

D1.2 Project Management Handbook



WeGenerate

PEOPLE-CENTRIC SUSTAINABLE NEIGHBOURHOODS



Co-funded by
the European Union

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0. INTRODUCTION

For successful project implementation, it is essential to outline its organizational structure, to establish an agile management framework that allows the tracking of progress and collection of timely feedback. Especially for a project like WeGenerate, with numerous interconnected tasks, milestones and deliverables, an effective project management is paramount. The management framework must provide clear procedures for timely decision-making, project coordination, task completion and result dissemination. Ultimately, the holistic management approach aims to ensure a smooth completion of the project to the highest standard with satisfactory achievement of all project objectives.

This project management handbook describes the roles and responsibilities of different entities within this project, constituted by the project partners. Furthermore, it lists the methods of communication, data management, task planning, and progress monitoring during the course of the project. Finally, this document also provides the link to the visual identity toolset for project dissemination activities.

1. CONSORTIUM COMPOSITION

The WeGenerate consortium involves 22 partners from 9 countries including 4 cities, 4 industry partners, 11 universities and research organisations, 1 international city network, 1 innovation network, and 1 non-profit foundation (Table 1).

The consortium has been purposefully designed to bring together the complementary expertise and stakeholder groups required to deliver integrated, people-centred urban regeneration. Recognising that urban transformation extends far beyond technical innovation, the consortium combines excellence in engineering, digital technologies, Social Sciences and Humanities (SSH), policy, business innovation, and city governance. This multidisciplinary composition enables the project to address the technological, environmental, and social dimensions of neighbourhood regeneration in an integrated manner.

The consortium also reflects the diversity of actors required to implement and scale urban regeneration. The 4 Demo Cities act as problem owners and lead the implementation of neighbourhood interventions, while the research organisations provide scientific leadership, methodological development, monitoring, and technical support. The BIF Foundation supports local implementation in the Tampere Demo through place-based activities. Industry partners contribute innovative technologies and services in areas including renewable energy, building technologies, energy communities, digital platforms, and sustainable mobility. ICLEI, as an international city network, leads activities related to social innovation, replication, and policy uptake, while EIT UMF strengthens innovation management, exploitation, and connections with the wider European innovation ecosystem.

Table 1: WeGenerate Consortium Partners

#	Short name	Legal name	Country	Type
1	Fraunhofer	FRAUNHOFER GESELLSCHAFT ZUR FORDERUNG DER ANGEWANDTEN FORSCHUNG EV	DE	Research Institute
2	CESENA	COMUNE DI CESENA	IT	City
3	CASCAIS	EMAC EMPRESA MUNICIPAL DE AMBIENTE DE CASCAIS EM SA	PT	City
4	BUCHAREST	PRIMARIA SECTORULUI 2 BUCURESTI	RO	City
5	TAMPERE	TAMPEREEN KAUPUNKI	FI	City
5.1	BIF	SUOMEN ITAMERI-INSTITUUTIN SAATIO SR	FI	TAMPERE In-house Entity
6	ICLEI	ICLEI EUROPEAN SECRETARIAT GMBH (ICLEI EUROPASEKRETARIAT GMBH)	DE	City Network

7 ¹	EIT UM	EIT KIC URBAN MOBILITY SL	ES	Innovation Network
8	EUPPY	QB LDA	PT	SME
9	PARKUNLOAD	PARKUNLOAD SL	ES	SME
10	Greenvolt Com	GREENVOLT COMUNIDADES SA	PT	SME
11	ENGIE	ENGIE BUILDING SOLUTIONS SRL	RO	SME
12	LNEG	Laboratorio Nacional de Energia e Geologia I.P.	PT	Research Institute
13	UNIBO	ALMA MATER STUDIORUM - UNIVERSITA DI BOLOGNA	IT	University
14	UTCB	UNIVERSITATEA TEHNICA DE CONSTRUCTII BUCURESTI	RO	University
15	VTT	TEKNOLOGIAN TUTKIMUSKESKUS VTT OY	FI	Research Institute
16	NovaSBE	UNIVERSIDADE NOVA DE LISBOA	PT	University
17	CRES	CENTRE FOR RENEWABLE ENERGY SOURCES AND SAVING FONDATION	EL	Research Institute
18	IREC	FUNDACIO INSTITUT DE RECERCA DE L'ENERGIA DE CATALUNYA	ES	Research Institute
19	CVUT	CESKE VYSOKE UCENI TECHNICKE V PRAZE	CZ	University
20	RM3	UNIVERSITA DEGLI STUDI ROMA TRE	IT	University
21	NTNU	NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU	NO	University
22 ²	EIT UMF	EIT URBAN MOBILITY FOUNDATION (EIT UMF)	ES	Innovation Network

2. PROJECT WORK PACKAGE STRUCTURE

WeGenerate is organised into 10 interlinked Work Packages that provide a clear and integrated framework for delivering the project's objectives (Figure 1). At the core of the project are the 4 Demo Work Packages (WP3–WP6), where integrated urban regeneration solutions are co-designed, implemented, and demonstrated. These activities are supported by the Innovation Hub (WP2), a cross-cutting work package comprising 4 Solution Clusters covering integrated planning and digital applications, social innovation and participatory action, energy in the built environment, and sustainable mobility. The Innovation Hub provides technical expertise, facilitates interdisciplinary collaboration, and supports knowledge exchange across the Demos.

