



DEmonstrator of industrial CARbon-free power Generation
from ORc-based waste-heat-to-ENERgy-systems

D1.1. Quality Assurance plan & Project management Handbook

Date of delivery: 30/09/2022
Authors: Enertime & Euronovia



This project has received funding from the European Union's
Horizon Europe research and innovation programme under
grant agreement No 101069740

DOCUMENT TRACKS DETAILS

Project acronym		DECAGONE
Project title	DEmonstrator of industrial CARbon-free power Generation from Orc-based waste-heat-to-Energy-systems	
Starting date	01/06/2022	
Duration	48 Months	
Call identifier	HORIZON-CL5-2021-D4-01-05	
Grant Agreement No	101069740	

Deliverable Information	
Deliverable number	D1.1
Work Package number	WP1
Deliverable title	Quality Assurance plan & Project management Handbook
Lead beneficiary	Enertime
Author(s)	Enertime, Euronovia
Due date	30/08/2022
Actual submission date	30/09/2022
Type of deliverable	Report
Dissemination level	PU (Public)

VERSION MANAGEMENT

Revision table			
Version	Revision	Date	Description
1	Arthur Dufau /EURO	08/07/2022	First draft content list
1.1	Golnoosh Mir Moghtadaei/ ENER Aldo Serafino/ ENER Arthur Dufau/ EURO	27/07/2022	First draft
2	Aldo Serafino/ ENER Golnoosh Mir Moghtadaei/ ENER Arthur Dufau/ EURO Virginie Robin/EURO	22/09/2022	Updated draft internally reviewed
3	Aldo Serafino/ ENER Golnoosh Mir Moghtadaei/ ENER Arthur Dufau/ EURO Virginie Robin/EURO	30/09/2022	As submitted version

All information in this document only reflects the author's view. The European Commission is not responsible for any use that may be made of the information it contains.

LIST OF ACRONYMS AND ABBREVIATIONS

Acronym / Abbreviation	Meaning / Full text
CA	Consortium agreement
EC	European Commission
GA	Grant agreement
IAB	Innovation advisory board
MST	Management Support Team
PC	Project Coordinator
PO	Project Officer
ORC	Organic Rankin Cycle
WP(s)	Work package(s)

EXECUTIVE SUMMARY

This document is the Deliverable D1.1, “Quality Assurance Plan & Project Management Handbook”, of the DECAGONE project funded under the European Union’s Horizon Europe Research and Innovation program under the Grant Agreement No. 101069740. The Deliverable is drafted within the tasks T1.1 “Administrative, legal, financial coordination and management of EC reporting” and T1.3 “Quality assurance and control and risk management”. The main authors of this Deliverable are Enertime and Euronovia as part of the Management Support Team. The lead beneficiary of this deliverable is Enertime.

The aim of this document is to establish a common management and coordination standard for the whole consortium and to ensure that the project quality is managed and controlled. This document is designed to be the document of reference for the functioning of the project and the successful implementation of its tasks and objectives. The plan will oversee and guide on:

- management of project-related documentation (templates for minutes, deliverables, costs statements, etc.);
- monitoring and quality control of internal/external project deliverables (via a peer review process);
- synthesis of internal procedures for decision-making processes;
- surveillance and approval of milestones.

The Quality Assurance Plan & Project Management Handbook is built on the terms and conditions established in the Grant Agreement and the Consortium Agreement.

This document will always remain available to all members throughout the duration of the Project as the main guidance tool for the definition and application of procedures, rules, limitations, rights, and obligations in the work that the partners are doing for the successful implementation of the Project. The Management Support Team remain available to the Consortium members for clarification regarding the Project Management Handbook.

TABLE OF CONTENTS

Contents

EXECUTIVE SUMMARY	4
TABLE OF CONTENTS	5
List of tables	7
List of figures	7
1. INTRODUCTION	8
2. DECAGONE AT A GLANCE	9
3. REFERENCE DOCUMENTS OF THE PROJECT	11
3.1. Grant Agreement	11
3.2. Consortium Agreement	12
3.3. Finance Helpdesk and Additional Document	13
4. WORK PACKAGES' STRUCTURE	14
4.1. Work Package 1.....	16
4.2. Work Package 2	16
4.3. Work Package 3	16
4.4 Work Package 4.....	16
4.5. Work Package 5.....	16
4.6. Work Package 6	17
4.7. Work Package 7	17
4.8 Work Package 8.....	17
4.9. Work Package 9.....	17
5. CONSORTIUM ORGANIZATION	18
5.1. Consortium Partners	18
5.2. Work Package Leaders	19
5.3. Project coordinator	20
5.4. The Management Support Team	21
5.5. The General Assembly	21
5.6. The Innovation Advisory Board	22
6. RESPONSABILITIES AND DUTIES	23
6.1. Duties, Commitments and Performance Obligations	23

6.1.1. Obligation to properly implement the project’s action (Article 11 GA).....	23
6.1.2. Obligation to disseminate the results (Article 17 GA)	23
6.1.3. EU funding notice.....	23
6.1.4. Obligation to inform and to keep records (Article 19 & 20 GA)	24
6.1.5. Additional obligations and performance duties	24
6.2. Budgets and Payments	25
6.3. Risk assessment and mitigation	25
7. REPORTING AND QUALITY ASSURANCE	26
7.1. Deliverables and milestones	26
7.2. Official DECAGONE templates	28
7.3. Internal Reporting	28
7.3.1. WP Progress Reporting.....	28
7.3.2. Internal Financial and Technical Reporting	29
7.4. Reporting to the European Commission	29
7.4.1. Continuous Reporting	30
7.4.2. Periodic Reporting	31
7.5. Summary of the different levels of reporting	32
8. INTERNAL COMMUNICATION AND WORKFLOW	33
8.1. Consortium’s Data Sharing Platform	33
8.2. Meetings	34
8.2.1. Minutes	35
8.2.2. Participation of the European Commission Project Officer	35
8.3. The DECAGONE Website	36
8.4. E-mail and other communication channels	36
8.5. Social Media	36

