

D6.3

Project management plan v2

www.robotics4eu.eu
info@robotics4eu.eu

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



Deliverable 6.3

Project Management Plan v2

DELIVERABLE TYPE Report	MONTH AND DATE OF DELIVERY June 30, 2022
WORK PACKAGE WP 6	LEADER CE
DISSEMINATION LEVEL Public	AUTHORS Anneli Roose

//	//	//	//
Programme	Contract Number	Duration	Start
H2020	101017283	36 Months	January 2020
//	//	//	//

Contributors

NAME	ORGANISATION
AGE LAINE	CIVITTA
ANASTASIIA NESTROGAEVA	CIVITTA

Peer Reviews

NAME	ORGANISATION
ANGES DELABORDE	LNE
ANTON HVIDTJØRN	DBT

Revision History

VERSION	DATE	REVIEWER	MODIFICATIONS
1	03/06/2022	Anastasiia Nestrogaeva	Formatting, inserting the comments of partners

The information and views set out in this report are those of the author(s) and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf.

Table of Abbreviations and Acronyms

Abbreviation	Meaning
EC	European Commission
EG	Expert Group
IP	Intellectual Property
M#	Month
PMB	Project Management Board
PO	Project Officer

Index of Contents

1	Robotics4EU project overview	6
2	Introduction.....	7
3	Organisation	8
3.1	Project bodies.....	8
3.1.	Roles of project bodies	8
3.2.	Composition of Project Bodies.....	12
4	Communication inside and outside the project.....	13
4.1	Internal Communication.....	13
4.2	Google Drive.....	14
4.3	Contact List.....	14
4.3.1	Email Lists	14
4.3.2	Conference Calls	14
4.4	External Communication.....	14
4.4.1	Communication with the European Commission.....	14
4.4.2	Communication with external partners.....	15
4.5	Disclaimer.....	15
4.6	Complaints – Disputes.....	16
5	Work planning, monitoring and control.....	17
5.1	Work Planning	17
5.2	Robotics4EU Action Plan.....	17
5.3	Project Meetings and Events	18
5.4	Reporting.....	18
5.5	Internal Periodic Reports	19
5.6	Reports to the European Commission (Interim Report and Final Report).....	19
5.7	Deliverables.....	20
6	Quality Check and rules for documentation.....	21
6.1	Records	21
6.2	Storing Deliverables.....	21
6.3	Deliverable Template.....	21
6.4	Quality Control and Deliverables.....	21
6.5	Amendments to the submitted deliverables.....	22
6.6	Risk Management.....	23
7	Appendix.....	24

1 Robotics4EU project overview

The aim of Robotics4EU is to ensure 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 innovators from companies

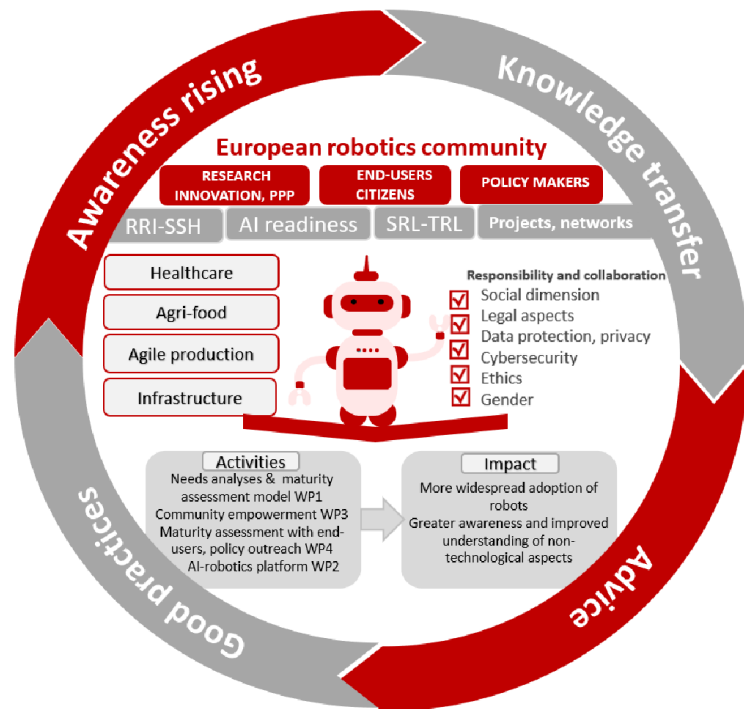


Figure 1. Robotics4EU Concept

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 the robotics community and citizens;
2. **advocating for responsible robotics among all stakeholder groups**, incl. policy makers;
3. **developing a responsible robotics maturity assessment model and bringing the project results to the standardisation bodies**;
4. reaching out to the policymakers **by compiling a responsible robotics advocacy report and organising a high-level policy debate**;
5. integrating AI4EU and Robotics4EU platforms **that enable access to technological and non-technological tools and ensure high visibility and added value to the end-users from the 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.