3 additional cross-cutting work packages reinforce the implementation and long-term impact of the project. WP7 develops the common monitoring framework and Impact Model to evaluate project outcomes across the Demos. WP8 coordinates the Fellow Cities programme, capacity building,

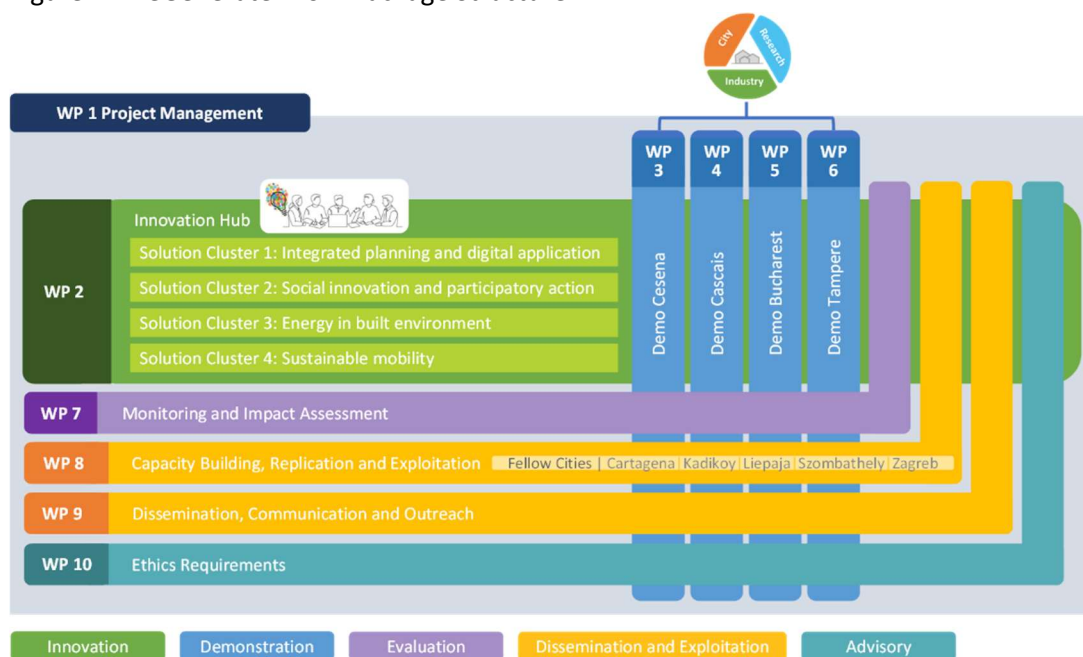
¹ EIT UM withdrew from the project and was formally replaced by EIT UMF, with the change taking effect on 31 December 2023.

² EIT UMF joined the project as the successor beneficiary to EIT UM, with the replacement taking effect on 31 December 2023.

replication, and exploitation activities to maximise the transferability of project results. WP9 leads communication, dissemination, and policy outreach, ensuring that project knowledge reaches key stakeholders and contributes to wider European urban regeneration initiatives.

Besides, WP1 provides overall project coordination, governance, quality assurance, and administrative management, while WP10 ensures that all citizen engagement activities comply with ethical requirements, particularly when involving vulnerable groups. Together, the work package structure promotes strong interaction between technical, social, and governance activities, enabling an integrated and effective implementation of the project.

Figure 1: WeGenerate Work Package Structure



3. PROJECT WORK BREAKDOWN STRUCTURE

The Work Breakdown Structure (WBS) provides a detailed overview of how the project's activities are organised and managed. Each Work Package is divided into a series of tasks and subtasks, with clearly defined objectives, responsibilities, and interactions. A lead partner is assigned to each task or subtask and is responsible for coordinating the work, monitoring progress, ensuring the timely delivery of outputs, and facilitating collaboration with contributing partners. This structure establishes clear lines of responsibility while promoting effective coordination across the consortium.

The WBS also serves as an important project management tool, enabling the consortium to monitor implementation, identify dependencies between activities, and manage potential risks. Given the

highly interdisciplinary nature of the project, many tasks require close collaboration across work packages and between partners with complementary expertise. The WBS therefore not only defines ownership of activities but also supports the integration of technical and social aspects throughout the project. Table 2 presents an overview of the responsibility assigned to each Work Package, task, and subtask and their linkages to other Work Packages or tasks.

Table 2: Work Breakdown Structure and Responsibilities.

