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**Project title: SUstaiNable inteRventions and healthy
behavljours for adoleScent primary prEvention of cancer
with digital tools**

Deliverable D7.1

**Project Management
Handbook**

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Acronyms

Acronym	Explanation
AB	Advisory Board
CA	Consortium Agreement
CDM	Communication & Dissemination Manager
CSF	Critical Success Factors
EAC	Ethical Advisory Committee
EC	European Commission
EM	Exploitation Manager
EU	European Union
GA	General Assembly
PC	Project Coordinator
PO	Project Office
QREM	Quality, Risk & Ethics Manager
SC	Steering Committee
SM	Scientific Manager
TIM	Technical & Innovation Manager
WP	Work-Package
WPL	Work-Package Leader

Executive Summary

The present document aims to provide a comprehensive guide to the processes, and available tools for the effective management and implementation of the SUNRISE project. The main purpose of Project Management Handbook is to offer a brief yet thorough overview of the structure, organizational framework and decision-making mechanism for the successful execution of the overall project management. It aims to complement the Grant Agreement and the Consortium Agreement provisions, which should be taken into account along with the present deliverable during the whole project's lifecycle.

Moreover, the present handbook introduces SUNRISE procedures and tools for project progress constant tracking through (a) meetings, (b) internal review procedures, (c) templates, (d) collaboration management platform, (e) teleconferences and (f) working groups. The SUNRISE consortium drafts this document to establish and maintain a common understanding of the processes and rules required to be followed with consistency for the day-to-day project management and execution.

1. Introduction

1.1 Purpose and objectives of the Handbook

This deliverable aims to present essential guidelines regarding the management and coordination of the SUNRISE project. All the according services, processes and tools are defined in the present document towards monitoring and controlling the whole progress in this project. CERTH as the coordinator organization will be responsible of the project management as defined in Work Package 7 (WP7).

In particular, project management processes include the design and implementation of a detailed monitoring plan regarding the execution of the various activities concerning the overall management of the project during the entire project lifecycle. This monitoring and controlling plan includes processes of tracking, reviewing and orchestrating the progress and performance of the SUNRISE project.

More specifically, CERTH's Grant Management Office, will coordinate the following activities:

- **Financial aspects' management and reporting:** Involving the interfacing with the funding authorities, liaison with all partners, subcontractors, and third parties. In particular, including the control of finances, and preparation and submission of financial reports to the EC. Also establishing and maintaining financial records, following up of European Commission (EC) payments, and distributing partner shares according to consortium agreement agreed rules. The PM will create mailing lists and oversee all project communication tools such as agendas for meetings and minutes. A central repository will be set up to safely centralize all project documents (e.g. deliverables).
- **Partners' engagement and communication:** Managing the inter-partner cooperation, attending to conflict resolution and ensuring that the communication needs between partners are met throughout the project.
- **Technical and scientific progress monitoring:** Involving tracking, reviewing and reporting the progress of all technical work packages. According to the findings, amendment requests may arise. An agile scientific methodology is required to be planned and implemented, by defining and overviewing roles, requirements, and timings, to ensure efficient iterations of social innovation, and framework development.
- **Innovation and quality progress monitoring:** Ensuring the high-level quality requirements of the deliverables as defined in the initial proposal.
- **Risk control:** Involving the identification of new risks and the documentation of current ones in the risk register. According to the findings, amendment requests may arise

1.2 Critical Success Factors

In this section, the factors that are critical for the success of the project management are highlighted. By identifying such Critical Success Factors (CSF), the project management team will focus their management efforts on those factors that contribute mainly towards project success.

Indicatively some Critical Success Factors (CSF) of concern are, involvement of experienced stakeholders,

management support, clear business objectives and expectations, agile process, shared project management methodology, tools, proper frames and infrastructure, etc.

1.3 Relations with the other Deliverables

The present deliverable is an integral part of WP7 activities, with the aim of enhancing the scientific coordination, project management and efficient communication within the consortium. For this reason D7.1 is related to horizontal activities of the project. In particular, D7.1 defines the management structures that need to be considered for the preparation and the quality assessment of each SUNRISE deliverable. Moreover, it specifies the internal reviewers for each deliverable as well as the necessary templates that will be used during the project. Furthermore, it includes the project management and collaboration tools that are available for the partners during the SUNRISE lifecycle.

1.4 Structure of the Deliverable

The deliverable is organized as follows:

- **Section 2 – Project Management Structure:** It specifies the project management structure based on the Grant Agreement and the Consortium Agreement.
- **Section 3 - Documents of Reference:** This section enumerates the documents that should be taken into account from the SUNRISE partners during the SUNRISE lifecycle.
- **Section 4 - Project management Tools and Procedures:** This section describes those management and collaboration tools that will be available during the project for its proper management and the efficient cooperation among the various partners.
- **Section 5 – Documentation and Dissemination:** This section introduces the SUNRISE templates that will be utilized during the project.
- **Section 6 – Conclusions:** This section concludes this report.

1.5 Handbook Rationale

The rationale of the handbook is to orient and guide the processes, procedures, norms and methods for project consortium according to all aspects of the project's management and coordination activities. In addition, the main strategic objective of the handbook is to provide a clear set of rules and expectations to be followed in running and delivering the main goals of the project.

To conduct with consistency the aforementioned goals previous scientific and technical management knowledge along with European requirements and standards will be defined and adapted to the specific needs of the present project.