List of tables

Table 1. List of DECAGONE consortium partners	9
Table 2 List of DECAGONE WPs	14
Table 3 Dates of General Assembly	22
Table 4 List of Official Deliverables in DECAGONE	26
Table 5 Different levels and types of reporting in DECAGONE.....	32
Table 6. Levels of regular meetings for DECAGONE project.....	35

List of figures

Figure 1 Interconnection between the WPs	14
Figure 2 Circular approach of “system design” and “component design” WPs.....	15
Figure 3 Timeline of the DECAGONE WPs	15
Figure 4 Organization of the DECAGONE consortium	18
Figure 5 DECAGONE consortium in a glance	19
Figure 6 Timeline for the official submission of the deliverables	28
Figure 7 Rights associated with project and organization roles	30
Figure 8 Accessing project management from a user’s main page on the Participant Portal.....	30
Figure 9 Home page of the Microsoft Sharepoint of DECAGONE	33
Figure 10 Structure of Microsoft TEAMS for data sharing.....	34

1. INTRODUCTION

Deliverable D1.1, “Quality Assurance Plan & Project Management Handbook” is the main reference document for the organization, functioning and design of the project’s workflow, communication, and reporting. It is expected to provide guidelines, directions and instructions for all the tasks that the coordinator and the partners will have to carry out for the successful implementation of DECAGONE. It also explains and establish the quality management process of the deliverables and milestones, as well as provide the risks assessment mechanism and mitigation measures. As coordinator of the project, Enertime is in charge of this deliverable which was commonly built with Euronovia as part of the Management Support Team.

The content of this Handbook is structured as follows:

- Key reference documents of the Project
- Work Packages structures
- Organization of the Consortium
- Responsibilities and duties of partners
- Reporting process and the quality assurance mechanisms
- Reporting to the European Commission.
- Mechanisms for internal communication and workflow

2. DECAGONE AT A GLANCE

DECAGONE, DEMonstrator of industrial CARbon-free power Generation from Orc-based waste-heat-to-Energy systems, is funded within the scope of European Commission’s Horizon Europe’s call HORIZON-CL5-2021-D4-01. The duration of the project is 48 months, and the official start date of the project was 1st June 2022. The consortium includes 16 partners from 10 different countries: they are listed in Table 1, summarizing the information on consortium partners.

Table 1. List of DECAGONE consortium partners

Name of Organization	Short name	Organization Type	Country
Enertime	ENER	SME	FR
Energie Circulaire	ENCI	SME	FR
Energetika Třinec, a.s.	ET	Large Enterprise	CZ
National Technical University of Athens	NTUA	Higher Education Institution	GR
SINTEF Energi AS	SER	Research organisation	NO
Commissariat à l’Energie Atomique	CEA	Research organisation	FR
Université de Liege	ULIEGE	Higher Education Institution	BE
Technische Universität München	TUM	Higher Education Institution	DE
SpinDrive Oy	SD	SME	FI
Société Tunisienne d’Electricité et de Gaz	STEG	Large Enterprise	TU
Motor Oil Hellas AE	MOH	Large Enterprise	GR
Euronovia	EURO	SME	FR
EMCC energy sro	EMCC	SME	SK
Pôlenergie	POL	NGO	FR
Arttic Innovation GmbH	ART	Large Enterprise	DE
Haute Ecole Spécialisée de Suisse Occidentale	HESSO	Higher Education Institution	CH

The ambition of DECAGONE is to develop beyond state-of-the-art technological solutions to increase energy efficiency in industry and to reduce greenhouse gas by recovering excess industrial waste heat and converting it into electricity. The technical solution, based on the Organic Rankine Cycle (ORC) technology, aims to achieve scalability to higher power levels and to improve cost effectiveness and compactness, allowing wider application and more effective

heat recovery from a wide range of industrial processes. The solution will be demonstrated in the TŘINECKÉ ŽELEZÁRNY steel Mill in Czech Republic with a 2 MW installation.

Within the scope of the project, the potential of this technology will be evaluated in other energy-intensive industrial sectors, like aluminum, glass, gas-energy, oil & gas and refineries, LNG terminals, and cement. New financing and business models will also be explored, to support long-term operations of the erected assets, coping with long-lasting and resilient industrial processes. Lastly, the dissemination of best practice across Europe by relying on the consortium's European partners in coordination with regional energy agencies.

3. REFERENCE DOCUMENTS OF THE PROJECT

This section briefly summarizes the key content of the core reference documents of the Project: The Grand Agreement (GA), the Consortium Agreement (CA), as well as financial reference documents. Project partners can refer to this Section for guidance about the main baseline documents according to which the consortium and the project have been defined and structured.

The GA, the CA and the financial reference documents will always be available in their approved and signed form to all partners on the DECAGONE SharePoint. Any partner meeting any difficulties in accessing the reference documents should contact the Project Coordinator for support.

3.1. Grant Agreement

The GA is the founding document for any European Commission-funded project, the bilateral agreement between the granting institution and the consortium that will carry out the project. DECAGONE is funded under the Grant Agreement No. 101069740 which entered into force on 1 June 2022.

