email.

4.1. Internal Communication

Project internal communication is implemented using the following means of communication:

Method	Purpose/Comment	Condition
Face to face meetings	- To organize any project-related discussions	- All support material as well as the list of decisions to be taken, must be sent at least 14 calendar days in advance for ordinary and 7 days for extraordinary meetings - Meeting minutes will be produced after each meeting and will be made available within 15 calendar days after the date of the meeting
Google Drive	- Secured information storing and exchange - Meetings organisation - Deliverable and milestone follow up	- Documentation exchange - Project templates available - Official documents uploaded
E-mail lists	- Preferably informal discussions only - Keeping the whole consortium updated about the project activities and progress	- Avoid spamming (use adequate lists)
Mail	- Official documents and letters	- By secured mail if confidential materials (DHL, TNT)
Phone	- Discussions - Commitments - Proposals	- Essential to confirm in writing all important decisions or agreements.
Online conferences	- Preferred communication means	- Date, time, expected duration, agenda and

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

	• It is used for monthly consortium calls. This accelerates communication.	name of participants should be communicated in advance • All required documents must be distributed before the meeting

Figure 4: Internal communication means

4.2. Google Drive

Cloud based platform "Google Drive" is used for storing the project related documents.

A dedicated Robotics4EU folder has been shared with all project partners. Robotics4EU Google Drive has folders for all the Work Packages consisting of corresponding tasks. Project participants are responsible for adding and saving all necessary documents and updating the folders as required.

A back-up to the folder will be made in every 3 months by the coordinator.

4.3. Contact List

The contact details of the partners are kept in a separate file. In the event of any change in the contact details

or in the project team, partners should notify the PM, who will then inform the rest of the partners (and if necessary the EC).

4.3.1 Email List

Dedicated consortium mailing lists are already created by the project partner LOBA. This list will be used for general internal communication as well as for sharing important documents that are of relevance to the whole project.

• The subject of all e-mails should start with "Robotics4EU", followed by the concerned topic, WP or Task title (i.e. Robotics4EU Task 1.2).

4.3.2 Conference Calls

Zoom software is used for the project conference calls. All partners who wish to organise their own calls that do not concern the entire consortium, should use Google Meet, Skype or other means of preferred software/tool, although Zoom will be available for them at request.

4.4. External Communication

4.4.1 Communication with the EC

The PM is solely responsible for communication with the EC responsible Project Officer (PO) with respect to the project. The project partners should not contact the EC PO.

Only in exceptional cases, and if the EC PO requires so, can a project partner contact directly the EC PO. In such a case the PM is kept fully informed (in writing) about the content of the communication.

PARTNERS
//
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

The PM is responsible of submitting all the project reports and deliverables to the EC. The PM also provides to the EC any additional information and/or clarification (that have been requested by the EC).

4.4.2 Communication with Third Parties

Project partners may and should communicate with third parties (e.g. national authorities, companies, research organisations, National Contact Points, other EU-funded projects, especially those funded under ICT-2020) within the context of the project. In all external communications a reference to the project should be made (e.g. acronym, EU programme / Theme, contract No).

Project	**Robotics4EU.** Robotics with and for Society – Boosting Widespread Adoption of Robotics in Europe
Type	Coordination and Support Action
Start / end date	January 2021 – December 2023
Grant Agreement No.	101017283

Figure 5: Project info

Any communication must:

- display the EU emblem and
- include the following text:

The project leading to this application has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101017283.

The following materials and means will be available for the communication, in order to promote the results:

- Website – a dedicated Robotics4EU website (https://www.robotics4eu.eu/)
- Social media – posts about Robotics4EU (Facebook, YouTube, Twitter etc)
- Press releases
- Newsletters
- Promotional videos
- Events/meetings/workshops

For more details see WP5 Dissemination and Communication.

4.5. Disclaimer

The following Disclaimer will be introduced on the website and in the promotional documents, where applicable. If the space in the promotional documents does not allow placing the entire Disclaimer text, a hyperlink to the full Disclaimer (e.g. "Please click here to read our full disclaimer") will be provided on the website.