1.6 Handbook strategies and effective practices

The overall management of the project consists of main strategies and practices that concern:

- Project progress review
- Assessment of the project consistency to remain focused on delivering and achieving its objectives
- Coordination of procedures and measures for quality control
- Resolution of any technical, administrative or contractual issue

- Ethical consideration of the project work and deliverables
- Preparation and distribution of non-technical reports, including exploitation plans;
- Approval and acceptance of final versions of technical reports prepared by the Partners;
- Ensuring the preparation of implementation strategies and agreements for the project results.

The administrative management consists of:

- Maintenance of consolidated records of costs, resources, and time
- Preparation and submission of the cost statements of all partners
- Enabling close contact and collaboration with the Project Officer
- Communicating and interacting with other projects in terms of cluster activities and coordinating dissemination and presentations.

2. Project Management Structure

This section provides a comprehensive description of the project management structure.

The project management governance structure includes the following entities and bodies:

The **Project Coordinator (PC)**, who takes responsibility for the overall project management.

The **Technical & Innovation Manager (TIM)**, who assists the PC in all technical and operational matters of the project (e.g., strategic decisions on technical choices or deployment activities). The TIM is also responsible for coordinating the innovation management policy.

The **Scientific Manager (SM)**, who provides scientific and operational advice and decisions.

The **Communication & Dissemination Manager (CDM)**, who is responsible for the effective implementation of the project's Dissemination and Communication activities.

The **Exploitation Manager (EM)**, who together with the **Communication & Dissemination Manager (CDM)**, is responsible to maximize the project's impact. Whilst the CDM will manage the outreach of the project results to a wide audience, the EM will focus on business and market aspects associated to SUNRISE results, to ensure the continuity of SUNRISE innovations after the project completion.

The **Quality, Risk & Ethics Manager (QREM)**, who is responsible for the quality and timely delivery of required reports, identification of main areas of possible risks and promotion of contingency actions. He will be responsible for ethics, gender equality, privacy, legal and regulatory management.

The General Assembly (GA): The GA is the high-level management body of SUNRISE, acting as the ultimate decision body. It is chaired by the PC with assistance from the TIM, and composed by, at least, one representative from each partner. The GA is responsible for the approval of the management structure and nominations.

In addition, the GA holds the responsibilities of important decisions within the frame of the Grant Agreement and the Consortium Agreement, signed among all partners, especially when such decisions

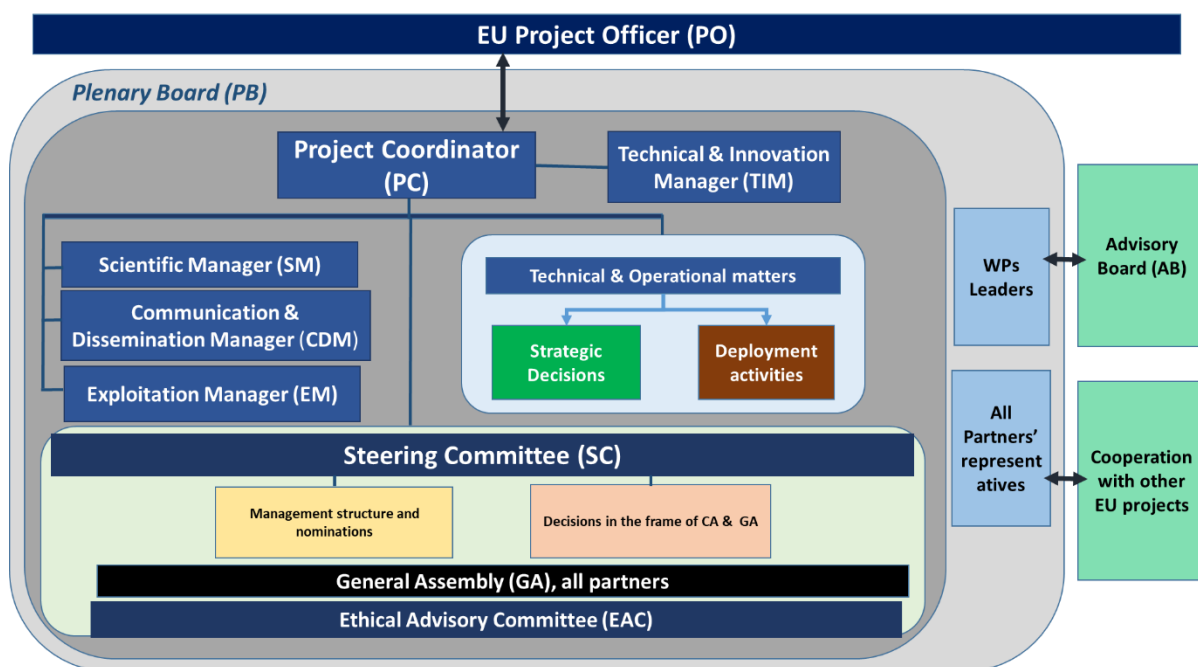
may affect reached agreements. The GA will convene, physically, once each 6 to 9 months.

The Steering Committee (SC): The SC is SUNRISE’s executive and operational body, and is composed of all Work-Package Leaders (WPLs). Its role is to decide about various management issues, namely of technical, financial, exploitation, dissemination and control matters, provided that these decisions do not entail major project and/or contractual issues. The SC will be responsible for the strategic planning and direction of the project, monitoring its progress, milestones, risk identification, and mitigation plan update. The SC will gather once per month (physically or remotely), chaired by the PC and the TIM, in order to provide an effective and efficient response to challenges that will arise during the project.

