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Rapid Multi-Risk Needs Evaluation and Planning Platform

101193586 - EMERGE - UCPM-2024-KAPP-PV

Project Management
Project management and work plan

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Project management and work plan

WP-01 | D1.2

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Executive summary

Deliverable D1.2: Project Management and Work Plan outlines the operational and strategic framework for the successful implementation of the EMERGE project. This document presents the core management structures, internal procedures, and coordination mechanisms that will guide the project over its 24-month implementation period. IZIS, as the project coordinator, leads the overall project governance and ensures compliance with the grant agreement, timely communication with the European Commission, and quality implementation of the planned activities. A clear organizational setup is established, including a Project Management Board (PMB) for key decisions, Work Package Leaders for technical supervision, and internal panels for quality assurance and ethics compliance.

The work plan is structured across five thematic work packages. These cover project management and coordination, platform development for rapid multi-risk needs evaluation, exposure and capacity mapping, near-real-time seismic hazard assessment, and outreach and sustainability. Each work package includes defined deliverables, roles, responsibilities, and deadlines, ensuring transparency and accountability among the twelve consortium partners. A detailed Gantt chart accompanies the plan, providing a visual timeline of key activities, deliverables, and three major milestones: the project kick-off, mid-term review, and final reporting.

Internal communication is maintained through regular online meetings, collaborative platforms, and shared reporting procedures. This enables smooth coordination across geographically distributed partners. Risk management is an integral component, with a dynamic risk register identifying potential implementation challenges and corresponding mitigation strategies. The deliverable also outlines ethical standards and legal obligations related to data protection, intellectual property rights, and adherence to EU values.

What truly underpins this deliverable is a shared sense of purpose among all project partners. Beyond administrative planning and technical coordination, D1.2 reflects a commitment to working together toward a safer and more resilient region. By fostering trust, clarity, and openness within the consortium, the work plan helps ensure that the EMERGE project is not just effectively managed but also grounded in the spirit of collaboration and impact that defines its mission.

1. Introduction

The EMERGE project – Rapid Multi-Risk Needs Evaluation and Planning Platform – is a two-year initiative co-funded by the European Union under the UCPM-2024-KAPP call, aimed at strengthening disaster preparedness and emergency response capacities across the Western Balkans and neighboring regions. Building upon the achievements of the earlier UCPM CRISIS project, EMERGE unites a diverse consortium of 12 partners from six countries, working toward a shared objective: the development and deployment of a comprehensive, web-based platform capable of delivering scenario-based and near real-time risk assessments for earthquakes and landslides.

At the heart of EMERGE lies the creation of an advanced digital tool that integrates multi-hazard data with exposure, vulnerability, and capacity information to support rapid post-disaster needs assessment. This platform is designed to assist emergency managers, civil protection agencies, and first responders in prioritizing resources, coordinating response efforts, and planning interventions with greater speed and accuracy. By the use of innovative technologies such as real-time Shake Maps and dynamic risk modelling, EMERGE supports a transition from reactive crisis management to proactive risk-informed planning.

Beyond technological development, the project places significant emphasis on regional cooperation, institutional capacity building, and cross-border knowledge exchange. By harmonizing methodologies, improving data interoperability, and fostering a culture of collaboration among partner institutions, EMERGE contributes to the establishment of a more resilient, connected, and operationally aligned civil protection environment in the region. Training, joint exercises, and validation activities will further strengthen institutional frameworks and promote long-term sustainability of outcomes.

To ensure smooth and effective implementation, Work Package 1 (WP-1) provides the management backbone of the project. Led by IZIS, WP-1 is responsible for the overall coordination, administrative oversight, and adherence to the Grant Agreement. It supports timely delivery of outputs, internal communication, and quality assurance across all work packages, while managing risks, ethical compliance, and interactions with the European Commission. WP-1 promotes transparency, consistency, and shared responsibility, ensuring that all partners remain aligned and engaged throughout the project lifecycle.