Our full Disclaimer:

The Robotics4EU project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 101017283.

The tools (website, publications, training or promotional materials, etc.) and the activities of the project shall not be considered as the official position of the European

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101017283

17 of 28

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU //

Commission. Neither the Robotics4EU Consortium partners, nor the European Commission, nor any person acting on behalf of the European Commission or the Robotics4EU Consortium is responsible for the use, which might be made of these project tools and services.

4.6. Complaints – Disputes

The PMB members and the WP leaders will notify immediately the PM for any events or circumstances that may significantly affect the performance of the work executed in their work package (e.g. suggestions for considerable improvements and modifications / changes in the methodology, timetable and task allocation, potential delays, disputes between partners etc.).

The PM will be responsible for and try to resolve the above issues by consulting with the WP leader and any partner directly involved in the work package. The PM will try to reach a compromise between conflicting parties, based on consensus and also taking into account the conformity with project objectives and work plan.

If the mediation attempts do not turn to be successful within a reasonable time, then the PM will forward the conflict to the PMB for taking the final decision. The PMB will try to respond to changes or settle conflicts by achieving consensus among the parties involved. If consensus cannot be achieved or/and conflicts still remain unsolved, the PMB will decide on the matter with a vote. Further details with respect to decision-making, conflict resolution as well as the management of internal administrative-financial issues are incorporated in the project's Consortium Agreement. In any case, the mediation process and the final decision remain with the PM and the PMB.

When necessary (e.g. requirement of the Contract with the EC), the PM informs the EC and requests its feedback.

PARTNERS

CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

5. Work Planning, Monitoring and Control

5.1. Work Planning

The project work-plan is divided into Work Packages (WP) and each WP into Tasks, which may be divided in sub-tasks. The project work planning is overall presented in Robotics4EU action plan.

The work planning includes:

- The division of WPs, tasks, sub-tasks and their duration (GANTT)
- The responsible partner, the partners involved and allocation of efforts
- The respective deliverables, with the responsible partner, the due date and status
- The respective milestones, means of verification, the due date and status

In addition, Robotics4EU action plan presents all tasks and sub-tasks and their deadlines.

CE and WP leaders are in charge of completing and regularly updating Robotics4EU work plan in the collaborative Google Drive folder to follow the progress of the project and especially the progress of the deliverables and milestones.

Any modification – change (which does not affect the overall course of the project) in the work planning is approved by the PM. Any significant change should be in line with the contractual obligations and the rules of the EC.

In case that the consortium fails to send a deliverable on time to the EC, the PM should inform the EC before the deadline, justify the delay and suggest a new deadline. For this reason, all partners should provide early warnings about delays to the respective WP leaders and the WP leaders to the PM. The warning has to be provided 2 weeks prior to the deadline.

5.2. Robotics4EU Action Plan

Robotics4EU action plan is a working file for the consortium and it will be reviewed every time during the consortium meeting (face to face or conference call).

- WP leaders are responsible for monitoring the tasks in the document under their WP.
- All partners have to keep an eye on the document to make sure they complete their tasks on time.
- All responsible partners need to update the sheet when a task is
  - Completed
  - In progress
  - Delayed
- All responsible partners need to update the comments field when necessary (i.e. reason when task is delayed).
- Tasks will be reviewed and new tasks will be added to the list by the PM after every consortium meeting.

PARTNERS //
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

5.3. Project Meetings and Events

Project Management Board meetings

Meetings are crucial for the success of the Robotics4EU project. They are necessary to maintain relationships, to promote information exchange and to make agreements and major decisions. All the partners have to participate to the partner meetings.