The GA is composed of two main parts: the Terms and Conditions; and the Agreement's Annexes. The document is structured as follows:

General Description of GA and its Annexes

- TERMS AND CONDITIONS (pages 4-71)
- Annex 1: DESCRIPTION OF THE ACTION – Part A (pages 72-107)
- Annex 1: DESCRIPTION OF THE ACTION – Part B (pages 108-157)
- Annex 2: ESTIMATED BUDGET FOR THE ACTION (page 158)
- Annex 2a: ADDITIONAL INFORMATION ON UNIT COSTS AND CONTRIBUTIONS (pages 159-161)
- Annex 3: ACCESSION FORM FOR BENEFICIARIES (pages 162-175)
- Annex 4: MODEL FINANCIAL STATEMENT FOR BENEFICIARIES (page 176)
- Annex 5: SPECIFIC RULES (pages 177-189)

The rules set out in the Terms and Conditions are the foundational guidance for all the project's rights and obligations, rules of procedures and limitations. Part A of Annex 1 sets out all the agreed contents of the projects, including the list of beneficiaries, the Work Packages and their respective tasks and obligations, and the project's Deliverables and Milestones. The expected budget defines the financial framework in which the project is expected to be fulfilled. Annexes 3 and 4 provide the templates for mandatory documentation that all or some of the partners will be required to submit at some point of the project's lifetime. Finally, Annex 5 deals with the Specific rules such as: Confidentiality and Security, Ethics, Values, Intellectual Property Rights, Communication, Dissemination, Open Science and Visibility.

Amendments to the Grant Agreement:

The GA may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments will be prepared by the consortium participants together, but the Coordinator only will launch, sign and submit them. Before taking the decision of launching an amendment procedure, and after that the Consortium has taken the decision, the Coordinator will express to the Project Officer the reason of such an amendment. If the decision of launching an amendment procedure remains, the process can start. Once prepared and submitted, the Granting Authority will have 45 days to accept or reject the request.

The EU Granting Authority can also propose amendments, but the Coordinator most often initiates the procedure.

The amendment requests mainly consist in:

- updating structured information on the Grant Management System
- the amendment request letter: the letter with the request and reasons for the amendment
- the amendment core (including new version of GA Annexes 1 and 2, if needed): the legal document with the list of amendment clauses
- the supporting documents: documents uploaded by the consortium, consolidated Grant Agreement, etc.

3.2. Consortium Agreement

Within the framework defined and structured by the Grant Agreement, all project beneficiaries agreed and signed the Consortium Agreement, which is considered valid from the official project start date.

The Consortium Agreement includes the main definitions, rules, rights and obligations of all project partners in their relations among each other for the effective and successful realization of the project and achievement of its expected results.

The Consortium Agreement is structured in the following sections:

- 1) Definitions;
- 2) Purpose;
- 3) Entry into force, duration and termination;
- 4) Responsibilities of Parties;
- 5) Liability towards each other;
- 6) Governance structure;
- 7) Financial provisions;
- 8) Results;
- 9) Access Rights;
- 10) Non-disclosure of information;
- 11) Miscellaneous;
- 12) Signatures.

Furthermore, it includes 5 attachments:

- Attachment 1: Background included;
- Attachment 2: Accession document;
- Attachment 3: List of third parties for simplified transfer according to Section 8.3.2;

- Attachment 4: Identified entities under the same control according to Section 9.5;
- Attachment 5: NDA for Innovation Advisory Board agreed under Section 6.

3.3. Finance Helpdesk and Additional Document

The Project Coordinator will oversee the drafting of the financial reports that are required throughout the implementation of the project (see also Section 8.2 below). The Management Support Team will provide partners with assistance and advice on financial reporting requirements whenever needed and will ensure coordination among administrative staff so that all financial claims can be submitted without delay or issue and any potential deviation is identified and addressed timely.

Specifically, in relation to the financial management of the project and the duties and responsibilities associated with each partner's role in the project, the European Commission also provides assistance on financial reporting, requirements and documentation through an official platform, the Finance Helpdesk, which is publicly available.

For the smooth and effective development of the project, the European Commission has made a wealth of information available to all partners and participants in European projects within all the frameworks that the institution is financing through its various programs:

- The archive of reference documents for Horizon Europe program is available at this link : [Reference Documents \(europa.eu\)](#)
- Specific help on Horizon Europe projects is available here: [Grant management - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)

Furthermore, at the national level, each member states, associated country and third countries, have National Contact Points (NCP) that can give advice and help on the legal and financial aspects of the management of a Horizon Europe project, either as coordinator or as partner:

[Find your NCP | Horizon Europe NCP Portal](#)

The NCPs can provide advice and guidance in specific case, such as national rules for the personnel costs declaration or depreciation policy.

4. WORK PACKAGES' STRUCTURE

DECAGONE consists of 9 Work Packages (WPs), the details of which are listed in Table 2. Each WP includes several tasks which are designed to maximize the expected results. The detailed description of each WP is described in Part A and B of Annex I to the GA, Description of Action. All these nine WPs are strongly interconnected with each other as depicted in Figure 1.

