

# D1.1 Management and coordination plan

WP1 – COORDINATE: PROJECT MANAGEMENT AND COORDINATION

## Document Information

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## List of abbreviations

ABE	Udruženje Eko-inovacija na Balkanu
ACC	Acciona Construcción SA
AMGA	Annotated Model Grant Agreement
CA	Consortium Agreement
CAP	Cap Digital
CCRI	Circular Cities and Regions Initiative
CDE	Control Demeter S.L.
CSTB	Centre Scientifique et Technique du Batiment
CVUT	Ceske Vysoke Uceni Technicke v Praze
DPO	Data Protection Officer
DRX	Draxis Environmental SA
EEAB	External Expert Advisory Board
EBR	Evrobrod D.O.O.
EC	European Commission
EIGD	Eiffage Infrastructures Gestion et Developpement
FAQ	frequently asked questions
FCE	Faculty of Civil Engineering, University of Belgrade
F&T	Funding and Tenders Portal
GA	Grant Agreement
HCU	Hafencity Universität Hamburg
HE	Horizon Europe
ICS	integrated circular solution
IPR	intellectual property rights
LSIGN	Partner's legal signatory
LUA	Lund Hagem Arkitekter AS
MGP	Metropole du Grand Paris
MNORD	Stiftelsen Museum Nord
NGEB	NGE Batiment
OFI	Officine Innovazione S.R.L.
PC	Project Coordinator
PCO	Plaine Commune
PMT	Project Management Team
PSC	Project Steering Committee
PENTA	Penta Ge.Co. Construction d.o.o.
REA	Research Executive Agency

RENO	Reno-Vest IKS
SDA	SDA-Engineering GMBH
SEN	Smart Engineering S.L.
SGBC	Serbia Green Building Council
SIT	Sitowie
SKA	Skanska AS
TESIS	Tesis srl
UGE	Université Gustave Eiffel
UIT	Universiteit i Tromsoe – Norges Arktiske Universiteit
UPC	Universitat Politècnica de Catalunya
WP	work package

# Executive summary

Circ-Boost is a project with a strong management structure and well-defined roles and responsibilities. The bodies and their roles are described in this document, providing guidance to all project partners with regards to day-to-day management of the project. In general, the deliverable presents internal technical and administrative management procedures for the project execution, administrative management, management structures and communication.

At first, the deliverable 1.1 Management and Coordination Plan focuses on the legal framework that regulates the working relationship between the consortium and the European Commission (EC), as well as within the consortium members. A specific subchapter is dedicated to the EC guidelines included in the Horizon Europe online manual and the Annotated Model Grant Agreement (AMGA).

In addition, the document elucidates upon: (i) the internal and external communication channels, presenting the platforms that will be used for the entire duration of the project, (ii) the meeting's arrangements, as well as (iii) the procedures for reporting, deliverables creation and submission, milestones delivery (iv) risk management plan.

# 1 Introduction

## 1.1 Circ-Boost at glance

Circ-Boost aims to become a focal point and interaction node for different emerging technologies to foster circularity in buildings and the construction sector. The overall objective of the project is to enable and demonstrate an increase in the large-scale uptake of integrated circular solutions (ICS) in the European construction value chains demonstrated through five large scale pilots. The project's core consists of five pilot projects, deployed in different European regions, highlighting and demonstrating at large scale novel and integrated solutions for demolition, construction waste processing, management, and valorisation in new products. Transversal activities of digitalization will allow collaboration between the pilot projects and more efficient use of digital tools and platforms.

Targeted activities are envisioned for boosting and maximising the pilot projects' commercial and business potential through effective exploitation measures. Furthermore, in order to ensure that the solutions demonstrated will actually be adopted by the industry, the project will support construction and design companies in educating and training their workforce to optimally use the new technologies as part of training activities. The Circ-Boost project will also leverage the partners' existing regional and international networks and connect with new networks, initiatives, and projects to disseminate and compare project results with a wide audience of construction stakeholders increasing the overall uptake potential of circular solutions. Finally, tailor-made communication and dissemination measures will further support the dissemination of project results with policy makers, and European-wide construction industry, as well as the promotion of the project's success.

## 1.2 Purpose of this document

The purpose of this deliverable is to provide practical guidance to project partners for the day-to-day management of the project. It describes in detail:

- the project management bodies, their role and responsibilities;
- the channels and requirements for internal and external communication;
- the meetings' arrangements;
- the procedures for reporting, deliverables and milestones delivery;
- the risk management plan.

## 2 Legal framework

### 2.1 Contractual documents

#### 2.1.1 Grant Agreement

The [Grant Agreement](#) (GA) is the contractual agreement concluded between the European Commission (EC) and the project partners pertaining to the delivery of work and the associated payment from the EC. The GA is signed by the EC and the Project Coordinator, Universitat Politècnica de Catalunya (UPC).

It specifies the rights and obligations of the parties and contains provisions for the implementation of the project. Beside its core part, the GA includes five annexes:

Annex 1 - Description of the Action (DoA), parts A and B: it contains all essential information such as the overall budget, the concept and objectives, the workplan, the deliverables and milestones, risks and contingency plan, and the management strategy;

Annex 2 - Estimated budget for the action;

Annex 2a - Additional information on unit costs and contributions

Annex 3 - Accession Forms: each partner's legal signatories (LSIGN) sign the accession form through the European Commission Funding and Tenders Portal (F&T). By doing so, the partners accept the rights and obligations set out in the GA as of the date on which it takes effect;

Annex 4 - Model for the financial statements (Form C);

Annex 5 – Specific rules (confidentiality and security, ethics, values, intellectual property rights (IPR), communication, dissemination, open science and visibility, and specific rules for carrying out the action);

#### 2.1.2 Consortium Agreement

The [Consortium Agreement](#) (CA) is an internal agreement between the consortium members only (it does not involve the EC) and is signed by all partners. It settles internal arrangements of the consortium, not covered by the GA, such as:

- the internal functioning of the consortium,
- the distribution of the costs,
- IPR,
- the resolution of conflict between partners.