The Ethical Advisory Committee (EAC): The committee will be set during the first months and will define the ethical policy to which the consortium must adhere and handle ethical issues arising from the project, given that regulations/policies are different between the participating countries. The EAC will be composed of 3 independent Ethics Experts.

SUNRISE Advisory Board (AB): The AB will be set during the first months of the project, bringing together external distinguished representatives that are at the forefront of SUNRISE-related topics.

Figure 1 SUNRISE Project Management Structure



2.1. Steering Committee (SC)

The Project Steering Committee (SC) of SUNRISE consists of representatives of each WP Leader organization. The SUNRISE SC is an executive and operational body holding the main role of deciding about various management issues, namely of technical, financial, exploitation, dissemination and control matters, provided that these decisions do not entail major project and/or contractual issues.

Furthermore, the SC will be responsible for the strategic planning and direction of the project, monitoring its progress, milestones and risk identification and mitigation plans’ update. The SC will gather once per

month (physically or remotely), chaired by either the PC or the TIM, in order to provide an effective and efficient reply to challenges that will arise during the project.

The members of the SC are listed in the following Table and they are analysed in the following subsections.

Table 1 SUNRISE Project Steering Committee Members

SUNRISE Project Steering Committee		
Partner	Representative	Email
Andreas Triantafyllidis	CERTH	atriand@iti.gr
Konstantinos Votis	CERTH	kvotis@iti.gr
Sofia Segkouli	CERTH	sofia@iti.gr
Kleio Koutra	HMU	kkoutra@hmu.gr
Maria Krini	PASYKAF	mariakr@pasykaf.org
Eunate Arana Arri	OSA	eunate.aranaarri@osakidetza.eus
Lucas Javier Segal	PBY	lsegal@predictby.com
Severin Haug	ISGF	severin.haug@isgf.uzh.ch

2.1.1. Project Coordinator (PC)

The Project Coordinator (PC) is responsible for the overall management, communication, and coordination of the entire project.

In particular, the PC manages the inter-partner cooperation, the communication with subcontractors, as well as the interfacing with the funding authorities. Furthermore, the PC provides recommendations and directives to the Technical and Innovation Manager (TIM) for monitoring and evaluating the progress of the reports and deliverables. The PC is the chair of the GA, and responsible to handle and resolve any potential conflicts of interest among the consortium partners.

The PC is obliged to ensure that all payments are timely conducted, based on accurate amounts after communicating with the partners. The PC is the interface between the SUNRISE consortium and the financial department of each participating partner, taking any measures necessary to correct any possible contingency.

The PC works closely with the Work Package Leaders (WPLs). This collaboration involves managing all kinds of dependencies between various tasks, as well as reviewing and approving of the project reports and deliverables in collaboration with the Technical and Innovation Manager. The PC is Dr. Konstantinos Votis (CERTH).

2.1.2. Technical & Innovation Manager (TIM)

The Technical & Innovation Manager (TIM) has the responsibility to assist the PC in all technical and operational matters of the project (e.g., strategic decisions on technical choices or deployment activities, communications with the Project Officer, organization of project meetings, etc.). The TIM is the project's Technical Coordinator who is responsible for coordinating the innovation management policy, including the project's publications, oversee all research and innovation activities in the project, and works in collaboration with the Quality, Risk & Ethics Manager (QREM) and the Scientific Manager (SM) on problem solving during the project. The TIM is Dr. Andreas Triantafyllidis (CERTH).

2.1.3. Scientific Manager (SM)

The Scientific Manager (SM) has the responsibility to provide scientific and operational advice and decisions, so that the research activities in SUNRISE are scientifically sound. The SM is Dr. Severin Haug (ISGF) with expertise in Behavioural and Social Science, Public Health and Addiction.

2.1.4. Communication & Dissemination Manager (CDM)

The CDM manager is responsible for the effective implementation of the project's Dissemination and Communication activities. The CDM of SUNRISE project is Mrs. Maria Krini (PASYKAF).

2.1.5. Exploitation Manager (EM)

The EM together with the CDM, will be responsible for maximizing the project's impact. Whilst the CDM will manage the outreach of the project results to a wide audience, the EM will focus on business and market aspects associated to SUNRISE results, to ensure the continuity beyond the project completion without the need for external public funding. The Exploitation Manager (EM) is Prof. Francisco Lupiáñez-Villanueva from PBY .

2.1.6. Quality, Risk & Ethics Manager (QREM)

The Quality, Risk & Ethics Manager (QREM) will be responsible for the quality and timely delivery of required reports, identification of main areas of possible risks and promotion of contingency actions. The QREM will be responsible for ethics, gender equality, privacy, legal and regulatory management. The QREM is Dr. Frans Folkvord (PBY).

2.1.7. SUNRISE General Assembly

The General Assembly (GA) is composed of all the partners of the project. Essentially the GA is the high-level management body of SUNRISE, acting as the ultimate decision body. It is chaired by the PC with assistance from the TIM, and composed by, at least, one representative from each partner. The GA is responsible for the approval of the management structure and nominations, as well as all important decisions within the frame of the Grant Agreement and the CA, signed among all partners, especially when such decisions may affect reached agreements. The GA will convene, physically, once each 6 to 9 months.