WP	Task/ Subtask	Title	Responsible Partner	Linkage to other Tasks	
				Input	Output
1		Project Management	Fraunhofer		
	T1.1	Project Coordination	Fraunhofer		
	T1.2	Project Meetings Organisation	Fraunhofer		
	T1.3	Quality Assurance	IREC		
	T1.4	Data Management Strategy, GDPR and Ethical Policies	CVUT		To T10.1
2		Innovation Hub	Fraunhofer		
	T2.1	Solution Cluster – Integrated Planning and Digital Application	Fraunhofer	Exchanges with T2.2, 2.3, T2.4	To T3.2, T4.2, T5.2, T6.2
	ST2.1.1	Co-creation of Demo-Specific Urban WeGeneration Action Plan and Implementation Roadmap focusing on Integrated Planning	Fraunhofer		
	ST2.1.2	Co-creation of Demo-Specific Urban WeGeneration Action Plan and Implementation Roadmap focusing on Digital Application	IREC		
	ST2.1.3	Facilitation of mutual learning in the design, implementation and monitoring of digital solutions	IREC		
	ST2.1.4	Contribution to the WeGenerate Solution Booklet	Fraunhofer		
	T2.2	Solution Cluster – Social Innovation and Participatory Action	ICLEI	Exchanges with T2.1, 2.3, T2.4	To T3.2, T4.2, T5.2, T6.2
	ST2.2.1	Develop a general SI strategy (overall pathway) and an array of SI tactics (specific tools)	ICLEI		
	ST2.2.2	Co-creation of Demo-Specific Urban WeGeneration Action Plan and Implementation Roadmap focusing on SI and PA	UNIBO		
	ST2.2.3	Facilitation of mutual learning in the design, implementation and monitoring of SI and PA strategy within each Urban WeGeneration Action Plan	ICLEI		
	ST2.2.4	Contribution to the WeGeneration Solution Booklet	ICLEI		
	T2.3	Solution Cluster – Energy in Built Environment	LNEG	Exchanges with T2.1, 2.2, T2.4	To T3.2, T4.2, T5.2, T6.2

	ST2.3.1	Co-creation of Demo-Specific Urban WeGeneration Action Plan and Implementation Roadmap focusing on Energy in Built Environment	UTCB		
	ST2.3.2	Facilitation of mutual learning in the design, implementation and monitoring of EBE solutions	LNEG		
	ST2.3.3	Contribution to the WeGenerate Solution Booklet	RM3		
	T2.4	Solution Cluster – Sustainable Mobility	VTT	Exchanges with T2.1, T2.2, T2.3	To T3.2, T4.2, T5.2, T6.2
	ST2.4.1	Co-creation of Demo-Specific Urban WeGeneration Action Plan and Implementation Roadmap focusing on Sustainable Mobility	CVUT		
	ST2.4.2	Facilitation of mutual learning in the design, implementation and monitoring of Sustainable Mobility solutions	LNEG		
	ST2.4.3	Contribution to the WeGenerate Solution Booklet	VTT		
3		Demo: Re-Activating Urban Space from City Gateway to Neighbourhood	CESENA		
	T3.1	Coordination of the Local Circle	CESENA		
	T3.2	Development of Urban WeGeneration Action Plan and Implementation Roadmap	UNIBO	From T2.1-T2.4, T7.1, T7.2	To T3.2, T3.4
	T3.3	Implementation of Intervention Actions	CESENA	From T3.2	
	T3.4	Storytelling of Urban WeGeneration Pathway and Development of a Long-Term Sustainability Plan	UNIBO	From T3.2, T3.3	
4		Demo: Social Neighbourhood as an Active Energy Community	CASCAIS		
	T4.1	Coordination of the Local Circle	LNEG		
	T4.2	Development of Urban WeGeneration Action Plan and Implementation Roadmap	LNEG	From T2.1-T2.4, T7.1, T7.2	To T4.2, T4.4
	T4.3	Implementation of Intervention Actions	CASCAIS	From T4.2	
	T4.4	Storytelling of Urban WeGeneration Pathway and Development of a Long-Term Sustainability Plan	CASCAIS	From T4.2, T4.3	
5		Demo: Open Campus for People and Climate	BUCHAREST		
	T5.1	Coordination of the Local Circle	UTCB		
	T5.2	Development of Urban WeGeneration Action Plan and Implementation Roadmap	BUCHAREST	From T2.1-T2.4, T7.1, T7.2	To T5.2, T5.4
	T5.3	Implementation of Intervention Actions	BUCHAREST	From T5.2	
	T5.4	Storytelling of Urban WeGeneration Pathway and Development of a Long-Term Sustainability Plan	BUCHAREST	From T5.2, T5.3	
6		Human-Centric Walkable City (Tampere)	TAMPERE		
	T6.1	Coordination of the Local Circle	TAMPERE		

	T6.2	Development of Urban WeGeneration Action Plan and Implementation Roadmap	TAMPERE	From T2.1-T2.4, T7.1, T7.2	To T6.2, T6.4
	T6.3	Implementation of Intervention Actions	TAMPERE	From T6.2	
	T6.4	Storytelling of Urban WeGeneration Pathway and Development of a Long-Term Sustainability Plan	TAMPERE	From T6.2, T6.3	
7		Monitoring and Impact Assessment	CRES		
	T7.1	Development of the WeGenerate Impact Model	IREC	From T2.1-T2.4	To T3.2, T4.2, T5.2, T6.2, T7.2, T7.3
	T7.2	Development and Implementation of a Standardised Data Measurement and Processing Protocol	CRES	From T7.1	To T3.2, T4.2, T5.2, T6.2, T7.3
	T7.3	Overall Project and Cross Demo Impact Assessment	CRES	From T3.3, T4.3, T5.3, T6.3, T7.1, T7.2	To T3.4, T4.4, T5.4, T6.4
8		Capacity Building, Replication and Exploitation		Exchanges with WP2, WP3, WP4, WP5, WP6, WP7, WP9	
	T8.1	Fellow City Liaison Groups	ICLEI		
	ST8.1.1	Select 5 Fellow Cities committed to replicate the project's solutions and lessons learnt (WP2-WP7)	ICLEI		
	ST8.1.2	Guide each Fellow City to establish a 'Liaison Group'	ICLEI		
	T8.2	Training, Capacity Building and Knowledge Exchange	ICLEI		
	ST8.2.1	Organize 8 knowledge exchange workshops among the Demo Cities supported by WP2 cluster leaders	ICLEI		
	T8.3	Replication Roadmaps and Coaching of the Fellow Cities	ICLEI		
	ST8.3.1	Based on the specific needs of each individual Fellow City, compile a pool of service providers from which technical input will be subcontracted for each of the Fellow cities.	ICLEI		
	ST8.3.2	Support Fellow Cities through an initial assessment of the potential for replication of some or all of the deep renovation and urban regeneration solutions being demonstrated in the Demo Cities	ICLEI		
	ST8.3.3	Support Fellow Cities through an initial assessment of their existing targets/goals, urban development and regeneration programmes and plans, financing opportunities, as well as key policy and legislation frameworks affecting replication opportunities	ICLEI		
	ST8.3.4	Provide individual and collective coaching sessions to Fellow Cities	ICLEI		
	T8.4	Transferability of Results and Urban WeGeneration Guidance Package	EIT UM		