#### 2.1.3 European Commission (EC) guidelines

Guidance is provided through the Horizon Europe (HE) online manual<sup>1</sup> and the Annotated Model Grant Agreement (AMGA)<sup>2</sup>.

The HE online manual gives an overview of all the steps, from the submission of the project to the final reporting. It also provides useful links and references to guidance notes, templates, user manuals of the relevant tools and frequently asked questions (FAQ).

The AMGA helps partners to understand and interpret the GA by avoiding technical vocabulary, legal reference and jargon. This user guide has the same structure as the GA, it explains all the GA's provisions and includes examples, where appropriate. It brings clear answers to any practical question you may have

<sup>1</sup> <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>

<sup>2</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf)

(eligibility of costs, budget transfers, keeping records, reporting, etc.). All partners are invited to check the regular updates.

## 3 Project organization and procedures

### 3.1 Circ-Boost structure

The project governance structure (Figure 1 below) relies on the:

- Project Coordinator (PC)
- Project Manager (PM)
- Project Steering Committee (PSC)
- WP leaders
- Task leaders
- Project Management Team (PMT)
- External Expert Advisory Board (EEAB)

They are supported by a Communication team, Ethics Officer and Data Protection Officer.

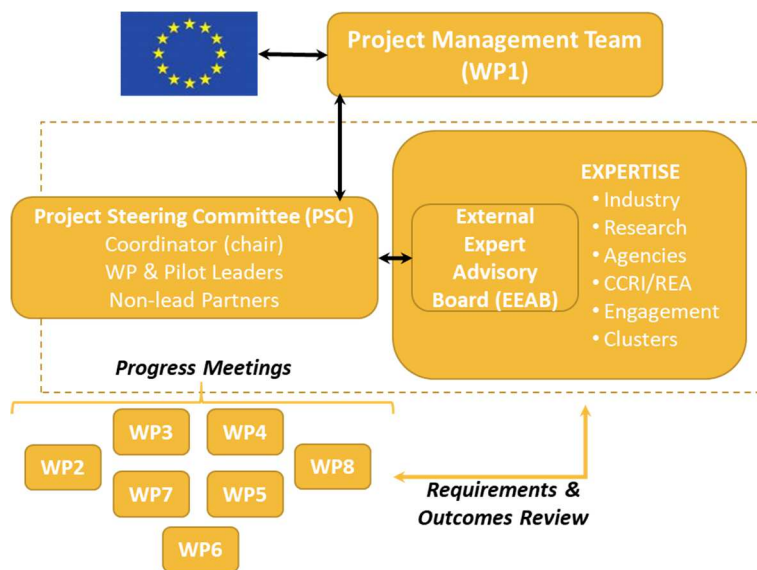


Figure 1 Circ-Boost project structure

### 3.2 Responsibility of each body and contact points

#### 3.2.1 Project Coordinator

UPC is the Coordinator of the Circ-Boost project. It is in charge of the overall coordination of the project and acts as intermediary between the partners and the EC. The PC chairs the General Assembly (GA) and the Project Steering Committee (PSC), and guarantees the implementation of the decisions made within both bodies.

A great deal of its experience is in coordinating and running interdisciplinary research projects using a variety of methodologies, and in integrating different areas of expertise. The PC is represented by Prof.

Albert de la Fuente, PhD in civil engineering with more than 10 years of experience in advanced construction materials and sustainability assessment, Table 1.

**Table 1 – Primary Project Coordinator Contact**

Role	Name	Email
Primary Project Coordinator Contact	Albert de la Fuente	<a href="mailto:albert.de.la.fuente@upc.edu">albert.de.la.fuente@upc.edu</a>

## 3.2.2 General Assembly

The General Assembly is the main decision-making body of the project. It is chaired by the Project Coordinator and is composed of at least one representative of each partner (each partner having one vote) with meetings held, at least, once a year as per Consortium Agreement (CA), Table 2. Members of the EEAB can also attend General Assembly meetings.

The General Assembly shall approve decisions made by the PSC on matters of content, technical aspects, finances and IPR, as well as evolution of the consortium.