2 Introduction

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

It summarises procedures to be respected, at the technical, financial and administrative levels, to ensure efficient collaboration between the partners of the consortium and also 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 organised.
- **SECTION 3** describes the way the project planning, monitoring and reporting are performed.
- **SECTION 4** provides details about the quality control activities and rules for documentation.

The current deliverable is the second edition of the Project Management Plan where mostly editorial changes have been made covering the specifications to the terminology, updating the sections based on the actual practice of the consortium and restructuring the text. The role of the data manager is added to the deliverable as there is an appointed data manager, also the data related to the Expert Group as well as deadlines and procedures related to the submission of reports and deliverables are updated.

Comparing to the first edition of this deliverable, additionally to those mentioned above the following changes were made: amendments to “4.2.2. Communication with external partners”, “5.2 Robotics4EU Action Plan”, “5.6 Reports to the European Commission (Interim Report and Final Report)”. A paragraph about Data Manager is added to “3.2. Roles of project bodies”.

3 Organisation

3.1 Project bodies

The project management structure is presented in the figure below.

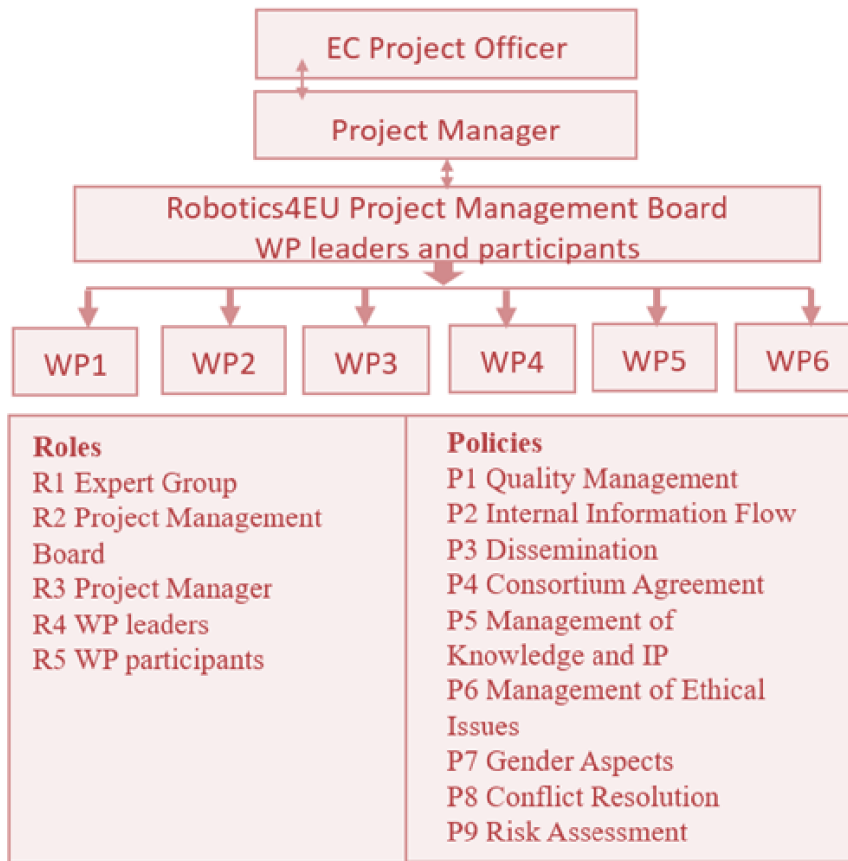


Figure 2. Management Structure.

3.1. 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)

By June 2022 (M18 of the project) the [Expert Group of Robotics4EU](#) has been established. The EG consists of 11 experts and acts as a mentoring body for the project. 2 EG meetups will be organised in total 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 Project Management Board (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. The PMB holds monthly telephone/video conferences. The coordinator is responsible for

documenting the meetings and decisions made. Communication outside the meetings is carried out through e-mails and calls.

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

- Adopting strategic decisions on project management, to achieve consensus on technical and financial planning and control matters, dissemination and exploitation;
- Assessment of the project progress, performance of the coordinator and WP leaders, posing recommendations or prescriptions to improve the operative management;
- Supervision of the progress toward project objectives;
- Management of intellectual property rights.

