

A large version of the OCEANIDS logo, centered on the page.

User-driven applications and tools for Climate-Informed Maritime Spatial Planning and integrated seascape management, towards a resilient & inclusive Blue Economy

D1.2 – Risk Identification Management & Quality Assurance Plan

WP1 – Project Management



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1 Executive Summary

This document is intended to give a detailed overview of the deliverable “D1.2 Risk Identification Management and Quality Assurance Plan” for the OCEANIDS project. This deliverable is connected to Task T1.1 “Project management and coordination towards objectives” of Work Package (WP) 1 “Project Management”, led by Geosystems Hellas (GSH). This report includes quality rules and indicators, templates, internal deadlines, project communication and file exchange platform, report analysis for risk management and management procedures, as well as disclosure of QA (Quality Assurance) procedures and overall assessment.

The main focus of this deliverable is to provide a complete overview of the main guidelines to be followed by the OCEANIDS project, including the Quality Assurance Plan (QAP) and the Risk Management and Mitigation Actions. Even though this report is created early in the project in M3, it can be updated during the project’s lifetime in case changes in the Grant Agreement, for instance in the form of an Amendment, might appear.

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Table 1. List of Acronyms/Abbreviations

Acronym	Abbreviation	Explanation
	CA	Consortium Agreement
	CAP	Climate Adaptation Planning
	CC	Climate Change
	CEO	Chief Executive Officer
	DMP	Data Management Plan
	EC	European Commission
	ECAS	European Commission Authentication Service
	GA	Grant Agreement
	GDPR	General Data Protection Regulation
	GSH	Geosystems Hellas
	IPR	Intellectual Property Rights
	KO	Kick-off meeting
	KPIs	Key Performance Indicators
	MoM	Minutes of Meetings
	PC	Project Coordinator
	PM	Project Management
	PMS	Person Months
	RMP	Risk Management Plan
	QA	Quality Assurance
	QAP	Quality Assurance Plan
	WP	Work Package

2 Introduction

Coastal regions are often characterised by strategic socio-economic assets (i.e., linked to tourism, fisheries, harbours, and shipyards). This makes coasts particularly sensitive to Climate Change (CC) impacts, which primarily expose infrastructure and local population. Human activities are also responsible for additional pressures on coastal ecosystems, often generating more immediate impacts than those expected from CC by aggravating existing vulnerabilities. The need for CC adaptation in coastal areas is evident and is predicted to become progressively more significant over time due to the grim long-term forecasts of climate variables. Coastal area adaptation strategies should be iterative and dynamic, due to the evolving dynamics of coastal territorial systems. Furthermore, CC adaptation measures should consider local ecology, economy, society, politics, and technology. Therefore, the definition of Climate Adaptation Planning (CAP) must consider specific local socio-economic contexts. The OCEANIDS project aims to develop the tools and applications that enable a more resilient and inclusive society in coastal regions via better-informed and integrated seascape management. The central concept is to collect, harmonize, and curate existing climate data services, making data accessible, reusable, and interoperable for developing local adaptation strategies. The overall Management of the OCEANIDS project, falls under the responsibility of the Project Coordinator (PC), in this case is GSH, assisted by the Management Support Team, which acts as the first point of reference for all the partners. The role of WP1 “Project Management” is to coordinate and monitor efficiently all the progress of the OCEANIDS project towards the objectives, ensuring compliance of the activities with the Grant Agreement (GA), the optimal completion of the administrative, financial and scientific activities conducted, as well as define the QAP and Risk Management Plan (RMP). The WP1 consists of the following tasks:

- **Task 1.1: “Project management and coordination towards objectives” [M1-M32]**
- Task 1.2: “Data management plan (DMP)” [M1-M32]
- Task 1.3: “GDPR and Ethics (social, gender and inclusivity) aspects” [M1-M32]

This document is the report presenting the overall Project Management, QAP and RMP of the OCEANIDS project. It is one of the outputs of **Task 1.1 “Project management and coordination towards objectives”**, and represents the second deliverable of the WP1. The following subsections present the scope and objectives, as well as the structure of the document.

2.1 Scope and Objective of the deliverable

The main objective of deliverable D1.2 “Risk Identification Management and Quality Assurance Plan” is to define the QAP and RMP, and also provide a complete handbook which includes quality rules, project templates, internal deadlines, presentation of the platform for the project communication and file exchange, as well as reference for the risk management procedures.

The context and material of this report will be applied throughout the OCEANIDS duration, having followed similar procedures/tools and EU guidelines which have been used successfully in similar EU projects. As the project advances, adjustments will be possibly made to best align with its evolving requirements and goals. This document acts as a living document and is subjected to changes within the project’s lifetime in case of changes and/or Amendments. The agreed changes among the coordination team and the managerial team, will be implemented accordingly.

2.2 Structure of the Deliverable

This document consists of the following chapters:

- **Chapter 1** is the executive summary of the deliverable.
- **Chapter 2** includes the Introduction, main scope and structure of the deliverable.
- **Chapter 3** provides information regarding the contractual framework of the project.
- **Chapter 4** includes information of the overall OCEANIDS organisation.
- **Chapter 5** presents the regarding the Quality Assurance Plan (QAP).
- **Chapter 6** presents the Risk management and Mitigation.
- **Chapter 7** summarises the conclusions of this deliverable.
- **Annex 1** Asana documentation.
- **Annex 2** Templates of the OCEANIDS project.

2.3 Relation to other projects and tasks

In **Figure 1**, the OCEANIDS overall WPs structure Workflow and the correction among the WPs are depicted. WP1 is directly connected to all WPs as it serves as the main WP of the overall project management, playing a pivotal role in managing all activities conducted under the other WPs. To this end, T1.1 and WP1 are interrelated with all other Tasks and WPs, defining the guidelines and process to achieve optimal quality of results and provide sufficient risk mitigation which should be followed and applied by all OCEANIDS partners.

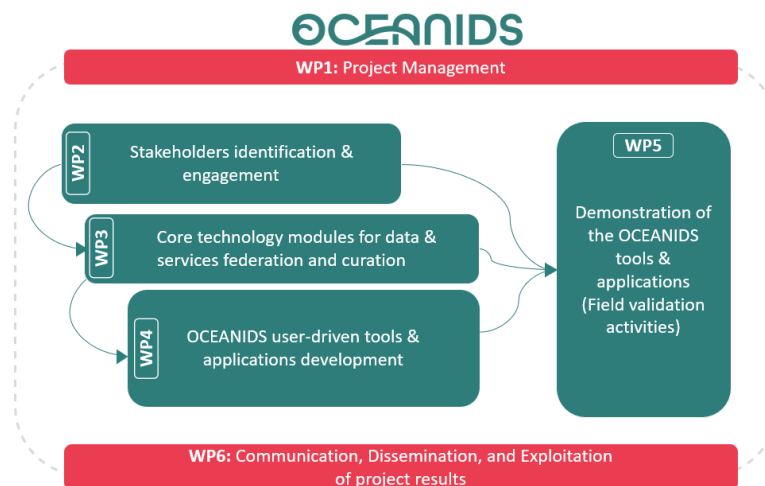


Figure 1. OCEANIDS WPs structure workflow

3 Contractual Framework

After the successful evaluation of the OCEANIDS proposal, there are two main documents aiming to ensure the optimal implementation of the project. The Grant Agreement (GA) and Consortium Agreement (CA).

3.1 Grant Agreement

The majority of the projects funded by the EU, are collaborative between organisations from different countries, including associated countries which form a consolidated consortium managed by a PC. The first document signed by all partners is the GA¹ which is prepared by the EU commission in collaboration with the PC, using all the available information from the submitted proposal. The OCEANIDS GA No. is 101112919. The official copy, as downloaded from the European Commission Authentication Service (ECAS) platform, of the submitted GA has been distributed to all partners and remains within the shared project repository.

3.2 Consortium Agreement

The second document is the CA which specifies the rights and obligations of the project partners, containing provisions about organisation and decision-making, financial questions and the handling of Intellectual Property Rights (IPR), if any, within the consortium. The template used for the construction of the CA, was the [DESCA Model Consortium Agreement](#). The signed CA is stored in the shared repository of the OCEANIDS project.

¹ https://commission.europa.eu/funding-tenders/managing-your-project/managing-your-project-under-grant-agreement_en

4 OCEANIDS overall Organisation

The section of the OCEANIDS overall organisation consists of the introduction and documentation of the different project bodies, the details and information of the responsible persons, aiming to achieve the optimal implementation of the project and the OCEANIDS main Communication Platform and repository.

4.1 OCEANIDS Project Bodies

The structure of the OCEANIDS organisation is depicted in **Figure 2**, ensuring the optimal implementation of the project’s objectives, impacts and final outcomes. The project bodies consist of the EC (European Commission) and EC Reviewers, the Help-Desk Secretariat, the Financial Control Officer, the External Advisory Board, the PC, the WP Leaders, the Exploitation Manager, the Ethics Advisor, the Task Leaders, and the General Assembly.

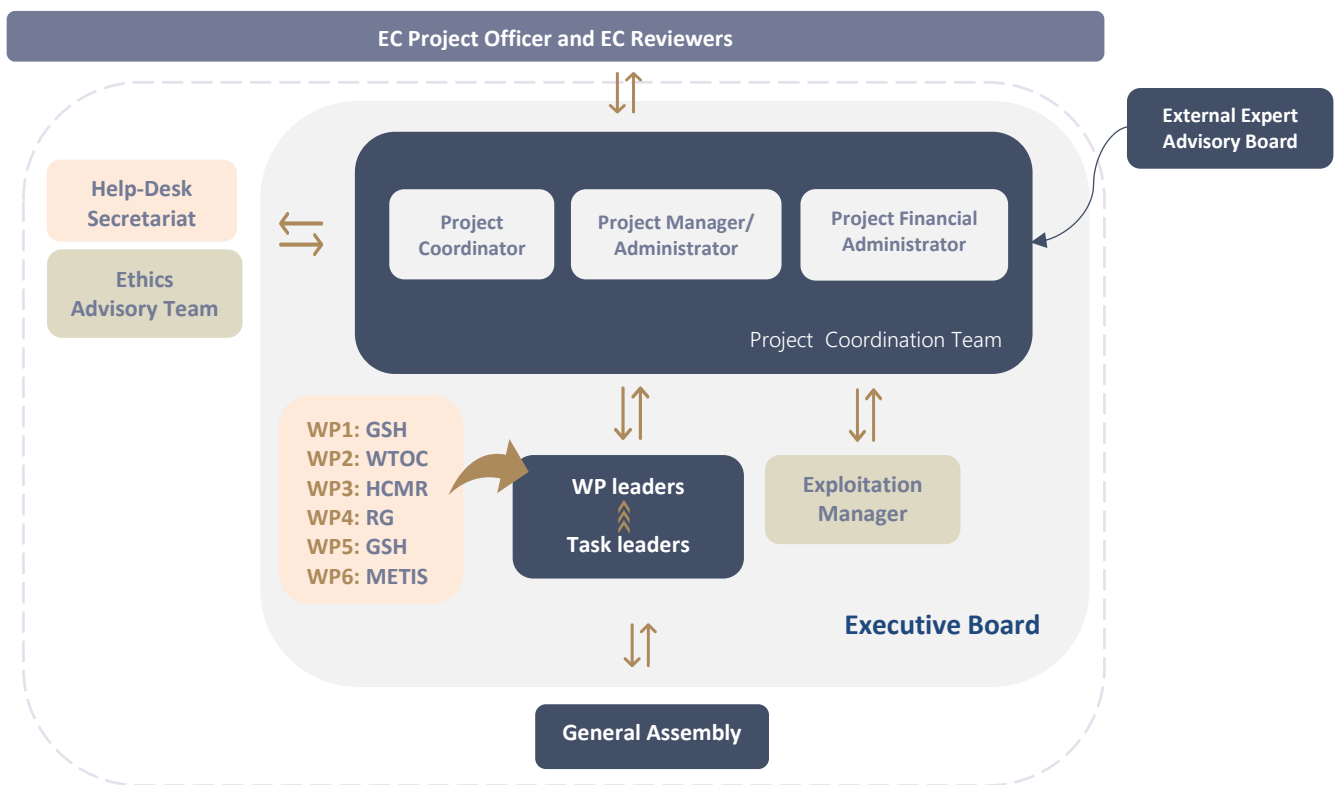


Figure 2. Organisation of the OCEANIDS Project

4.1.1 *Project Coordinator (PO)*

The PC is the legal entity acting as the intermediate representative between the OCEANIDS partners and the Granting Authority, the EC. The PC of the OCEANIDS project is **Mrs. Vasiliki (Betty) Charalampopoulou**, the Chief Executive Officer (CEO) and President of Geosystems Hellas (**GSH**). The PC has many responsibilities, therefore apart from the responsibilities as a partner within the scope of the OCEANIDS project, is responsible also for the following actions:

- Overall control of progress, ensuring that the schedule is met.
- Overall coordination of Financial, Administrative and Scientific activities.
- Monitor the progress towards overall objectives against schedule and overall adherence to budgets.
- Monitor compliance by the partners with their obligations under the CA and the GA.
- Ensure alignment between WPs.
- Prepare Periodic Reports.
- Collect and review to verify consistency .
- Submit reports, other deliverables (including financial statements and related certification) and specific requested documents to the Granting Authority.
- Ensure timely delivery to the EC.
- Acting as a liaison to the EC in all communication.
- Managing internal communications.
- Prepare the meetings, proposing decisions and preparing the agenda of General Assembly meetings, chairing the meetings, preparing the minutes of the general meetings and monitoring the implementation of decisions taken at meetings.
- Handle conflict issues.
- Continuous Evaluation of Risks and preparation of contingency plans, to keep the project on track and meet the objectives.
- Handling of the project correspondence and the day-to-day requests from partners and external bodies.
- Reviewing project progress against the Economic, Industrial and Operational objectives and targets.
- Administer the financial contribution of the Granting Authority and fulfilling the Financial Tasks.
- Keeping the address list of Members and other contact persons updated and available.

4.1.2 *Project Coordination Team*

The Project Coordination Team consists of the PC, the Project Manager/Administrator, and the Financial Administrator.

- The Project Manager/Administrator, will support administratively and technically the PC in all necessary activities throughout the project to ensure the optimal implementation of all the required activities of the OCEANIDS project. This person will be responsible for the

everyday communication, for the efficient monitoring of the WPs, Tasks, Deliverables, Milestones, and Periodic Reports ensuring the successful and on-time delivery of all the assigned tasks to the OCEANIDS partners. **Ms. Eirini Marinou (GSH)** will be the Project Manager/Administrator.

- The Financial Administrator, will support the PC in all financial activities required, starting from the pre-finance stage up to the final payment, as well as during the intermediate review periods. **Mrs. Mandy Patoulia (GSH)** will be the Financial Administrator.

In **Table 2**, the main contacts of the Coordination Team can be found.

Table 2. Main contacts/roles of the Coordination Team.

Project Coordination Team		
Role in OCEANIDS Project	Name	Email address
Project Coordinator	Mrs. Betty Charalampopoulou	b.charalampopoulou@geosystems-hellas.gr
Project Manager/Administrator	Ms. Eirini Marinou	i.marinou@geosystems-hellas.gr
Financial Administrator	Mrs. Mandy Patoulia	m.patoulia@geosystems-hellas.gr

4.1.3 Exploitation Manager

The consortium recognises that management of knowledge and IPR are fundamental for the smooth collaboration among the consortium members in the successful exploitation and sustainability of OCEANIDS outcomes within and after the end of the project. To this end, the appointed Exploitation Manager will be responsible for the management and monitoring of the exploitation strategy, implementation of the exploitation and business plan according to the projects needs and requirements, and coordinating dissemination and communication activities, in collaboration with WP6 leaders. **Mr. Giorgos Daskalopoulos (GSH)** will be the Exploitation Manager, based on his expertise in IPR issues and exploitation activities as a Senior Analyst. (see *Table 4 for contact details*).

4.1.4 Ethics Advisor

OCEANIDS will adhere to the statement included in the GA of the project in Article 14 (14.1) “The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles”. To this end, it was essential to appoint an Ethics Advisor. DRAC possesses the expertise to deliver comprehensive and precise documentation. DRAC, renowned for its provision of top-tier legal services at the highest global standards, will oversee ethics and legal matters. The Ethics Advisor will be **Mr. Panagiotis Tampoureas (DRAC)**. (see *Table 4 for contact details*).

4.1.5 General Assembly

The General Assembly is the decision-making body of the consortium, requiring at least one representative from each company/organisation. The PC is responsible to organise and chair dedicated meetings at least once per year, among the members of the General Assembly. The main decision mechanism is democratic, and any decision can be taken by a majority of 2/3 of the voters, and to vote there should be at least 2/3 of the members present or represented. The partners should agree to follow all decisions made by the General Assembly.

The General Assembly, is responsible for matters concerning the following upon informing the issue to the Granting Authority:

- Any Amendment requests or changes within the Consortium Structure (e.g., entry of a new partner, or withdrawal of a partners from the project).
- Requests to change the Coordinator or Coordination Team.
- Requests for the suspension of specific activities or the termination of the project.
- Intellectual Property Rights (IPR) issues.

Table 3. Main contacts/roles of the General Assembly.

Project Coordination Team			
No.	Name	Email address	Org. Short name
1	Mrs. Betty Charalampopoulou	Geosystems Hellas	GSH
	Ms. Eirini Marinou	Geosystems Hellas	GSH
2	Mrs. Roya Ayazi	NEREUS	NEREUS
3	Mr. Joris Jaruschewski	OHB DIGITAL SERVICES GMBH	OHB
4	Mr. Platon Patlakas	HELLENIC CENTRE FOR MARINE RESEARCH	HCMR
5	Ms. Weronika Borejko	EUROPEAN ASSOCIATION OF REMOTE SENSING COMPANIES	EARSC
6	Mr. Strahlendorff Mikko	ILMATIETEEN LAITOS	FMI
7	Mr. Anastasios Doulamis	EREVNITIKO PANEPISTIMIAKO INSTITOUTO SYSTIMATON EPIKOINONION KAI YPOLOGISTON	ICCS
8	Ms. Afroditi Mathioudaki	CDP WORLDWIDE (EUROPE) GEMEINNUTZIGE GMBH	CDP
9	Mrs. Maria Jose Prados Velasco	UNIVERSIDAD DE SEVILLA	USE
10	Mr. Alexandru Stan	IN2 DIGITAL INNOVATIONS GMBH	IN2
11	Dr. Panagiotis Raptis	WEB2CLIMATE P.C.	WTOC
12	Mr. Piotr Koza	CREOTECH INSTRUMENTS SPOLKA AKCYJNA	CREO
13	Mr. Alexandros Katsantonis	DRAKOPOULOS SI ASOCIATII	DRAK
14	Ms. Gabrielé Keraitė	UAB METIS BALTIC	METIS

15	Mrs. Vasiliki Madoulka	KRITI	CRETE
16	Mr. Minas Papadakis	HERAKLION PORT AUTHORITY AE	HPA
17	Mr. Menelaos Georgantellis	MINISTRY OF MARITIME AFFAIRS AND INSULAR POLICY	MMAIP
18	Mari Pohja-Mykrä	VARSINAIS-SUOMEN LITTO	V-SML
19	Mrs. Hanna van der Steen	HELSINGIM SATAMA OY	PHEL
20	Timo Metsäkallas	RAUMAN SATAMA OY	PRAU
21	Mrs. Minna Lento	RAAHEN SATAMA OY	PRAA
22	Nieves Fernández	AYUNTAMIENTO DE MALAGA	MLG
23	Ms. Chloé Denais	REGION BRETAGNE	BRET
24	Mr. Gilberto Carreira	SECRETARIA REGIONAL DO MAR E DAS PESCAS	DPRM
25	Mrs. Natalia Ospina-Alvarez	ASSOCIACAO PARA O DESENVOLVIMENTO DO ATLANTIC INTERNATIONAL RESEARCH CENTRE	AIRC
26	Mr. Dimitris Vamvatsikos	RESILIENCE GUARD GMBH	RG
Subcontractors	Mrs. Maria Panagopoulou	Anelixis	Anelixis
	Mr. Rainer Müller	Institute of Shipping Economics and Logistics	ISL

4.1.6 Executive Board

The Executive Board, consists of the PC and the WP Leaders of the project. The PC is responsible to chair these meetings. In the OCEANIDS project these meetings are organised every month in order to discuss the progress of all WPs.