**Table 2 – Members of the General Assembly**

Organization	Name	Email
UPC	Albert de la Fuente	<a href="mailto:albert.de.la.fuente@upc.edu">albert.de.la.fuente@upc.edu</a>
CAP	Margot de Caminel	<a href="mailto:margot.decaminel@capdigital.com">margot.decaminel@capdigital.com</a>
FCE	Ivan Ignjatović	<a href="mailto:ivani@imk.grf.bg.ac.rs">ivani@imk.grf.bg.ac.rs</a>
ACC	José Vera-Agullo	<a href="mailto:jose.vera.agullo@accion.com">jose.vera.agullo@accion.com</a>
SKA	Bohuslav Slánský	<a href="mailto:bohuslav.slansky@skanska.cz">bohuslav.slansky@skanska.cz</a>
EIGD	Clotilde Pétriat	<a href="mailto:cpetriad@eiffage.com">cpetriad@eiffage.com</a>
DRX	Dafni Delioglani	<a href="mailto:ddelioglani@draxis.gr">ddelioglani@draxis.gr</a>
OFI	Lorenzo Strocchio	<a href="mailto:lstrocco@deloitte.it">lstrocco@deloitte.it</a>
ABE	Davide Guariento	<a href="mailto:davide@balkanecoinnovations.org">davide@balkanecoinnovations.org</a>
UGE	Myriam Duc	<a href="mailto:myriam.duc@univ-eiffel.fr">myriam.duc@univ-eiffel.fr</a>
SGBC	Dragana Korica	<a href="mailto:dragana.korica@serbiagbc.rs">dragana.korica@serbiagbc.rs</a>
HCU	Rafael Medeiros	<a href="mailto:rafael.medeiros@hcu-hamburg.de">rafael.medeiros@hcu-hamburg.de</a>
UIT	Iveta Novakova	<a href="mailto:iveta.novakova@uit.no">iveta.novakova@uit.no</a>
MNORD	Gier Are Johansen	<a href="mailto:geir.are.johansen@museumnord.no">geir.are.johansen@museumnord.no</a>
SIT	Yann Lefeuvre	<a href="mailto:yann.lefeuvre@sitowie.fr">yann.lefeuvre@sitowie.fr</a>
PCO	Justine Emringer	<a href="mailto:Justine.EMRINGER@plainecommune.fr">Justine.EMRINGER@plainecommune.fr</a>
MGP	Adrian Deboutiere	<a href="mailto:adrian.deboutiere@metropolegrandparis.fr">adrian.deboutiere@metropolegrandparis.fr</a>
SEN	Andrea Monserrat	<a href="mailto:andrea.monserrat@smarteng.es">andrea.monserrat@smarteng.es</a>
TESIS	Marco Pepe	<a href="mailto:m.pepe@tesis-srl.eu">m.pepe@tesis-srl.eu</a>
CSTB	Mona Nasseridine	<a href="mailto:Mona.NASSEREDINE@cstb.fr">Mona.NASSEREDINE@cstb.fr</a>
NGEB	Alexandre Valt	<a href="mailto:avalt@nge.fr">avalt@nge.fr</a>
CVUT	Tereza Pavlu	<a href="mailto:tereza.pavlu@cvut.cz">tereza.pavlu@cvut.cz</a>
CDE	Eladi Oliva	<a href="mailto:eladi.oliva@controldemeter.com">eladi.oliva@controldemeter.com</a>
SDA	Cristoph Butenweg	<a href="mailto:butenweg@sda-engineering.de">butenweg@sda-engineering.de</a>
RENO	Elise Gustavsen	<a href="mailto:elise@reno-vest.no">elise@reno-vest.no</a>
LUA	Einar Hagem	<a href="mailto:einar.hagem@lundhagem.no">einar.hagem@lundhagem.no</a>
EBR	Nenad Klac	<a href="mailto:nenad.klac@evrobrod.com">nenad.klac@evrobrod.com</a>
PENTA	Mihajlo Ristic	<a href="mailto:mihajlo.ristic@pentageco.rs">mihajlo.ristic@pentageco.rs</a>

## 3.2.3 Project Steering Committee (PSC)

The PSC is the decision-making body of the project. It is chaired by the Project Coordinator and composed of WP and pilot leaders, with at least quarterly meetings, Table 3.

The PSC is responsible for the supervision and strategic orientation of the project as well as the operational management of all the activities.

**Table 3 – Members of the PSC**

Organization	Name	Email
UPC	Albert de la Fuente Nikola Tošić	<a href="mailto:albert.de.la.fuente@upc.edu">albert.de.la.fuente@upc.edu</a> <a href="mailto:nikola.tosic@upc.edu">nikola.tosic@upc.edu</a>
CAP	Julia Morawski Margot de Caminel	<a href="mailto:julia.morawski@capdigital.com">julia.morawski@capdigital.com</a> <a href="mailto:margot.decaminel@capdigital.com">margot.decaminel@capdigital.com</a>
FCE	Ivan Ignjatović Zorana Petojević	<a href="mailto:ivani@imk.grf.bg.ac.rs">ivani@imk.grf.bg.ac.rs</a> <a href="mailto:petojevic.zorana@gmail.com">petojevic.zorana@gmail.com</a>
ACC	José Vera-Agullo	<a href="mailto:jose.vera.agullo@accion.com">jose.vera.agullo@accion.com</a>
SKA	Richard Dvorak	<a href="mailto:Richard.dvorak@skanska.cz">Richard.dvorak@skanska.cz</a>
DRX	Thomas Konstas	<a href="mailto:thkonstas@draxis.gr">thkonstas@draxis.gr</a>
OFI	Lorenzo Strocco	<a href="mailto:lstrocco@deloitte.it">lstrocco@deloitte.it</a>
ABE	Katarina Đokić	<a href="mailto:katarina@balkanecoinnovations.org">katarina@balkanecoinnovations.org</a>
MNORD	Ane Hoyem	<a href="mailto:ane.hoyem@museumnord.no">ane.hoyem@museumnord.no</a>

### 3.2.4 Work Package Leaders and Pilot Leaders

The WP leaders coordinate and monitor the work under their WP. They report on the implementation of the work to the PSC, such as any deviation or update of the workplan, and provide contribution to progress report.

The Pilot leaders are responsible for the implementation of the work related to their pilot. They report on the status of their pilot to the leader of WP3 - PILOTS in order to enable the latter to identify variances against the task's objectives/timetable, evaluate the overall WP performance and report to the Project Manager, at first instance, and to the PSC. The list of contacts is provided in Table 4.