Deliverable D1.2, titled “Project Management and Work Plan” serves as the key reference for the project’s operational setup. It defines the internal governance structures, roles, and decision-making processes that underpin effective collaboration within the consortium. The deliverable also outlines the work plan in detail, including timelines, milestones, reporting procedures, and risk management protocols. As a guiding document, D1.2 ensures a common understanding of how the project will be implemented, enabling all partners to contribute effectively and cohesively toward the successful delivery of EMERGE’s objectives.

2. Project Management Structure

To ensure effective implementation and coordination of all project activities, the EMERGE project has established a hierarchical Project Management Organization – PMO (Figure 1) structured into four Management Levels (ML1–ML4), supported by two complementary bodies: the External Project Advisory Committee (EPAC) and the Internal Review Panel (IRP).

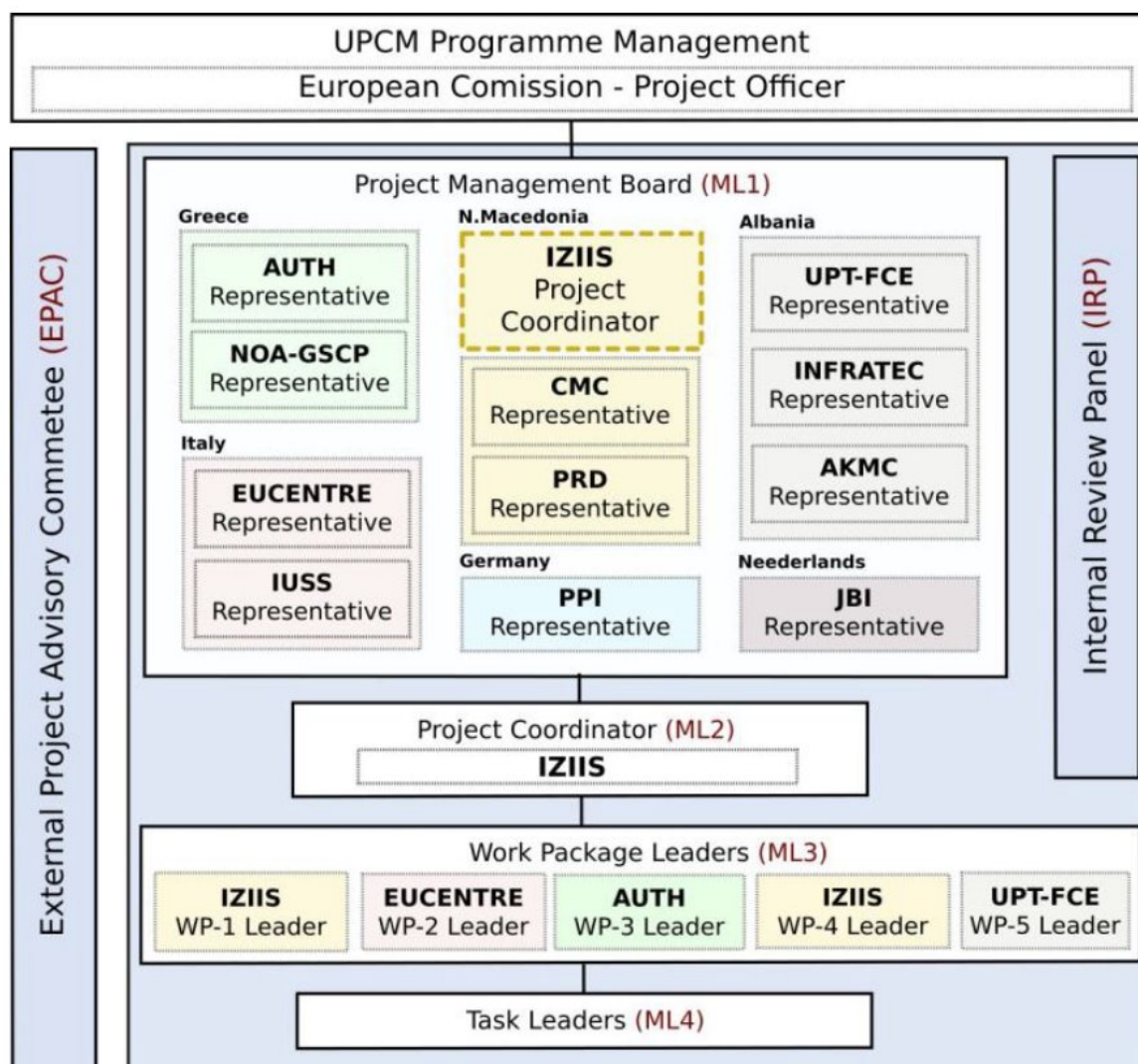


Figure 1. Project Management Organization

2.1. Project Management Board (PMB – ML1)

The Project Management Board (PMB) serves as the highest decision-making body responsible for the overall management, strategic direction, and successful realization of the EMERGE project. The PMB is composed of twelve members, including the Project

Coordinator (PC) and representatives from each Project Partner (PP). The PC acts as the chairperson of the PMB (Table 1).

Key responsibilities of the PMB include:

- Overseeing project progress and coordinating all implementation activities to ensure achievement of objectives;
- Revising the work plan and schedule, incorporating input from the EPAC and Work Package Leaders (WPLs);
- Authorizing the submission of deliverables;
- Monitoring project milestones and triggering contingency actions when necessary.

The PMB will convene twice annually—initially at the kick-off meeting and subsequently for a mid-term coordination meeting. Additional virtual meetings will be organized as needed. All internal communication will be facilitated through an online collaboration platform (OneDrive), ensuring transparent, consistent, and accessible project documentation and updates.