2.2. Ethical Advisory Committee (EAC)

The EAC will define the ethical policy to which the consortium must adhere and handle ethical issues arising from the project, given that regulations/policies are different between the participating countries. PBY and CERTH will diffuse their experience in research ethics, ethical and societal impact assessment, as well as data protection aspects. Three independent Ethics Advisors will be recruited to join the EAC in order to monitor and assess ethical and legal aspects related to the project activities with a focus on: 1) privacy and data protection issues, and 2) the participation of vulnerable groups in the research activities. The main activities of the independent Ethics Advisors will be:

- Review of the project Grant Agreement and related Deliverables
- Participation in remote meetings to monitor and assess ethical and regulatory aspects in the project every 3 months till project completion (April, 2028)
- Participation in General Assembly meetings of the project

- Preparation and writing of the Ethics and Regulatory Issues Monitoring Report for the 3 reporting periods of the project on M18, M36, and M52

The Chair of the EAC will be Dr. Sofia Segkouli (CERTH).

2.3. Main Roles of Project Consortium Members

The operational management of the project is performed by Work Package leaders (WP X Leaders), in collaboration with the PC and the TIM. WP leaders have the overall responsibility for the progress and results of each respective work package, while specific responsibilities include: proposing and implementing a detailed plan for the work package (WP) with the support of Task leaders; coordinating technical and scientific work in line with the overall project work plan; coordinating the development and delivery of the WP deliverables, and monitor the respective quality control procedures; to organize regular WP meetings and provide other communication mechanisms; to establish and coordinate joint work and planning with related WPs, and to manage the exchange of information where necessary; to ensure compliance with ethics and data protection requirements at the WP level.

The implementation of the work is managed by Task leaders (T X leader). Task leaders are responsible to elaborate the work under their tasks and coordinate the members involved. Each Task in individual WPs is led by a consortium member. The Task team members are responsible for the elaboration and on-time delivery of the work package’s deliverables and results, as well as for its compliance with quality and security requirements. They work under direct control of their respective WP/Task leader and report directly to them.

The main roles of the SUNRISE Consortium Members are outlined in the following Table.

Table 2 Main Roles of SUNRISE Consortium Partners

Partner	Role in SUNRISE
CERTH	Project Coordinator (WP7); Technical & Scientific Coordination (T7.2); WP3 leader; T3.2 leader for health promotion through social robots and educational games.
HMU	WP1 leader; T1.2 leader for the multi-stakeholder requirements definition; Security and privacy module development (T3.4 leader); Responsible for the Greek pilot use case.
PASYKAF	Communication & Dissemination Manager (T6.1 leader); WP2 leader; T2.1 leader for awareness of cancer prevention; T2.3 leader for multi-cultural incentives in adoption of sustained health behaviours; T4.1 leader for the training of the implementers; Responsible for the pilot use case in Cyprus.
UGENT	Major involvement in all tasks related to influence through social media; Responsible for the pilot use case in Belgium.
IOCN	T6.4 leader for policy-making actions; Responsible for the pilot use case in Romania.
AMEU	T5.4 leader for social value creation and measurement of social return on investments methods; Responsible for the pilot use case in Slovenia
AUTH	Major support in educational games development (T3.2) and in School-as-a-living-lab research activities for co-creation (T1.4)
BRIDG	T1.5 leader (cancer prevention programme design); T3.5 leader (Digital platform development)
PBY	Exploitation manager (T6.2 leader); Quality, Risk & Ethics Manager (T7.3); Psycho-social, ethical and legal requirements (T1.3 leader); T5.3 leader for cost-effectiveness analysis; WP6 leader; T6.3 leader for HTA.
PARTICLE	T3.3 leader for the interactive module on cancer prevention

FISABIO	Participation in many tasks and responsible for the pilot use case in Spain (Valencia)
FAVO	T1.1 leader for the situation analysis in urban and rural schools; Responsible for the pilot use case in Italy
OSA	WP4 leader; T4.1 leader (design of the multi-site implementation study); Responsible for the execution of the multi-site implementation study (T4.3 leader)
BBHRI	T5.2 leader - Implementation strategy outcomes and sustainability of intervention; Responsible for the pilot use case in Spain (Basque)
EA	T1.4 leader for the School-as-a-living-lab research activities for co-creation
GEZOND LEVEN	Major involvement in WP1 and in T3.3
YCE	Mainly involved in Tasks 1.1, 1.4, 6.1 and 6.4.
ISGF	T2.4 leader for the maximization of the effectiveness of SUNRISE solution; T3.1 leader for prevention of smoking and influence through social media; WP5 leader; T5.1 leader (effectiveness of outcomes); Responsible for the pilot use case in Switzerland.
UNSYD	Mainly involved in T1.4, T1.5, WP2, T3.5, T4.3, WP5 and WP6.

2.4. Grant Management Office

CERTH’s Grant Management Office, with its experience in more than 100 EU projects, will coordinate all financial and administrative aspects, including the control of finances, and preparation and submission of financial reports to the EC. Among its obligations is the day-to-day micro-management of all project’s activities, under the guidelines and in tight coordination with the PC and the TIM.

2.5. Advisory Board (AB)

The SUNRISE AB brings together external distinguished representatives that are at the forefront of SUNRISE-related topics: Prof. Denise Saint Arnault with expertise in transcultural health promotion methods, Prof. Leandro Pecchia with expertise in health technology assessment, and Dr. Angelos Kassianos with expertise in health psychology have already accepted to be in the AB. The SC, the PC, or the TIM may request feedback by the AB on certain research and innovation operations during the project, in order to further improve their quality and soundness.