**Table 4 – WP and Pilot leaders**

WP and Pilot	Organization	Name	Email
WP1 COORDINATE	UPC	Albert de la Fuente	<a href="mailto:albert.de.la.fuente@upc.edu">albert.de.la.fuente@upc.edu</a>
WP2 CONNECT	CAP	Julia Morawski	<a href="mailto:julia.morawski@capdigital.com">julia.morawski@capdigital.com</a>
WP3 PILOT	FCE	Ivan Ignjatović	<a href="mailto:ivani@imk.grf.bg.ac.rs">ivani@imk.grf.bg.ac.rs</a>
WP4 ENABLE	FCE	Zorana Petojević	<a href="mailto:petojevic.zorana@gmail.com">petojevic.zorana@gmail.com</a>
WP5 EVALUATE	DRX	Thomas Konstas	<a href="mailto:thkonstas@draxis.gr">thkonstas@draxis.gr</a>
WP6 MARKETIZE	OFI	Lorenzo Strocco	<a href="mailto:lstrocco@deloitte.it">lstrocco@deloitte.it</a>
WP7 TRAIN	ACC	José Vera-Agullo	<a href="mailto:jose.vera.agullo@accion.com">jose.vera.agullo@accion.com</a>
WP8 PROMOTE	ABE	Katarina Đokić	<a href="mailto:katarina@balkanecoinnovations.org">katarina@balkanecoinnovations.org</a>
Pilot 1 Spain	UPC	Nikola Tošić	<a href="mailto:nikola.tosic@upc.edu">nikola.tosic@upc.edu</a>
Pilot 2 France	CAP	Margot de Caminel	<a href="mailto:margot.decaminel@capdigital.com">margot.decaminel@capdigital.com</a>
Pilot 3 Serbia	FCE	Ivan Ignjatović	<a href="mailto:ivani@imk.grf.bg.ac.rs">ivani@imk.grf.bg.ac.rs</a>
Pilot 4 Norway	MNORD	Ane Hoyem	<a href="mailto:ane.hoyem@museumnord.no">ane.hoyem@museumnord.no</a>
Pilot 5 Czechia	SKA	Richard Dvorak	<a href="mailto:Richard.dvorak@skanska.cz">Richard.dvorak@skanska.cz</a>

### 3.2.5 Project Management Team (PMT)

The Project Management Team executes the decisions made by the GA and the PSC, and handles the day-to-day administrative, financial and legal management of the Project, Table 5.

**Table 5 – Members of the PMT**

Role	Name	Email
Project Coordinator	Albert de la Fuente	<a href="mailto:albert.de.la.fuente@upc.edu">albert.de.la.fuente@upc.edu</a>
Project Manager	Nikola Tošić	<a href="mailto:nikola.tosic@upc.edu">nikola.tosic@upc.edu</a>

<b>Financial and Administrative Management</b>	Beatriu Torres Mònica Altimira	<a href="mailto:bea.torres@upc.edu">bea.torres@upc.edu</a> <a href="mailto:monica.altimira@upc.edu">monica.altimira@upc.edu</a>
<b>Legal Management</b>	Patricia Zapata	<a href="mailto:patricia.zapata@upc.edu">patricia.zapata@upc.edu</a>
<b>Data and Publishing Management</b>	Ruth Iñigo	<a href="mailto:ruth.inigo@upc.edu">ruth.inigo@upc.edu</a>
<b>Coordination Support Secretariat</b>	Raquel Parera	<a href="mailto:raquel.parera.ruiz@upc.edu">raquel.parera.ruiz@upc.edu</a>

### 3.2.6 Communication team

The Communication team ensures the coordination and proper implementation of the communication and dissemination activities. Communication activities are led by the Communication Manager, Katarina Đokić (ABE), Table 6. Nonetheless, all Circ-Boost project partners play a very important role in ensuring that effective communication is carried out in their regions and within their network.

**Table 6 – Communication team members**

Role	Name	Email
<b>Communication Manager</b>	Katarina Đokić	<a href="mailto:katarina@balkanecoinnovations.org">katarina@balkanecoinnovations.org</a>
<b>Communication team member</b>	Davide Guariento	<a href="mailto:davide@balkanecoinnovations.org">davide@balkanecoinnovations.org</a>

### 3.2.7 Data Management

According to the GA, Circ-Boost will appoint a Data Protection Officer (DPO). The DPO will set out all rules regarding the protection of the rights of participants in the Data Management Plan (DMP).

### 3.2.8 Ethics and Gender Management

According to the GA, Circ-Boost will appoint an Ethics Officer. The Ethics Officer will integrate the diversity and gender dimension in the project activities, research, and procedure, analyse the status of gender diversity and identify success and challenges; monitor balanced participation in teams, integration of the gender dimension in researching programmes and communication; promote good practices, and other initiatives. Furthermore, each partner has a Gender Equality Plan and is responsible for its application within their respective organization.

### 3.2.9 External Expert Advisory Board

The PSC will constitute an EEAB, that will be invited to advise on Circ-Boost's technical, scientific and other activities during General Assembly Meetings. The EEAB members will play a key role in:

- engaging project target groups across all European regions;
- involving stakeholders in the co-creation process and enabling feedback loops;
- enhancing the multi-actor approach in Circ-Boost.

## 3.3 Meetings of project bodies

The meeting protocols for each of the bodies (General Assembly, PSC and WP/Pilot Leaders) is gathered in Table 7.

**Table 7 – Meetings and functioning of Consortium bodies**

	General Assembly meetings	PSC meetings	WP & Pilot steering meetings
<b>Chairperson</b>	PC/PM (unless decided otherwise in a General Assembly meeting)		The WP/Pilot leader in case that the PC/PM is not attending

<b>Composition</b>	One representative of each partner (can be attended by EEAB members)	PMT WP and Pilot leaders Other members nominated by the General Assembly	Partners request to participate/attend the meeting
<b>Minimum frequency</b>	Ordinary: at least once per year Extraordinary: at any time upon request of the PSC or 1/3 of the General Assembly members	Ordinary: at least quarterly Extraordinary: at any time upon the request of any PSC member	When the PC, WP/Pilot/Task leaders deem necessary and, at least, before ordinary PSC meetings
<b>Announcement (min. days)</b>	Ordinary: 21 calendar days Extraordinary: 10 calendar days	Ordinary: 10 calendar days Extraordinary: 10 calendar days	3 calendar days
<b>Agenda (sent before)</b>	Ordinary: 21 calendar days Extraordinary: 10 calendar days Additions to the original agenda: any member may add before 14 (ord.) and 7 (extr.) calendar days	7 calendar days Additions to the original agenda: any member may add before 2 calendar days	3 calendar days
<b>Minutes of Meeting</b>	The Chairperson shall produce the minute of each meeting (formal record of the decisions taken) Minutes shall be sent within 10 calendar days after the meeting Minutes shall be considered as accepted if, within 15 calendar days, no member has sent a written objection to the Chairperson The Chairperson shall send the minutes to all the parties and the Coordinator		

## 3.4 Communication

### 3.4.1 Internal Communication

For the overall success of Circ-Boost it is important that communication between all participants is transparent and open, so each participant is kept up-to-date on work progress, next steps, outcomes of meetings and task allocation.