Authorization of deliverables will be performed through formal approval by the PMB during meetings or e-mail communication, based on a majority vote.

Table 1. **ML-1:** Project management Board

#	Organization	Country	Representative
1.	IZIIS	North Macedonia	Radmila Salic Makreska
2.	CMC		Stevko Stefanoski
3.	PRD		Valentina Atanasovska
4.	AUTH	Greece	Dimitris Pitilakis
5.	NOA		Olga Joan-Ktenidou
6.	UPT	Albania	Markel Baballëku
7.	AKMC		Nikolla Klajdi
8.	INFRATECH		Rezeart Zgjanjolli
9.	EUCENTRE	Italy	Barbara Borzi
10.	IUSS		Ricardo Monteiro
11.	PPI	Germany	Albrecht Beck
12.	JBE	Netherlands	Theo van Wijk

2.2. Project Coordinator (PC – ML2)

The Project Coordinator (PC) acts as the legal and administrative representative of the consortium and serves as the primary contact with the European Commission (Table 2). The PC bears full responsibility for the operational management and timely delivery of all project outcomes, as well as the dissemination and exploitation of results.

The PC's responsibilities include:

- Liaising with the Commission, signing the Grant Agreement, and coordinating the conclusion and maintenance of the Consortium Agreement;
- Managing project finances, including receipt and distribution of funds;
- Convening and chairing PMB and EPAC meetings, preparing agendas, and recording minutes;
- Monitoring progress, ensuring the achievement of deliverables and milestones, and addressing any deviations through contingency plans;
- Facilitating communication between partners and the Commission, and among partners themselves;
- Delegating daily coordination tasks to the Assistant to the Project Coordinator), where appropriate.

Table 2. **ML-2:** Project Coordinator

#	Organization	Country	Representative
1.	IZIIS	North Macedonia	Radmila Salic Makreska <i>Project Coordinator</i>
2.	IZIIS	North Macedonia	Goran Capragoski <i>Asst. to Project Coordinator</i>

2.3. Work Package Leaders (WPL – ML3)

Each Work Package Leader (WPL) is accountable for the successful execution of their respective work package in line with the approved execution plan, timelines, and allocated budget. WPLs report directly to the PC and PMB.