Project coordinator

The coordinator is responsible for the coordination of all the project activities among the partners, organises project meetings, carries out the overall administrative and financial management of the project, and monitors the timing and quality of the activities to meet the project's objectives and to ensure the quality of results. To ensure the highest ethical standards and that the project is in line with the EU Directives, the coordinator organisation is responsible to oversee all the potential ethical issues of the project. For that purpose, the following deliverables on Ethics "D7.1 POPD - H - Requirement N.1" and "D7.2 POPD - H - Requirement N.2" were created.

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

- Day-to-day management, organising PMB meetings and the review meetings;
- All the tasks as defined under Consortium Management;
- Coordination 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, ethical and data protection rules.

Work Package (WP) leaders

- Are responsible for the coordination of the work of the partners collaborating on that WP
- Ensure that deliverables are being produced with the appropriate quality, on time and to budget
- Are responsible for organising the content for internal semester, periodic and final reports.

Composition:

CE (coordinator) – WP6

RBTX – WP2

LOBA – WP5

LNE – WP1

DBT – WP4

AFL – WP3

Task Leaders

- Are responsible for the coordination of the work of the partners collaborating on that Task.
- Ensure 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

At the same time, all Robotics4EU partners are WP participants with the following roles:

- Focus on the process and progress of the WP at the level of their organisation following the WP objectives;
- Provide administrative support to the Coordinator 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 organisation fulfils the role and responsibilities and that the deliverables are produced on time and to budget. In addition, each participant shall represent the interests and expectations of its organisation in the overall project;
- Represent the interests and expectations of its organisation in the overall project.

Quality Manager

The Quality Management of the project will be carried out by the Coordinator and its main principles are settled in the Consortium Agreement and Project Management plan such as:

- 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 Coordinator 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 Coordinator 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 the 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 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.

Data manager

The coordinator acts as the project-wide Data Controller, managing and overseeing the implementation of data procedures in the consortium. Additionally, all Robotics4EU consortium partners have appointed Data Protection Officers (DPO) and the contact details of the DPO are communicated to all data subjects involved in the research and other project components. All deliverables and activities are monitored against the GDPR rules.

3.2. Composition of Project Bodies

Partner	CE	RBTX	LOBA	LNE	DBT	AFL	NTNU	CIV*
Project Management	x							
Management Board	x	x	x	x	x	x	x	
WP Leaders	x	x	x	x	x	x		
Task Leaders	x	x	x	x	x	x	x	
WP Participants	x	x	x	x	x	x	x	x
Quality Manager	x							
Knowledge and IP Manager	x							
Ethics and Data Manager	x							

Table 1. Composition of Project Bodies.

*CIV (CIVITTA LITHUANIA) is a linked third party to CIVITTA.

4 Communication inside and outside the project

Here you summarize the conclusions. The description below provides an overview of validation mechanisms for any technical, administrative, or financial communication to be addressed to the EC:

- 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 coordinator in relation to the WP leader.
- Only the Coordinator contacts the EC services about the documents, deliverables, milestones and reports via Participant Portal or if needed per e-mail.

4.1 Internal Communication

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

Method	Purpose/Comment	Condition
Face-to-face meetings	<ul style="list-style-type: none"> • To organise any project-related discussions 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Secured information storing and exchange • Meetings organisation • Deliverable and milestone follow up 	<ul style="list-style-type: none"> • Documentation exchange • Project templates available • Official documents uploaded
E-mail lists	<ul style="list-style-type: none"> • Preferably informal discussions only • Keeping the whole consortium updated about the project activities and progress 	<ul style="list-style-type: none"> • Avoid spamming (use adequate lists)
Mail	<ul style="list-style-type: none"> • Official documents and letters 	<ul style="list-style-type: none"> • By secured mail if confidential materials (DHL, TNT)

Phone	<ul style="list-style-type: none"> • Discussions • Commitments • Proposals 	<ul style="list-style-type: none"> • Essential to confirm in writing all important decisions or agreements.
Online conferences	<ul style="list-style-type: none"> • Preferred communication means <ul style="list-style-type: none"> • It is used for monthly consortium calls. This accelerates communication. 	<ul style="list-style-type: none"> • Date, time, expected duration, agenda and 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 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 backup to the folder will be made 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 the project team, partners should notify the coordinator, who updates the contact list and the Dissemination and Communication Leader (LOBA), who will make the necessary changes to the project e-mailing lists.

4.3.1 Email Lists

Dedicated consortium mailing lists are created by the project partner LOBA. These lists are used for internal communication.

4.3.2 Conference Calls

Zoom is used for project conference calls. All partners who wish to organise their own calls that do not concern the entire consortium are welcome to use any preferred software/tool.