Table 2 List of DECAGONE WPs

WP No.	Title	WP Leader
1	Project Management	ENER
2	System Design and On-Site Integration	TUM
3	Monitoring Optimization	ULIEGE
4	Development of a 2 MW hermetic turbogenerator	ENER
5	Heat exchangers and thermal storage	SER
6	Demonstrator, Work Preparation, Erection & Operation	EMCC
7	Technical, economic and environmental assessment	NTUA
8	Impact assessment for enabling exploitation of the new ORC solution	POL
9	Dissemination, communication and stakeholder engagement	EURO

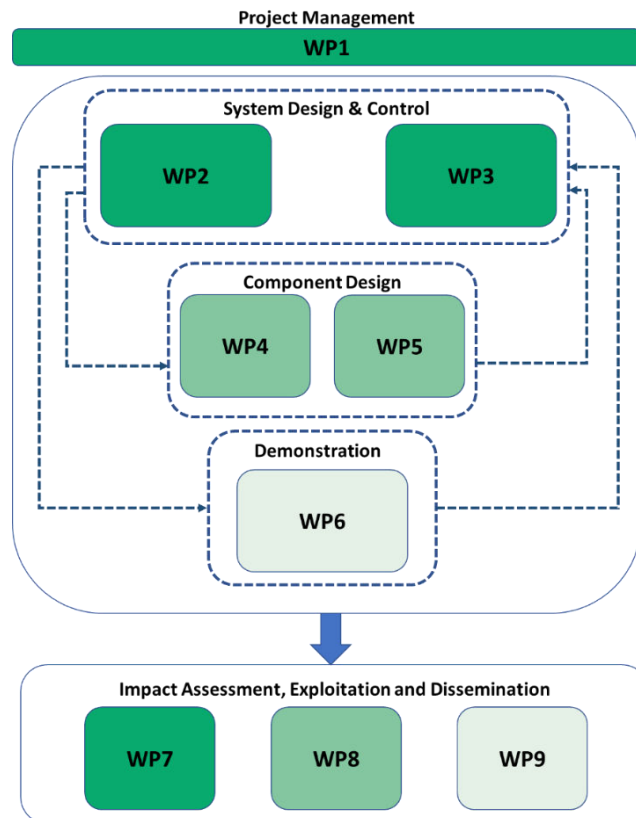


Figure 1 Interconnection between the WPs

WP1 provides project management and coordination throughout the life of the project, overseeing the activities of all the other eight WPs. The design and optimization of DECAGONE's proposed solution is an iterative process: the design and control of the system (WP2 and WP3, respectively) and the design of the individual components (WP4 for turbomachinery and WP5 for heat exchangers) run simultaneously in parallel following the circular approach presented in Figure 2 and constantly exchanging information among themselves.

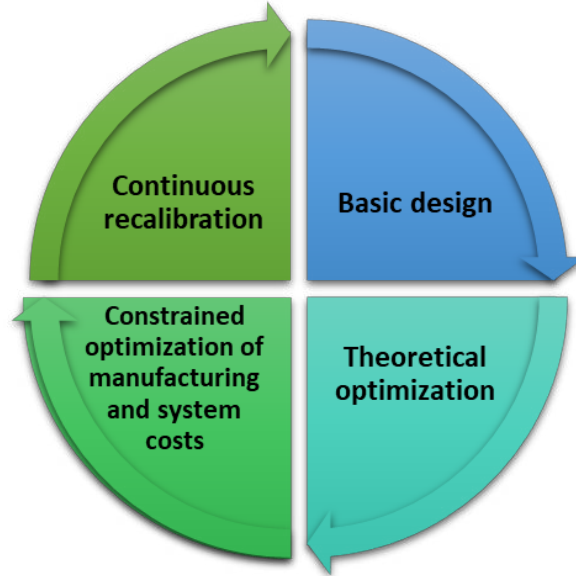


Figure 2 Circular approach of “system design” and “component design” WPs

At the same time, a second level of iteration exists between the system design and control (WP2 and WP3) and the demonstrator implementation (procurement, erection, commissioning and operation) in WP6. This interconnectivity of the blocks “System design” and “Demonstration” highlights the importance of continuous optimization and operational enhancement of the system: operational data will be collected on the demonstrator to be (post)processed and injected as feedback into the models for continuous validation, recalibration, and optimization.

Impact assessment and result exploitation is where the output of both the previous iteration loops will be collected and used for deriving the actual ORC system performances; in this sense, WP7 creates the conditions to assess the operation of the system after the commissioning phase, while WP8 will assess the real impact on the European industrial landscape by extrapolating the demonstrator performance to other relevant industrial use cases. Finally, WP9 will increase the awareness and better understanding of the technology and project results by the relevant stakeholders, by assuring large scale dissemination. The timeline of the 9 WPs of DECAGONE is shown in Figure 3. The total project duration is 48 months.

	2022				2023				2024				2025				2026																															
	Q2	Q3	Q4		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2																														
	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M																														
	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	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
WP 1	[Active]																																															
WP 2	[Active]																								[Inactive]																							
WP 3	[Active]																																															
WP 4	[Active]												[Inactive]																																			
WP 5	[Active]																[Inactive]																															
WP 6	[Active]																																															
WP 7	[Active]																																															
WP 8	[Active]																																															
WP 9	[Active]																																															

Figure 3 Timeline of the DECAGONE WPs

A brief description of the nine WPs is provided below.

4.1. Work Package 1

On the upstream, WP1 is dedicated to the management of the technical, financial and administrative aspects of the project as well as data management. It will be led by ENER as the project coordinator and supported by EURO.

ENER as coordinator will act as an interface between the consortium and the European Commission (EC) and will ensure the technical and financial reporting to EC by each partner.

Moreover, ENER will oversee the technical coordination of the project, with a strong support of the Work Package Leaders, and will manage the quality assurance, control and risk management of the project through. The establishment of the current document (Quality Assurance and Project Management Handbook) is a first action in this regard.

In this WP, a collective Data Management Plan is also established.

4.2. Work Package 2

WP2 focuses on developing the basic and the detailed engineering through steady-state and dynamic modelling of the overall solution proposed by DECAGONE. The basic engineering will involve advanced modelling of the overall system and use progressively the models developed in each component's work packages. Conversely, the detailed engineering will deliver all demonstrator technical documentation (including P&IDs and layout footprint).