The following methods of communication are presented:

#### 3.4.1.1 E-mails

##### Contact list

The PMT has set up the general contact list and shared via MyDisk.

This contact list is composed by all the members of the consortium and is used for global communication related to meetings, financial and legal issues, deliverables, reporting and any other issues concerning all partners.

Contact the PM (UPC) if any contact information needs to be changed.

##### Email subject

In order to identify project-related emails, it is required to include in the subject: the project title, a specific description of the subject and, if any, the deadline.

**Example:** Circ-Boost: Weekly Meeting WP3 on September 23rd, 2023 from 10.00 to 11.00

##### Internal communication tool, collaborative and online meeting platform

In Circ-Boost, MyDisk, a proprietary solution developed by UPC for the coordination and management of large-consortium projects, has been selected as the internal project communication tool, collaborative platform to share and edit documents, and online meeting platform.

- All Circ-Boost partners have been granted access to the chosen communication tool (MyDisk). The collaborative platform is composed of groups for each WP within which there are private and public folders. Members are selected based on their participation in WPs.

The tool should be used mostly for informal communication, avoiding many lengthy emails. More in specific, MyDisk should be used for:

- Questions addressed to multiple partners
  - Open a discussion upon a specific topic
  - Discuss upon specific WP topics or tasks
  - Sending reminders
  - Texting any specific partner
  - Organizing meetings, calls
  - Everyday coordination
- 
- MyDisk also serves as an internal collaborative platform and
  - an online meeting and communication platform.

My Disk offers the possibility for communication via chat (MyChat) and video conference (MyTalk), which is preferable. Nonetheless, meetings may also be organized via Google Meet, Microsoft Teams or Zoom (in particular, if more than 20 people are expected to attend).

### 3.4.2 External Communication

The external communication aims at informing about and promoting the project and its results to multiple external stakeholders. Please refer to D8.1 Circ-Boost Exploitation, Dissemination and Communication Strategy for more details about the planned activities and use of communication materials.

# 4 Project outputs and quality assessment

## 4.1 Deliverables

### 4.1.1 List of deliverables

The list of deliverables, including lead partner, type of deliverable and due date can be found in the GA (page 19, List of deliverables) and in the Table 8 below:

**Table 8 – List of deliverables**

Deliverable No	Deliverable name	Work package No	Lead Beneficiary	Type	Dissemination level	Due date (month)
D1.1	Management and coordination plan	WP1	1 – UPC	R – Document, report	PU – Public	3
D1.2	Initial Data management plan	WP1	1 – UPC	DMP – Data Management plan	PU – Public	6
D1.3	Gender equality and ethics management plan	WP1	1 – UPC	R – Document, report	PU – Public	6
D1.4	Interim Data Management Plan	WP1	1 – UPC	DMP – Data Management plan	PU – Public	24
D1.5	Final Data Management Plan	WP1	1 – UPC	DMP – Data Management plan	PU – Public	48
D2.1	Engagement strategy	WP2	2 – CAP	R – Document, report	PU – Public	5
D2.2	Interim Circ-Boost Policy Brief	WP2	22 – CVUT	R – Document, report	PU – Public	24
D2.3	First intermediate report on the construction ecosystem portfolio	WP2	2 – CAP	R – Document, report	PU – Public	18
D2.4	Second intermediate report on the construction ecosystem portfolio	WP2	2 – CAP	R – Document, report	PU – Public	36
D2.5	Final report on the construction ecosystem portfolio	WP2	2 – CAP	R – Document, report	PU – Public	45
D2.6	Final Circ-Boost Policy Brief	WP2	22 – CVUT	R – Document, report	PU – Public	45
D2.7	First intermediate networking activities report	WP2	2 – CAP	R – Document, report	PU – Public	18
D2.8	Second intermediate networking activities report	WP2	2 – CAP	R – Document, report	PU – Public	36
D2.9	Final networking activities report	WP2	2 – CAP	R – Document, report	PU – Public	48
D3.1	Pilot deployment strategy	WP3	3 – FCE	R – Document, report	PU – Public	6