3. Reference Documents

Three main documents define the obligations of project entities, namely (a) the GA, which determines the contractual obligations with the European Commission (EC), (b) the CA, an internal agreement between the SUNRISE consortium members and the Deliverable 7.1 (D7.1): Project Management Handbook.

D7.1 aims to complete the aforementioned documents, providing (a) the project management structure, (b) the management and collaboration tools and (c) the necessary templates.

3.1 Grant Agreement

The GA determines the conditions, terms and rights, obligations, which are applicable to the grant awarded to the beneficiaries for implementing the action. It has been signed between the EC and the beneficiaries of the action.

It is consisted by seven parts:

1. Terms and Conditions (including Data Sheet)

2. Annex 1: Description of the action
3. Annex 2: Estimated budget for the action
4. Annex 2a: Additional information on the estimated budget
5. Annex 3: Accession Forms
6. Annex 3a: Declaration on joint and several liability of affiliated entities (if applicable)
7. Annex 4: Model for the financial statements
8. Annex 5: Specific rules (if applicable)

3.2 Consortium Agreement (CA)

The CA is the official document, jointly accepted and signed by all partners and shall continue in force until the complete fulfilment of all obligations undertaken by the parties under the GA.

The main purpose of the CA is to specify according to the project how work is allocated and planned between the parties, the management of the project and the rights and obligations of the consortium members concerning jointly liability, access rights and obligations of the parties supplementing but not conflicting with those of the GA.

It consists of seventeen sections:

1. Definitions
2. Purpose
3. Entry into force, duration & termination
4. Responsibilities of Parties
5. Liability towards each other
6. Governance structure
7. Financial provisions
8. Results
9. Access rights
10. Non-disclosure of information
11. Miscellaneous
12. Signatures
13. Attachment 1: Background included
14. Attachment 2: Accession document
15. Attachment 3: List of Third Parties for simplified transfer
16. Attachment 4: Identified entities under the same control



17. NDA for Advisory Board agreed

3.3 Project Management Handbook

D7.1 – Project Management Handbook refers to this document.

4 Project Management Tools and Procedures

4.1 Reporting Periods and Periodic Reports

In the SUNRISE project, the following reporting periods are defined:

- Reporting Period 1: from month 1 to month 18
- Reporting Period 2: from month 19 to month 36
- Reporting Period 3: from month 37 to month 52

Periodic reports will be sent to the EU within 60 days following the end of each reporting period.

4.2 Project Meetings

Project meetings will be held at WP or Task level orchestrated by each WP or Task Leader. The frequency of the meetings depends on the intensity of the work required depending on the deadlines set by specified milestones, deliverables, reports, and publications.

Steering Committee meetings will take place once every month in order to assess the progress made in each WP and identify possible risks in project activities.

General Assembly meetings will take place physically every 6-9 months. The meeting locations will rotate through the partners' sites.

Meetings of the EAC with the independent Ethics Experts will take place every 3 months to monitor and assess the ethical and regulatory aspects of the project.

4.2.1 Hosting Face to Face Meetings

The face-to-face meetings should follow the following rules:

- The appointed location should be reachable in order to avoid extra costs. The host is obliged to inform the participants regarding any logistic information involved on how to reach the venue of the meeting.
- The costs of hosting the meeting will be covered by the hosting partner and the travel costs will be covered by each participant.
- The host is obliged to provide a suitable meeting room with audio-visual equipment in order to present the material to be discussed, as well as the suitable network connectivity.
- It is also recommended (general practice although not obligatory) to provide water, coffee breaks and lunch, and organise one social event (e.g., organise one evening meal).

4.2.2 Meeting Minutes

The chairperson of the SC and GA meetings shall produce written minutes of each meeting which shall be the formal record of all decisions made. He/she shall send the draft minutes to all members within 15 calendar days of the meeting.

The minutes shall be considered as accepted if, within 15 calendar days from sending, no member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

The chairperson shall send the accepted minutes to all the members of the GA, who shall safeguard them. If requested, the Coordinator shall provide authenticated duplicates to Parties.

Minutes are kept for all meetings (face-to-face and remote/telco) in a compact and easy-to-read form.

4.3 Deliverables Review and Submission Procedure

The SUNRISE project deliverables should be reviewed by two internal reviewers who are consortium members, before the final submission to the EC, in order to guarantee their high quality. Internal reviews of the deliverables should be provided to the deliverable leader within 14 days. The internal review involves the careful reading of the deliverable, provision of feedback/comments to the deliverable document, and completion of an internal review form. The internal review form will be used to assess quality criteria, e.g., if the deliverable is well-written, its scientific soundness, its impact, as well as its compliance with the Grant Agreement. Furthermore, the internal reviewers will indicate major strengths and weakness of the deliverable, its relationship with other deliverables, and whether an executive summary with key findings is included. Finally, the internal reviewers will assess whether the deliverable is ready to be submitted to the EC, requires minor revisions, or requires substantial revisions which need to be corrected by the deliverable leader.

4.3.1 Deliverable Editing and Review Assignments

Each deliverable has been assigned a partner responsible for editing it. It has also been assigned 2 internal reviewers (consortium partners) for reviewing it, as shown in the following Table.