Core tasks of the WPLs include:

- Developing detailed execution plans for each WP, outlining tasks, dependencies, resources, and risk mitigation strategies;
- Supervising and coordinating WP implementation in line with project quality standards and decisions from the PMB, EPAC, and IRP;
- Regularly reporting on WP status and progress to the PC and presenting updates to the EPAC;
- Collaborating closely with Task Leaders and initiating corrective actions when deviations occur.

WPLs were nominated based on their expertise by the WP Lead Partner Institution (Table 3).

Table 3. **ML-3:** Work Package Leaders

WP-#	Organization	Country	Representative
1.	IZIIS	North Macedonia	Radmila Salic Makreska
2.	EUCENTRE	Italy	Barbara Borzi
3.	AUTH	Greece	Dimitris Pitilakis
4.	IZIIS	North Macedonia	Igor Gjorgjiev

5.	UPT	Albania	Markel Baballëku
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2.4. Task Leaders (TL – ML4)

Task Leaders (TLs) are appointed by the partner organizations leading specific tasks (Table 4). They are responsible for coordinating task-level activities, ensuring task objectives are met, and facilitating collaboration among team members.

TLs are required to:

- Report progress, deviations, and resource utilization to the corresponding WPL;
- Participate in the development and implementation of corrective measures when deviations occur;
- Support QA/QC processes within the task.

Table 4. **ML-4:** Task Leaders

TK#	Organization	Country	Representative
1.1.	IZIIS	North Macedonia	Radmila Salic Makreska
1.2.	AKMC	Albania	Nikolla Klajdi
1.3.	JBE	Netherlands	Theo van Wijk
1.4.	IZIIS	North Macedonia	Radmila Salic Makreska
2.1.	IZIIS	North Macedonia	Julijana Bojadjeva
2.2.	PPI	Germany	Vlatko Jovanovski
2.3.	CMC	North Macedonia	Stevko Stefanoski
2.4.	CMC	North Macedonia	Trajce Jovanovski
2.5.	EUCENTRE	Italy	Barbara Borzi
3.1.	EUCENTRE	Italy	Barbara Borzi
3.2.	AUTH	Greece	Dimitris Pitilakis
3.3.	INFRATECH	Albania	Rezeart Zgjanjulli
3.4.	IZIIS	North Macedonia	Roberta Apostolska
4.1.	PRD	North Macedonia	Valentina Atanasovska
4.2.	AUTH	Greece	Evi Riga
4.3.	NOA	Greece	Olga Joan-Ktenidou
5.1.	IZIIS	North Macedonia	Igor Gjorgjiev
5.2.	UPT	Albania	Markel Baballëku
5.3.	EUCENTRE	Italy	Barbara Borzi

2.5. External Project Advisory Committee (EPAC)

The EPAC (Table 5) is an independent advisory body composed of external stakeholders and experts from civil protection and disaster management authorities. EPAC members were invited based on prior endorsements and will provide strategic advice and user-centric perspectives to guide the project.

EPAC will:

- Review project progress and provide recommendations to the PMB;
- Facilitate alignment with end-user needs and support participation in EMERGE training events;
- Strengthen outreach and applicability of project outcomes across the region.

Table 5. **EPAC:** External Project Advisory Committee

WP-#	Organization	Country	Representative
1.	Presidency of the Council of Ministers, Italian Civil Protection Department	Italy	Nicolleta Giuliani
2.	Ministry of Justice and Security, National Coordinator for Counterterrorism and Security	Netherlands	J. Geelen
3.	Ministry of Climate Crisis and Civil Protection, General Secretariat for Civil Protection, European Relation Department	Greece	Andreas Antonakos
4.	Federal Ministry of Interior and Community, Crisis Management and Civil Protection, Civil Protection Division	Germany	Michaela Heuckendorf
5.	DPPI-SEE Secretariat	Bosnia and Herzegovina	Dr. Rade Rajkovchevski

The Project Coordinator, in coordination with the PMB, will ensure that the EPAC is informed on a quarterly basis about the project's progress through online meetings or email updates.