This work package is strongly interconnected with WP3, WP4, WP5 and WP6.

4.3. Work Package 3

The objective of WP3 is to set up and optimize the demonstrator monitoring process. This will be achieved by means of the definition of the overall instrumentation, that will be used for R&D experimental setup, for performance assessment tests and for O&M (including fault detection and diagnosis). Moreover, advanced data post-processing algorithms will be developed and employed to implement advanced predictive maintenance techniques.

4.4 Work Package 4

WP4 is dedicated to innovative hermetic turbomachine architectures for ORC systems. In close connection with WP2, WP4 will first carry out the studies and then the technical specification of the chosen optimal design.

4.5. Work Package 5

WP5 will develop and optimize the new heat exchanger architectures with enhanced performances and reduced footprints and impact on the host process. It is strongly interconnected with WP2.

4.6. Work Package 6

WP6 focuses on the activities leading to the implementation of the demonstrator, passing through permitting, financial securing and equipment procurement. The components of the systems will be delivered on site, that has been prepared in the meantime for the erection of the ORC. WP6 will end with the commissioning and start-up of the ORC.

4.7. Work Package 7

WP7 is dedicated to assessing the performances of the project, including the life cycle assessment based on recognized standards and methodologies. Furthermore, the techno-economic and environmental performances within several industrial sectors and use-cases will be evaluated.

4.8 Work Package 8

WP8 covers the exploitation route mapping by evaluating and defining the most suitable business models for ORC technology market penetration for commercialization and industrialization. It will evaluate the market size on the different sectors and the regulatory constraints linked to technical codes and requirements and opportunities supporting energy efficiency actions. Feedback from WP6 and WP7 will be used to define the business model.

4.9. Work Package 9

WP9 covers the communication and dissemination activities of the project. It will support the project by communicating on the project and spreading the results of DECAGONE and its potential throughout the relevant community. The identified target groups will be reached by communicating on the website and social media, as well during special events, participation in conferences, and other relevant occasions. All these activities will help to leverage the project results in order to increase the impact of the project.

5. CONSORTIUM ORGANIZATION

As depicted in Figure 4, DECAGONE consortium presents four different levels:

- the **Implementation** level is where all consortium partners collaborate together in the nine WPs for the successful completion of the DECAGONE project;
- the **Management and Coordination** is the level including the collaboration of WP leaders, the Management Support Team (MST) and the Project Coordinator (PC), who is supported by the MST and is the close contact with the Project Officer (PO) from the European Commission (EC);
- the **Decision-Making** level includes the General Assembly;
- the **Strategic Guidance** level is led by the Innovation Advisory Board (IAB).

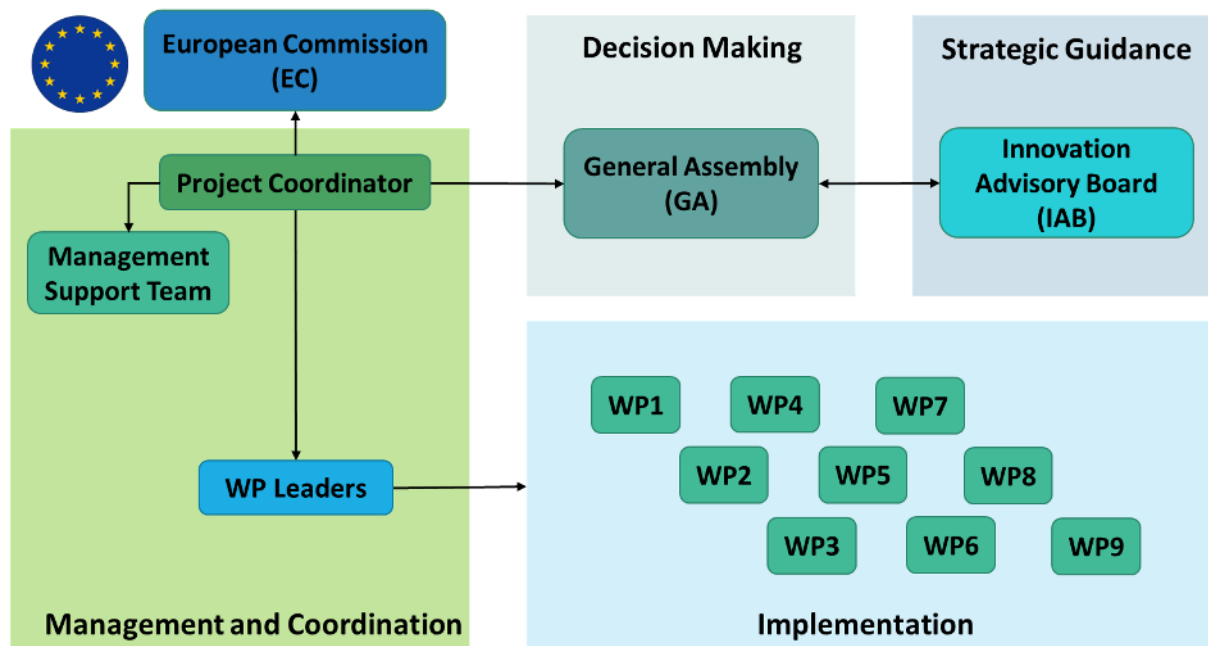


Figure 4 Organization of the DECAGONE consortium

A description of all the players acting in these 4 levels of the DECAGONE consortium is provided in the following.