Table 4. Main contacts/roles of the Executive Board.

Project Coordination Team			
Role in OCEANIDS Project	Name	Email address	Org. Short name
Project Coordinator	Mrs. Betty Charalampopoulou	b.charalampopoulou@geosystems-hellas.gr	GSH
Project Manager/Administrator	Ms. Eirini Marinou	i.marinou@geosystems-hellas.gr	GSH
Financial Administrator	Mrs. Mandy Patoulia	m.patoulia@geosystems-hellas.gr	GSH
Exploitation Manager	Mr. George Daskalopoulos	g.daskalopoulos@geosystems-hellas.gr	GSH
Ethics Advisory Team	Mr. Panagiotis Tampoureas	ptampoureas@drakopoulos-law.com	DRAK
WP1 Leader	Ms. Eirini Marinou	i.marinou@geosystems-hellas.gr	GSH
WP2 Leader	Dr. Panagiotis Raptis	pirtapis@wtoc.eu	WTOC
WP3 Leader	Mr. Platon Patlakas	platon@mg.uoa.gr	HCMR

WP4 Leader	Mr. Dimitris Vamvatsikos/ Ms. Dapne Pantousa	d.vamvatsikos@resilienceguard.ch	RG
WP5 Leader	Mr. Christos Kontopoulos/ Ms. Eirini Marinou	c.kontopoulos@geosystems-hellas.gr i.marinou@geosystems-hellas.gr	GSH
WP6 Leader	Ms. Gabrielé Keraité	gabriele@metisbaltic.lt	METIS

4.1.7 External Expert Advisory Board

The External Expert Advisory Board is usually approached by the coordinator before the Kick-off meeting and is finalised through an NDA (Non-Disclosure Agreement) by the PC and Executive Board. The main role of the External Advisory Board is to assist and facilitate the decisions of the General Assembly. Is recommended by the EU in every european project, in order to provide their expert view and opinion on the project or advice based on their specific expertise.

Table 5.Names and Area of Expertise of the External Advisory Board.

External Advisory Board	
Name	Expertise
Mrs. Katy Matthews	NOAA Federal, GEO/Committee on EO Satellites, x-NOAA National Centers for Environmental Information
Mr. Alejandro J.Roman M	General Director of Aerospace Development, Paraguay
Sagi Dalyot	TECHNION, Crowdsourcing and citizen science on usability aspects of GIS, Spatial Data Infrastructure (SDI) and environmental information
Dr. Giannakopoulos Christos	RESEARCH DIRECTOR, Institute for Environmental Research and Sustainable Development (IERSD)

4.2 OCEANIDS Communication

To facilitate all project-internal communication, a content **Management Tool** was proposed during the Kick-off meeting (KO) and provided to all partners, **the Asana Platform (Figures 3 and 4)**. The Coordination Team has created a Workspace in this platform, dedicated to the OCEANIDS project, aiming to achieve the optimal implementation of the project, through direct communication. This platform serves also as the main repository of the project.



Figure 3. The Asana Platform

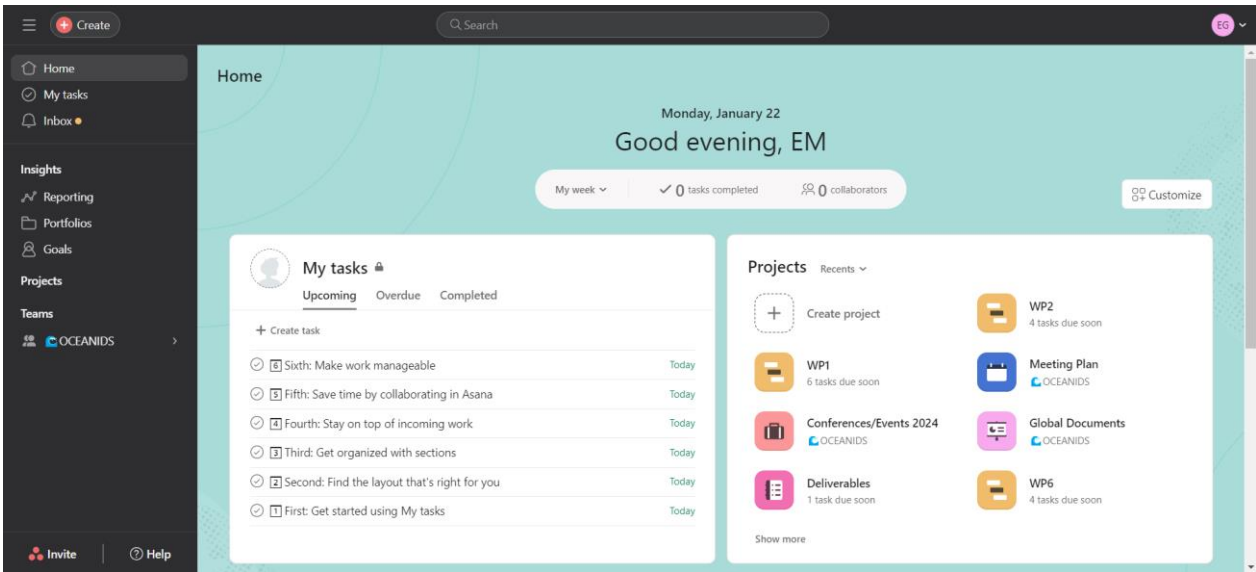


Figure 4. The Asana platform. Each participants personal Workspace.

Once you enter in the OCEANIDS Workspace you will see this dashboard where you can find the following functionalities as depicted in **Figure 5**:

- All the Members of the consortium that have been invited in the platform. This list will be regularly refreshed to accommodate any requested changes.
- The Goals of the project.
- The “Projects” of the OCEANIDS Team. This is the most important group as it contains all the necessary sub-groups.

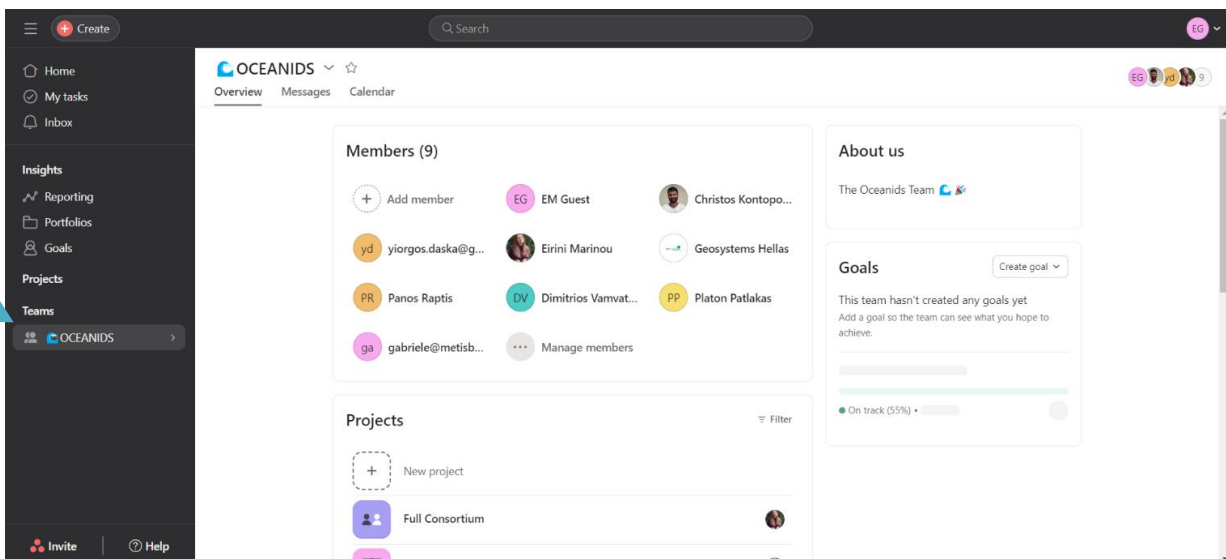


Figure 5. The OCEANIDS Team in the dedicated Workspace.

The "Files" tab serves as a **centralized repository** for storing and organizing all relevant documents, resources, and attachments associated with the sub-group. This feature ensures easy access to essential files, fostering collaboration and streamlining document management within the sub-group. For instance, in the section “Deliverables” there is a specific tab “Files” where everyone has access and can retrieve the submitted deliverables, as depicted in **Figure 6**.

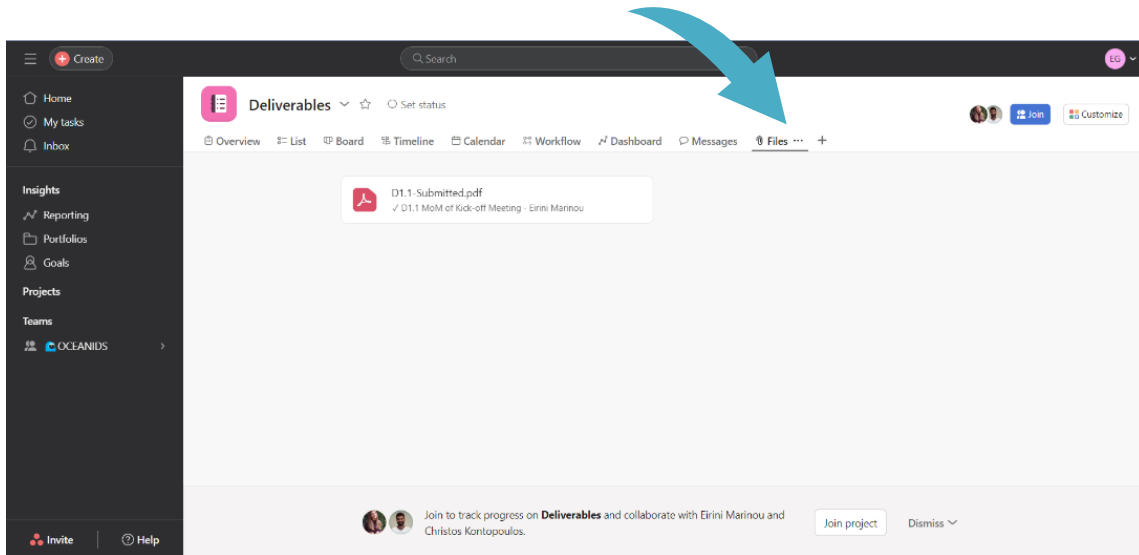


Figure 6. The deliverables repository within the Asana Platform.

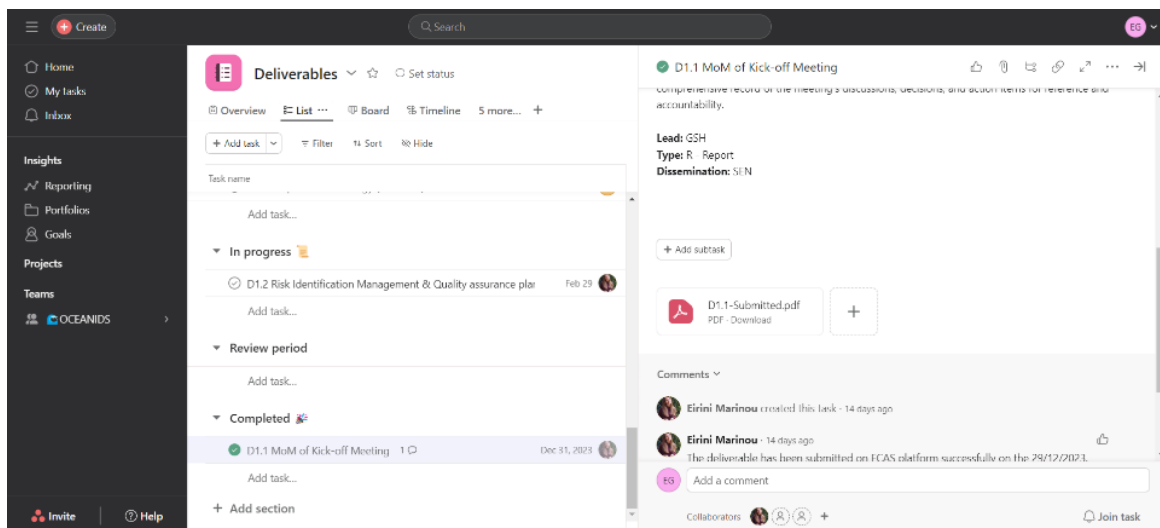


Figure 7. The specifications of each Deliverable.

This tool serves as a reliable companion for efficiently managing personal or team tasks within the framework of larger projects, aiding in the battle against deadlines and organizational chaos. As a solution designed to supersede the reliance on email for work communication and collaboration, Asana has become a pivotal platform. In the era before widespread adoption of project management tools, the norm was to handle all work decisions and task organization through email communication. Having a lot of functionalities and possibilities, makes it the best option for the optimal management of the OCEANIDS. In order to guide and provide assistance a detailed

documentation for the Asana platform has been distributed in the OCEANIDS partners to facilitate the process, describing issues from downloading and installing the software up to creating tasks and organizing meetings. In [Annex 1](#), this detailed documentation is included.

Asana will be the main platform for:

- Overall Communication among partners
- Uploading/Downloading Documents (Repository)
- Assigning Tasks
- Organizing Events
- Setting Goals and Milestones
- Keeping a concise Meeting Plan
- Overall Management of OCEANIDS

5 Quality Assurance Plan (QAP)

The Quality Assurance Plan (QAP) within the context of the OCEANIDS project, is used to define the criteria and processes that will ensure and verify that the project meets specific quality objectives throughout the project's lifetime, by the Consortium Partners. To this end, the Coordination Team ensures the **monthly implementation of regular meetings**, such as the Executive Board meetings, WP meetings, other partners meetings, and last but not least the organisation of the General Assembly meetings. Moreover, the Coordination Team has created a **document** where all the **deadlines** of the deliverables and milestones are included providing also information about the reviewers. Templates for the OCEANIDS project will be made available for project deliverables, review reports, ppt presentations, Minutes of Meetings (MoM), which are included in [Annex 2](#) in this deliverable.

5.1 Meetings

Regular Meetings are essential for the successful progress of the OCEANIDS project, as direct communication among the project partners is achieved and most of the arising issues and synergies are been identified throughout. Therefore the Coordination Team will ensure the regular organisation of Executive Board meetings, WP meetings, other partners meetings, and last but not least the organisation of the General Assembly meetings. Moreover, regarding the in-situ/Hybrid meetings, the PC is responsible to organise every six months the Plenary meetings where all the progress of the OCEANIDS project will be discussed and the next steps will be defined.

5.1.1 Executive Board Monthly Meetings

The PC shall organise Executive Board monthly meetings once every month via teleconference. For the OCEANIDS project the platform used for such meetings is the GoTo Platform. During these meetings all the WP Leaders meet with the PC assisted by the Project Manager/Administrator and discuss linearly from WP1 to WP6, all the updates, problems, achievements, deliverables, milestones for their WP. The PC is responsible to distribute prior the meeting the agenda with all the topics of discussion and share the MoM to the WP Leaders. The members of the Executive Board monthly meetings are described in details in this deliverable in section 4.1.6. If one WP Leader cannot attend, the PC will organise a dedicated meeting to provide information about the latest updates.

5.1.2 WP Monthly Meetings

Every WP Leader shall organise monthly meetings through teleconference, providing the agenda prior to every meeting and distributing the MoM afterwards. The MoM of every monthly meeting will be stored in the Asana platform. These meetings will be held among the WP Leader and the

Task leaders, and the partners who contribute in every task. During these meetings the WP Leader shall provide the guidelines to foster the optimal collaboration among the participants and help to identify the best synergies, following all the Objectives and KPIS (Key Performance Indicators) written within the GA.

5.1.3 Other partners Meetings

Apart from the general meetings other meeting among any member of the consortium can take place, anytime.

5.1.4 General Assembly Meetings

The General Assembly meetings shall be organised by the PC once every six months or upon a written request of any partner. The PC is responsible to distribute both the Agenda prior the meetings as well as the MoM after its completion.

5.2 Quality Assurance of the OCEANIDS outcomes

In this section the OCEANIDS templates are summarized and quality assurance actions of the OCEANIDS outcomes are explained.

5.2.1 OCEANIDS Templates

In this section the **Templates** for the OCEANIDS project are documented and will be made available for project Deliverables, Review reports, ppt presentations, Minutes of Meetings (MoM), and Meeting Agendas also included in **Annex 2** in this deliverable. These documents will be available in the Asana Platform. The OCEANIDS templates include the following documents:

- Templates for Deliverables
- Templates for Presentations
- Templates for Meeting Agendas
- Templates for MoM
- Templates for Review Reports

5.2.2 Quality Assurance Actions

5.2.2.1 OCEANIDS Monitoring Workflow

The monitoring of the OCEANIDS projects shall be effectively controlled following a **systematic workflow** as described below:

- Systematic Monitoring by the PC and Coordination Team. The PC is responsible for the optimal implementation of the scientific, administrative and technical activities described in the GA of the project's progress.
- Systematic Monitoring of WPs. The WP Leaders are responsible for the successful implementation of their WP.
- Systematic Monitoring of Tasks. The Tasks Leaders are responsible for the successful implementation of their Task.

This systematic monitoring relies on the collaboration among the partners. The Task Leaders should be reporting to the WP Leaders, which on return they should report to the PC.

5.2.2.2 Deliverables Submission

Deliverables play a vital role in maintaining consortium engagement throughout the project lifetime. Therefore, it is important that each partner is responsible for one deliverable, or at least contribute in one. The workload associated with each deliverable aligns with the allocation of person-months for each partner. The final submission falls under the PC’s responsibility.

5.2.2.3 Review of OCEANIDS outcomes

The PC assisted by the Coordination team will be responsible for the final and internal evaluation and further validation of each deliverable, prior to their submission in the Fundings and Tenders platform (ECAS). The partner responsible for the deliverable, must upload the deliverable at least three weeks before the final submission.

Apart from the Coordinator’s review it is recommended that another review, from one member of the consortium to take place. The allocation of the reviewers role among the consortium, will be made based on the following criteria:

- Reviewer must be member of this WP that the deliverable corresponds to
- Person-months (PMs) effort
- Avoid putting the same reviewer with the same due date
- A partner that will later use this information as input

The selected partner needs to review the deliverable and fill in the Review template.

All the deliverables must be correct in terms of spelling, include references (if any), make sure that they do not include plagiarism or content from other project deliverables, and certainly do not include sources from the Asana Platform as they are not accessible from external and general audience.

All the OCEANIDS Reviewers are provided in **Table 6**, where in the upper script “¹” the staff effort is indicated based on the related table “STAFF EFFORT” in the OCEANIDS GA (page 95 of the pdf).

Table 6. The responsible organisations for deliverables reviews.