	T8.5	Market Analysis and Exploitation Strategy	EIT UM		
	ST8.5.1	A Key Exploitable Results (KER) Repository	EIT UM		
	ST8.5.2	A preliminary study of business models	EIT UM		
9		Dissemination, Communication and Outreach	EUPPY	Exchanges with WP2, WP3, WP4, WP5, WP6, WP7, WP8	
	T9.1	Dissemination and Communication Strategy	EUPPY		
	T9.2	Communication Toolset	EUPPY		
	T9.3	Supporting Local and National Communication	EUPPY		
	T9.4	Events and Platforms	ICLEI		
	ST9.4.1	Organize 2 European Policy Dialogue Roundtables	ICLEI		
	ST9.4.2	Deliver presentations based on the project outcomes at relevant European conferences	ICLEI		
	ST9.4.3	Participate in the outreach, dissemination and communication activities organised by relevant European initiatives and platforms	ICLEI		
	T9.4.4	Organize the WeGenerate Final Conference to showcase the results achieved by the project.	ICLEI		
	T9.5	Thematic Case Studies and Policy Recommendations	ICLEI		
	ST9.5.1	Author 5 Policy Papers, targeting different policy arenas and related audiences.	ICLEI		
	ST9.5.2	Write 4 Thematic Case Studies summarising the key findings across all four Demo Cities (WP3-WP6) for each Solution Cluster (WP2)	ICLEI		
10		Ethics requirements	Fraunhofer		
	T10.1	Ethics Requirements Assurance	Fraunhofer with Ethics Advisor	From T1.4	To T1.1, T3.2, T3.3, T4.2, T4.3, T5.2, T5.3, T6.2, T6.3

Although responsibilities are assigned to individual tasks, the delivery of project results depends on close collaboration across the consortium. Figure 2 illustrates the main interactions between WPs and tasks, highlighting the flow of knowledge, data, methodologies, and outputs that underpin the integrated implementation of WeGenerate.

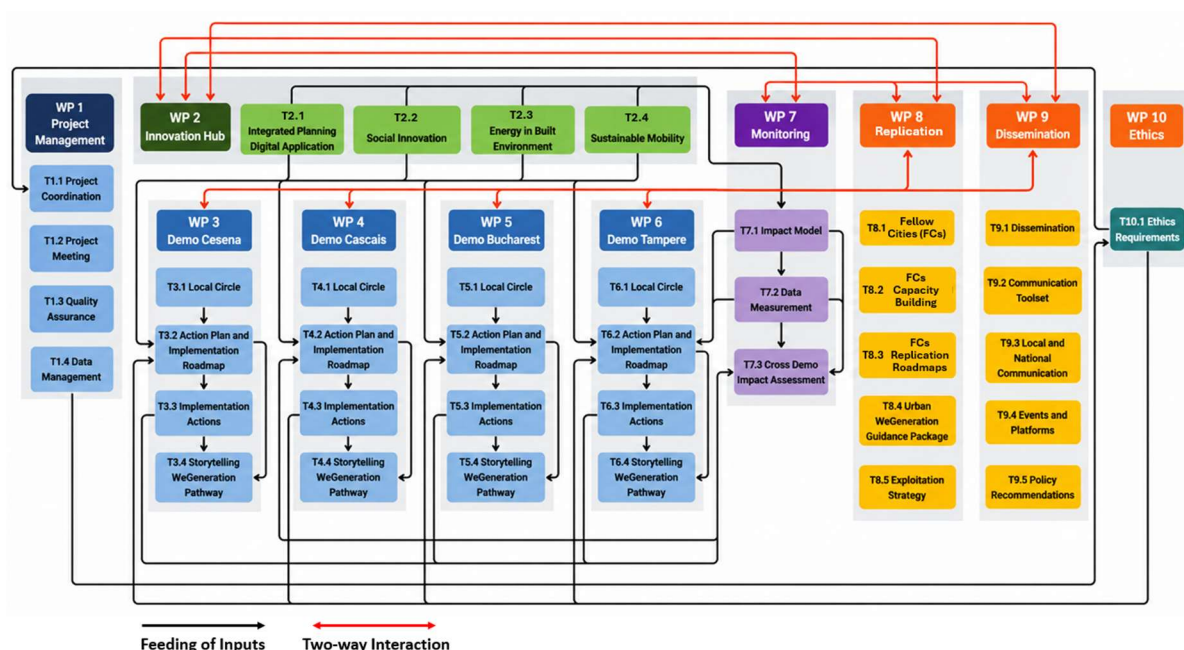
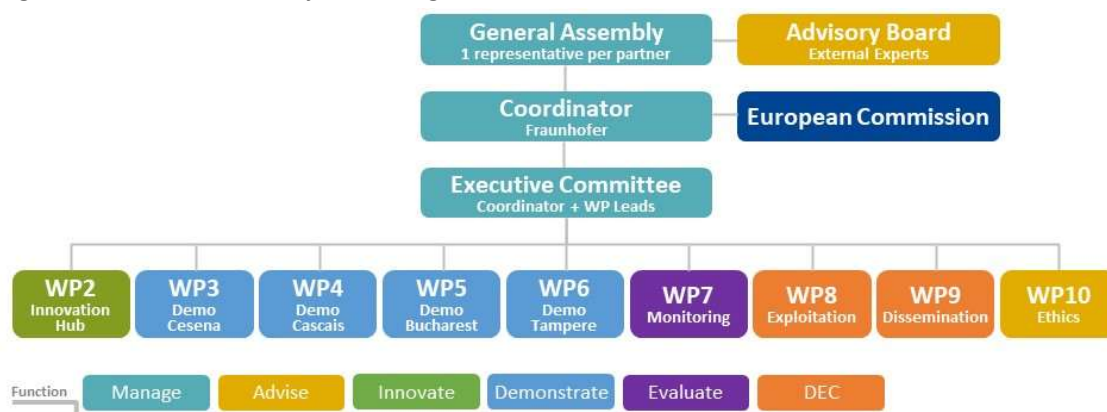