5.1. Consortium Partners

As depicted in Figure 5, the consortium is composed of 16 partners coming from 10 countries, illustrating the name DECAGONE and representing all European regions (Northern, Western, Southern and Eastern Europe). More specifically, 9 consortium partners are private companies covering the complete value chain: financiers (ENCI), engineering companies (EMCC), equipment suppliers (ENER, SD), end-users (STEG, ET, MOH), communication, dissemination and lobbying experts (POL and EURO) and exploitation experts (ART). The necessary know-how support is assured by the presence of 6 world renowned Research Organization and Universities that will address complementary issues of the project (CEA, SER, TUM, ULIEGE, NTUA, HESSO).



Figure 5 DECAGONE consortium in a glance

5.2. Work Package Leaders

Each Work Package is led by a “Work Package Leader”, who oversees the technical and economic coordination actions. In DECAGONE, the WPLs are: ENER, TUM, ULIEGE, SER, EMCC, NTUA, POL, and EURO. Each WP Leader will be responsible for the coordination of the work to be carried out within their WP and for the successful execution of the WP tasks and delivery of the related deliverables. WP leaders have the responsibility of keeping the activities within the work packages in conformity with the project plan.

For efficient progress monitoring of the project, the Work Package Leaders will meet each month to provide a progress report on their Work Package; during these monthly meetings, the PC ensures the coordination among the partners in each WP. Furthermore, the WP Leaders are expected to regularly report the PC about the progress of work, any difficulties encountered and the chosen solutions at the WP-scale (every 3 months through the WPL meetings). Those reports will serve as a basis for the Periodic and Final reports to be delivered to the European Commission (task 1.1). If needed, the work plan will be discussed and adjusted by the Coordinator and the WP Leader and submitted to the approval of the General Assembly.

The responsibility of the WP Leader includes the following:

- achievement of Milestones in the due time;
- preparation of Deliverables relevant to their WP and provision to the Coordinator for official submission within the deadlines;
- identification and management of risks in project implementation at WP level, and monitor of risk mitigation measures to meet project requirements, in case of deviations from the Consortium Plan weekly or bi-weekly WP meetings;
- management of regular WP meetings with the involved consortium partners in each WP;
- production of WP progress report every 3 months, to be submitted to the Project Coordinator;
- provision of interim and progress reports to the Coordinator on schedule.

5.3. Project coordinator

The Project Coordinator is ENER, that will be responsible for the communication between the consortium and the European Commission, as well as the global management and monitoring of the project.

The PC will lead the management of the project, taking the lead for all administrative, legal, financial and coordinating activities necessary and appropriate to the project. This will be monitored by the General Assembly and implemented by the MST in strict compliance with the GA and the Consortium agreement. The General Assembly holds meetings for project validation every six month.

The main responsibilities relevant to the overall management of the Project include:

- monitoring the work progress related to the technical and administrative aspects of the project;
- ensuring efficient implementation of the project, exploitation and dissemination of its results;
- assisting the consortium partners at the administrative level;
- performing the maintenance and follow-up of the Grant and Consortium Agreements;
- supervising the delivery of the project deliverables according to the contractual dates;
- acting as an interface between the EC and the consortium members including on all administrative and legal issues;
- dealing and preventing any conflict emergence and providing solutions should them eventually arise;
- managing the coordination of amendments if necessary;
- ensuring an easy communication among the project partners;
- monitoring the workflow and information management;
- organizing, animating and distributing the minutes of the General Assemblies;
- supporting the organisation of additional work meetings, if needed (incl. Review meetings to be defined with the EC).

The responsibilities relevant to the financial monitoring include:

- monitoring the incurred actual costs versus planned budget;
- reporting on financial issues as stated in the reporting guidelines;
- validation of financial forms (Form C);
- collection of certificates on the financial statements (if applicable);
- coordination and monitoring of payments to project partners.

Acting as an interface between consortium and the European Commission, ENER receives the Commission's payments, transfers the shares to the individual partners and informs all partners during the project meeting about the budget and financial status of the project.

ENER is also in charge of the activity of project technical coordination and progress monitoring, including the following actions:

- coordinating the tasks and following-up the work progress within each work-package;
- organizing and coordinating the work package meetings;
- analysing the internal financial reporting by consortium partners to the Coordinator every six months;
- ensuring the timely completion and quality of the planned deliverables and milestones;
- managing the risk throughout the project duration;
- recommending any significant developments for dissemination and exploitation of the results.

Moreover, the PC establishes the Project Management Handbook and the Quality Assurance Plan and will keep them updated to ensure the control of the project and manage of its potential risks. Risk identification and management is a continuous process that will be performed throughout the entire project.

Finally, regarding quality assurance, project control and risk management the activity of ENER as a project coordinator includes the support on:

- Management of project-related documentation (templates for minutes, deliverables, costs statements, etc.),
- Monitoring and quality control of internal/external project deliverables (via a peer review process),
- Synthesis of internal procedures for decision-making processes,
- Surveillance and approval of milestones.
- Public deliverables and documents, patent applications, and invention disclosures will be submitted, along their development, to an internal quality review and approval procedure, allowing partners to ensure good quality results and the achievement of their objectives.

The PC will support the project partners for the establishment of a Data Management Plan, as well. It is due to identify all data collected, processed and/or generated by the project, analyse their main generators and users, and define how data is handled and stored during and after the project.