OCEANIDS Reviewers	
Deliverable	Responsible Organisations for Review
WP1	
D1.1 MoM of Kick-off Meeting	All Partners
D1.2 Risk Identification Management & Quality Assurance Plan	DRAK⁽⁵⁾
D1.3 Ethics	GSH⁽²⁶⁾
D1.4 Report on technical requirements for the core technology modules	RG⁽¹⁾, HCMR⁽²⁾
D1.5 Data Management Plan	DRAK⁽⁵⁾, USE⁽²⁾

D1.6	Updated OCEANIDS Data Management Plan	DRAK ⁽⁵⁾ , HCMR ⁽²⁾
D1.7	OCEANIDS - Policy Brief	CDP ⁽¹⁾ , MMAIP ⁽¹⁾
D1.8	Final OCEANIDS Data Management Plan	DRAK ⁽⁵⁾ , USE ⁽²⁾
D1.9	Updated Ethics	EARSC ⁽¹⁾ , GSH ⁽²⁶⁾
WP2		
D2.1	Stakeholders engagement plan and existing applications/services report	End-Users ⁽¹⁾ , ISL
D2.2	Societal impact and weather risk response quantification	IN2 ⁽¹⁵⁾ , EARSC ⁽⁸⁾
D2.3	Citizen engagement & awareness co-creation via ephemeral social networks	CDP ⁽¹²⁾ , WTOC ⁽¹⁵⁾
WP3		
D3.1	Data harmonisation, federation & exchange framework	RG ⁽²⁾ , OHB ⁽⁸⁾
D3.2	Earth observation (EO) data services requirements & specifications	CREO ⁽¹³⁾ , GSH ⁽¹⁾
D3.3	Climatic models and CC impact assessment in coastal regions	FMI ⁽¹³⁾ , WTOC ⁽⁷⁾
D3.4	Meteorological models curation & environmental impact assessment	OHB ⁽⁸⁾ , HCMR ⁽¹⁷⁾
D3.5	Data validation for the integration to C3S Climate Data Store	FMI ⁽¹³⁾ , HCMR ⁽¹⁷⁾
WP4		
D4.1	Preliminary Report on design and implementation of each platform component	OHB ⁽¹⁰⁾ , ICCS ⁽⁶⁾
D4.2	Hazard risk and CC impact assessment platform	GSH ⁽¹⁰⁾ , ICCS ⁽⁶⁾
D4.3	Integrated EO and spatial data platform	ICCS ⁽⁶⁾ , RG ⁽³²⁾
D4.4	Multi-level governance and O-DSP platform architecture	RG ⁽³²⁾ , OHB ⁽¹⁰⁾
WP5		
D5.1	Platform validation activities and end-user training	USE ⁽⁸⁾ , AIRC ⁽⁴⁾
D5.2	Performance evaluation, impact assessment and usability analysis	End-Users ^(2,50-7) , AIRC ⁽⁴⁾
WP6		
D6.1	Website and project logo	GSH ⁽¹¹⁾
D6.2	Dissemination and Communication Plan (version 1)	Anelixis, NEREUS ⁽⁵⁾
D6.3	Dissemination and Communication Plan (version 2)	RG ⁽³⁾ , EARSC ⁽⁹⁾
D6.4	Dissemination and Communication Plan (version 3)	USE ⁽⁴⁾ , GSH ⁽¹¹⁾
D6.5	Communication, Dissemination and Exploitation Report (version 1)	AIRC ⁽²⁾ , NEREUS ⁽⁵⁾
D6.6	Communication, Dissemination and Exploitation Report (version 2)	HCMR ⁽⁴⁾ , GSH ⁽¹¹⁾

D6.7	Report on Standards and Liaison Activities with relevant organisations (version 1)	METIS ⁽¹⁹⁾ , AIRC ⁽²⁾
D6.8	Report on Standards and Liaison Activities with relevant organisations (version 2)	NEREUS ⁽⁵⁾ , GSH ⁽¹¹⁾
D6.9	Exploitation Strategy (version 1)	METIS ⁽¹⁹⁾ , EARSC ⁽⁹⁾
D6.10	Exploitation Strategy (version 2)	EARSC ⁽⁹⁾ , METIS ⁽¹⁹⁾
D6.11	Exploitation Strategy (version 3)	METIS ⁽¹⁹⁾ , CDP ⁽²⁾
PR1	Periodic report 1	All partners
PR2	Periodic report 2	All partners

5.2.2.4 Internal deadlines

The internal deadlines for the **deliverables review/submission** are summarised in **Table 7**. All this information is included in an Excel document which will be also available for every partner of the OCEANIDS project within the Asana platform.

Table 7. Internal deadlines for Deliverables submission.

No	Title	Type	Month	Due Date	Leader	Reviewer 1	Reviewer 2	Due Date of internal delivery (for Project Coordinator)	Due Date of comments/corrections (for reviewers)	Due Date of final internal delivery (for Project Coordinator)	Date of submission	Status of Deliverable	Notes	
D1.1	Mid-M of Kick-off Meeting	Deliverable	Report	M1	31/12/2023	GSH	All	All	21/12/2023	28/12/2023	29/12/2023	31/12/2023	Submitted	
D1.2	Risk identification Management & Quality assurance plan	Deliverable	Report	M3	29/02/2024	GSH	DRAK		16/02/2024	23/02/2024	27/02/2024	29/02/2024	Submitted	
D1.3	Ethics	Deliverable	Report	M3	29/02/2024	DRAK	GSH		16/02/2024	23/02/2024	27/02/2024	29/02/2024	Submitted	
D1.4	Report on technical requirements for the core technology modules	Deliverable	Report	M4	31/03/2024	GSH	RG	HCMR	10/03/2024	26/03/2024	29/03/2024	31/03/2024		
D1.5	Data Management Plan	Deliverable	DMP	M6	31/05/2024	GSH	DRAK	USE	10/05/2024	26/05/2024	29/05/2024	31/05/2024		
D1.6	Updated OCEANIDS Data Management Plan	Deliverable	DMP	M18	31/05/2025	GSH	DRAK	HCMR	10/05/2025	26/05/2025	29/05/2025	31/05/2025		
D1.7	OCEANIDS - Policy Brief	Deliverable	Report	M32	31/07/2026	DRAK	CDP	MMAIIP	10/07/2026	26/07/2026	29/07/2026	31/07/2026		
D1.8	Final OCEANIDS Data Management Plan	Deliverable	DMP	M32	31/07/2026	GSH	DRAK	USE	10/07/2026	26/07/2026	29/07/2026	31/07/2026		
D1.9	Updated Ethics	Deliverable	Report	M32	31/07/2026	DRAK	EARSC	GSH	10/07/2026	26/07/2026	29/07/2026	31/07/2026		
D2.1	Stakeholders engagement plan and existing applications/services report	Deliverable	Report	M6	31/05/2024	CDP	End Users	ISL	10/05/2024	26/05/2024	29/05/2024	31/05/2024		
D2.2	Societal impact and weather risk response quantification	Deliverable	Report	M22	30/09/2025	WTOC	IN2	EARSC	09/09/2025	25/09/2025	28/09/2025	30/09/2025		
D2.3	Citizen engagement & awareness co-creation via ephemeral social networks	Deliverable	Other	M31	30/06/2026	IN2	CDP	WTOC	09/06/2026	25/06/2026	28/06/2026	30/06/2026		
D3.1	Data harmonisation, federation & exchange framework	Deliverable	Report	M20	31/07/2025	ICCS	RG	OHB	10/07/2025	26/07/2025	29/07/2025	31/07/2025		
D3.2	Earth observation (EO) data services requirements & specifications	Deliverable	Report	M22	30/09/2025	OHB	CREO	GSH	09/09/2025	25/09/2025	28/09/2025	30/09/2025		
D3.3	Climatic models and CC impact assessment in coastal regions	Deliverable	Report	M22	30/09/2025	HCMR	FMI	WTOC	09/09/2025	25/09/2025	28/09/2025	30/09/2025		
D3.4	Meteorological models curation & environmental impact assessment	Deliverable	Report	M22	30/09/2025	FMI	OHB	HCMR	09/09/2025	25/09/2025	28/09/2025	30/09/2025		
D3.5	Data validation for the integration to C3S Climate Data Store	Deliverable	Report	M31	30/06/2026	CREO	FMI	HCMR	09/06/2026	25/06/2026	28/06/2026	30/06/2026		
D4.1	Preliminary Report on design and implementation of each platform component	Deliverable	Report	M9	31/09/2024	RG	OHB	ICCS	10/09/2024	26/09/2024	29/09/2024	31/09/2024		
D4.2	Hazard risk and CC impact assessment platform	Deliverable	DEM	M28	31/03/2026	RG	GSH	ICCS	10/03/2026	26/03/2026	29/03/2026	31/03/2026		
D4.3	Integrated EO and spatial data platform	Deliverable	DEM	M28	31/03/2026	OHB	ICCS	RG	10/03/2026	26/03/2026	29/03/2026	31/03/2026		
D4.4	Multi-level governance and O-DSP platform architecture	Deliverable	DEM	M31	30/06/2026	GSH	RG	OHB	09/06/2026	25/06/2026	28/06/2026	30/06/2026		
D5.1	Platform validation activities and end-user training	Deliverable	Report	M31	30/06/2026	GSH	USE	AIRC	09/06/2026	25/06/2026	28/06/2026	30/06/2026		
D5.2	Performance evaluation, impact assessment and usability analysis	Deliverable	Report	M32	31/07/2026	USE	AIRC	End Users	10/07/2026	26/07/2026	29/07/2026	31/07/2026		
D6.1	Website and project logo	Deliverable	Doc	M2	31/01/2024	METIS	GSH		25/01/2024	29/01/2024	30/01/2024	31/01/2024	Submitted	
D6.2	Dissemination and Communication Plan (version 1)	Deliverable	Report	M6	31/05/2024	METIS	Anelaxis	NEREUS	10/05/2024	26/05/2024	29/05/2024	31/05/2024		
D6.3	Dissemination and Communication Plan (version 2)	Deliverable	Report	M18	31/05/2025	METIS	RG	EARSC	10/05/2025	26/05/2025	29/05/2025	31/05/2025		
D6.4	Dissemination and Communication Plan (version 3)	Deliverable	Report	M32	31/07/2026	METIS	USE	GSH	10/07/2026	26/07/2026	29/07/2026	31/07/2026		
D6.5	Communication, Dissemination and Exploitation Report (version 1)	Deliverable	Report	M18	31/05/2025	METIS	AIRC	NEREUS	10/05/2025	26/05/2025	29/05/2025	31/05/2025		
D6.6	Communication, Dissemination and Exploitation Report (version 2)	Deliverable	Report	M32	31/07/2026	METIS	HCMR	GSH	10/07/2026	26/07/2026	29/07/2026	31/07/2026		
D6.7	Report on Standards and Liaison Activities with relevant organisations (version 1)	Deliverable	Report	M12	30/11/2024	EARSC	METIS	AIRC	09/11/2024	25/11/2024	28/11/2024	30/11/2024		
D6.8	Report on Standards and Liaison Activities with relevant organisations (version 2)	Deliverable	Report	M32	31/07/2026	EARSC	NEREUS	GSH	10/07/2026	26/07/2026	29/07/2026	31/07/2026		
D6.9	Exploitation Strategy (version 1)	Deliverable	Report	M6	31/05/2024	GSH	METIS	EARSC	10/05/2024	26/05/2024	29/05/2024	31/05/2024		
D6.10	Exploitation Strategy (version 2)	Deliverable	Report	M20	31/07/2025	GSH	EARSC	METIS	10/07/2025	26/07/2025	29/07/2025	31/07/2025		
D6.11	Exploitation Strategy (version 3)	Deliverable	Report	M32	31/07/2026	GSH	METIS	CDP	10/07/2026	26/07/2026	29/07/2026	31/07/2026		
PR1	Periodic report 1	Periodic Report	Report	M1-M18	31/05/2025	GSH	All partners							
PR2	Periodic report 2	Periodic Report	Report	M19-M32	31/07/2026	GSH	All partners							

Table 8. Internal deadlines for Milestones submission.

No	Title	Type	Month	Due Date	Leader	Reviewer 1	Reviewer 2	Due Date of internal delivery (for Project Coordinator)	Due Date of comments/corrections (for reviewers)	Due Date of final internal delivery (for Project Coordinator)	Date of submission	Status of Deliverable	Notes	
MS1	Stakeholders identification and system specifications definition	Milestone	Report	M6	31/05/2024	CDP	IN2	EARSC	10/05/2024	26/05/2024	29/05/2024	31/05/2024		
MS2	Data services, Climate and meteorological models	Milestone	Report	M22	30/09/2025	HCMR	FMI	OHB	09/09/2025	25/09/2025	28/09/2025	30/09/2025		
MS3	Development of individual platforms	Milestone	Report	M9	31/09/2024	RG	GSH	ICCS	10/09/2024	26/09/2024	29/09/2024	31/09/2024		
MS4	Hazard risk assessment, EO and spatial data and DSS platforms	Milestone	Report	M28	31/03/2026	RG	OHB	GSH	10/03/2026	26/03/2026	29/03/2026	31/03/2026		
MS5	OCEANIDS Platform prototype	Milestone	Report	M31	30/06/2026	GSH	OHB	ICCS	09/06/2026	25/06/2026	28/06/2026	30/06/2026		
MS6	OCEANIDS platform validation	Milestone	Report	M32	31/07/2026	GSH	USE	ISL	10/07/2026	26/07/2026	29/07/2026	31/07/2026		



The internal deadlines for the **Milestones review/submission** are summarised in **Table 8**.

The Milestones verification are as follows:

- **MS1** - Specifications agreed upon by all partners and end-users. [Means of verification: D2.1]
- **MS2** - Successful validation of models & integration of services (Outputs of T3.1, T3.2, T3.3, T3.4, T3.5) [Means of verification: D3.1, D3.2, D3.3, and D3.4]
- **MS3** - Start of design and implementation of each platform component (Outputs: T4.1, T4.2, T4.3) [Means of verification: D4.1]
- **MS4** - Successful first demonstration and optimization of platforms pre-integration [Means of verification: D4.1, D4.2, and D4.3]
- **MS5** - Demonstration of final OCEANIDS platform with all components integrated. [Means of verification: D5.1]
- **MS6** - Successfully completed a pilot using the OCEANIDS solutions at the pilot sites. The system meets the user requirements and complies with specifications. Successful validation against selected evaluation metrics and scenarios. Dissemination/exploitation handbook. [Means of verification: D5.2]



6 Risk Management – Mitigation

The **Risk Management Plan** (RMP) for the OCEANIDS project is designed to meticulously identify, assess, and effectively manage uncertainties and potential events that could hinder project progress. It outlines the methodologies and protocols to be employed for risk control, as well as the decisive measures to mitigate any adverse effects. By adopting a proactive rather than reactive approach, the RMP ensures that **project objectives** are achieved despite the presence of internal and external critical risks. This proactive stance significantly enhances the likelihood of successful project completion within stipulated quality, cost, and time constraints.

6.1 Risk Register

The Risk Register includes a number of columns under which each risk is analysed individually. The Risk Register has been created in Word to document and group risks according to the information included in each column. Other formats (e.g., Excel, Online list) might also be investigated and used in case they are deemed more effective. The Risk Register includes the following columns:

- **Risk identification number.** This is a simple serial number that corresponds to the associated Risk. The order of the risks is in order based on which the risks were identified during the proposal phase.
- **Description of the Critical Risk.** Basically, the name and description of the Risk, containing with letters (L=Low, M=Medium, H=High) the probability and Impact that each risk may have in the OCEANIDS Project.
 - **Probability** of the occurrence of the risk.
 - **Impact:** the severity of the impact the identified risk might have in case of occurrence.
- **WPs** affected by the risk.
- **Proposed Mitigation Measures:** specific measures that will be taken to ensure the best minimisation of the critical risk in case of occurrence.

In **Table 9**, all the Critical Risks identified for the OCEANIDS Project are described. In this table the proposed Mitigation measures for each risk are also described. These risks will be often updated in the Funding and Tenders platform, in order to be evaluated and properly monitored.

Table 9. Critical Risks and Risk Management Strategy

Critical Risks & Risk Management Strategy			
Risk Number	Description	WP No.	Proposed Mitigation Measures
R-1	Delays/issues regarding tasks & work packages [M/M]	WP1	The planning of WPs has been done with specific time margins and a rational succession. In case other parts of the project are impacted by a delay, re-planning will be initiated immediately. In any case, the execution of the non-inflicted tasks will continue as planned.
R-2	Underperforming partners. [L/H]	WP1, WP4, WP2, WP3, WP6, WP5	Low quality of work or deliverables; systematic delays, etc. Such issues will be clarified in the Quality Plan and CA. Proper internal peer review procedures will be in place to ensure the quality of the deliverables and their preparation in a timely manner. Regular WP and technical meetings will be held to ensure that activities are streamlined and that lessons learned are shared.
R-3	No consensus on the OCEANIDS specifications [L/H]	WP4, WP2, WP3	The specifications and overall expectations will be lowered to be set by the technology providers. Alternative solutions not described in OCEANIDS will be sought.
R-4	Unexpected costs during key stages [L/H]	WP1, WP4, WP3	Data utilization, core modules development and O-DSP validation could prove to be costlier than expected. Partners will lower requirements, focus on key aspects for each region, use open-source technologies and utilize their contact network.
R-5	Lack of access to pilot regions hinders validation [L/H]	WP5	Create another pilot demo taking place under simulated conditions (at a lower TRL 4/5), where resources will be transferred; The consortium shall seek external collaborators and synergies.
R-6	Lack of engagement by stakeholders. [M/H]	WP4, WP2, WP3, WP6, WP5	The partners have large networks and can build on substantial track records in engaging stakeholders in research projects. The consortium and the advisory board include relevant associations that can mobilize members. Specific identification and activation measures are foreseen in WP2. If these are not successful enough initially, the effort of the partners for stakeholder activation can be increased.
R-7	Partners do not agree on the IPR of the results of the project. [M/M]	WP1, WP6	An exploitation plan will be developed within the first months of OCEANIDS, identifying the expected results (foreground) and who will be the owner. In addition, a CA will be signed by all partners before the project starts, establishing the basic rules for the management of the IPR issues regarding the results of the project.
R-8	Limited acceptance of OCEANIDS solution by the end-users and relevant stakeholders. [M/M]	WP3, WP5	Well defined user requirements and baseline, along with cost-benefit validation of the solution. The evaluation of the solution during WP5 will assess user/ stakeholder acceptance and identify room for improvements. Also, various dissemination activities will be carried out to raise the awareness and increase the interest into the project results.

R-9	Inability of technologies to perform as per desired parameters [L/H]	WP4, WP3	Some of the technologies utilized for core modules and O-DSP development may be difficult to be integrated together, yet the responsible partners have previous experience proving this feasibility.
R-10	Measurements accuracy is not as high as required [L/H]	WP4, WP3	Measurements are expected to be accurate for validation, given partners’ know-how and relevant literature. Based on the partners’ experience, smart methodologies will be utilized to extract the best possible results.
R-11	Failure to engage stakeholders with O-DSP and digital twin models to provide useful insight for policies and decision-making [L/H]	WP4, WP6	The engagement of the end-user’s process will be supplemented by simple conventional tools and models, while CRETE, HPA, MMAIP, V-SML, PHEL, PRAU, PRAA, MLG, BRET, DRPM, and AIRC as stakeholders are involved in the user requirements, validation, dissemination, and communication activities, ensuring wide adoption through the OCEANIDS handbook and promotional materials.

6.2 Risk Monitoring

The PC assisted by the Coordination Team, also during the General Assembly meetings which are held every 6 months, will keep up to date the Risk register Table. This table will be closely monitored by the Coordination Team every 4 months to ensure the optimal implementation of the OCEANIDS activities. All WP Leaders will be asked for updates and inputs to complete every 4 months using the above Risk Register table, with the status of existing risks that were identified earlier and the status of new risks identified along with their relevant mitigating factors. This risk assessment will be presented in every plenary/consortium meeting and will be included in every periodic report.

7 Conclusions

This document represents the deliverable “D1.2 Risk Identification Management and Quality Assurance Plan” for the OCEANIDS project. This deliverable is connected to Task T1.1 “Project management and coordination towards objectives” of Work Package (WP) 1 “Project Management”, led by Geosystems Hellas (GSH). This report outlines the quality actions and templates, internal deadlines both for deadlines and milestones, project communication management tool and file exchange platform (Asana Platform), report analysis for risk management and management procedures, as well as disclosure of QA (Quality Assurance) procedures and overall assessment.

The main focus of this deliverable is to provide a complete overview of the main guidelines to be followed by the OCEANIDS project, including the Quality Assurance Plan (QAP) and the Risk Management and Mitigation Actions. Even though this report is created early in the project in M3, it can be updated during the project’s lifetime in case changes in the GA, for instance in the form of an Amendment, might appear.