Figure 2: Mapping of Work Packages and Tasks.

3. PROJECT MANAGEMENT STRUCTURE

These roles, the decision-making entities and information flow within the WeGenerate project are described in the following sections as well as illustrated in the Project Management structure below (Figure 3).

Figure 3: WeGenerate Project Management Structure:



3.1 General Assembly

The highest authority of the project, which comprises of one representative per consortium partner. General Assembly meetings will be organised once a year. The General Assembly's decision may

include: initiating and approving amendments of the Grant Agreement and Consortium Agreement, define strategic reorientation of the work plan and budget, termination of participation of consortium partners, etc. The General Assembly's decisions shall require voting by simple majority.

3.2. Executive Committee (ExCom)

It is composed of the Coordinator (Chair) and the WP leaders. The ExCom is the executive body in charge of the implementation of the project. Its responsibilities include: day-to-day decision-making, follow-up of detailed work plans, assessment of project results, minor adaptation of further work, proposals for GA decision, risk management, and preparation of periodic project progress reports.

3.3. Project Coordinator (PC)

The coordinator is formally entitled to manage the relationship between the consortium and the European Commission. His/her responsibilities include: chair the ExCom, report to the GA, undertake all necessary legal and ethical responsibilities and obligations, ensure sound financial management, ensure the scientific and technical coordination of the project, validate and submit reports and deliverables to the EC, and facilitate information flow within the consortium.

3.4. Advisory Board (AB)

The WeGenerate AB consists of 3 external experts representing disciplines relevant to urban regeneration. The AB supports the consortium with technical expertise and strategic guidance regarding (i) the overall orientation of the project, (ii) the exploitation of project results in practice and policy, and (iii) the maximisation of project impacts. The Advisory Board members are expected to be invited to the project's General Assembly once a year to facilitate face-to-face exchanges with the consortium. The three AB members are presented below.

Advisor Social Innovation & Ethics		Advisor Buildings and Cities	
Helen Sooväli-Sepping Councillor for Rector – Sustainable Development and Green Transition Tallinn University of Technology Estonia		Koen Steemers Professor of Sustainable Design Department of Architecture University of Cambridge United Kingdom	
Advisor Urban TransitionCon			
Christoph Gollner Coordinator of PED Transition Pathway Driving Urban Transitions Partnership Austria			

3.5. Work Package Leaders

As stated in the signed GA, the WeGenerate work plan is divided into 10 WPs. Each WP is coordinated by one of the project partners, referred to as Work Package Leaders (WPLs) who are specified in the GA (Table 3). The role of WPL is to coordinate the implementation of the tasks within the corresponding WP, monitor the work progress to ensure that the WP proceeds according to the time plan listed in the project time plan (i.e. Gantt Chart Figure 4), as well as to ensure the timely completion of the corresponding deliverables/milestones and successful achievement of the WP objectives. Each WPL is expected to have a transparent communication with other project partners and inform the PC about the WP progress on a regular basis.

Table 3: List of WP Leaders

WPL	Short Name	Organisation
WP1	Fraunhofer	Fraunhofer Institute for Solar Energy Systems
WP2	Fraunhofer	Fraunhofer Institute for Solar Energy Systems
WP3	CESENA	Cesena Municipality
WP4	CASCAIS	Empresa Municipal de Ambiente de Cascais EM SA
WP5	BUCHAREST	District 2 of Bucharest Municipality
WP6	TAMPERE	City of Tampere The Baltic Institute of Finland
WP7	CRES	Centre for Renewable Energy Sources and Saving
WP8	ICLEI	ICLEI European Secretariat GmbH
WP9	EUPPY	QB LDA - Eupportunity
WP10	Fraunhofer	Fraunhofer Institute for Solar Energy Systems

The WPLs are also in charge of organizing the regular WP Meetings, setting the meeting agenda, moderating it and facilitating the exchange of knowledge for the completion of tasks. Furthermore, the WPLs are expected to attend the monthly online consortium meetings to update the PC on the status of the WPs so as to allow timely detection of potential problems and to follow closely the project activities in order to facilitate cross-WPs exchanges.