D3.2	PILOT year 1 report	WP3	3 – FCE	R – Document, report	SEN – Sensitive	18
D3.3	PILOT year 2 report	WP3	3 – FCE	R – Document, report	SEN – Sensitive	30
D3.4	PILOT year 3 report	WP3	3 – FCE	R – Document, report	SEN – Sensitive	42
D3.5	Final assessment of Circ-Boost pilots	WP3	1 – UPC	DEM — Demonstrator, pilot, prototype	PU – Public	45
D4.1	Protocol for spatial data acquisition and geometry reconstruction	WP4	12 – HCU	R – Document, report	PU – Public	20
D4.2	Guidebook for structuring CE	WP4	3 – FCE	R – Document, report	PU – Public	33
D4.3	3D web CE map website and handbook	WP4	3 – FCE	DEC — Websites, patent filings, videos, etc.	PU – Public	45
D5.1	Preliminary report on goal, scope, and systems' boundaries definition	WP5	7 – DRX	R – Document, report	PU – Public	28
D5.2	Life cycle sustainability assessment	WP5	7 – DRX	R – Document, report	PU – Public	47
D6.1	Pilots value chain analysis	WP6	8 – OFI	R – Document, report	PU – Public	24
D6.2	First Circ-Boost exploitation route and integrated solutions business plans	WP6	8 – OFI	R – Document, report	SEN – Sensitive	32
D6.3	Final Circ-Boost exploitation route and integrated solutions business plans	WP6	9 – ABE	R – Document, report	PU – Public	46
D7.1	Training programme guidelines	WP7	4 – ACC	R – Document, report	PU – Public	6
D7.2	Circ-Boost training material bundle	WP7	4 – ACC	R – Document, report	PU – Public	46
D7.3	Training final assessment	WP7	1 – UPC	R – Document, report	PU – Public	48
D8.1	Circ-Boost Exploitation, Dissemination and Communication Strategy	WP8	9 – ABE	R – Document, report	PU – Public	4
D8.2	Final report and strategy updated on Circ-Boost exploitation, dissemination and communication activities	WP8	9 – ABE	R – Document, report	PU – Public	48

List of deliverables will be available on MyDisk platform.

## 4.1.2 Naming and versioning convention

All deliverables should follow the following naming convention:

**DX.Y\_<Title>\_vX.X** (Ex: D1.1\_ Management and coordination plan\_v1.0).

Versions 0.1, 0.2... shows revisions using track changes functionality. When the revisions are approved, it becomes version 1.0.

All requested revisions will be highlighted on the table 'Document history' on the front page.

## 4.1.3 Process: preparation, review, approval

### 4.1.3.1 Preparation

A lead partner has been appointed for each deliverable upon GA and is responsible for its preparation in due time. For homogeneity purposes, all deliverables shall follow the template placed on my MyDisk.

For deliverables that are of a nature (i.e., technical visit to a pilot, tests carried in a laboratory, structural design for pilot component, and others) different from deliverables, a comprehensive and reproducible (i.e., the same result and conclusions can be derived by thirds) shall be produced. Such document might follow the same structure and template meant for deliverables and shall include any supporting material such as photos, technical designs, descriptive guidelines, and the necessary information that guarantees the understanding and reproducibility of the content.

Once the first draft of the report is ready, the lead partner shall send it to its first and/or second reviewer for review (Table 9 below in 4.1.3.2).

The lead partner must report any problem or expected delay with an explanation and justification and a new expected delivery date to the PC and PM, and WP leader at least one month before the set deadline of the deliverable.

### 4.1.3.2 Review and approval

The GA has assigned a lead partner to each deliverable and this lead partner will be referred to as deliverable editor hereafter. Moreover, deliverables prepared by the Circ-Boost consortium, before these being submitted to the EC, must undergo a Project internal review. This review process applies to the deliverables defined in the project's description of work and are presented within Table 9 below together with the internally assigned reviews.

**Important note:** To allow sufficient time for review, internal deadlines are set prior to the official delivery month given in the GA. These deadlines are based on the following internal guidelines:

1. DELIVERABLE **TABLE OF CONTENT** SHOULD BE SHARED WITH REVIEWERS **2 MONTHS** BEFORE THE DEADLINE!
2. DELIVERABLE **DRAFT** SHOULD BE SHARED WITH REVIEWERS **5 WEEKS** BEFORE DEADLINE!
3. **REVIEWERS** HAVE **10 NATURAL DAYS** TO PROVIDE FEEDBACK!

**Table 9 – Review process**

<b>Deliverable No</b>	<b>Deliverable name</b>	<b>Lead Beneficiary</b>	<b>Due date (month)</b>	<b>First Reviewer</b>	<b>Second Reviewer</b>
D1.1	Management and coordination plan	1 – UPC	3	CAP	ABE
D1.2	Initial Data management plan	1 – UPC	6	CAP	ABE

D1.3	Gender equality and ethics management plan	1 – UPC	6	CAP	ABE
D1.4	Interim Data Management Plan	1 – UPC	24	CAP	ABE
D1.5	Final Data Management Plan	1 – UPC	48	CAP	ABE
D2.1	Engagement strategy	2 – CAP	5	SrbGBC	ABE
D2.2	Interim Circ-Boost Policy Brief	22 – CVUT	24	SrbGBC	ABE
D2.3	First intermediate report on the construction ecosystem portfolio	2 – CAP	18	ACCIONA & UPC	ABE
D2.4	Second intermediate report on the construction ecosystem portfolio	2 – CAP	36	ACCIONA & UPC	ABE
D2.5	Final report on the construction ecosystem portfolio	2 – CAP	45	ACCIONA & UPC	ABE
D2.6	Final Circ-Boost Policy Brief	22 – CVUT	45	ACCIONA & UPC	ABE
D2.7	First intermediate networking activities report	2 – CAP	18	ACCIONA & UPC	ABE
D2.8	Second intermediate networking activities report	2 – CAP	36	ACCIONA & UPC	ABE
D2.9	Final networking activities report	2 – CAP	48	ACCIONA & UPC	ABE
D3.1	Pilot deployment strategy	3 – FCE	6	UPC	ABE
D3.2	PILOT year 1 report	3 – FCE	18	UPC	ABE
D3.3	PILOT year 2 report	3 – FCE	30	UPC	ABE
D3.4	PILOT year 3 report	3 – FCE	42	UPC	ABE
D3.5	Final assessment of Circ-Boost pilots	1 – UPC	45	UPC	ABE
D4.1	Protocol for spatial data acquisition and geometry reconstruction	12 – HCU	20	FCE	ABE
D4.2	Guidebook for structuring CE	3 – FCE	33	SEN & TESIS	ABE
D4.3	3D web CE map website and handbook	3 – FCE	45	SEN & TESIS	ABE
D5.1	Preliminary report on goal, scope, and systems' boundaries definition	7 – DRX	28	OFI	ABE