END OF DOCUMENT

ANNEX 1



ASANA



Documentation

GEOSYSTEMS HELLAS

Oceanids Workspace: Asana *Confidential*

This manual is intended only for the purposes of the Oceanids Project and is developed by GSH to help partners navigate through the dedicated workspace



OCEANIDS



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OCEANIDS workspace

02. How to Download/Install

03. Welcome to Asana

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05. How to Navigate in the OCEANIDS Workspace

Asana In a Nutshell

01

This tool serves as a reliable companion for efficiently managing personal or team tasks within the framework of larger projects, aiding in the battle against deadlines and organizational chaos.

As a solution designed to supersede the reliance on email for work communication and collaboration, Asana has become a pivotal platform. In the era before widespread adoption of project management tools, the norm was to handle all work decisions and task organization through email communication.

OCEANIDS workspace

Asana



OCEANIDS workspace

ASANA will be the main platform for:

Overall Communication among partners

Uploading/Downloading **Documents (Repository)**

Assigning **Tasks**

Organizing Events

Setting **Goals** and **Milestones**

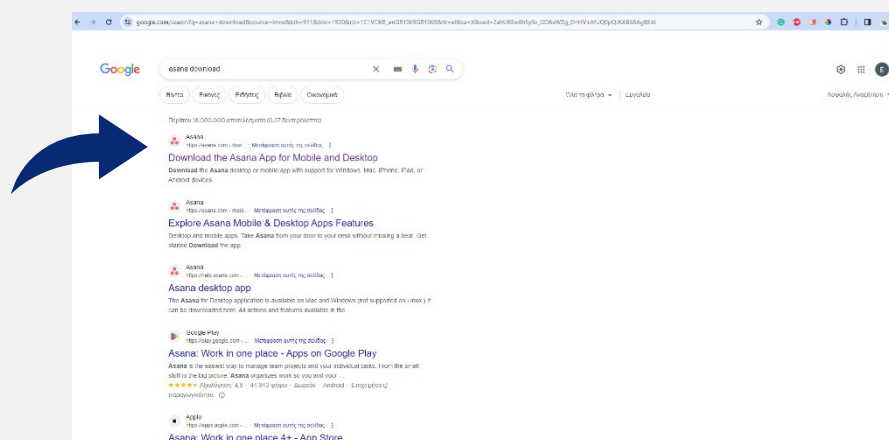
Keeping a concise **Meeting Plan**

Overall **Management** of OCEANIDS

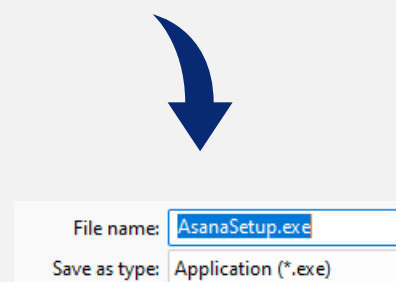
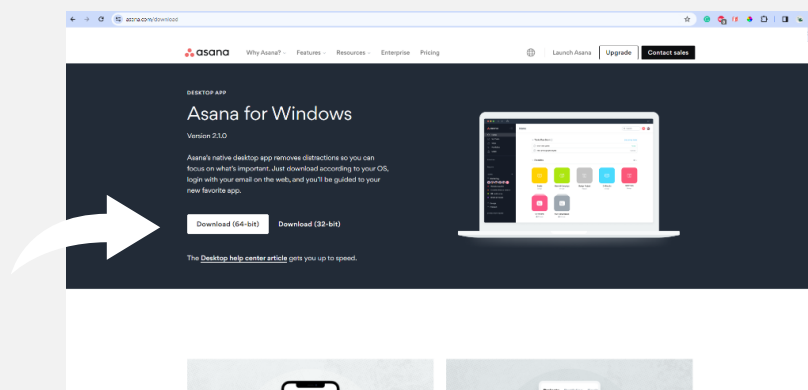
How to Download/Install

02

- Type in your browser: **Asana download** and click on the first link appearing <https://asana.com/download>



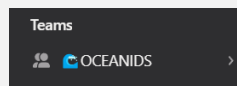
- Once you click the link you will be redirected in a new page where you select the **download button** and then **Save the Setup file** and proceed with the instructions. Once everything is set, log in with the email you participate in the project.



Welcome to Asana

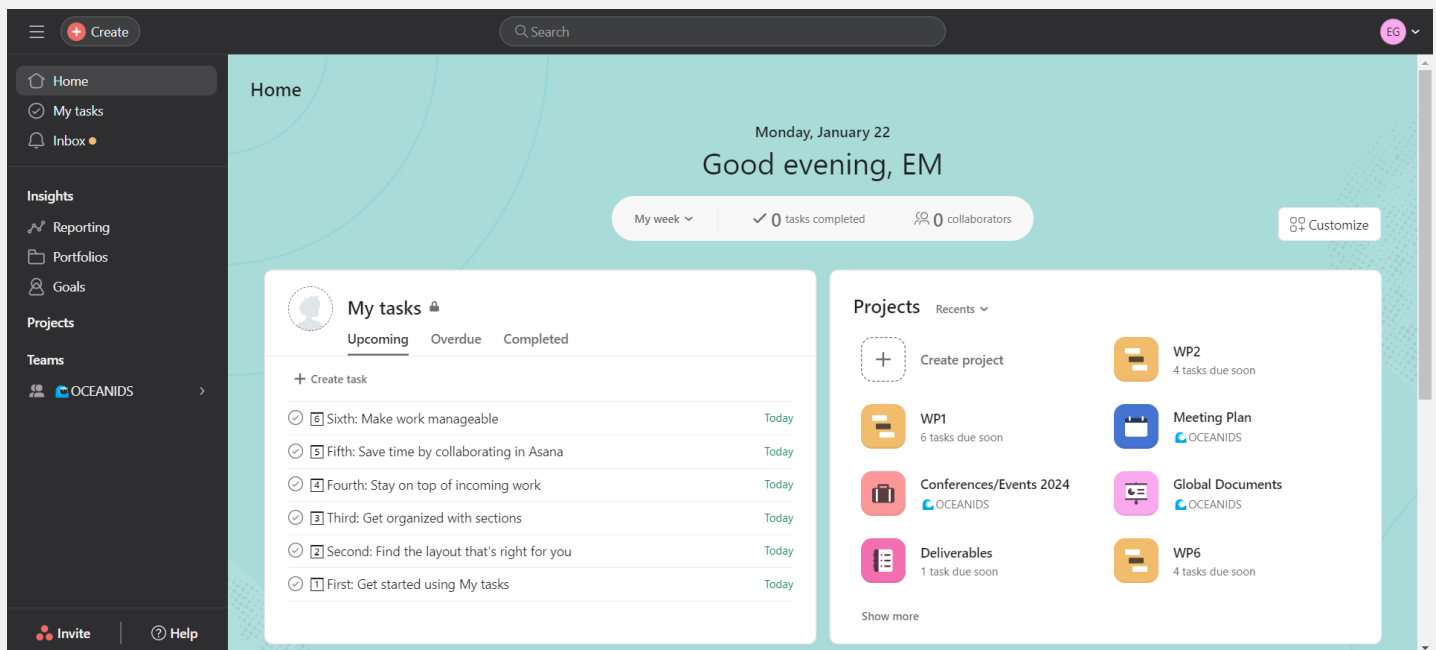
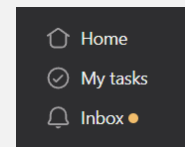
03

- Below is the User Interface you get to see once you Log in, your individual workspace. In the section **“Teams”** you may find the OCEANIDS team we have created for the project.



- But there are more to see! On the left you may find:

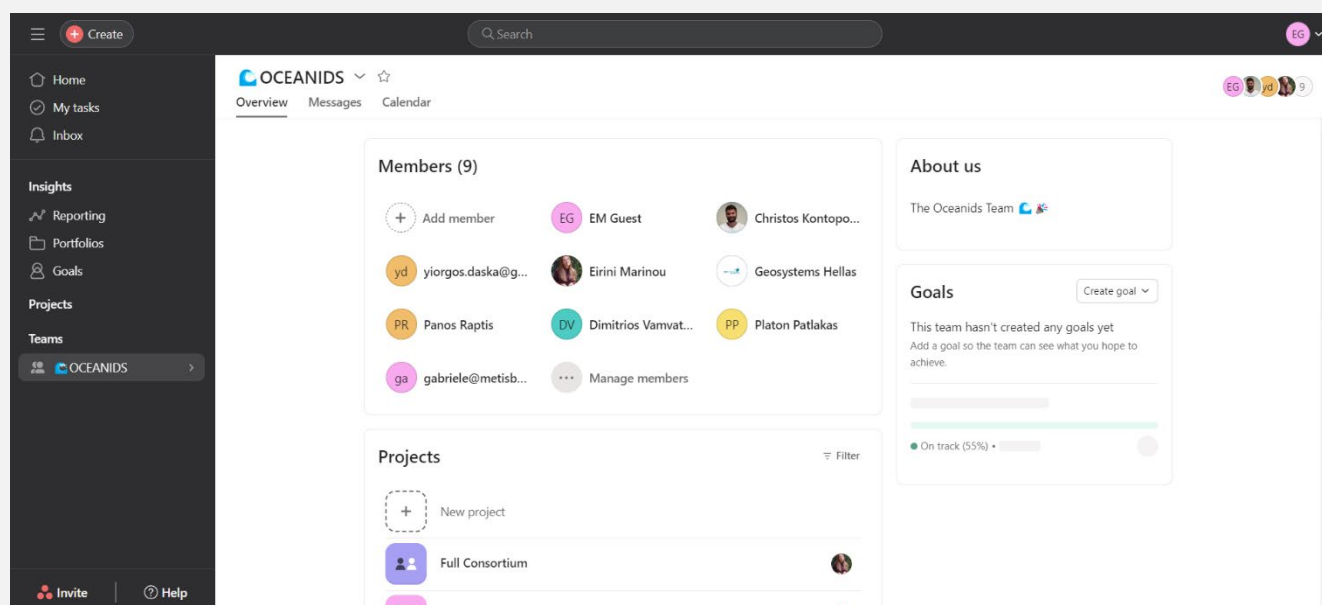
- **“Home”** (where it sums up all your progress so far)
- **“My Tasks”** (where it stores all your Incomplete/Completed Tasks)
- **“Inbox”** (where you receive notifications about Tasks, Messages, Discussions, and every other change that will happen within this Team.



OCEANIDS Team

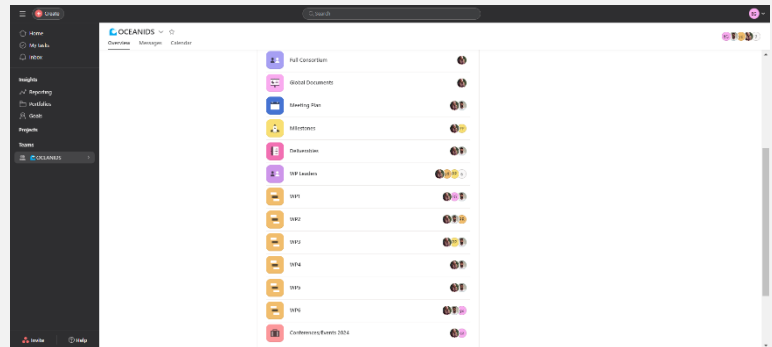
04

- Once you enter in the OCEANIDS Team you will see this dashboard where you can find the following functionalities:
 - **All the Members** of the consortium that have been invited in the platform. This list will be regularly refreshed to accommodate any requested changes.
 - The **Goals of the project**, if any (Haven't added one yet).
 - The **“Projects”** of the OCEANIDS Team. This is the most important group as it contains all the necessary sub-groups, that will be presented in the following page.

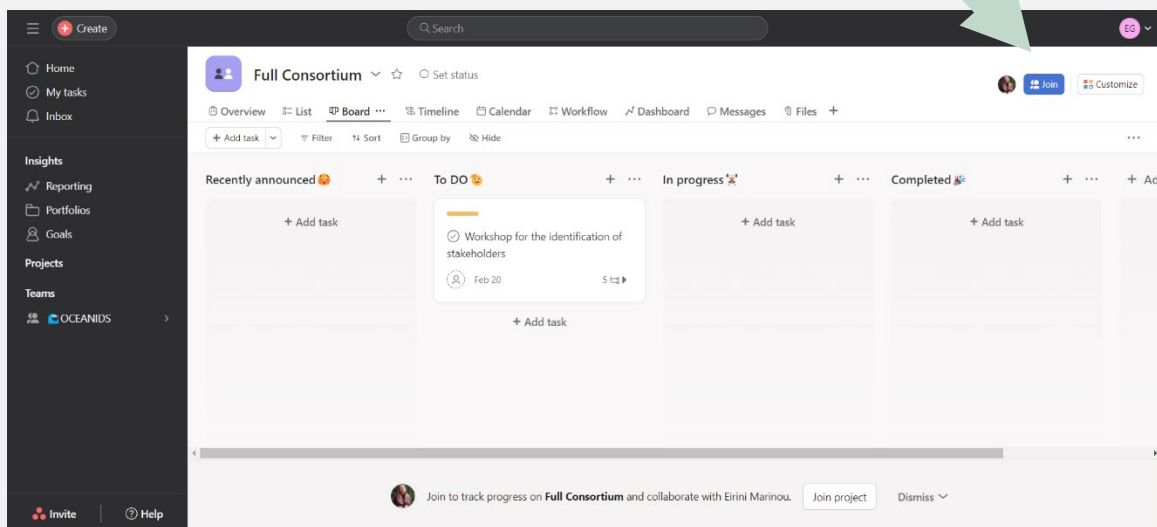


OCEANIDS Team

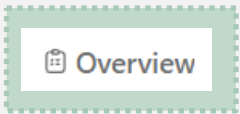
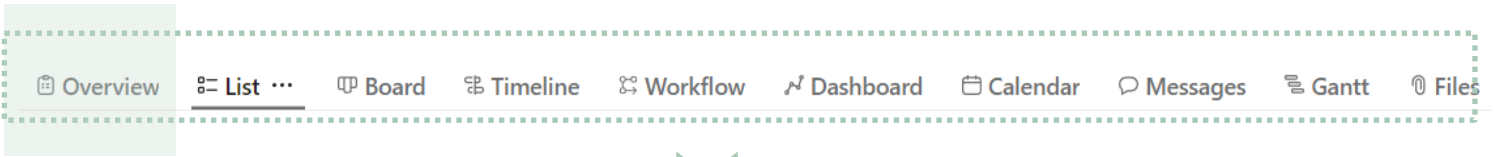
- Within the “Projects” you can find:
 - Full Consortium
 - Global Documents
 - Meeting Plan
 - Milestones
 - Deliverables
 - WP Leaders
 - WP1, WP2, WP3, WP4, WP5, WP6
 - Conferences/Events 2024



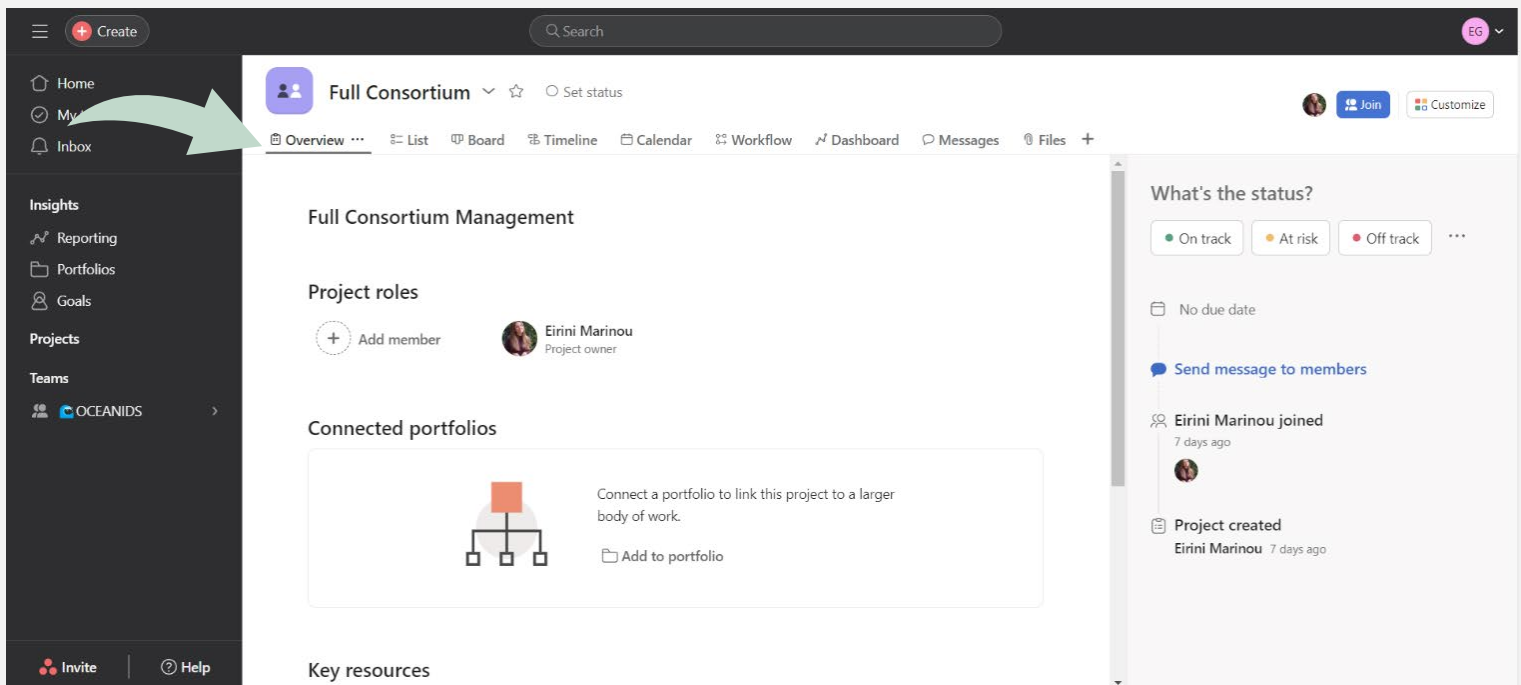
To become a member of a specific sub-group, simply click on the desired sub-group, and within the interface, locate the **"Join"** button situated in the upper right corner. A straightforward click on this button will grant you access to the chosen sub-group. Please make sure you join the WPs you participate in and the General groups for the consortium.



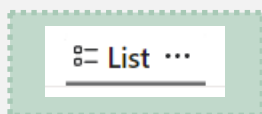
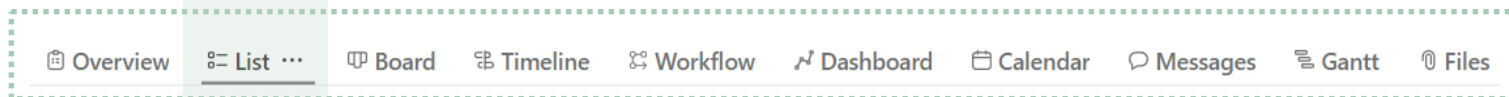
General Tabs



- The **"Overview"** tab offers a comprehensive perspective on each sub-group, presenting a holistic view of its content and details.