3.6. Task Leaders

The work of each WP is divided into different tasks and each task is led by a Task (Table 4).

TLs are responsible for coordinating the implementation of the work planned in the corresponding task. The TLs should communicate with the WPL about the progress of their corresponding tasks and provide inputs to WP activities and reporting when requested by the WPLs or PC.

Table 4: List of Task Leaders

Taskleader	Short Name	Organisation
T1.1	Fraunhofer	Fraunhofer Institute for Solar Energy Systems
T1.2	Fraunhofer	Fraunhofer Institute for Solar Energy Systems
T1.3	IREC	IREC Catalonia Institute for Energy Research
T1.4	CVUT	Czech Technical University in Prague
T2.1	Fraunhofer	Fraunhofer Institute for Solar Energy Systems
T2.2	ICLEI	ICLEI European Secretariat GmbH
T2.3	LNEG	LNEG National Laboratory of Energy and Geology
T2.4	VTT	VTT Technical Research Centre of Finland
T3.1	CESENA	Cesena Municipality
T3.2	UNIBO	Alma Mater Studiorum - Università di Bologna
T3.3	CESENA	Cesena Municipality
T3.4	UNIBO	Alma Mater Studiorum - Università di Bologna
T4.1	LNEG	LNEG National Laboratory of Energy and Geology
T4.2	LNEG	LNEG National Laboratory of Energy and Geology
T4.3	CASCAIS	Empresa Municipal de Ambiente de Cascais EM SA
T4.4	CASCAIS	Empresa Municipal de Ambiente de Cascais EM SA
T5.1	UTCB	Technical University of Civil Engineering Bucharest
T5.2	BUCHAREST	District 2 of Bucharest Municipality
T5.3	BUCHAREST	District 2 of Bucharest Municipality
T5.4	BUCHAREST	District 2 of Bucharest Municipality
T6.1	TAMPERE	City of Tampere
T6.2	TAMPERE	City of Tampere
T6.3	TAMPERE	City of Tampere The Baltic Institute of Finland
T6.4	TAMPERE	City of Tampere The Baltic Institute of Finland
T7.1	IREC	IREC Catalonia Institute for Energy Research
T7.2	CRES	Centre for Renewable Energy Sources and Saving
T7.3	CRES	Centre for Renewable Energy Sources and Saving
T8.1	ICLEI	ICLEI European Secretariat GmbH
T8.2	ICLEI	ICLEI European Secretariat GmbH
T8.3	ICLEI	ICLEI European Secretariat GmbH
T8.4	EIT UM	EIT Urban Mobility
T8.5	EIT UM	EIT Urban Mobility
T9.1	EUPPY	QB LDA - Eupportunity
T9.2	EUPPY	QB LDA - Eupportunity
T9.3	EUPPY	QB LDA - Eupportunity
T9.4	ICLEI	ICLEI European Secretariat GmbH
T9.5	ICLEI	ICLEI European Secretariat GmbH

4. GOVERNANCE RULES AND RIGHTS

Procedures implemented to ensure proper implementation of the project and allowing a timely reaction to potential problems arising in the course of the project are described below.

In the Grant Agreement that governs the action, the following framework applies:

- **Implementation:** Beneficiaries must implement as described and in compliance with the Agreement, conditions, and applicable law; non-compliance can reduce the grant and trigger further measures.
- **Conflicts of Interest:** Measures to prevent conflicts; prompt notification and corrective action; the granting authority may verify and require more actions; breaches can lead to grant reduction, termination, or other measures.
- **Confidentiality and Security:** Handle sensitive information confidentially during implementation and as required; disclosures to necessary personnel or EU bodies allowed under conditions; classified information requires special rules and approvals; breaches can lead to grant reduction.
- **Ethics and Values:** Action must meet high ethical standards and EU values; breaches can reduce the grant and trigger other measures.
- **Data Protection:** Processing by the granting authority and by beneficiaries must comply with privacy laws (GDPR and relevant regulations); ensure lawful, purposeful, minimal, accurate, secure processing and inform data subjects; breaches can reduce the grant.
- **Intellectual Property Rights (IPR) – Background and Results:** Access to necessary background; ownership of results remains with beneficiaries; the grant authority has a broad, royalty-free license to use non-sensitive information for policy, information, dissemination and publicity; comply with third-party rights; breaches can reduce the grant.

These provisions are complemented by a Consortium Agreement, which sets out additional guidelines such as the structure of meetings and decision-making processes, the applicable procedures and rules, and obligations of the respective governing bodies.

4.1 Decision Making

It is expected that due to the collaborative nature of the project, disputes between individual parties can be settled by consensus after discussion among the conflicting parties. The PC can take a mediating role and assist conflicting parties in settling their dispute if needed. However, if the conflict cannot be resolved in this way, the partners can ask the PC to organize an extraordinary General Assembly meeting upon written request. Within this meeting, the dispute will be discussed, and agreement will be sought by dialogue and mutual concession. If this does not resolve the dispute, the General Assembly will vote and make a final decision.

4.2. Project Monitoring and Reporting

Deliverables and internal review process

The WeGenerate work plan is structured into 10 WPs and their corresponding tasks. In the GA and DoA, deliverables and milestones attributed to the corresponding WPs are detailed and will not be repeated here. The quality assessment methodology is explained in detail in the Quality Assurance Plan D1.3.