Organising Partner	Represented Partners	Time	Place	Comments
CE	All	6-7 January 2021	ZOOM	Kick-off meeting
CE	All	December 2021	To be defined	First annual meeting
CE	All	December 2022	To be defined	Second annual meeting
CE	All	December 2023	To be defined	Third annual meeting

Figure 6: PMB meetings

Expert Group Meetup

Responsible Robotics EG will be invited to advise the consortium and ensure synergies between actors and initiatives. The EG will engage up to 10 representatives of previously funded EC projects, robotics industry, citizens and policy/decision makers in robotics. The activities under this task includes 2 EG meetups over the course of the project to present the project activities, review the progress and align the activities with other initiatives.

The agenda of the meetings are:

- 1st EG meetup (by M12) – setting the goals, discussions about the community engagement;
- 2nd EG meetup (by M28) – adjusting the project activities, planning the exploitation and sustainability of the project.

Organising Partner	Represented Partners	Time	Place	Comments
NTNU	All	By December 2021	To be defined	First EG meetup
NTNU	All	By April 2023	To be defined	Second EG meetup

Figure 7: EG Meetups

Consortium calls

Coordinator will organise monthly consortium calls where action plan, status of tasks and other relevant topics will be reviewed.
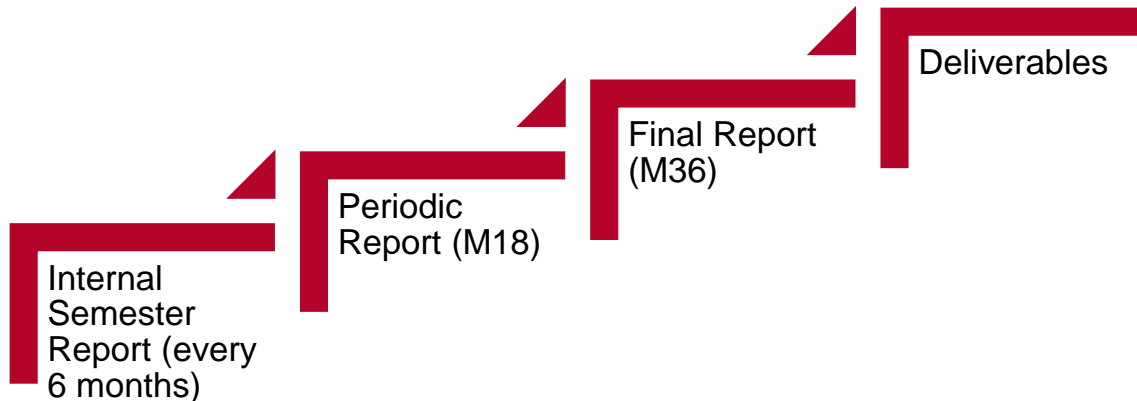
5.4. Reporting

Figure 8: Reporting structure

5.5. Internal Periodic Reports

Individual Internal Semester Reports

Every 6 months, **a progress report will be prepared by each project partner** to summarise the work progress (including progress against targets) and costs incurred in the reporting period.

Internal Periodic Reports

All partners are expected to contribute to the progress against the project's major targets. **Based on the individual internal semester reports by all project partners:**

- WP Leaders will prepare a report about their respective WP, including carried out activities and targets for each Task;
- All WP Leaders are then responsible for sending their reports to the PM;
- PM will then prepare an Internal Semester Report for the project.

The Internal Semester Reports will be incorporated with the major reports to the EC (Periodic Report in month 18 and Final Report in month 36) (see section 5.3.2 Reports to the EC (Periodic Report and Final Report) below).

Schedule for submitting Internal Periodic Reports

- **All internal semester reports should be sent to the PM by the WP Leaders no later than 30 days after the end of the respective reporting period.**
- The PM should provide comments within 30 days from the date of submission. If no comment is sent within this period the submitted report is considered accepted.

5.6. Reports to the EC (Periodic Report and Final Report)

Two such reports are required, each at the end of the reporting period:

- Reporting period 1 (Periodic Report): M1-M18
- Reporting period 2 (Final Report): M19-M36

PARTNERS //
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

The exact contents of the above reports are specified in the Grant Agreement (Article 20).