4.4 External Communication

4.4.1 Communication with the European Commission

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

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

The coordinator is responsible for submitting all the project reports and deliverables to the EC. The coordinator also provides the EC with any additional information and/or clarification (that has been requested by the EC).

4.4.2 Communication with external partners

Project partners must communicate with external partners (e.g., national authorities, companies, research organisations, National Contact Points, and other EU-funded projects, especially those funded under ICT-46-2020) within the context of the project. In all external communications, a reference to the project should be made.

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 are available for the communication, to promote the results:

- 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, promotional materials, etc.) and the activities of the project shall not be considered to be an official position of the European 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 immediately notify the coordinator of 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 in the methodology, timetable and task allocation, potential delays, disputes between partners etc.).

The coordinator 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 coordinator will seek to reach a compromise between conflicting parties, based on consensus and considering the conformity with project objectives and work plan.

If the mediation attempts do not turn out to be successful within a reasonable time, then the coordinator 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 remain unsolved, the PMB will decide on the matter with a vote. Further details concerning 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 coordinator and the PMB.

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

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 into sub-tasks. The project work planning is overall presented in the 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 subtasks and their deadlines.

CE and WP leaders are in charge of completing and regularly updating the 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 coordinator. Any significant change should be in line with the contractual obligations and the rules of the EC.

In case the consortium fails to send a deliverable on time to the EC, the coordinator must inform the EC before the deadline, justify the delay and suggest a new deadline. For this reason, all partners must provide early warnings about delays to the respective WP leaders and the WP leaders to the PM. The warning has to be provided **1 month** before a deadline.

5.2 Robotics4EU Action Plan

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

- WP leaders are responsible for monitoring the tasks under their WP.
- All partners must 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 must field when necessary (i.e. reason when a task is delayed).
- Tasks will be reviewed and new tasks will be added to the list by the PM after every consortium meeting.

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, promote information exchange and make agreements and major decisions. All the partners have to participate in the partner meetings.

There are monthly consortium calls organised by the coordinator. Physical PMB meetings will be organised depending on the situation related to the Covid pandemic. The first physical consortium meeting will be organised in June 2022 in the Netherlands next to the European Robotics Forum.

Expert Group Meetup

Responsible Robotics EG is invited to advise the consortium and ensure synergies between actors and initiatives.

Organising Partner	Represented Partners	Time	Place	Comments
NTNU	DBT, LNE, CE, NTNU, LOBA	December 20, 2021	Online	First EG meetup
NTNU	All	By April 2023	To be defined	Second EG meetup

Figure 6. EG Meetups.

Consortium calls

The coordinator organises monthly consortium calls where the status of tasks and other relevant topics will be discussed.

5.4 Reporting

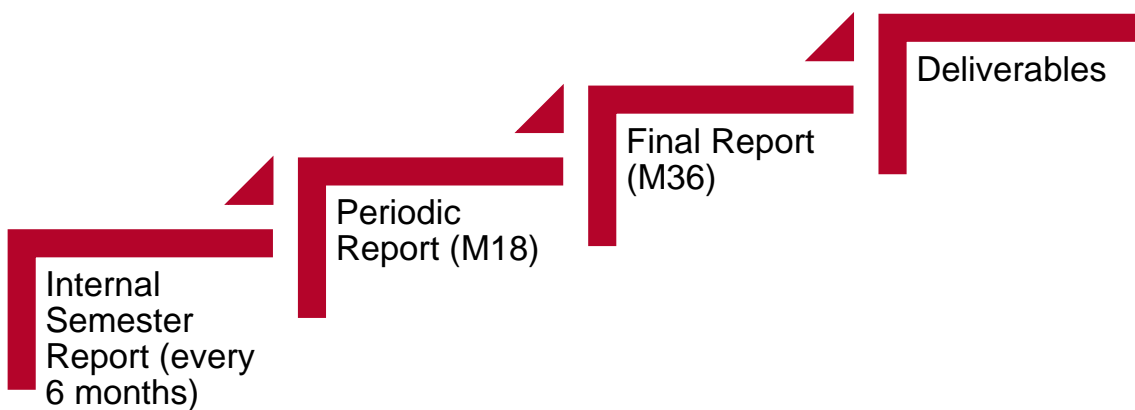


Figure 7. Reporting structure.

5.5 Internal Periodic Reports

Internal Periodic 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.

All partners are expected to contribute to the progress against the project's major targets. **Based on the individual periodic (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 coordinator;
- Coordinator will summarise the project's financial status and present it at a consortium meeting.

The Internal Periodic Reports will be incorporated with the major reports to the EC (Periodic Report in month 18 and Final Report in month 36) (see section 5.6 Reports to the EC (Interim Periodic Report and Final Report) below).