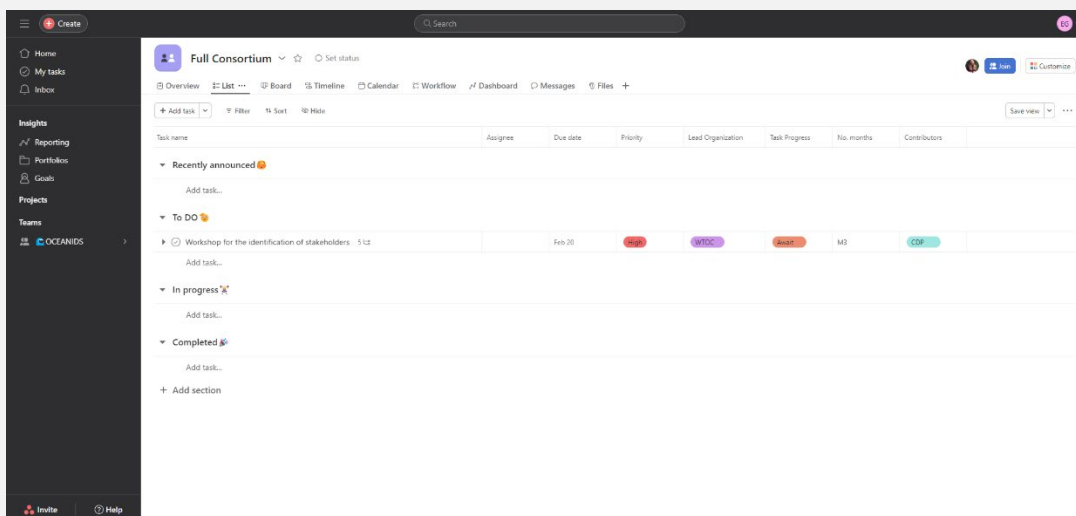


General Tabs



- The "List" tab offers a comprehensive distribution of information. The pre-specified sections in each Task include:
 - Assignee (**this person will receive notification!!**)
 - Due Date
 - No. month
 - Lead Organization
 - Contributors
 - Task Progress
 - Priority

If you want to set a status for each category, you can select from the Dropdown list that appears in every box.

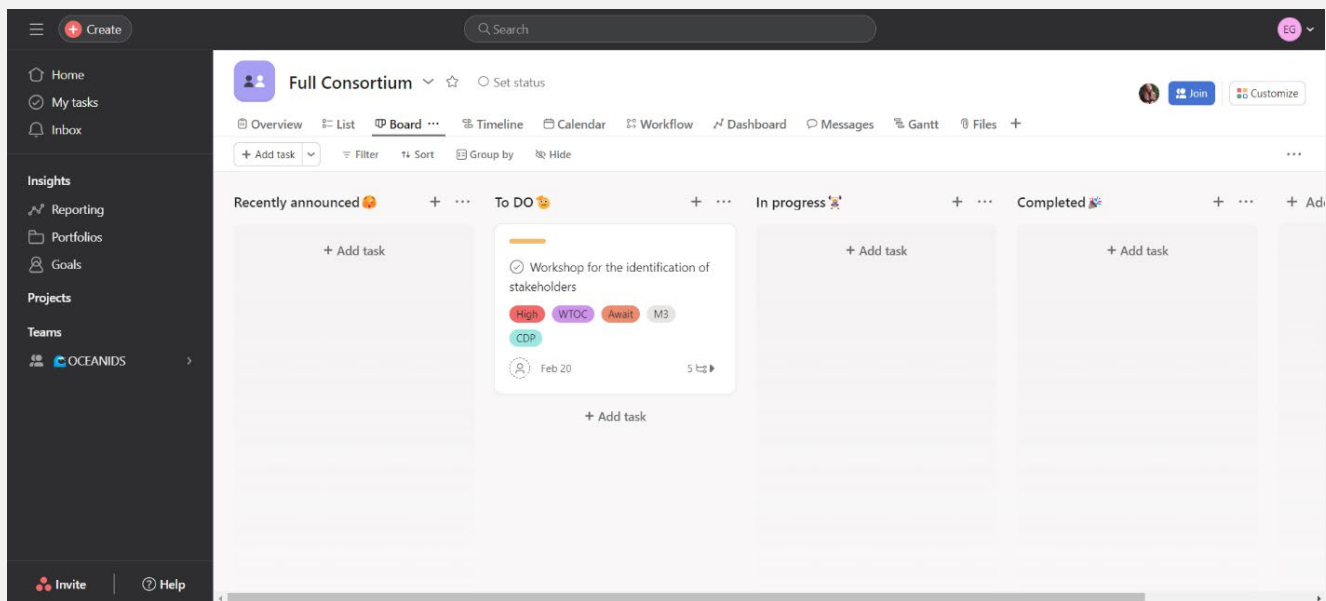


General Tabs

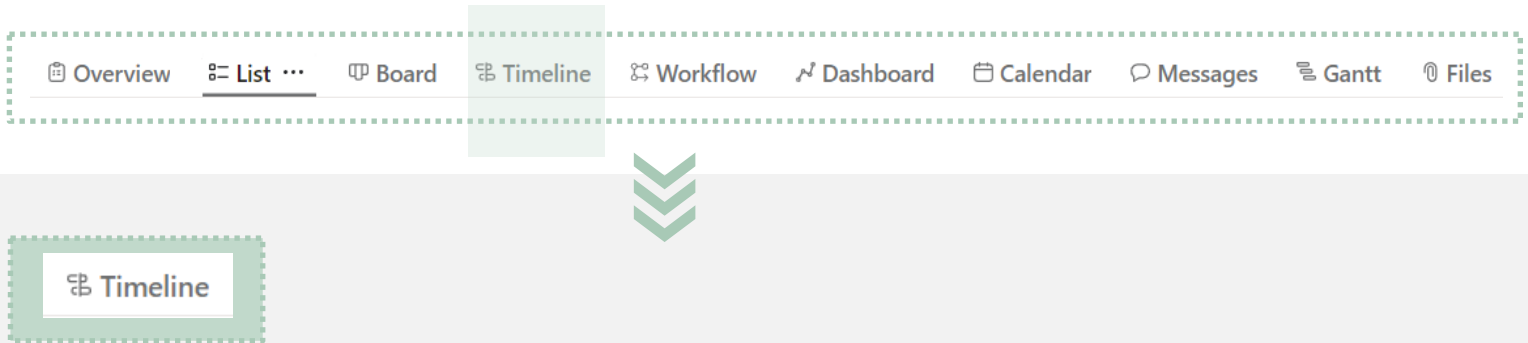
Overview List **Board** Timeline Workflow Dashboard Calendar Messages Gantt Files

Board

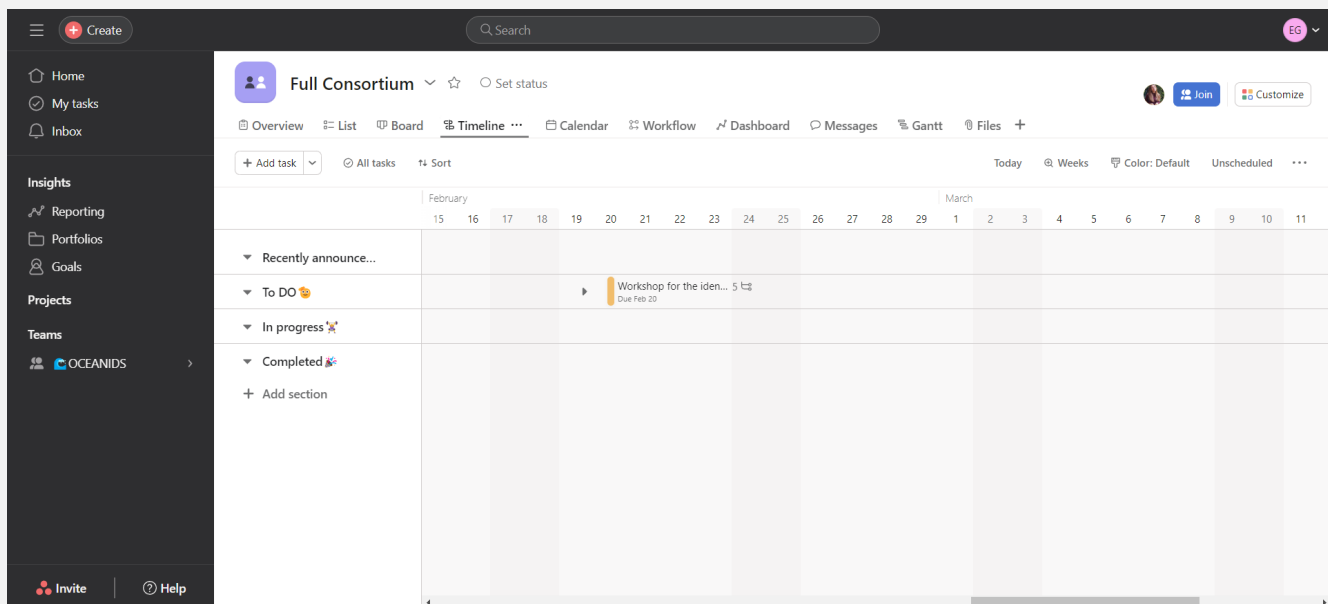
- The "**Board**" tab offers a comprehensive distribution of information. The pre-specified sections vary based on the different groups. The sections in the screenshot below include:
 - Recently assigned
 - To DO
 - In progress
 - Completed



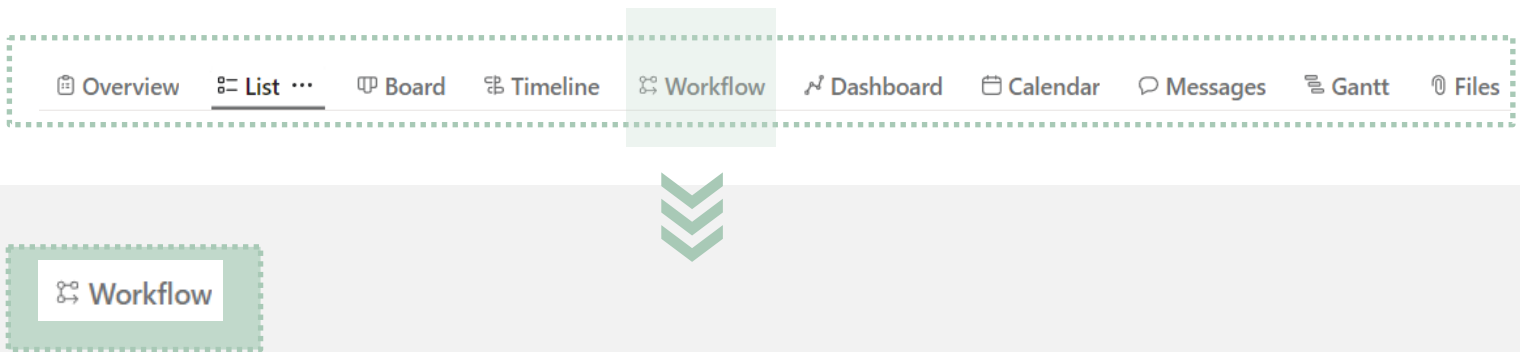
General Tabs



- The **"Timeline"** tab provides a visual representation of the chronological sequence of events, milestones, or activities related to the sub-group. This feature allows for a clear understanding of the project's progression over time, aiding in effective planning and management.

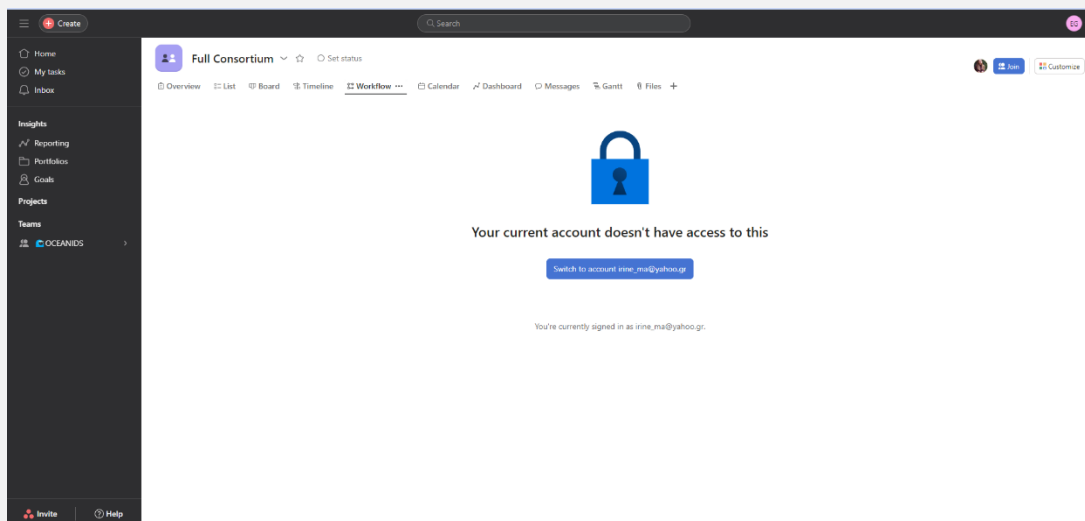


General Tabs

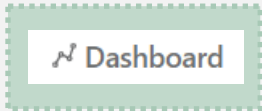
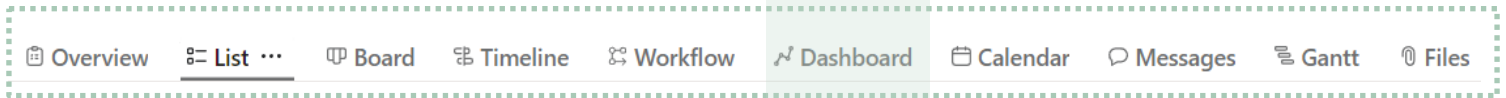


- The **"Workflow"** tab serves as a dynamic space where you can design, visualize, and manage the sequential steps and processes within the sub-group. It offers a streamlined view of the tasks and their interconnected flow, facilitating efficient collaboration and progress tracking.

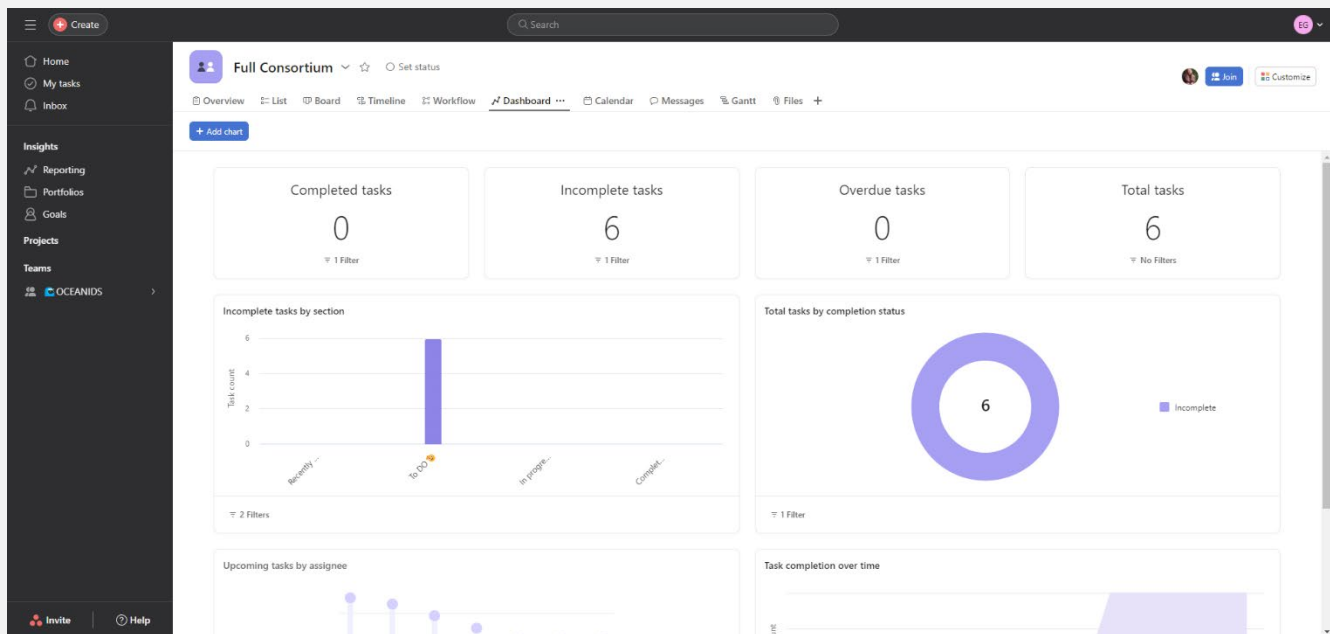
*You will probably see this notice!
As we don't have one for now.*



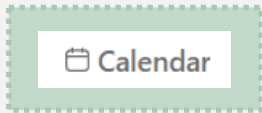
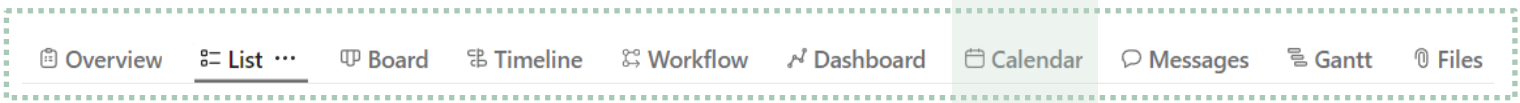
General Tabs



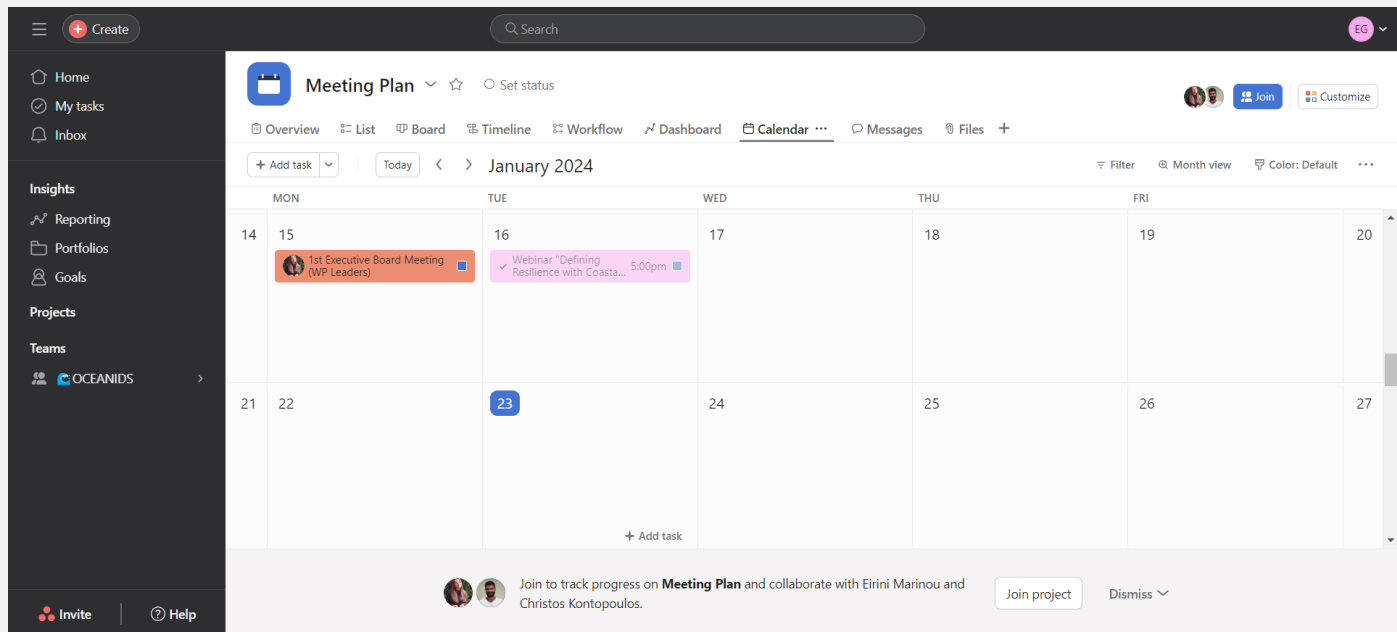
- The **"Dashboard"** tab serves as a centralized hub that consolidates key metrics, summaries, and visual representations related to the sub-group's performance and progress. It provides a quick and insightful overview, allowing users to make informed decisions and track the overall health of the sub-group.