The procedure of submitting reports to the EC will be as following:

- **All project partners** are responsible for preparation of their Individual progress reports.
- Based on the input of all partners**, all WP Leaders** are responsible for the preparation of the respective project reports about their WP to the EC.
- **The PM** is responsible for assembling all WP reports into one project report and submit this report to the EC on-time.

Schedule for submitting the Reports to the EC

- All reports should be sent to the PM by the WP Leaders no later than 30 days after the end of the respective reporting period (M18 and M36).
- The PM should provide comments within 30 days from the date of submission. If no comment is sent within this period the submitted report is considered accepted.

5.7. Deliverables

The WP leaders are responsible for preparing the deliverables and sending to the PM the deliverables of the Tasks of each WP.

PM is the only responsible partner for releasing a deliverable (to the rest of consortium / publicly / to EC).

The deliverable is due by the date mentioned in the **Robotics4EU project Continuous Reporting section in the Participant Portal** and the Robotics4EU work plan file (last day of the mentioned calendar month). **PM is the only responsible partner for releasing a deliverable** (to the rest of consortium/ publicly/ to EC).

Detailed quality control procedure of submitting the deliverables is outlined in section 6 of this document.

6. Quality Control and Rules for Documentation

6.1. Records

Throughout the project duration, the PM and the partners maintain records in electronic and/or paper form. The PM has the responsibility of maintaining the central records of the project.

These records include:

- Contractual documents and correspondence with the EC.
- Correspondence with project partners.
- Deliverables submitted to the EC.
- Project's Management Plan (all versions).
- Meeting minutes and progress reports (internal and external).
- Other important documents.

Important remarks

I.   Each partner should maintain records of all documents that concern them or for which they are responsible for.
II. Both the PM and the partners are responsible for storing and maintaining in such a way that they are protected against damage, deterioration or loss.
III. Especially with respect to the electronic records (files), all partners should perform back-up regularly.

The success of the project depends on the quality and uniformity of all documents issued from the project such as deliverables, milestones, reports, newsletters etc.

6.2. Storing Deliverables

Deliverables will be stored in Google Drive.

When a deliverable is released by the PM, version 1 (v1) is assigned to it. Version changes can be made:

- only after important corrections or remarks have been received from EC;
- or when a deliverable is updated according to a work plan described in DoA of the Grant Agreement.

When updating a deliverable:

I. a copy has to be made of version 1;
II. new version number (v2) must be then assigned to the deliverable with a respective date (YYMMDD).

PM is the only responsible partner for changing versions in a deliverable. When a final version of the deliverable will be created, "final" status will be assigned to it in a file name.

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

Recommendations related to the document editing:

Document status	File name
Draft	YYMMDD_Robotics4EU_[Document title]_[v#]
Final	YYMMDD _Robotics4EU_[Document title]_[Responsible Partner]_final
Legend for the document titles	
D[#.#] _V[#]	Deliverable and version number
M[#.#]_V[#]	Milestone and version number
WP[#]Min	WP meeting minutes
PAR[#]	Periodic Report and number
Template_title	Templates

Figure 9: Documentation naming

The list of the deliverables and milestones is presented in the Robotics4EU work plan file, with the name of the responsible partners and the delivery date. This document is updated each month by CE. The partners have to regularly check this document and will be advised if necessary by CE regarding the deadline of deliverables.

6.3. Deliverables Structure

Deliverable templates will be provided by LOBA. All deliverables have to be prepared using these templates. The template can be found in Google Drive, in the WP5, T5.1 folder named "Deliverable template WORD".

6.4. Quality Control and Deliverables

Each partner should deliver on time the project's deliverables they are responsible for to the PM, according to the required specifications and format.