5.4. The Management Support Team

The MST is led by ENER as Project Coordinator and is composed by the PC and EURO. The MST will oversee the main activities within the scope of WP1 and will also coordinate extensively with the legal, administrative, and financial personnel of the Project Coordinator institution. As described in the Annex 1 Part A Grant Agreement, the activities of the MST will include supporting the PC in the following aspects:

- Supervising the delivery of the project deliverables according to their official due dates (as indicated in GA);
- Supporting the Coordinator in communications with the EC on administrative and legal issues;
- Providing support for the financial control of the project and related issues;
- Coordinating the preparation of official reports to the EC and all internal reporting activities;
- Dealing and preventing any conflict emergence and providing solutions if eventually arise;
- Managing the coordination of amendments if necessary.

5.5. The General Assembly

The General Assembly is the decision-making body of the consortium and is composed of representatives from each partner. It is chaired by the Project Coordinator and meets at least every six months to follow-up with the status of the project, and to make decisions when necessary.

The main activities of General Assembly are as follows:

- Approve the entry of a new entity to the consortium;
- Identify a breach by a Party of its obligations within the Grant Agreement and/or Consortium Agreement;

- Identify and declare a Party to be a defaulting partner;
- Approve the withdrawal of a Party from the consortium;
- Approve of any proposed changes in Annexes 1 and 2 to Grant Agreement, or any amendments to the Grant Agreement which will be further agreed with the Funding Authority.

Table 3 provides a preliminary schedule of the General Assembly meetings throughout the project.

Table 3 Dates of General Assembly

General Assembly meetings in DECAGONE			
General Assembly No°	Month	Date	Location
1	M1	21 June 2022	Paris, France
2	M6	25-26 October 2022	Trinec, Czech Republic
3	M12	June 2023	To be defined
4	M18	November 2023	To be defined
6	M24	June 2024	To be defined
7	M30	November 2024	To be defined
8	M36	June 2025	To be defined
9	M42	November 2025	To be defined
10	M48	May 2026	To be defined

5.6. The Innovation Advisory Board

The **strategic guidance** of the consortium for maximizing the adaptability of the developed technology in relevant sectors will be provided by the Innovation Advisory Board (IAB).

The IAB follows the progress of the project and its results and supports the consortium in the exploitation of the project results. The guidance of the IAB throughout the project's lifetime is the key to ensure high quality outcomes and increased replicability potential in relevant stakeholders.

The main activities of the Innovation Advisory Board include:

- Advice to the consortium to reach the project's objectives;
- Monitor of project's major milestones and its main risks and provision of feedbacks;
- Final assessment of the project's results.

The consortium will meet with the IAB, at least once a year.

6. RESPONSABILITIES AND DUTIES

6.1. Duties, Commitments and Performance Obligations

According to the conditions laid out in the Grant Agreement, all DECAGONE partners share general obligations required for the full and successful execution of the project. The main reference for these duties is Chapter 4 of the Grant Agreement.

6.1.1. Obligation to properly implement the project's action (Article 11 GA)

In accordance with the GA, all partners of DECAGONE share a general obligation to properly implement the actions as described in Annex 1 and in compliance with the provisions of the Agreement, the call conditions and all legal obligations under applicable EU, international and national law.

Furthermore, the Chapter 4 Section 1 of the GA clearly defines the role of the different consortium members. More specifically, Article 7 describes the obligations towards Beneficiaries and Article 9 towards other participants involved in the action such as Associated partners. Section 4 of the CA also underlines the responsibilities of all the Parties involved in the DECAGONE project.

6.1.2. Obligation to disseminate the results (Article 17 GA)

Partners must promote the action and its results by providing targeted information to multiple audiences (including the media and the public), in accordance with the actions described and planned in the GA in a strategic, coherent and effective manner.

The beneficiaries must disseminate their results as soon as feasible, in a publicly available format, subject to any restrictions due to the protection of intellectual property, security rules or legitimate interests.

A beneficiary that intends to disseminate its results must give advance notice to the other beneficiaries (unless agreed otherwise), as already agreed in the CA, together with sufficient information on the results it will disseminate. The CA also regulates the cases of any possible objections that the beneficiary may have.

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

A clear dissemination plan will be designed at M6 as part of the Plan for Dissemination and Communication of the Results. It will further detail the obligations to disseminate the results.

6.1.3. EU funding notice

According to the Article 17.2 of the GA, partners should always acknowledge the EU funding support in every communication and dissemination item they produce. The funding notice is essential for these products to be considered in the reviewing process.

Any communication activity related to the action (including any electronic form, social media, etc.) and any infrastructure, equipment, and major results funded by the grant must:

- display the EU emblem (when displayed with another logo, the EU logo must have appropriate prominence)

- include the following text:

“This project has received funding from the European Union’s Horizon Europe research and innovation programme under Grant Agreement No. 101069740”

or

“This [infrastructure, equipment, or other type of result] is part of a project that has received funding from the European Union’s Horizon Europe research and innovation programme under Grant Agreement No. 101069740”.

Example:



DECAGONE has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101069740.

6.1.4. Obligation to inform and to keep records (Article 19 & 20 GA)

All the partners are subject to a general obligation to provide any information requested in order to verify eligibility of the costs or contributions declared, proper implementation of the action and compliance with the other obligations under the Agreement.

Likewise, partners are obliged to keep and preserve records and other supporting documents about costs implementation, for a duration of 5 years after the final payment of the action, to prove the proper implementation of the action in line with the accepted standards in the respective field (if any). The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The granting authority may accept non-original documents if they offer a comparable level of assurance.

6.1.5. Additional obligations and performance duties

Section 2 of the Grant Agreement and Annex 5 provide additional information on the obligation and performance duties that the beneficiaries must meet. These includes:

- Management of conflict of interests;
- Confidentiality and security of the sensitive and classified information;
- Ethical standards and respect of basic EU values;
- Data protection;
- Intellectual Property Rights, Access Rights and Rights of Use;
- Communication, Dissemination, Open Science and Visibility;
- Implementation in case of restrictions due to strategic assets, interests, autonomy or security of the EU and its Member States;
- Recruitment and working conditions for researchers.