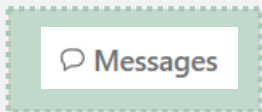
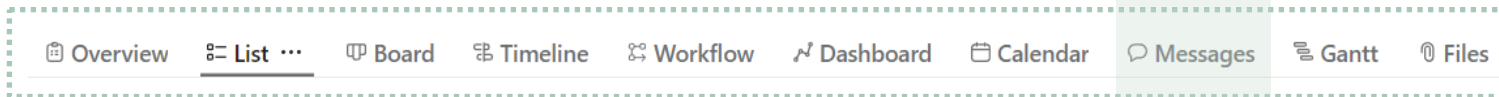
General Tabs



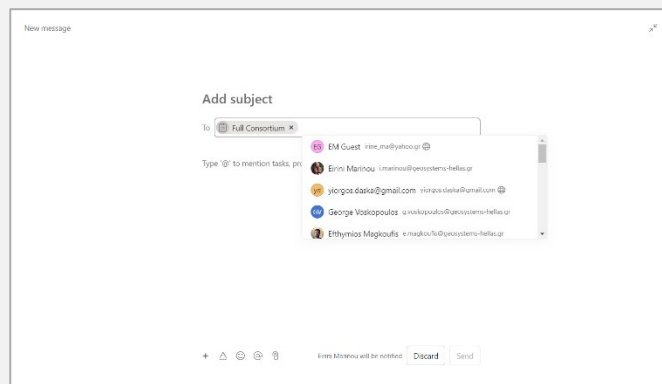
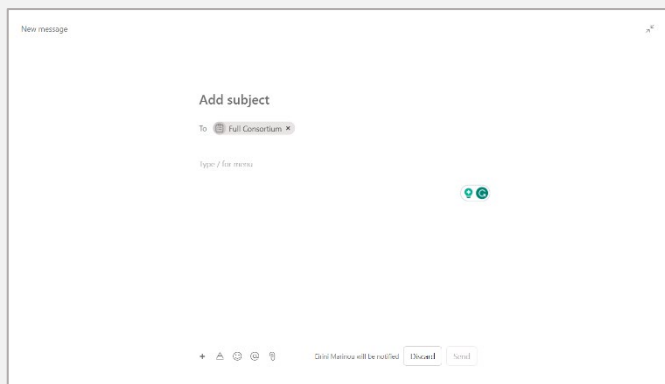
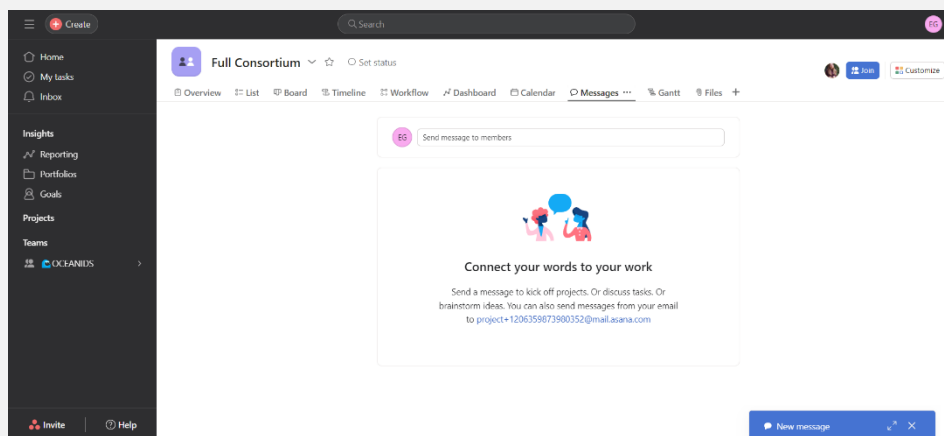
- The "Calendar" tab functions as a visual representation of scheduled events, deadlines, and important dates within the sub-group. This feature provides an organized and time-oriented view, allowing members to stay informed about upcoming activities and milestones, enhancing overall project management and coordination.



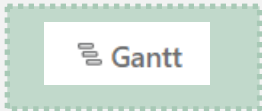
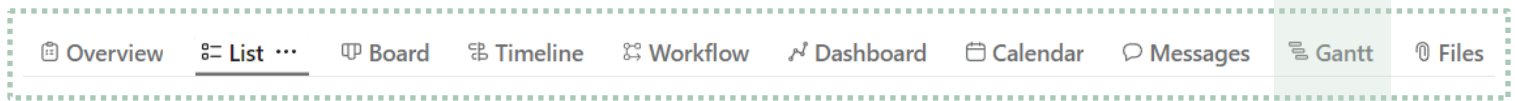

General Tabs



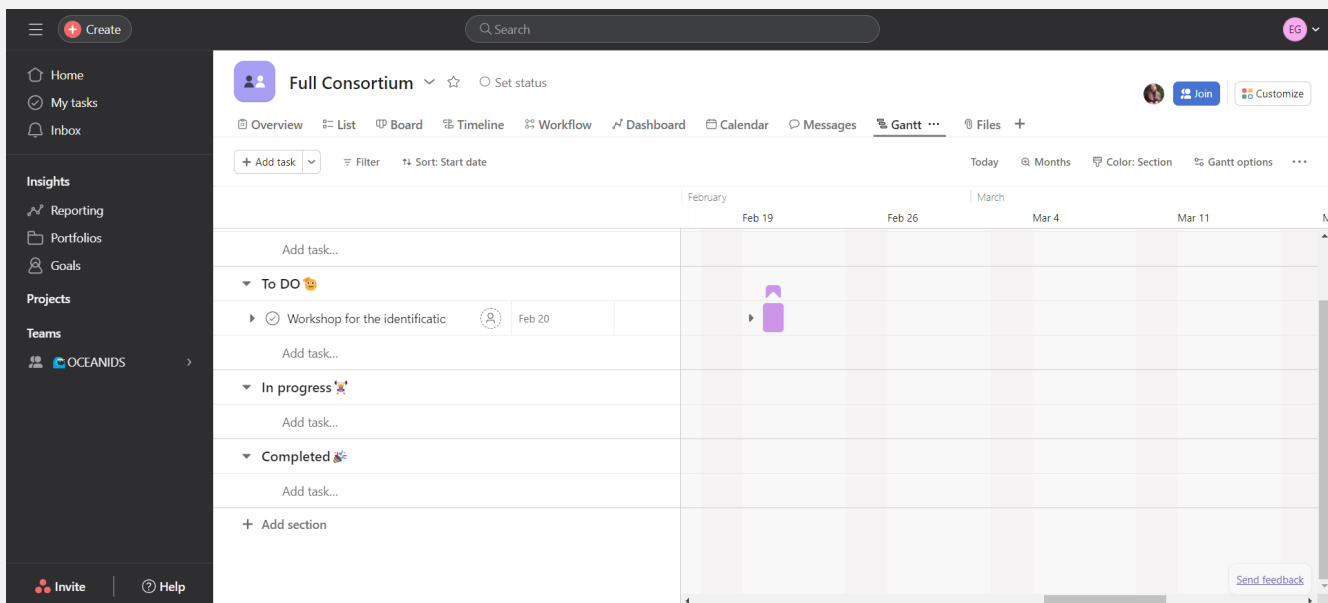
- The **"Message"** tab serves as a communication hub within the sub-group, facilitating seamless interaction and collaboration among members. It provides a space for exchanging messages, updates, and discussions related to the sub-group's activities, fostering effective communication and teamwork.



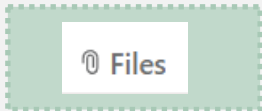
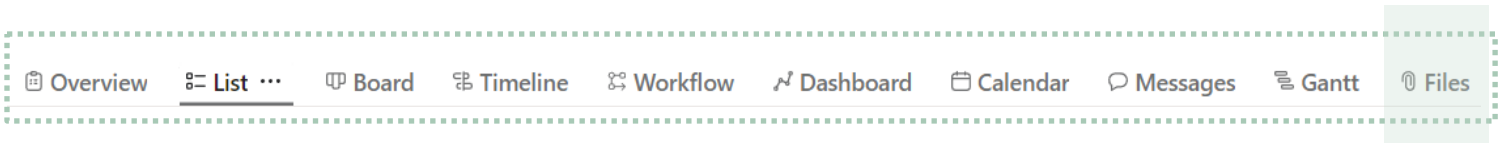
General Tabs



- The **"Gantt Chart"** tab serves as a visual representation of the sub-group's timeline, displaying tasks, milestones, and their corresponding durations. This dynamic chart offers a comprehensive view of project scheduling, allowing for effective planning, coordination, and tracking of progress over time.

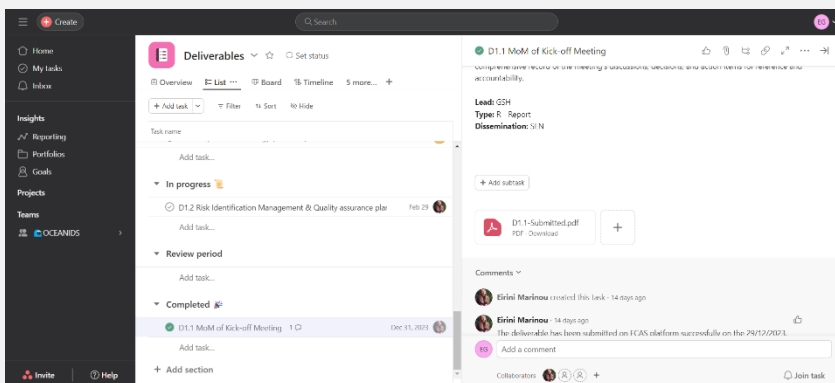
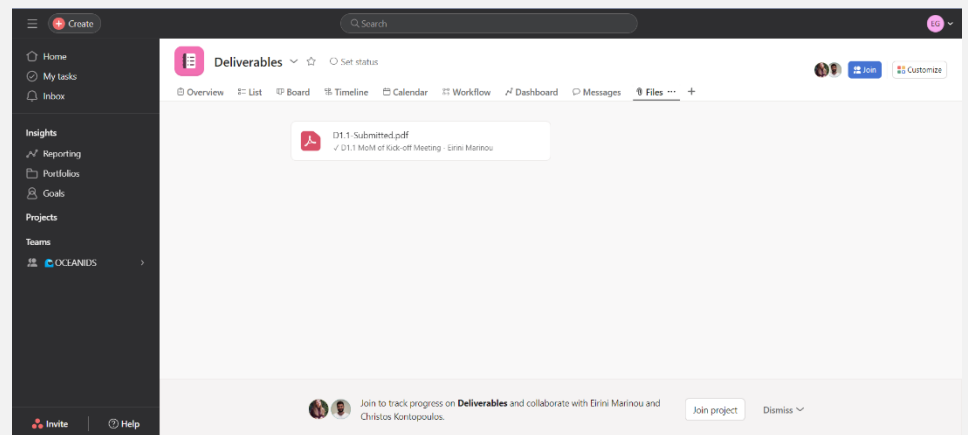


General Tabs



- The **"Files"** tab serves as a centralized repository for storing and organizing all relevant documents, resources, and attachments associated with the sub-group. This feature ensures easy access to essential files, fostering collaboration and streamlining document management within the sub-group.

Because this area will get, eventually, a bit overcrowded you can also see every attachment in its related Task.



Find the related Task, press the arrow to access more details, move down and voila! the attachment you were looking for!

2 Important actions!

1

How to create a **Task**

2

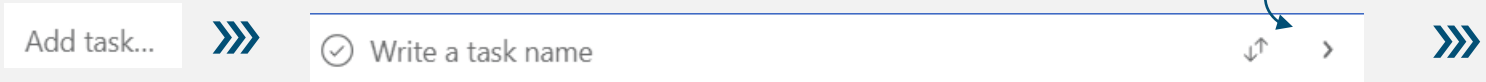
How to create an **Event**
+ integration with **outlook calendar**

Overall we must follow similar procedures, but we will highlight one addition for the Meeting Plan/Events you need to remember

How to create a Task or an Event

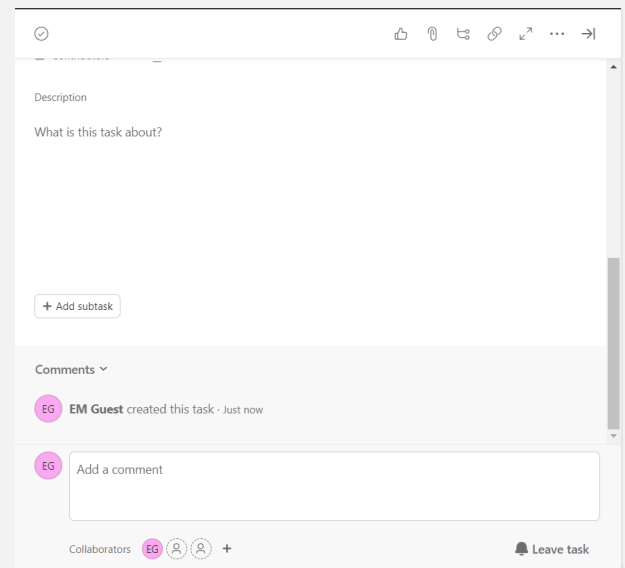
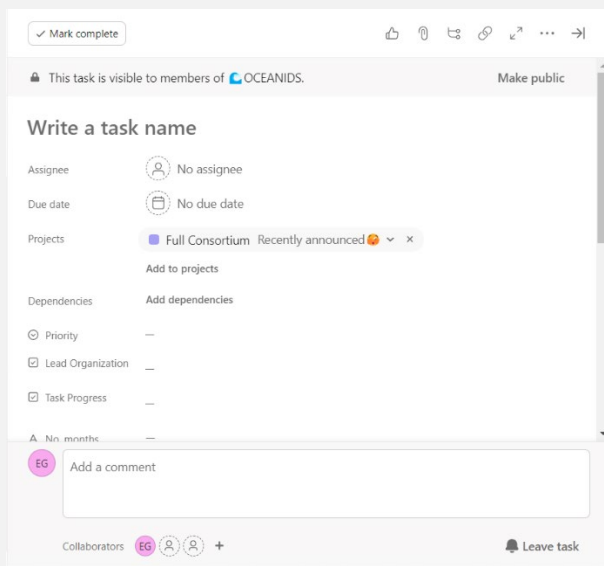
Click to insert a Task

Click the arrow to see the description of each Task

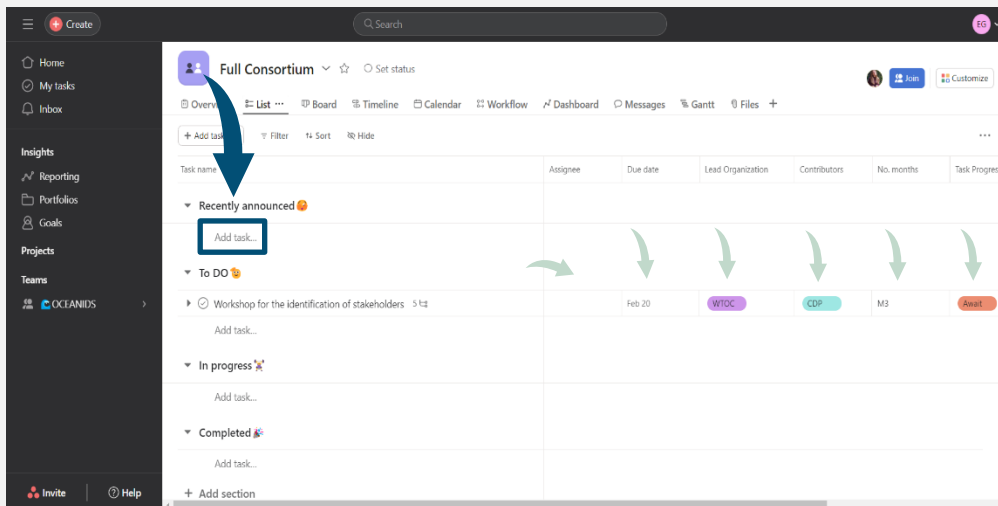


Insert here = Name, Assignee, Date, Time

Add description, attachments, comments

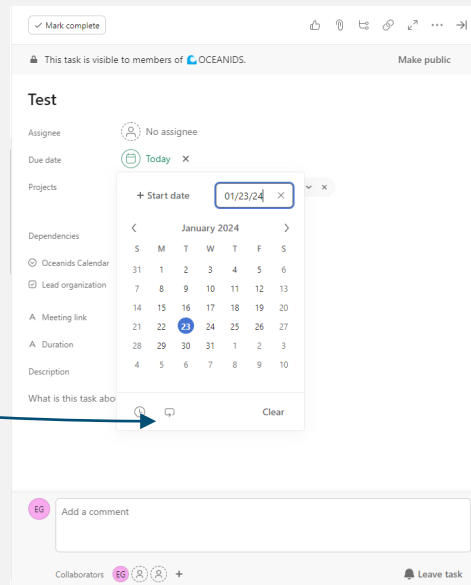


Or you can insert here some additional information to inform



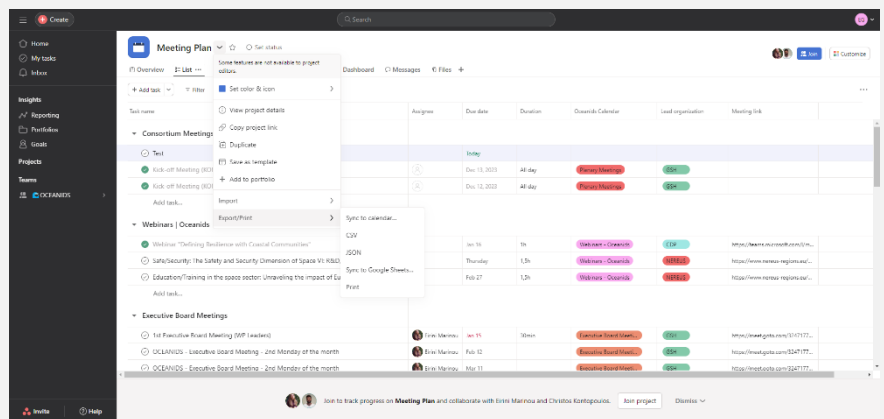
Function for Event + integration with outlook calendar

- Select the **date** of the event
- Select the **time** of the event
- Select this icon for **recurring meetings**



Go to **Meeting Plan** project
 → select **Export/Print**
 → **Sync to calendar**

It will automatically create an extension with all the Oceanids events which are updated in Asana



Full Consortium

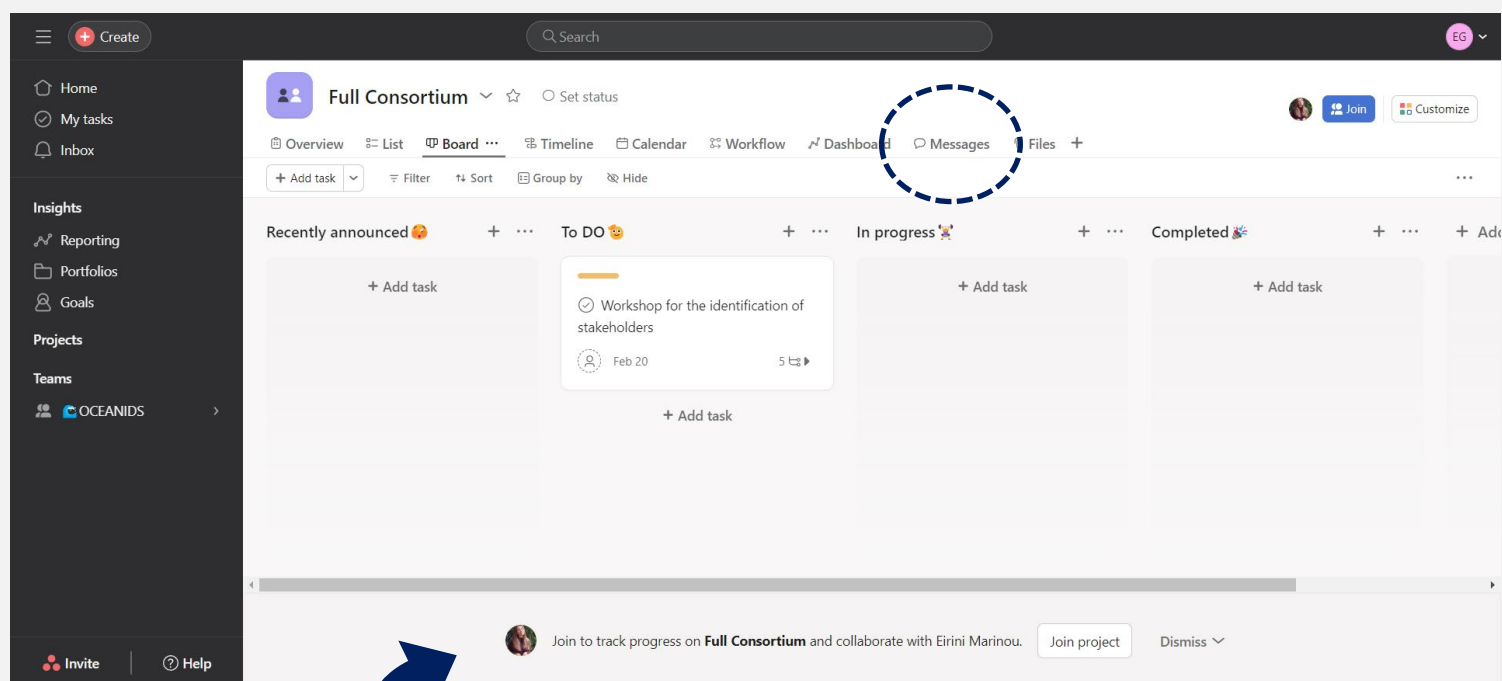
05



Full Consortium

In this group you will receive notifications concerning the full consortium (e.g. Plenary/Review meetings) especially in the “Messages” tab inside the dashed area.