Table 3 Assigned Internal Reviewers for SUNRISE Deliverables

No.	Deliverable Name	WP	Leader	Reviewer #1	Reviewer #2	Date
D1.1	Consensus multi-actor requirements including psycho-social, ethical, legal requirements – v1	WP1	HMU	UGENT	ISGF	M8
D1.2	Consensus multi-actor requirements including psycho-social, ethical, legal requirements – v2	WP1	HMU	UGENT	ISGF	M15
D1.3	Consensus multi-actor requirements including psycho-social, ethical, legal requirements – v3	WP1	HMU	UGENT	ISGF	M30
D1.4	Cancer prevention programme design document – v1	WP1	BRIDG	CERTH	OSA	M15
D1.5	Cancer prevention programme design document – v2	WP1	BRIDG	CERTH	OSA	M30
D1.6	Cancer prevention programme design document – v3	WP1	BRIDG	CERTH	OSA	M50
D2.1	Sustainable implementation and key interventions	WP2	PASYKAF	FISABIO	GEZOND	M30
D2.2	Multi-cultural incentives for sustainable	WP2	UGENT	PBY	HMU	M30

	health behaviour change					
D3.1	SmartCoach improvement, tailoring and scale-up	WP3	ISGF	UGENT	PARTICLE	M30
D3.2	Peer social media campaigns for healthy diet	WP3	UGENT	ISGF	PASYKAF	M30
D3.3	Social robot platform for health and cancer literacy promotion	WP3	CERTH	BBHRI	FISABIO	M30
D3.4	Gaming platform for health & advertising literacy	WP3	UGENT	HMU	AMEU	M30
D3.5	Health education and food marketing package	WP3	GEZOND	AUTH	OSA	M30
D3.6	Interactive app for health education	WP3	PARTICLE	EA	HMU	M30
D3.7	Privacy and security module	WP3	HMU	BRIDG	AMEU	M30
D3.8	Digital platform with authoring and monitoring tools – v1	WP3	BRIDG	CERTH	UGENT	M18
D3.9	Digital platform with authoring and monitoring tools – v2	WP3	BRIDG	CERTH	UGENT	M30
D3.10	Digital platform with authoring and monitoring tools – v3	WP3	BRIDG	CERTH	UGENT	M50
D4.1	Study initiation package – 1 st study	WP4	OSA	UGENT	ISGF	M10
D4.2	Implementers training and support package – v1	WP4	PASYKAF	FISABIO	IOCN	M18
D4.3	Implementers training and support package – v2	WP4	PASYKAF	FISABIO	IOCN	M32
D4.4	Midterm recruitment report – 1 st study	WP4	OSA	AMEU	PBY	M28
D4.5	Study initiation package – 2 nd study	WP4	OSA	FISABIO	HMU	M10
D4.6	Midterm recruitment report – 2 nd study	WP4	OSA	AUTH	PASYKAF	M28
D5.1	Evaluation report on sustainable health behaviour change outcomes and implementation strategy	WP5	ISGF	UGENT	PBY	M52
D5.2	Cost-effectiveness and social value creation	WP5	PBY	OSA	IOCN	M52
D5.3	Report on the status of posting results – 1 st study	WP5	ISGF	AMEU	FAVO	M52
D5.4	Report on the status of posting results – 2 nd study	WP5	ISGF	GEZOND	EA	M52
D6.1	Dissemination and communication materials and plan – v1	WP6	PASYKAF	FAVO	UGENT	M8
D6.2	Dissemination and communication materials and plan – v2	WP6	PASYKAF	FAVO	UGENT	M36
D6.3	IPRs and exploitation planning – v1	WP6	PBY	CERTH	HMU	M36
D6.4	IPRs and exploitation planning – v2	WP6	PBY	CERTH	HMU	M52
D6.5	Initiatives and synergies for policy-making	WP6	IOCN	OSA	AMEU	M52
D6.6	SUNRISE Website	WP6	CERTH	BBHRI	AUTH	M5
D6.7	Cluster common video/brochure	WP6	PASYKAF	IOCN	CERTH	M11
D6.8	Common work plan for scientific	WP6	PBY	PASYKAF	CERTH	Mx (TBD)

	collaboration under the “Prevention & early detection (behavioural change)” cluster					
D6.9	Conclusions of common annual meeting of the “Prevention & early detection (behavioural change)” cluster – v1	WP6	IOCN	PBY	CERTH	M11
D6.10	Conclusions of common annual meeting of the “Prevention & early detection (behavioural change)” cluster - v2	WP6	IOCN	PBY	CERTH	M23
D6.11	Conclusions of common annual meeting of the “Prevention & early detection (behavioural change)” cluster - v3	WP6	IOCN	PBY	CERTH	M35
D6.12	Conclusions of common annual meeting of the “Prevention & early detection (behavioural change)” cluster – v4	WP6	IOCN	PBY	CERTH	M47
D6.13	Policy brief formulating recommendations based on the research and innovation strand of the “Prevention & early detection (behavioural change)” annual cluster meeting – v1	WP6	IOCN	PASYKAF	PBY	M11
D6.14	Policy brief formulating recommendations based on the research and innovation strand of the “Prevention & early detection (behavioural change)” annual cluster meeting – v2	WP6	IOCN	PASYKAF	PBY	M23
D6.15	Policy brief formulating recommendations based on the research and innovation strand of the “Prevention & early detection (behavioural change)” annual cluster meeting – v3	WP6	IOCN	PASYKAF	PBY	M35
D6.16	Policy brief formulating recommendations based on the research and innovation strand of the “Prevention & early detection (behavioural change)” annual cluster meeting – v4	WP6	IOCN	PASYKAF	PBY	M47
D6.17	Citizen engagement summary report based on the behavioural change cluster	WP6	PASYKAF	PBY	CERTH	M51
D6.18	Addressing inequalities recommendations based on the behavioural change cluster	WP6	PASYKAF	PBY	IOCN	M51
D7.1	Project management handbook	WP7	CERTH	PBY	BRIDG	M4
D7.2	Quality assurance and risk management – v1	WP7	CERTH	PBY	OSA	M4
D7.3	Quality assurance and risk management – v2	WP7	CERTH	PBY	OSA	M24
D7.4	Quality assurance and risk management – v3	WP7	CERTH	PBY	OSA	M52
D7.5	Data management plan and ethics – v1	WP7	PBY	CERTH	HMU	M6