Periodic Reporting to European Commission

Two periodic reports and one final report are planned to be submitted in the framework of the WeGenerate project.

The three reporting periods are indicated in the GA as:

- RP1: from month 1 to month 18
- RP2: from month 19 to month 36
- RP3: from month 37 to month 48

The final submission of these reports as foreseen in the Grant Agreement is no later than 60 days after the end of each reporting period. Internal review deadlines will depend on the date of the review meetings.

The DoA contains a list of risks already identified in the proposal phase of this project. During implementation of the project, risks will be assessed and monitored continuously

5. COMMUNICATION PROCESSES

5.1 Communication and Project Management Software

Core documents for the project are shared in the WeGenerate Team on the Microsoft Teams platform. All partners involved in the project are granted access to the WeGenerate Team. upon request, new project members can be added to the WeGenerate Team by the PC or the administrative assistant of the PC. All data managed within the MS Teams platform complies with the data protection, storage, and management protocols of Fraunhofer Institute of Solar Energy Systems (ISE).

In order to reach all members of the consortium via e-mail, an e-mail distribution list has been set up. Upon request, new recipients can be added to these list by the PC or the administrative assistant of the PC. Recipients can unsubscribe from the lists upon request to the PC / administrative assistant of the PC.

Additionally, a live contact list with primary contacts at each participating institution can be found in the WeGenerate Team:

Dokumente > General > 01_Administration

For project management the cloud-based project management software FACTRO is employed. Upon request, new users can be added by the PC / administrative assistant of the PC.

5.2. Dissemination

Please see article 17 of the Grant Agreement: Unless otherwise agreed with the granting authority, the beneficiaries must promote the action and its results by providing targeted information to multiple audiences (including the media and the public), in accordance with Annex 1 and in a strategic, coherent and effective manner.

Before engaging in a communication or dissemination activity expected to have a major media impact, the beneficiaries must inform the granting authority.

Open data management

In compliance with requirements of the Horizon Europe programme, a Data Management Plan has been set up and delivered as Deliverable D1.4 of the project.

Visual Identity

To maintain a consistent image of the WeGenerate project, a communication toolset has been created and shared in the WeGenerate Team WP9 folder:

Dokumente > General > 02_WP > 09_WP9 Dissemination, Communication and Outreach > T9.2 Communication Toolset > Project Templates

The toolset contains the WeGenerate logos, color palette, background images, flyers and document templates. The partners are expected follow the WeGenerate visual identity in their dissemination activities.