2.6. Internal Review Panel (IRP)

The Internal Review Panel (IRP) comprises one representative from each partner organization and serves as the internal quality assurance and quality control (QA/QC) body (Table 6).

The IRP is tasked with:

- Evaluating the QA/QC strategy and monitoring the quality of deliverables and case studies;
- Assessing outputs based on a predefined checklist (T1.3);
- Providing recommendations to improve overall project quality.

Table 6. **IRP:** Internal Review Panel

#	Organization	Country	Representative
1.	IZIIS	North Macedonia	Vlatko Sesov
2.	CMC		Stevko Stefanoski
3.	PRD		Valentina Atanasovska
4.	AUTH	Greece	Dimitris Pitolakis
5.	NOA		Olga Joan-Ktenidou
6.	UPT	Albania	Arian Lako
7.	AKMC		Nikolla Klajdi
8.	INFRATECH		Rezeart Zgjanjulli
9.	EUCENTRE	Italy	Barbara Borzi
10.	IUSS		Ricardo Monteiro
11.	PPI	Germany	Marc Arnold
12.	JBE	Netherlands	Theo van Wijk

3. Work Plan

The EMERGE project spans a 24-month period from 1 February 2025 to 31 January 2027, and its structure is organized into five interdependent Work Packages (WPs). These WPs are strategically designed to cover project coordination, methodological development, data generation, platform implementation, and sustainability through dissemination and training.

Each WP is assigned to a lead beneficiary with relevant expertise and includes well-defined tasks, milestones, and deliverables. The work plan ensures consistency, alignment of activities, and timely delivery of project outputs.

3.1. Work Packages Overview

WP1 – Project Management (Lead: IZIIS)

This WP is responsible for the central coordination of all project activities, including financial and administrative management, quality assurance and control (QA/QC), communication with the EC, and implementation of the project governance structure.

WP2 – Comprehensive Multi-Risk Assessment Platform for Needs Prioritization and Planning (Lead: EUCENTRE)

Focuses on developing and operationalizing the EMERGE Web-Based Platform (WBP) to support scenario-based and near real-time risk assessments and rapid needs evaluation. It includes reviewing the best practices, implementing the needs assessment methodology, and releasing versions of the EMERGE WBP.

WP3 – CBR Exposure, Resources and Capacity Portfolio (Lead: AUTH)

Aims to develop an updated portfolio of cross-border exposure, vulnerabilities, and civil protection resources. It includes socio-economic analysis, asset mapping, vulnerability assessment, and evaluation of response capacities within the CBR.

WP4 – CBR Ground Shaking Map (Lead: IZIS)

Develops a Near Real-Time (NRT) ground motion module using existing regional strong-motion monitoring capacities. The module will be integrated with the EMERGE WBP to enable rapid post-earthquake scenario generation.

WP5 – Dissemination (Lead: UPT-FCE)

Ensures visibility of project results through tailored made project ‘visuals, training events, video tutorials, social media posts, conference participation, publishing and coordination with other UCPM initiatives. It also includes strategies for long-term sustainability and exploitation of project results.

3.2. Timeline and Interactions

Each WP includes specific deliverables and interrelated tasks (19 in total), planned across the project implementation period. Key implementation principles include:

- Logical sequencing of tasks with dependencies reflected in the Gantt chart (Annex 1).
- Regular coordination among WP leaders and reporting to the PMB.
- Milestone-based progress tracking and contingency adjustments when necessary.
- Pilot testing and user feedback loops (especially in WP2 and WP3) to refine outputs.