D7.6	Data management plan and ethics – v2	WP7	PBY	CERTH	HMU	M40
D7.7	Data management plan and ethics – v3	WP7	PBY	CERTH	HMU	M52
D7.8	Monitoring of ethics/regulatory issues by independent ethics advisor - v1	WP7	PBY	CERTH	AMEU	M18
D7.9	Monitoring of ethics/regulatory issues by independent ethics advisor – v2	WP7	PBY	CERTH	AMEU	M36
D7.10	Monitoring of ethics/regulatory issues by independent ethics advisor – v3	WP7	PBY	CERTH	AMEU	M52

4.4 Events that must be immediately reported

During the overall course of project, events that might significantly affect or delay the implementation of assigned tasks or the EU’s financial interests, should be identified and immediately reported/ forwarded to the PC. Later on, the PC will inform the Project Officer and the SUNRISE consortium.

4.5 Project Management and Communication Tools

4.5.1 Mailing list

The SUNRISE project uses a main mailing list for all operational, administrative, and financial issues of the project as follows: sunrise@iti.gr. Each WP Leader has created a dedicated WP email list with the required participants according to the Grant Agreement.

4.5.2 Collaboration Management Platform

A common reference space is available for the SUNRISE partners to share documents and get all available information, both public and confidential, using the Google Drive Folders. This web-based workspace allows users to upload documents, share files and organise the information in sections for easy collaborative editing.

The Google Drive space for SUNRISE includes the following sections:

- A contact list.
- A page for each WP, that includes the deliverables organised per task.
- The budget, the Person Months (PMs) effort and the Gantt chart.
- The official documents, including the GA, the CA and the GA amendments.
- The SUNRISE templates that should be used for preparing presentations, deliverables, and internal reports.
- The SUNRISE logo.
- The page “Photos” should be used by partners to upload photos that can be utilised to boost the dissemination activities (e.g., photos from the pilots, dissemination events, etc.).
- The Plenary Meeting page accumulates agendas, minutes, and presentations from each biannual meeting.

The structure of the Google Drive workspace might change during the project lifetime to assure an effective way of working between the members of the SUNRISE consortium.

Considering that the collaboration platform stores confidential documents (i.e., documents that must be accessible only by members of the SUNRISE consortium and EC), access to this workspace is granted only to project members, in order to prevent the leak of sensitive data.

Simple document exchange for everyday work may be performed via email, without the need to copy all projects' participants in all communications. However, major projects' documents including draft and final deliverables should be exchanged, co-edited and archived in the Google Drive environment provided and maintained by CERTH. Whenever there are data protection, data sensitivity or information security concerns in relation to project-related documents, the option that best safeguards the information (even if that means not sharing such information in the shared Drive space) should *prima facie* prevail. The matter shall be dealt with in a timely manner by the QREM in collaboration with the TIM and a documented decision shall be made available to all interested parties.

4.5.3 Teleconference Platform

Based on unanimous decision between the members of the consortium, communication in terms of project meetings can be done through the selected software by each partner and combine video conferencing, online meetings, and mobile collaboration.

The participants can join a meeting by opening the corresponding Uniform Resource Locator (URL) of the meeting, provided by email or other means.

Alternatively, the participants may also be able to join by audio, by dialing in from regular phones if this is necessary.

All partners wishing to initiate a teleconference with specified consortium partners are required to send the agenda of the meeting, along with an invitation for the day/time of the meeting, via an informative email.

5. Documentation and Dissemination

This section provides the necessary information needed by the consortium partners to prepare documents related to the project as well as to participate in dissemination events.

5.1 Documentation Templates

The documents and presentations to be produced within the project will be created and edited using Microsoft Office Word and PowerPoint, version 2007 or newer, or compatible.

Documents will be edited in docx format, while presentations will be produced in pptx format. Specific templates are provisioned for each kind of document (presentation, deliverable, or internal report), ensuring common visual identity and consistency in the consortium.

Calibri is the main font that applies to all templates.