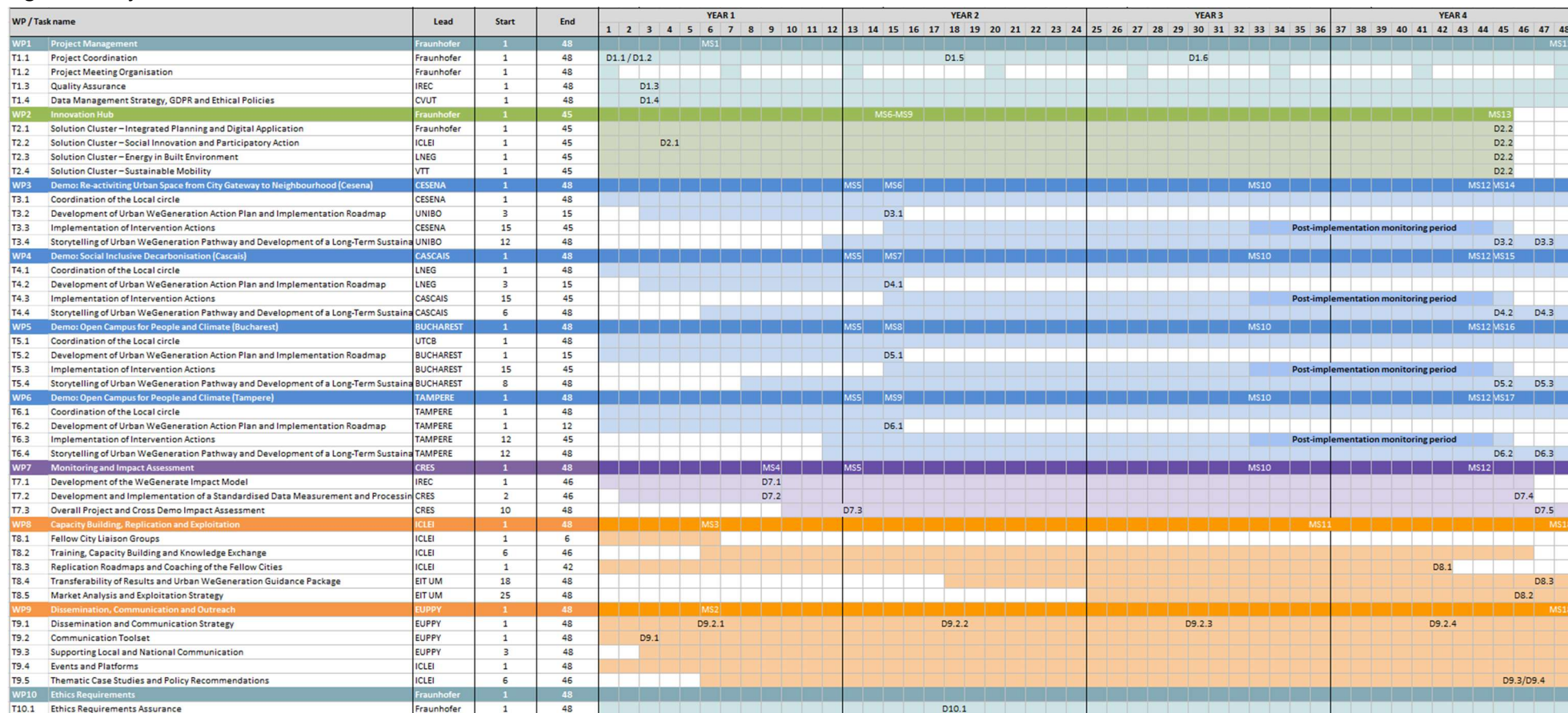
5.3. Project Meetings

The WeGenerate project strives for a frequent exchange between the partners. In order to establish effective collaboration and to keep track of the overall project progress, the consortium is meeting monthly online. The meetings are organised by the PC and all project partners are invited to attend.

It is foreseen that a number of in-person events will take place during the course of the project. Annex 2 shows the Project Event Calendar, the arrangement seeks to combine different activities in each in-person meeting in order to optimise the use of resources and reduce the carbon footprint of the project.

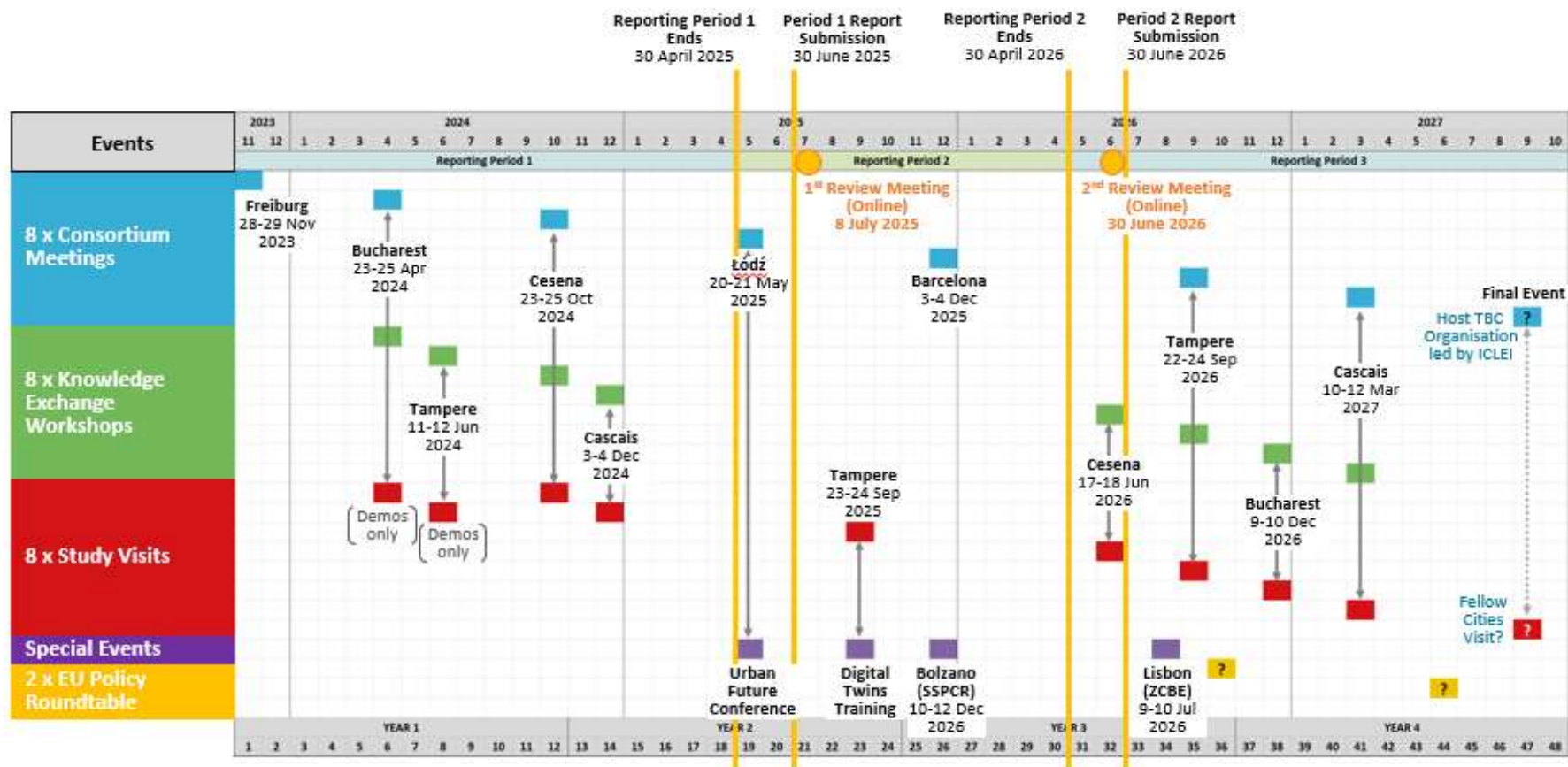
ANNEXE 1

Figure 4: Project Gantt Chart



ANNEX 2

Figure 5: Project Event Calendar



PARTNERS LOGOS



CASCAIS



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