For all the deliverables, the validation and the quality control process are as following:

- First version of the deliverable will be produced and reviewed by the responsible deliverable partner 1 month prior to the deadline mentioned in the DoA.
- Respective WP leader will review and assess the deliverable and make necessary changes within 2 weeks of receiving the first version.
- Deliverable has to be sent to the PM for reviewing and assessing 2 weeks prior to the deadline mentioned in the DoA.
- PM has a right to send the deliverable back to the WP Leader who, in turn, will forward the document to the responsible partner for further changes, if necessary.
- A final version will be submitted to the EC by the PM on the date mentioned in the Robotics4EU project Continuous Reporting section in the Participant Portal and the Robotics4EU work plan file.

The (internal) approval of the deliverables is considered done after the successful completion of the respective quality control. The quality control is performed by the respective WP leader and the quality manager. If there are remarks / comments / deficiencies, then the deliverable is returned to the responsible partner for improvement. The deliverable is then re-examined to ensure that all remarks / comments / deficiencies have been incorporated. **The PM forwards the deliverable to the EC after its internal approval.**

Each deliverable is examined with respect to its:

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101017283

24 of 28

PARTNERS //
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

- **Quality:** acceptable level that meets the specifications – standards that have been set (where relevant) and based on the judgment of the WP leader/PM.
- **Content:** to what extent the deliverable includes all the required information.
- **Data – information:** cross-check (where necessary and if applicable) to ensure that no contradictions or overlaps between deliverables exist.
- **Accordance with the timetable:** check of delivery date which has to be in line with the one agreed.
- **Attached documents:** check if all necessary accompanying documents are attached.
- **Structure, format and appearance:** where necessary and especially with respect to the deliverable's model template.

As a rule, to ensure that there is enough time for the quality control of each deliverable the respective **deadlines should be set well before, at least 1 month prior to the contractual deadline.**

Each partner is responsible for the quality of its deliverables. The PM has overall responsibility for the quality of the whole project.

6.5. Risk Management

The PM and PMB will perform the risk management activities. An initial risk assessment has been performed prior to the project. Risk management is a continuous task performed during the full duration of the project, including assessment of risks and measures to mitigate and minimize their impacts. Where necessary, the PMB will offer alternative solutions to address problems as they may be identified. Any serious problems that may arise will be resolved in consultation with the PO to ensure that the original goals of the project are fulfilled.

A risk management section is included in internal reports of WP leaders, referring to the WPs that will be affected by a specific risk. A risk management section will be included in reports to EC reporting the major risks and the counter-measures taken by the consortium. CE, the coordinator, will monitor risks throughout the lifetime of the project. Each WP leader is responsible to identify additional risks that may arise during the implementation of the project and to assess constantly those that have been identified. Contingency planning may be adapted accordingly. Any serious problems that may arise will be resolved in consultation with the PO to ensure that the original goals of the project are fulfilled.

A preliminary risk analyses and contingency plans are presented in the DoA.

PARTNERS
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

7. Annex: Relevant/Complementary Documents

All documents listed below are directly related to the present document and are available on the Robotics4EU Google Drive internal file depository.

Official documents:

- Grant Agreement with the EC.
- Consortium Agreement.

Internal forms:

- Robotics4EU contact list.
- Robotics4EU action plan.
- Robotics4EU work plan (GANTT, deliverables, milestones).
- Budget.

PARTNERS

CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

PARTNERS

CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU

consortium

CIVITTA

robotex
International

LOBA®

LABORATOIRE
NATIONAL
DE MÉTROLOGIE
ET D'ESSAIS
LNE

Fonden
TEKNOLOGIRÅDET

AgriFood DIH
Lithuania

NTNU
Norwegian University of
Science and Technology

This project has received funding from the European
Union's Horizon 2020 research and innovation
programme under grant agreement No 101017283

Robotics4EU
Boosting Wider Adoption of Robotics in Europe

f 🐦 in ▶ @robotics4eu

This project has received funding from the European
Union's Horizon 2020 research and innovation
programme under grant agreement No 101017283

PARTNERS //
CE · ROBOTEX · LOBA · LNE · DBT · AFL · NTNU