D5.2	Life cycle sustainability assessment	7 – DRX	47	OFI	ABE
D6.1	Pilots value chain analysis	8 – OFI	24	UPC	ABE
D6.2	First Circ-Boost exploitation route and integrated solutions business plans	8 – OFI	32	CAP	ABE
D6.3	Final Circ-Boost exploitation route and integrated solutions business plans	9 – ABE	46	CAP	ABE
D7.1	Training programme guidelines	4 – ACC	6	SKA & EIGD	ABE
D7.2	Circ-Boost training material bundle	4 – ACC	46	SKA & EIGD	ABE
D7.3	Training final assessment	1 – UPC	48	SKA & EIGD	ABE
D8.1	Circ-Boost Exploitation, Dissemination and Communication Strategy	9 – ABE	4	CAP	ABE
D8.2	Final report and strategy updated on Circ-Boost exploitation, dissemination, and communication activities	9 – ABE	48	CAP	ABE

The review protocol established for Circ-Boost deliverables is designed both to identify any important weaknesses in the document under review and to help improve the document as much as possible so that a high-quality document (and content) can be guaranteed and delivered to the European Commission.

#### 4.1.4 Deliverable dissemination

Deliverables can be Sensitive or Public.

Sensitive means they are limited under the conditions of the Grant Agreement Sensitive information and these documents will be treated in accordance with Article 13, page 30.

Public deliverables can be disseminated without waiting for the approval of the Project Officer since they are fully open and automatically posted online.

## 4.2 Milestones

### 4.2.1 List of Milestones

Milestones are project checkpoints representing the end of a project phase, supporting to the evaluation, and monitoring of project progress. The list of milestones, including lead partner (lead beneficiary), delivery date and status, can be found in the GA (page 31, List of milestones), and in the Table 10 below:

**Table 10 – List of milestones**

Milestone No	Milestone name	Work Package No	Lead Beneficiary	Means of verification	Due date (month)
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1	Project launched	WP1	1 – UPC	Kick-off Meeting	1
2	Pilot projects detailed planned	WP3	3 – FCE	D3.1	4
3	Training guidelines received by each pilot partner	WP7	4 – ACC	D7.1	6
4	Developed protocol for spatial data acquisition and geometry reconstruction	WP4	3 – FCE	D4.1	22
5	Pilot implementation in line with plans - 1	WP3	3 – FCE	D3.2	18
6	Value chain analysis completed	WP6	8 – OFI	D6.1	24
7	Pilot implementation in line with plans - 2	WP3	3 – FCE	D3.3	30
8	Engaged a large number of construction stakeholders	WP2	2 – CAP	D2.4	35
9	Launched 3D web CE Map	WP4	3 – FCE	D4.3	45
10	Policy recommendations delivered	WP2	2 – CAP	D2.4	45
11	Circ-Boost circular solutions' business plans delivered	WP6	8 – OFI	D6.3	46
12	Project successfully achieved all its objectives	WP3, WP6, WP1, WP7, WP4, WP8, WP2, WP5	1 – UPC	D2.5, D3.5, D5.2, D8.2	48

## 4.2.2 Process: preparation, review, approval

The lead partner has been appointed for each milestone and is responsible for its achievement. Once a milestone has been reached, the lead partner should send it to the Project Manager and WP leader: - the actual date of achievement (DD-MM-YYYY); and - one line describing the milestone as a means of verification. The Project Manager will then submit it in the Funding and Tenders (F&T) portal. In case of potential delays, the lead partner must inform the Project Coordinator and WP leader with explanations and expected achievement date.

## 4.3 Reporting

Throughout the project, two types of reports must be delivered:

- A Periodic Report, at the end of each period;
- A Final Report, at the end of the project.

For each report, templates with guidance notes will be available on the project platform one month before the end of the period covered.

[The F&T portal](#) provides useful information on reporting process, eligible costs, tips for the financial reporting and supporting documentation in case of audit. Moreover, coordinator UPC will organize a

dedicated workshop on Continuous reporting template where all important details will be presented and well explained (the presentation, recording, and transcript will be on MyDisk platform). Finally, a separate info session will be organized in the run up to the first financial reporting.

## 4.3.1 Calendar

To ensure timely submission of the above-mentioned reports, the deadlines set in Table 11 below. must be respected.

**Table 11 – Periodic reports calendar**

Type of report	Period covered	Deadline for filling the financial template by all partners	Deadline for filling the technical template by WP leader (technical part)	Deadline for submission to EC by the Coordinator
Periodic report 1	M1-M18	M19	M19	M20
Periodic report 2	M19-M36	M37	M37	M38
Periodic report 3	M37-M48	M49	M49	M50
Final report	M1-M48	M49	M49	M50

## 4.3.2 Periodic reports to the EC

Three periodic reports are planned for the Circ-Boost project. The first at M18 covering the period M1-M18, the second at M36 and the last one at M48 covering the period M36-M48.

### 4.3.2.1 Technical report

It consists of two parts:

**Part A:** generated by the F&T portal based on information provided by Partners to the Project Manager.

Part A contains:

- the cover page;
- a summary which can be used for publications by the EC;
- a list of deliverables, milestones, critical risk, publications, dissemination activities, IPR, impact on SMEs, gender (to be completed online and generated by the Participant Portal).

**Part B:** narrative part that includes explanations of the work carried out by the beneficiaries during the reporting period.

It is uploaded as a PDF document following the template of “Part B Periodic Technical report” that will be available on the MyDisk platform. In order to prepare the Part B, the WP leaders will compile the report on their WP together with the task leaders and complete the template on the platform.

The Project Manager will consolidate the provided information for both parts and send the complete periodic report to the partners for review. Once approved, the Project Manager will upload and submit it on the F&T portal and store one copy on the project platform.