Schedule for submitting Internal Periodic Reports

- **All internal periodic reports should be sent to the coordinator by the WP Leaders no later than 30 days after the end of the respective reporting period.**
- The coordinator 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 European Commission (Interim Report and Final Report)

Two Technical and Financial reports are required:

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

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

The procedure for preparing Technical and Financial reports to the EC will be as follows:

- **All WP leaders** are responsible for the preparation of the WP progress description for the Technical Report. WP leaders will coordinate the work of the task leaders to receive inputs for each task description.
- **The coordinator** is responsible for assembling all WP reports into Technical Report and submitting this report to the EC on time.
- **Financial reports/ statements** must be sent before submission to the coordinator. After the approval by the coordinator each partner is responsible for timely signing and submission of their financial report in the Funding and Tenders portal. The financial report submitted in the portal must be identical to the one

presented to the coordinator. Any changes must be communicated to the coordinator so that the resources overview in the Technical Report is up to date.

Schedule for submitting the Reports to the European Commission

- Input to the Technical Report should be sent to the coordinator by the WP leaders no later than 30 days after the end of the respective reporting period (M18 and M36).
- The coordinator should provide comments within 14 days from the date of submission. If no comment is sent within this period the input is considered accepted.

5.7 Deliverables

Each task leader is responsible for preparing the deliverables and sending them to the consortium partners and the coordinator for review.

The deliverable is due by the date mentioned in the Robotics4EU project Continuous Reporting section in the Funding and Tenders Portal. **The coordinator is the only responsible partner for submitting the deliverables to the EC** via the Funding and Tenders portal.

The detailed quality control procedure for submitting the deliverables is outlined in section 6 of this document.

6 Quality Check and rules for documentation

6.1 Records

Throughout the project duration, the coordinator and the partners maintain records in electronic and/or paper form. The coordinator 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:

- Each partner should maintain records of all documents that concern them or for which they are responsible.
- Both the coordinator and partners are responsible for storing and maintaining documents in such a way that they are protected against damage, deterioration or loss.
- Especially, with respect to the electronic records (files), all partners should perform backup 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 Robotics4EU Google Drive.

6.3 Deliverable Template

Deliverable templates will be provided by LOBA. All deliverables have to be prepared using these templates. The template can be found in Google Drive (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 follows:

- 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.

- The quality control is performed by the respective WP leader and coordinator (quality manager). The respective WP leader will review and assess the deliverable and make necessary changes within 1 week of receiving the first version.
- The deliverable has to be sent to the coordinator for reviewing and assessing 2 weeks prior to the deadline mentioned in the DoA.
- If there are remarks / comments / deficiencies, then the coordinator has a right to send the deliverable back to the respective partner for further changes.
- The deliverable is then re-examined by the coordinator to ensure that all remarks / comments / deficiencies have been incorporated.
- A final version will be submitted to the EC via Funding and Tenders portal by the coordinator on the date mentioned in the Robotics4EU project DoA and Grant Agreement.

Each deliverable is examined with respect to its:

- **Quality** | acceptable level that meets the specifications – standards that have been set (where relevant) and based on the judgement of the WP leader and coordinator.
- **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.

6.5 Amendments to the submitted deliverables

- When a deliverable is submitted via Funding and Tenders portal by the coordinator, version changes can be made only upon request by the EC PO and evaluators as a result of the review.
- 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 the coordinator.
- **Coordinator will coordinate the process of amending the deliverable together with the WP leader, but the responsibility for the content of the deliverable and taking necessary actions that are required by the evaluators remains to the task leader and partners who are contributing to the task.** When a final version of the deliverable will be created, the “final” status will be assigned to it in a file name.
- Recommendations related to the document editing are demonstrated in the table below.

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

Table 2. Naming convention for documentation.

6.6 Risk Management

The coordinator and PMB will perform the risk management activities. An initial risk assessment has been performed prior to the project in the DoA. Risk management is a continuous task performed during the full duration of the project, including assessment of risks and measures to mitigate and minimise their impacts. Where necessary, the PMB will offer alternative solutions to address problems as they may be identified.

A risk management section is included in internal reports of WP leaders, referring to the WPs that will be affected by a specific risk. 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 constantly assess 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.

7 Appendix

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
- Consortium Agreement

Internal forms:

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

consortium

CIVITTA

robotex
International

LOBA[®]

LABORATOIRE
NATIONAL
DE MÉTROLOGIE
ET D'ESSAIS **LNE**



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](#) [t](#) [in](#) [v](#) [@robotics4eu](#)