This structure ensures that scientific development, platform implementation, and stakeholder engagement evolve in synergy toward the project’s core objectives: improved disaster preparedness and operational risk-informed response planning across the targeted CBR and wider.

4. Communication and Decision-Making

Efficient communication and clear decision-making processes are fundamental for the successful implementation of the EMERGE project, given its multi-partner and cross-border character. The project adopts a structured internal communication flow and a

hierarchical governance framework to ensure coordinated planning, task execution, and quality delivery of outputs across the consortium.

4.1 Internal Communication Structure

Internal communication within the EMERGE consortium follows both formal and informal channels to enable fluid information exchange. The primary means of communication include:

- Email correspondence and dedicated online collaboration tools (e.g., shared drives, video conferencing platforms)
- Regular virtual coordination meetings at WP level and across the consortium
- Bi-annual Project Management Board (PMB) meetings (including the Kick-off and Final Meeting)
- Ad-hoc Technical/Operational meetings initiated by the Coordinator or WP leaders as needed

Each beneficiary is responsible for timely communication within their teams and with the Coordinator, ensuring that contributions to deliverables, reports, and events are made in accordance with the project schedule.

4.2 Decision-Making Bodies and Processes

Decision-making within the EMERGE project is governed by a clear hierarchical structure to ensure transparency, accountability, and timely resolution of strategic, operational, and technical matters. The following bodies are responsible for different levels of decisions:

1. Project Management Board (PMB) – Strategic Decisions

The PMB (ML1) is the project's primary decision-making body. It is composed of one representative from each beneficiary (12 members in total) and is chaired by the Project Coordinator. The PMB meets at least twice per year and:

- Approves project amendments (e.g. to the work plan, budget reallocations, partner replacements)
- Reviews and authorizes the submission of deliverables and periodic reports
- Oversees project milestones and initiates contingency measures when needed
- Acts on recommendations from the EPAC and IRP
- Decides on conflict resolution and potential consortium-level escalations

All decisions are made by majority vote, with each partner having one vote. In case of a tie, the Project Coordinator has the casting vote.

2. Project Coordinator (PC) – Operational Decisions

The Project Coordinator (ML2) is responsible for day-to-day decisions and acts as the intermediary between the consortium and the European Commission. The PC:

- Ensures compliance with contractual obligations
- Coordinates deliverables, reporting, and communication across WPs
- Has the authority to make urgent operational decisions, which are later validated by the PMB
- Initiate internal reviews or stakeholder consultations when needed

3. Work Package Leaders (WPLs) – **Tactical Decisions**

Each WP is led by a WPL (ML3), who makes decisions on the tactical execution of WP activities, including:

- Assigning roles and monitoring task-level contributions
- Adjusting timelines and task sequencing (within WP scope)
- Coordinating with other WPLs to maintain inter-WP coherence
- Escalating WP-related issues to the Coordinator or PMB

4. Task Leaders (TLs) – **Technical and Implementation Decisions**

TLs (ML4) are responsible for guiding task-level execution. They make decisions related to:

- Technical coordination of assigned tasks
- Partner contributions to specific deliverables
- Identifying and reporting risks or delays at task level

5. Internal Review Panel (IRP) – **Quality Assurance Input**

The IRP provides non-binding but essential input for the PMB and Coordinator regarding:

- Technical validation and quality assurance of deliverables
- Scientific and methodological coherence

6. External Project Advisory Committee (EPAC) – **Strategic Advisory Input**

The EPAC advises the PMB on:

- Policy relevance and alignment with EU Disaster Resilience Goals
- Cross-border cooperation and stakeholder engagement
- Long-term sustainability and exploitation strategies

To ensure clear accountability and efficient implementation across the EMERGE consortium, the project employs a RACI matrix—a widely used project management tool

that defines who is Responsible, Accountable, Consulted, and Informed for each key activity or decision point.