### 4.3.2.2 Financial report

The financial report consists of:

**An Individual financial statement (Form C):** detailing the eligible costs for each budget category.

**An explanation of the use of resources:** with the person months per WP, subcontracting and explanation of major actual cost items if the amount exceeds 15% of personnel costs.

The financial report is completed by each partner. Then, its F&T SIGN will have to sign and submit it to the Project Manager through the F&T portal.

The Project Manager will have a final check on the financial report before submitting it to the EC.

### 4.3.3 Final report to the EC

In addition to the Periodic Report 2, a final report must be submitted within 60 calendar days following the end of the project.

The final report includes:

- A final publishable summary;
- A report on wider societal implications (incl. ethics, gender, awareness spreading);
- A report on the distribution of the community financial contribution;
- A Certificate on the Financial Statements (CFS) is obligatory for all beneficiaries who request a contribution reaching or exceeding the threshold of 430,000 euros for the entire duration of the action.

The Project Manager will prepare the report in consultation with the partners and circulate a final draft for review. Once approved, the Project Manager will submit the final version to the EC through the F&T portal.

# 5 Risk management plan

Circ-Boost will implement a Project Risk Management Plan that will monitor and control the project risks in a continuous manner.

The Project Manager will perform the role of Risk Manager (RM) and oversee this continuous follow-up. Moreover, there will be a point dedicated to Risk Management in each consortium meeting.

Risk Identification: At the proposal preparation stage, the consortium has identified the main critical risks that the project will face (Table 12 below).

Reference document: Grant Agreement, page 32

**Table 12 – List of critical risks and risk management strategy**

<b>Risk number</b>	<b>Description</b>	<b>Work package No(s)</b>	<b>Proposed Mitigation Measures</b>
1	Staff and/or consortium changes limit capacity to deliver.	WP3, WP6, WP1, WP7, WP4, WP8, WP2, WP5	Reporting on changes to PMT for potential changes to GA if needed and temporary transfer of budget/responsibilities.
2	Delay in WPs resulting in delays in submission of deliverables and overall delays in the project.	WP3, WP6, WP1, WP7, WP4, WP8, WP2, WP5	Increase in frequency of WP meetings, active monitoring of progress, availability of first drafts of deliverables, adjustment of activities and budgets if needed.
3	Friction and difficulties in consortium cooperation between various partners.	WP7, WP2	Monitoring and mediation by PMT, training sessions with partners for smoothing the consortium integration process, dispute resolution according to the Consortium Agreement (CA).
4	Inaccurate or incomplete specification of KPIs for result validation.	WP3, WP4, WP5	Continuous review and updating of KPI list through stakeholder engagement and monitoring by WP leaders and PMT.
5	Deployment, demonstration, and integration of planned solutions in pilot projects is not fully possible or successful.	WP3	Physical demonstration of particular solutions only with virtual integration (simulation, render, finite element modelling) if necessary. Substitution of solutions with “next-best” alternatives.
6	Digital platform cannot be developed with full capabilities as planned.	WP4	Additional PMs dedicated WP, alternative programming languages and frameworks considered, development of the platform general structure with particular capabilities and properties left for development after project end.
7	Demonstrated solutions in pilot projects shown to be not commercially viable.	WP3, WP6, WP8	Alternative exploitation avenues explored such as best practice recommendations and policy proposals.
8	Failure to reach target groups and low stakeholder engagement.	WP7, WP8	Review and updating of EDCS, stronger reliance on consortium’s existing networks, outreach through additional channels.
9	Lower than planned social acceptance of the project results and outcomes.	WP8	Focusing on stakeholder engagement and joint outreach activities with other Cluster 4- and Cluster 6-funded projects.
10	Difficulties in project implementation (material/equipment supply, organization of activities) due to external factors (pandemic, natural disaster).	WP3, WP6, WP1, WP7, WP4, WP8, WP2, WP5	Work with locally supplied material and equipment, wherever possible. Organization of in-person activities online.

11	Difficulties in dealing with public authorities and obtaining building/construction permits.	WP3	<p>Each pilot construction site included in the project pilots have already received permission by the relevant local authorities as they are large scale construction projects that go beyond CIRC-BOOST activities.</p> <p>Pilot 3 is an exception as the building will be constructed at FCE premises. Also in this case, the permission has already been granted.</p> <p>Each pilot is very well connected to the local public authorities, hence no issues with their cooperation is expected.</p> <p>Nonetheless, in case of delays or issues due to lack of public support, the project partners will be requested to organize an official meeting between the coordinator of the project and the relevant local authorities to potentially resolve the bottleneck or to find a commonly accepted solution that will not hamper the final result of Circ-Boost project.</p>
12	Technical failures in project pilots do not allow to achieve the expected results.	WP3	<p>Technical setbacks in the pilots' activities are expected as intrinsically part of innovation actions. Nonetheless, each pilot team counts on engineers and other researchers with excellent knowledge and industrial experience in promptly solving technical challenges to ensure that the expected result is achieved.</p>

**Risk Response:** Risk mitigation actions will reduce the chance that a risk will occur and besides will reduce the seriousness of a risk that may be realized.

## 6 Conclusions

This deliverable consists of the **Circ-Boost Management and Coordination Plan** and specifies the procedures to be applied by the partners and the project governing bodies, in order to guarantee the high quality of project results and the easy monitoring of the project process.

The proposed management, quality and risk scheme is flexible and well-defined, thus allowing for robust project monitoring and handling of any problems that may arise. It must be noted that the present plan is applicable to all the activities, which are related to the project.

Hence, compliance with the plan is mandatory for all partners involved.

# References

- GA, Project 101082068 — CIRC-BOOST — HORIZON-CL6-2022-CIRCBIO-02-two-stage

**End of Document**