5.1.1 Presentation Template

The following Figure presents the SUNRISE presentation template:

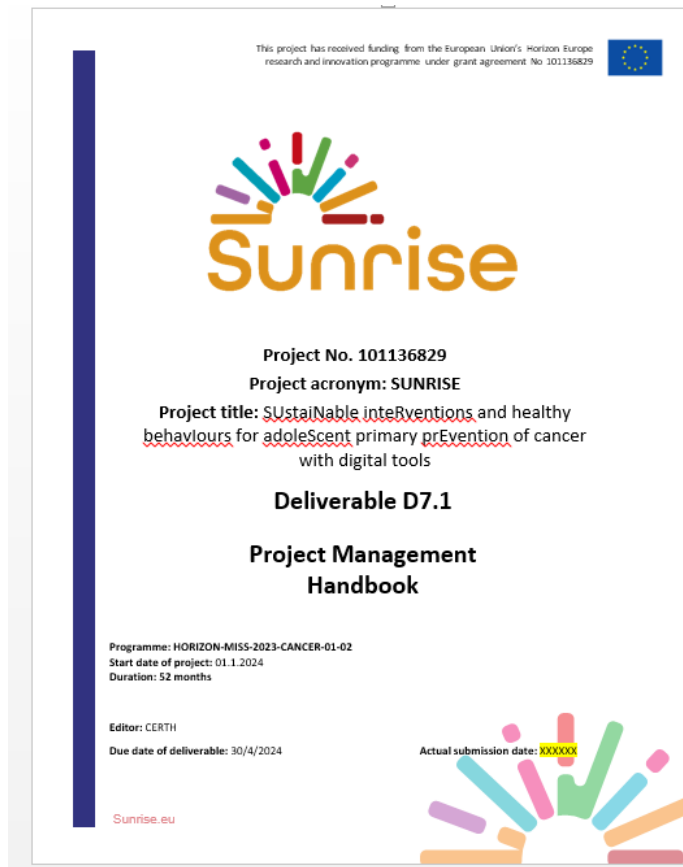
Figure 2 SUNRISE Presentation Template



5.1.2 Deliverable Template

The following figure presents the SUNRISE deliverable template:

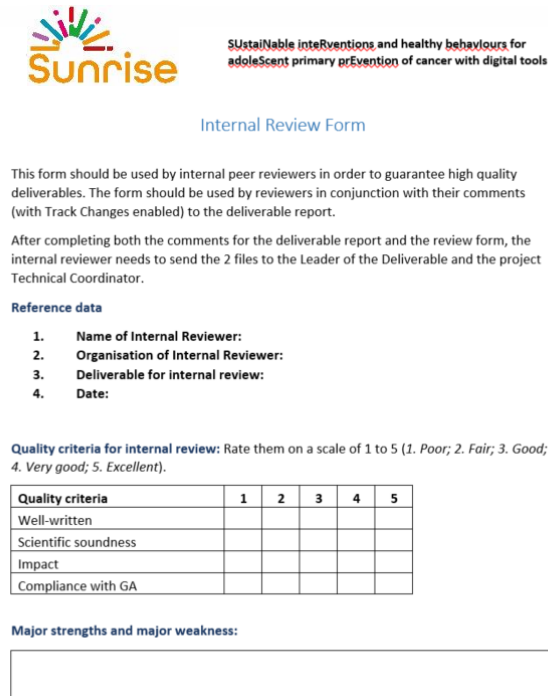
Figure 3 SUNRISE Deliverable Template



5.1.3 Internal Review Form Template

The following Figure shows the SUNRISE Internal Review Form Template.

Figure 4 Internal Review Form Template



5.2 File Naming Conventions and Versioning

The file name of the documents shared within the consortium are advised to follow specific conventions in order to achieve efficient ordering, processing and mitigate human errors. The file name of the document will contain:

- First letters:
- Next 3-4 digits: “WP/<T>/<D>”, where <T> is the number of task and <D> is the number of the deliverable.
- Next digits: Document’s short title
- Next 2-3 digits: “v” and number of revisions.
- Next 3-6 digits: Short name of the partner publishing the revision, within brackets.
- Spaces should be replaced with underscore “_” to ensure compatibility in non-desktop environments

For example: “SUNRISE_D7.1_Project_Management_Handbook_v01_CERTH.docx” refers to the first version of D7.1 prepared by CERTH.

Unless a deliverable is submitted, the versioning should be less than 1. For example, the partner that first contributes to a deliverable should assign the version v0.1. The succeeding partners editing the document

should increment the version by 0.1, e.g., v0.2, v0.3 etc. Only the version that will be delivered to the PC for submission to EC should have the v1.0 version. If a deliverable is rejected and resubmitted, then revision tags like v1.1 or v2.0 should be used, depending on the grade of revision.

5.3 Dissemination Policy (GA Article 38)

Unless the Commission requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) and any infrastructure, equipment and major results funded by the grant must:

(a) display the EU emblem and

(b) include the following text:

For communication activities:

“This project has received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement No **101136829**”. For infrastructure, equipment, and major results:

“This [infrastructure][equipment][insert type of result] is part of a project that has received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement No **101136829**”.

When displayed together with another logo, the EU emblem must have appropriate prominence.

Furthermore, any communication activity related to the action must indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

The SUNRISE partners are strongly advised to study Article 38 of GA to ensure compliance of their dissemination activities with the requirements described in the GA. Deviations and breaches of those obligations might lead to grant reduction and other measures as described in Chapter 6 of the GA.

5.4 Consortium Logo



Figure illustrates the logo that will be utilized by the SUNRISE consortium as visual identification of the project.

6. Conclusions

This document provides a set of guidelines regarding the management of the SUNRISE project. It intends to complement both GA and CA. In particular, after the introduction part, it introduces the project management structure, taking into account GA and CA. The project team will utilise this deliverable to adopt a common understanding of the procedures and rules to be fulfilled for the day-to-day project management and execution.