Table 7. RACI Matrix defining roles in key project activities across EMERGE governance levels

Activity / Task	Project Coordinator	Project Management Board	Work Package Leaders	Task Leaders	Internal Review Panel	EPAC
Overall Project Coordination	A	R	C	C	C	C
Work Package Leadership	C	A	R	C	C	C
Task Implementation	C	C	A	R	C	C
Deliverable Preparation	C	C	R	A	C	C
Internal Quality Review	C	C	C	C	R	C
Communication with EC	R	C	C	C	C	C
Project Progress Monitoring	R	A	R	C	C	A
Conflict Resolution	R	A	C	C	C	C

R – Responsible: The person(s) who actually does the work to complete the task. They are responsible for action and implementation.

A – Accountable: The person who is ultimately answerable for the correct completion of the task. There must be only one Accountable person per task.

C – Consulted: Those whose input is sought before a decision or action is taken. Typically, subject matter experts or stakeholders.

I – Informed: Those who need to be kept up to date on progress or decisions but are not directly involved in the task.

4.3 Conflict Resolution

In case of disagreement among partners, the issue is first addressed by the WP leader. If unresolved, it is escalated to the Coordinator and, if necessary, to the PMB for a final decision by majority vote. All partners agree to act in good faith to resolve disputes promptly and maintain project integrity.

5. Monitoring and Risk Management

5.1 Monitoring Strategy

The EMERGE project is committed to continuous and systematic monitoring to ensure timely delivery, adherence to quality standards, and achievement of project objectives. Monitoring activities are primarily coordinated under WP1, with oversight from the Project Coordinator (PC) and the Project Management Board (PMB).

Monitoring mechanisms include:

- Continuous reporting through the Funding & Tenders Portal, covering deliverables, milestones, progress indicators, and risks in real-time (as per Article 21.1 of the Grant Agreement).
- Periodic reporting, consisting of a technical report and a financial statement, required at the end of the project implementation period (Article 21.2). The technical report evaluates implementation progress, while the financial report details eligible costs and resource use.
- Internal quality assurance and control (QA/QC) mechanisms coordinated by the Project Coordinator, including review of deliverables before submission and internal evaluation checkpoints.
- Milestone tracking, as defined in Annex 1 of the Grant Agreement, with specific verification methods such as meeting minutes, reports, and web service outputs.

To ensure audit readiness and consistency with Article 20 of the Grant Agreement, partners are encouraged to follow internal pre-approval procedures and maintain signed monthly declarations or equivalent documentation to substantiate personnel costs.

5.2 Risk Management

The project proactively addresses potential challenges through a structured risk management strategy, embedded within project planning and reviewed regularly by the PMB. A dedicated risk register has been established in the technical description (Part B, Section 2.7), outlining identified risks, associated WPs, and mitigation measures (Table 8).

Table 8. Key Risks and Mitigation Measures

Risk No.	Description	WP(s)	Risk Level	Mitigation Measures
1	Delay in timely implementation	All	Low Risk, High Impact	Planning with milestones, stakeholder engagement, contingency plans
2	Failure to achieve deliverables	All	Low Risk, High Impact	Regular reviews, resource allocation, PMB oversight
3	Ineffective project management	All	Low Risk, Medium Impact	Multi-level governance, backup task leaders, structured planning
4	Lack of future uptake of EMERGE platform by end-users	All	Medium Risk, High Impact	Needs analysis, platform customization, training, local engagement
5	IPR conflicts between partners or third parties	WP1	Low Risk, Medium Impact	Clear IPR clauses in Consortium Agreement, licensing protocols
6	Delays in EMERGE platform development/testing	WP2	Low Risk, Medium Impact	Agile methods, testing automation, priority feature rollout

7	Difficulties in data collection due to national/security restrictions	WP3	Low-Medium Risk, High Impact	Use of EU/global datasets, country-specific platform accounts
8	Reluctance of stakeholders to share exposure data / lack of databases	WP3	Medium-Low Risk, High Impact	Wider stakeholder contact, NDA agreements, use data only to draft guidelines

The PMB evaluates risks biannually (or ad hoc as needed) and activates contingency measures where necessary. Risk ownership is clearly assigned across WPs, and mitigation efforts are aligned with specific tasks.