- There are certain pre-added sections “Recently announced”, “To DO”, “In progress”, and “Completed”.



NOTE! As you can see in the bottom, there is a pop up window where you need to select either to **Join** or **Dismiss** certain projects.



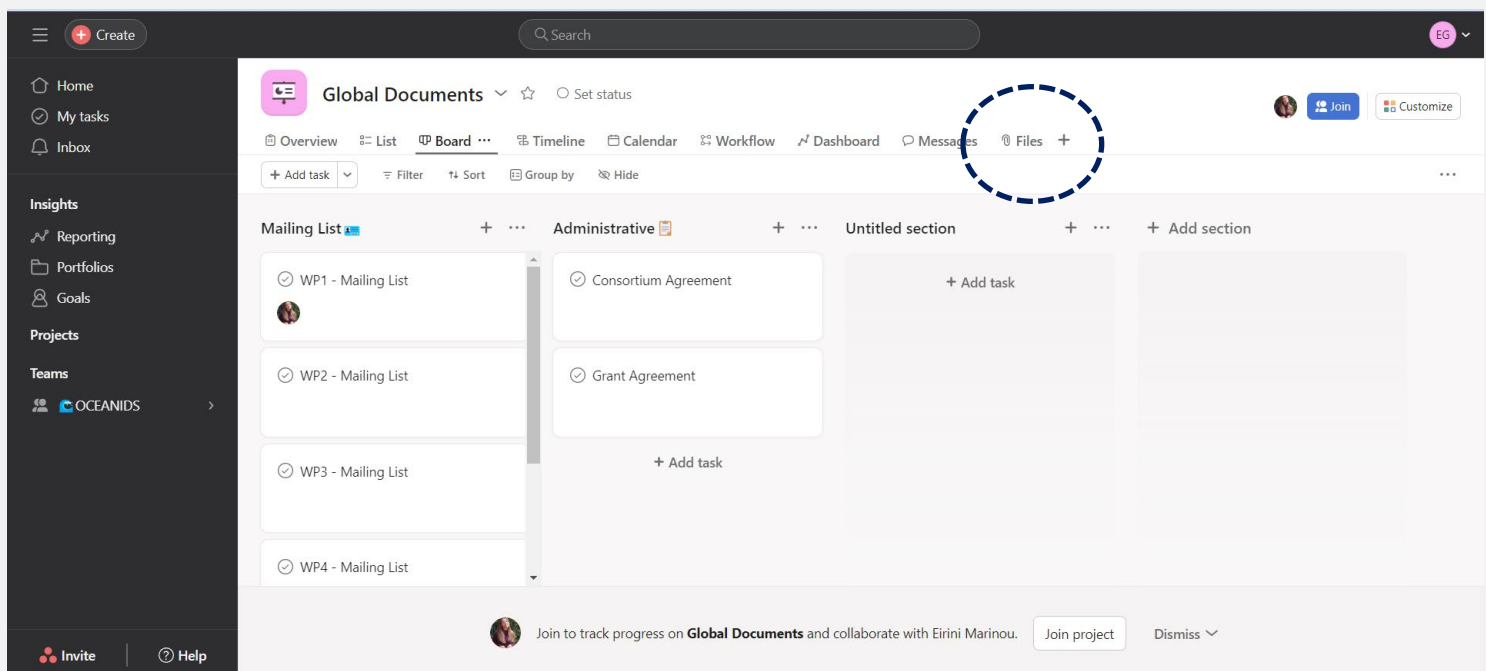
Global Documents



Global Documents

In this group you can find all the general documents concerning the full consortium (e.g. Grant Agreement/Consortium Agreement), in the **“Files”** tab inside the dashed area.

- There are certain pre-added sections **“Mailing Lists”**, **“Administrative”** etc. More sections will be added as we move forward! If you have any idea on how to re-arrange the sections feel free to reach me out!



The screenshot shows a workspace titled "Global Documents" with a search bar and a "Create" button. The left sidebar contains navigation options: Home, My tasks, Inbox, Insights (Reporting, Portfolios, Goals), Projects, and Teams (OCEANIDS). The main area displays a Kanban board with three sections: "Mailing List" (containing WP1, WP2, WP3, and WP4), "Administrative" (containing Consortium Agreement and Grant Agreement), and "Untitled section". A dashed blue circle highlights the "Files" tab in the top navigation bar. At the bottom, there is a notification to "Join to track progress on Global Documents and collaborate with Eirini Marinou" with "Join project" and "Dismiss" buttons.



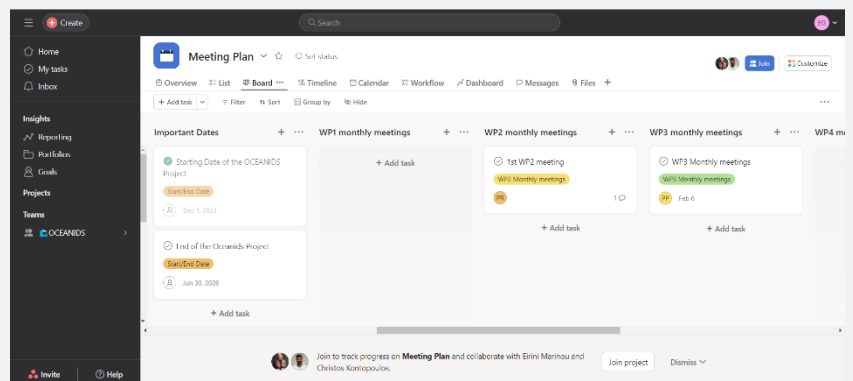
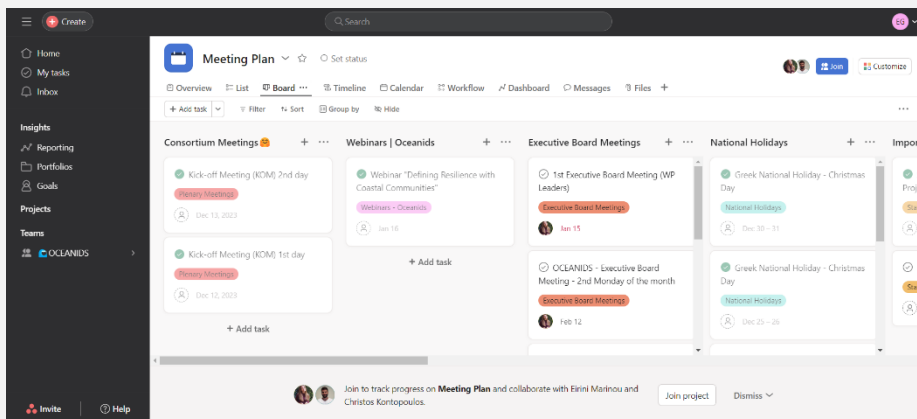
Meeting Plan (1/3)



Meeting Plan

In this group you can find all meetings/webinars as well as their MoM – Minutes of Meetings

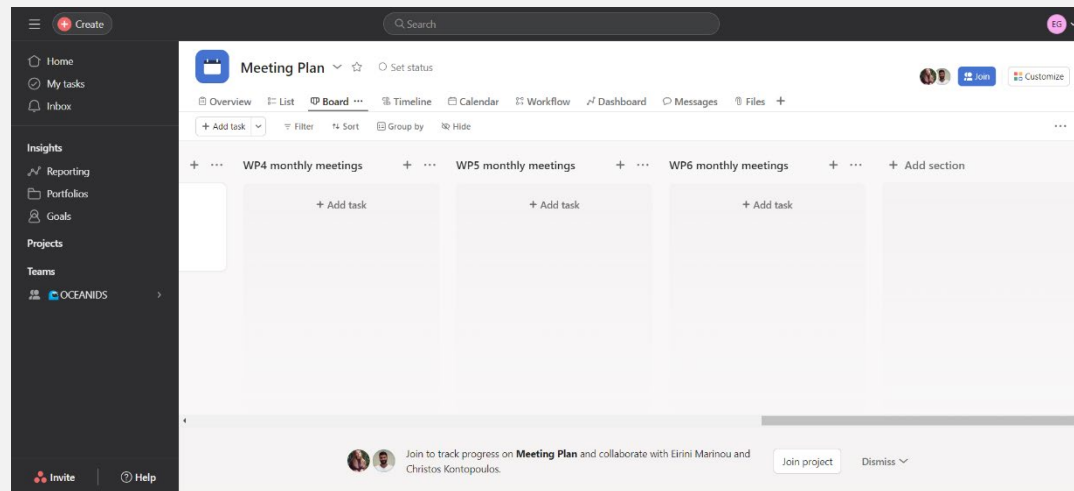
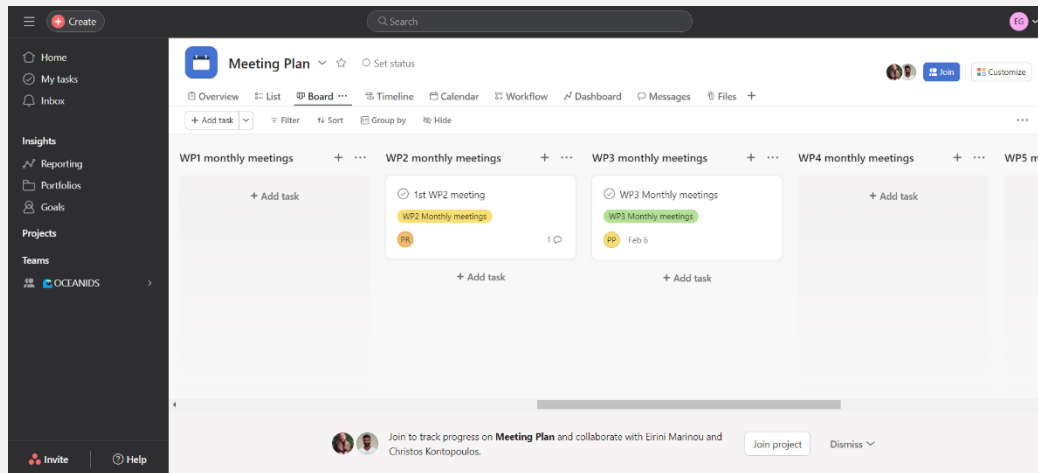
- There are certain pre-added sections “Consortium Meetings”, “Webinars”, Executive Board Meetings”, “National Holidays”, “Important dates”



Meeting Plan (2/3)



Meeting Plan



Also groups like: **“WP1 monthly meetings”, “WP2 monthly meetings”, “WP3 monthly meetings”, “WP4 monthly meetings”, “WP5 monthly meetings”, and “WP6 monthly meetings”.**

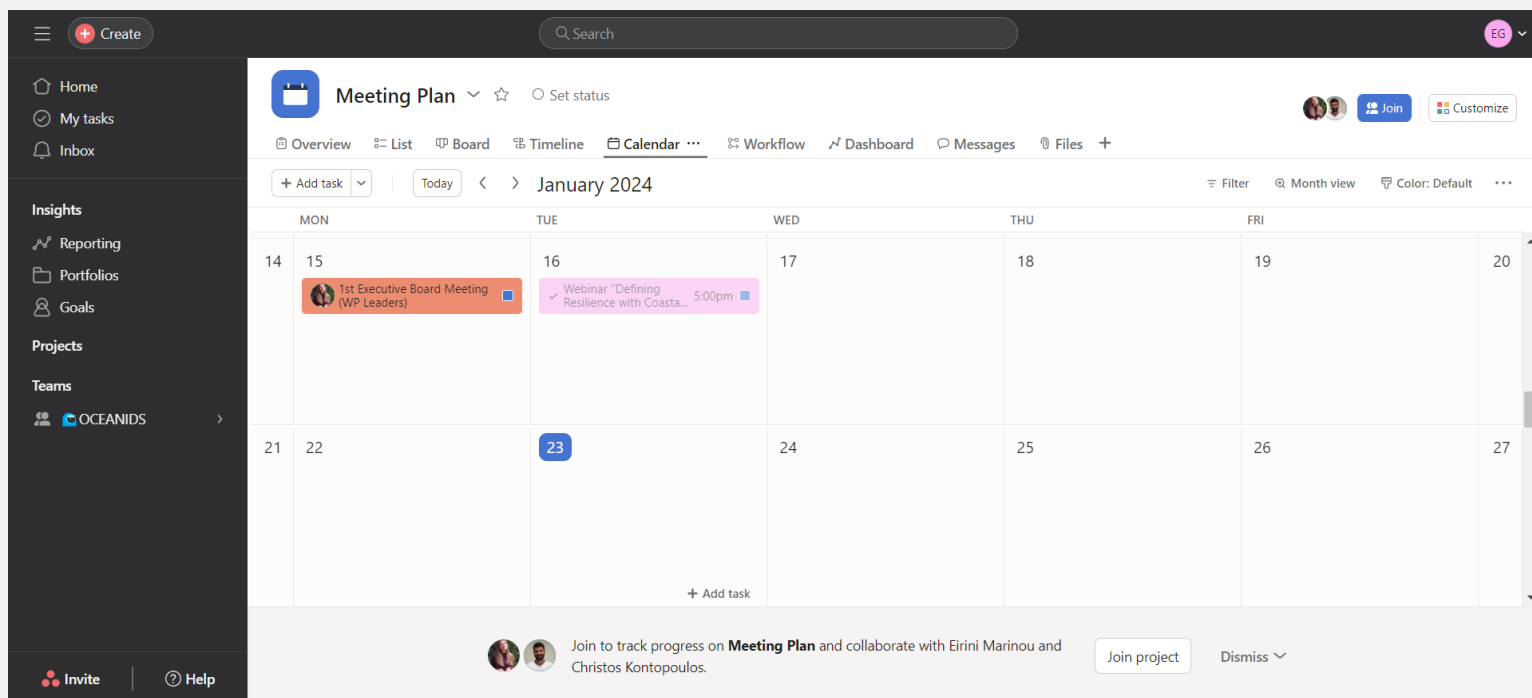


Meeting Plan (3/3)



In this group one of the useful Tabs is the “**Calendar**”, where you can have an overview of the Week/Month/Year about the previously mentioned meetings.

The meetings are visualised based on the section they belong to.



The screenshot shows a web application interface for a 'Meeting Plan'. On the left is a dark sidebar with navigation options: Home, My tasks, Inbox, Insights (Reporting, Portfolios, Goals), Projects, and Teams (OCEANIDS). The main area is a calendar for January 2024. The calendar shows two events: '1st Executive Board Meeting (WP Leaders)' on Monday, January 15th, and 'Webinar "Defining Resilience with Coasta... 5:00pm"' on Tuesday, January 16th. The calendar is currently in 'Month view' and shows the days of the week from Monday to Friday. At the bottom of the calendar, there is a notification to 'Join project' and 'Dismiss'.



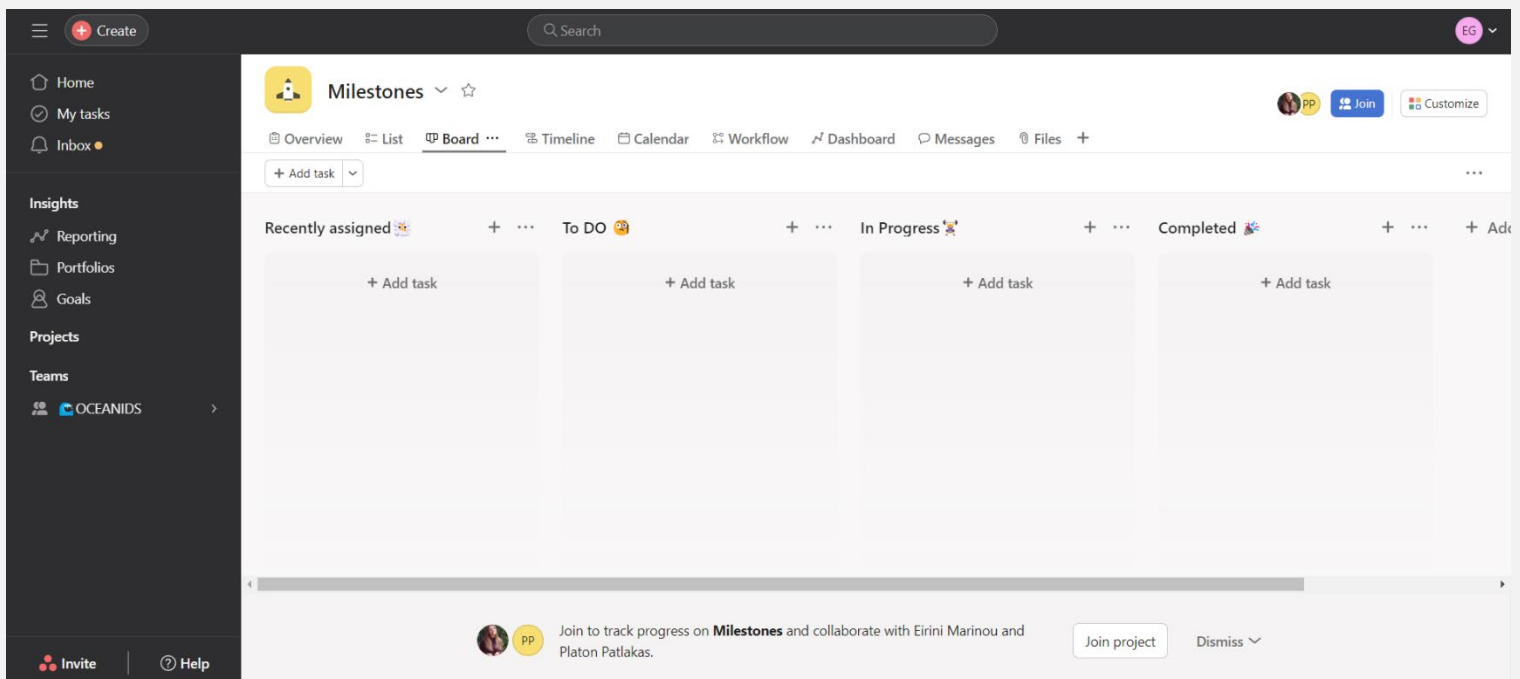
Milestones



Milestones

In this group you can find information concerning the Milestones of the full consortium (e.g. Plenary/Review meetings).

- There are certain pre-added sections **“Recently announced”**, **“To DO”**, **“In progress”**, and **“Completed”**.