5.3 Consequences of Non-Compliance

In line with Articles 27–32 of the Grant Agreement, the following measures apply in the case of non-compliance:

- Rejection of ineligible costs and grant reduction (Article 27–28)
- Suspension of payments or deadlines (Articles 29–30)
- Suspension or termination of the grant or participation of a beneficiary (Articles 31–32)
- Enforced recoveries in cases of undue payments, including joint liability provisions (Article 22.4)
-

Regular audits, checks, and evaluations may be conducted by the European Commission, OLAF, or the ECA (Article 25). Beneficiaries are obligated to retain supporting documents and cooperate fully with these reviews.

6. Data Management and Quality Assurance

6.1 Data Management and Record-Keeping

The EMERGE project complies with the European Commission’s data handling, confidentiality, and record-keeping requirements as outlined in Articles 19, 20, and 25 of the Grant Agreement. All beneficiaries are required to maintain comprehensive documentation to substantiate both technical and financial aspects of the project.

Key principles include:

- Retention Period - All records and supporting documentation must be retained for five years after the final payment, as defined in the Data Sheet and Article 20.1.
- Document Types - Records must include contracts, invoices, payroll data, signed timesheets (monthly declarations), accounting records, and deliverables. Digital documents are considered originals if compliant with national law.

- Access and Audits - All documentation must be made available upon request for checks, reviews, audits, and investigations by the European Commission, OLAF, ECA, or other competent authorities (Article 25).
- Data Protection - Personal and sensitive information must be handled in compliance with Article 15 (Data Protection) and national/EU-level data protection rules.

To support implementation of these provisions, the Quality Procedures Manual (D1.4) will set out specific documentation formats, archiving rules, and data access protocols. Each partner must adopt internal procedures that ensure reconciliation between recorded costs and declared amounts, in line with Article 6.1 eligibility rules.

6.2 Quality Assurance and Quality Control (QA/QC)

The quality of project outputs is ensured through a comprehensive QA/QC system under Task 1.3. This includes both internal peer-review mechanisms and compliance with external quality expectations.

Key QA/QC mechanisms include:

- Internal Review Panel (IRP) - Comprising one representative per partner, the IRP is responsible for reviewing all major deliverables and outputs against predefined quality criteria and a formal checklist.
- Quality Control Strategy - The IRP will evaluate the clarity, accuracy, scientific integrity, and compliance of project deliverables, pilots, and platform modules.
- Work Package Responsibility - Each WPL must implement QA/QC processes in their WP execution plan, collaborate with task leaders to identify any deviation, and initiate corrective measures in coordination with the Project Coordinator and PMB.
- Feedback Mechanisms - End-user feedback will be collected via surveys during trainings, workshops, and platform testing activities (WP5). The results will be analyzed and integrated into improvement plans.

Details on quality assessment checklists and review timelines are elaborated in Deliverable D1.4 – Quality Procedures Manual.

6.3 Deliverables and Milestones Oversight

The PMB, IRP, and Project Coordinator jointly monitor the production and submission of deliverables and milestones. This includes verifying:

- Timeliness and compliance with Annex 1 descriptions
- Inclusion of required formats and dissemination levels (PU, EU-restricted, etc.)
- Use of templates available through the Funding & Tenders Portal (Article 21.1)
- Deliverables that fail internal quality checks are returned for revision before submission to the EC.

Disclaimer

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Commission. Neither the European Union nor the European Commission can be held responsible for them.

Annex-1: Gantt chart