The screenshot displays a project management interface for a group named "Milestones". The main area is a Kanban board with four columns: "Recently assigned", "To DO", "In Progress", and "Completed". Each column contains a "+ Add task" button. The interface includes a sidebar on the left with navigation options like Home, My tasks, and Insights, and a bottom section with a "Join project" button and a "Dismiss" dropdown.

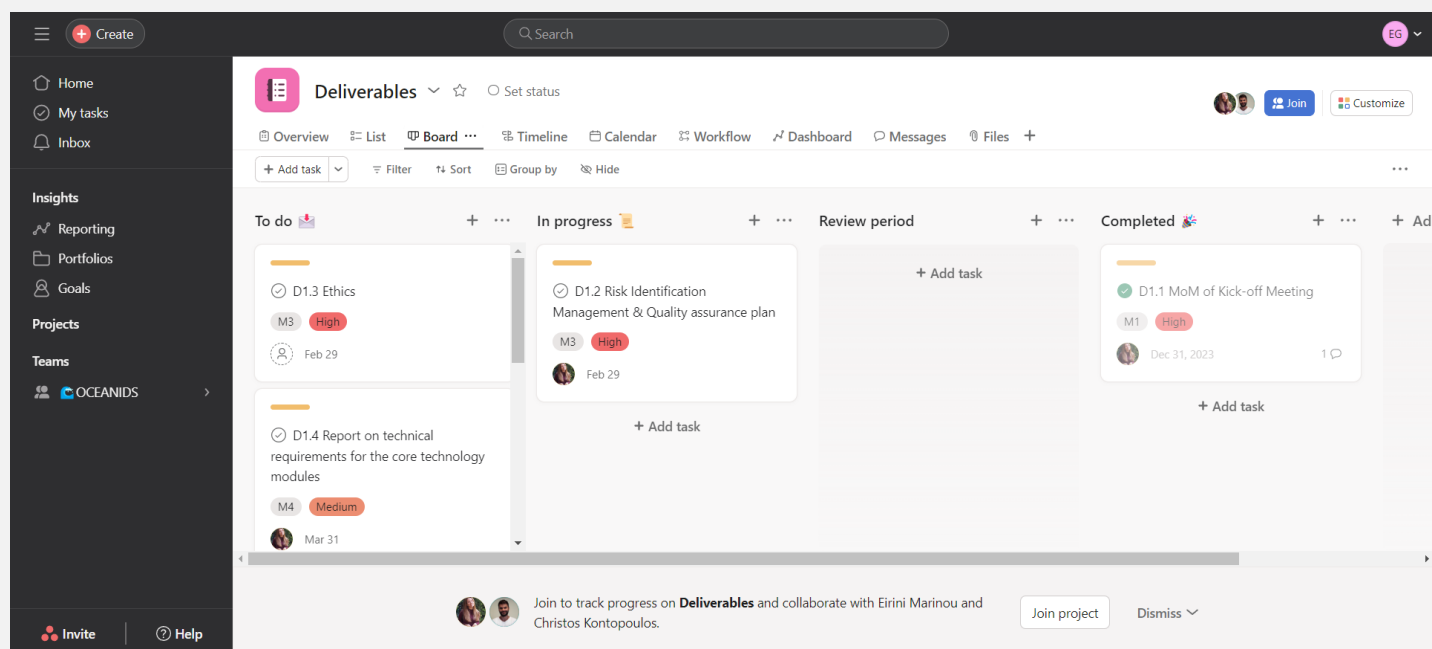


Deliverables



Within this group, you will discover comprehensive details about all the deliverables essential to the completion of the OCEANIDS project.

- There are certain pre-added sections **“To DO”**, **“In progress”**, **“Review period”**, and **“Completed”**.
- Upon selecting each deliverable, designated as a task, you can access the corresponding attachment. This attachment serves as the submitted document on the ECAS Platform.



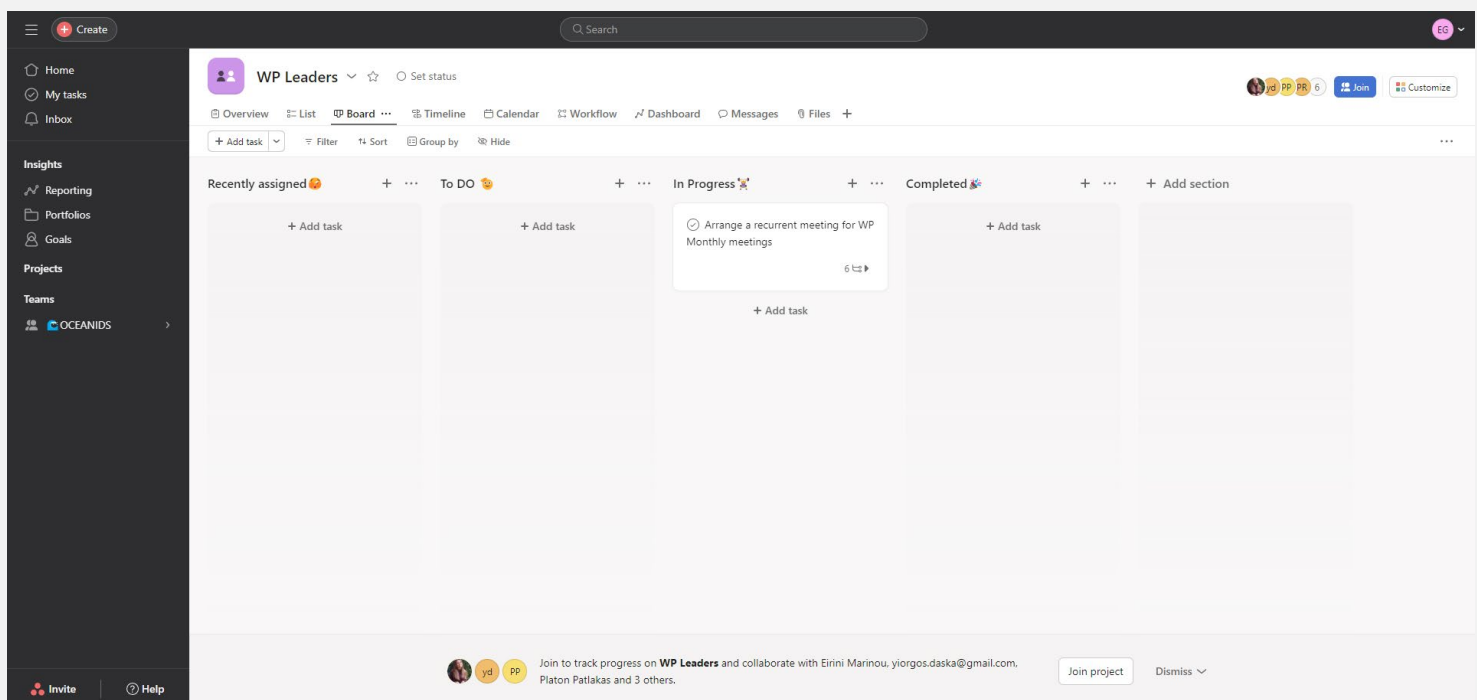
WP Leaders



WP Leaders

This group is dedicated to WP Leaders, where you can find Tasks, useful links and related information.

- There are certain pre-added sections **“Recently announced”**, **“To DO”**, **“In progress”**, and **“Completed”**.



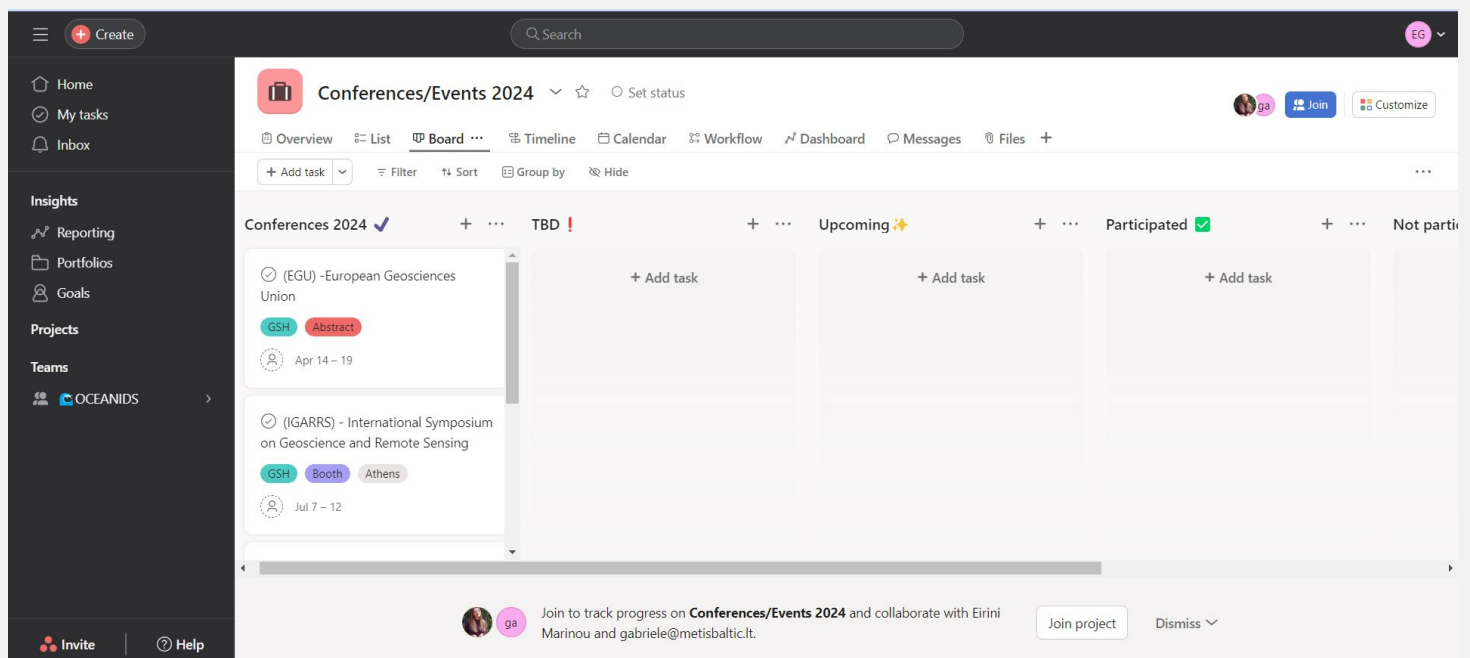
Conferences/Events 2024



Conferences/Events 2024

In this group you can find Conferences/Events of 2024 with useful links and related information.

- There are certain pre-added sections **“Conferences 2024”**, **“TBD”**, **“Upcoming”**, **“Participated”**, and **“Not Participated”**.



The screenshot shows a project management interface for a group titled "Conferences/Events 2024". The interface includes a sidebar with navigation options like Home, My tasks, and Insights. The main area displays a Kanban board with five columns: "Conferences 2024" (checked), "TBD" (with a red exclamation mark), "Upcoming" (with a star), "Participated" (with a green checkmark), and "Not participated".

Two tasks are visible in the "Conferences 2024" column:

- (EGU) - European Geosciences Union: Includes tags "GSH" and "Abstract", scheduled for Apr 14 - 19.
- (IGARRS) - International Symposium on Geoscience and Remote Sensing: Includes tags "GSH", "Booth", and "Athens", scheduled for Jul 7 - 12.

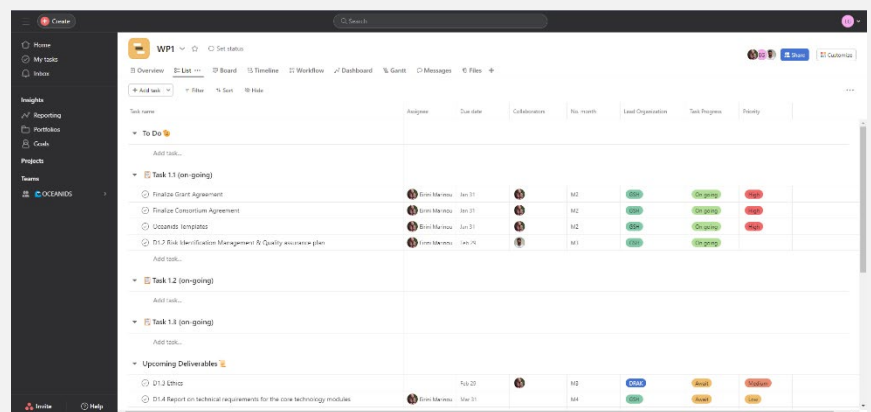
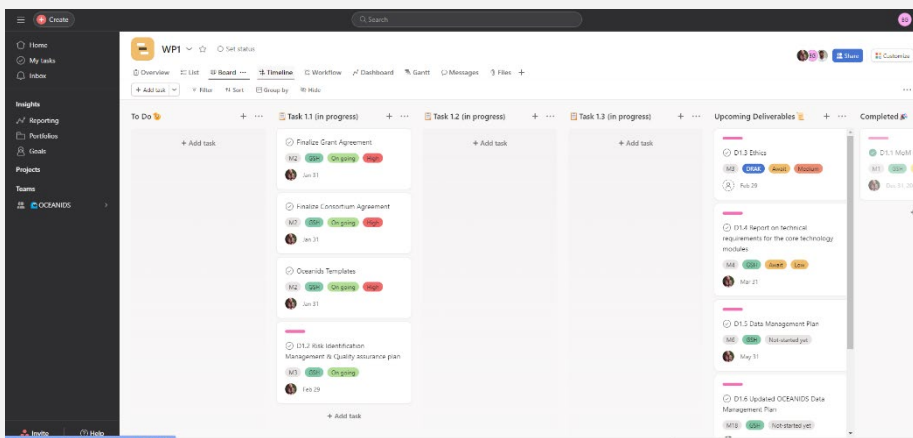
Each of the other four columns contains a "+ Add task" button. At the bottom, there is a notification to "Join to track progress on Conferences/Events 2024 and collaborate with Eirini Marinou and gabriele@metisbaltic.it." with "Join project" and "Dismiss" buttons.

WP related groups



These groups are dedicated to our 6 WPs, where you can find Tasks, useful links and related information. All the WPs have the same structure, for simplicity.

- There are certain pre-added sections **“To DO”**, **“In progress”**, and **“Completed”**.



WP related groups

 Thank you very much for your time.

We hope that this manual was helpful.

We appreciate your effort, patience and collaboration!

For any further assistance and guidance please do not hesitate to contact

Eirini Marinou from Geosystems Hellas at

i.marinou@geosystems-hellas.gr

ANNEX 2



OCEANIDS

User-driven applications and tools for Climate-Informed Maritime Spatial Planning and integrated seascape management, towards a resilient & inclusive Blue Economy

.....



.....

.....



Project funded from the EU HE research and innovation programme under GA No. 101112919

Lead Host:			
Co-Host:			
Meeting/Project Name:			
Date of Meeting: (MM/DD/YYYY)		Time:	
Minutes Prepared By:		Location:	
1. Meeting Objective			
2. Attendance at Meeting			
Name	Department/Division	E-mail	Phone
3. Agenda and Notes, Decisions, Issues			
Topic	Owner	Time	
4. Action Items			
Action	Owner	Due Date	
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)		Time :	
		Location :	

Meeting title	
Venue	Hybrid:
Date and time	
Organizer	
Moderator	
Chairs	
Project Officer	
Status/Issue	
Reviewed by (if applicable)	
Date of last changes	



LIST OF INVITED PARTICIPANTS

No	Organisation	Short Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		

Advisory Board

Name	Positions and Organisation

AGENDA
 dd.mm.yyyy

Item	Time* EET	Topic	Presenter
1			
2			
3			
4			
5			
6			
7			
8			
10			
11			
12			

OCEANIDS

User-driven applications and tools for Climate-Informed
Maritime Spatial Planning and integrated seascape
management, towards a resilient & inclusive Blue Economy

Review of Deliverable X.X

WPX - Title of Work Package



Reviewed Document:	xx
Leader of Reviewed Document:	xx
Reviewer's name:	xx
Reviewer's organization:	xx
Review date:	xx

Reviewer's check-list	Yes	No
Does the deliverable/report cover all the expectations of it description provided in the Grant Agreement?		
Does the executive summary provide all the necessary information?		
Do figures and Tables provide sufficient information?		
Is the document length adequate?		
Is the English of the text good?		
Has the TRIQUETRA template been followed?		

Reviewer's comments

OCEANIDS

User-driven applications and tools for Climate-Informed
Maritime Spatial Planning and integrated seascape
management, towards a resilient & inclusive Blue Economy

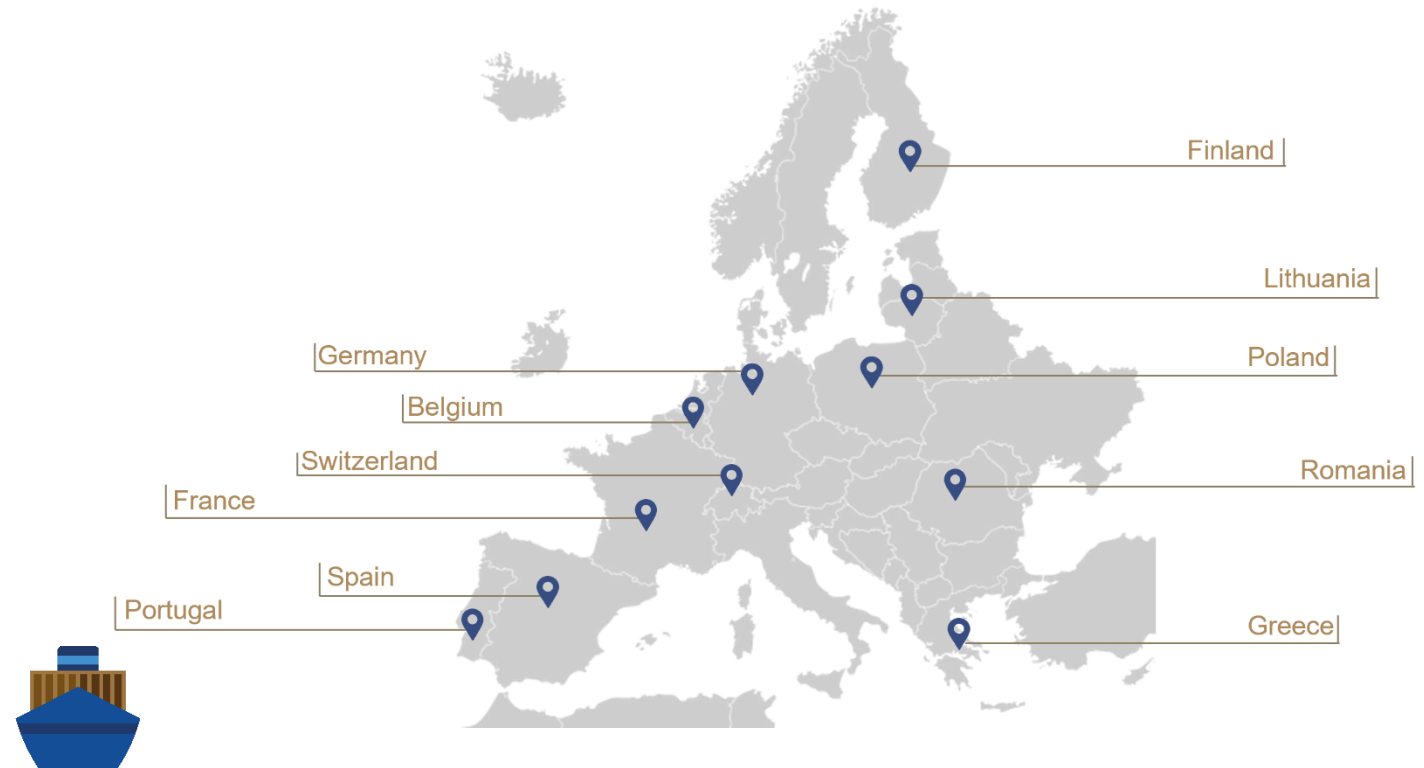
TITLE

Presenter



Project funded from the EU HE research and innovation programme
under GA No. 101112919











- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level



Thank You!

email:

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