6.2. Budgets and Payments

DECAGONE has the overall budget of 18.314 M€, of which a maximum of 13.987 M€ will be granted by the European Commission under the Grant Agreement number of 101069740.

The budget is detailed in Annex 2 to Grant Agreement (Estimated Budget for the Action) for each project beneficiary. The “estimated EU contribution” for each partner is the maximum contribution that will be accepted by the EC. All the declared costs and expenses shall be approved by the EC. If at the end of the project, the approved costs for the partner are below the “estimated EU contribution”, the partner will receive only the proportional part of their EC contribution.

6.3. Risk assessment and mitigation

The Project Coordinator and the MST are engaged during all phases of the DECAGONE life in the management of project risks. This activity aims at increasing the likelihood and impact of opportunities while reducing the likelihood and impact of negative risks for the purpose of maximizing the likelihood of DECAGONE's success.

Therefore, throughout the project, the PC and MST will apply processes related to risk management planning, risk identification, risk analysis, response implementation, and risk monitoring.

WP leaders have a key role in supporting the PC and the MST in fulfilling this action.

Critical Implementation Risks and Mitigation Actions section in the SyGMA portal will be regularly updated by the Coordinator during the project.

Furthermore, at the end of each reporting period each partner will give the state of play of every risk identified in Annex 1 of the GA and, if necessary, will update the new mitigation measures.

7. REPORTING AND QUALITY ASSURANCE

7.1. Deliverables and milestones

As a reminder:

- A deliverable is a report that is sent to the granting authority, providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements).
- A milestone is a control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development.

The complete list of DECAGONE Deliverables and Milestones are provided in detail in Annex 1 to GA, Part A. Table 4 summarizes the information about the deliverables such as the leader, type, dissemination level and due date.

Table 4 List of Official Deliverables in DECAGONE

List of official deliverables in DECAGONE project				
D. No	Deliverable name	WP	Leader	Due date
D1.1	Quality Assurance plan & Project management Handbook	1	ENER	M3
D1.2	Data management plan	1	ENER	M6
D2.1	Cycle designs and preliminary component specifications	2	TUM	M9
D2.2	Process & Instrumentation Diagram (P&ID) and 3D arrangement	2	EMCC	M23
D3.1	Cumulative report on selection of sensors and definition of test matrices	3	ULIEGE	M23
D3.2	Experimental data post-processing methods	3	SD	M36
D4.1	Report on design of hermetic turbogenerator	4	ENER	M17
D5.1	Report on design of heat recovery system, recuperator, condenser, and thermal storage	5	SER	M17
D6.1	Engineering studies reports, authorizations & permits granted	6	EMCC	M18
D6.2	Funding agreement and commercial contract framework	6	ENCI	M18
D6.3	Final Performance Test & Quality Report	6	ENER	M38
D7.1	Selected industrial sectors for replication studies	7	NTUA	M24
D7.2	Economic & environmental impact assessment report	7	NTUA	M48

Quality Assurance Plan & Project Management Handbook – DECAGONE – Deliverable 1.1

D7.3	Technical assessment of performance results of the demonstrated solution, model validation and replication	7	ENER	M48
D8.1	Plan for exploitation of the project results	8	NCEU	M6
D8.2	Technical, regulatory and market aspects	8	NCEU	M22
D8.3	ORC potential and impact in various sectors	8	NCEU	M48
D8.4	Business plan and roadmap for market uptake	8	ENER	M48
D9.1	Plan for the Exploitation and Dissemination of Results	9	EURO	M6
D9.2	Final report on exploitation and dissemination actions and post-project strategy	9	EURO	M48

Quality assurance system for submission of High-Quality Deliverables

For all the official Deliverables and Milestones of the project, the quality assurance of these results will be done at two levels:

- 1) WP leaders: approving the high quality of official deliverables, milestones as defined set in the Grant Agreement within the official due time;
- 2) Project Coordinator: the final validation and approval of the deliverables, milestones and their submission to the EC.

In case of any technical or exploitation issues within the WP that does not allow the delivery of High-Quality results, the WP Leader shall propose the suitable mitigation means. Accordingly, the Coordinator will validate and approve the proposed solution to make the necessary provisions.

Validation of deliverables at the level of WPs:

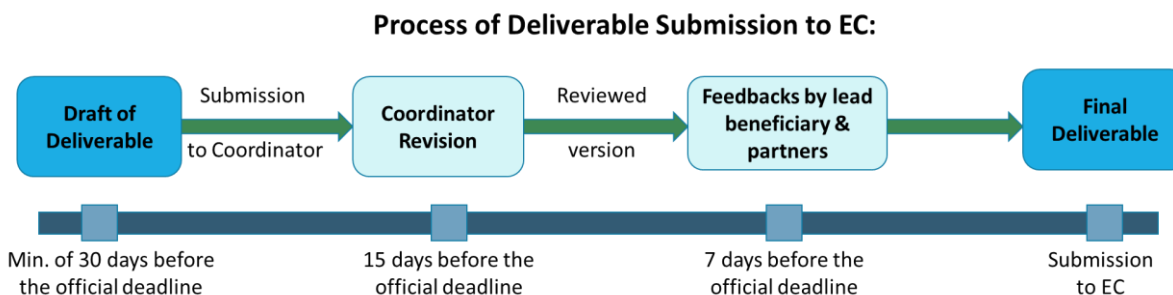
- 1) The main author of each deliverable (as is defined in Grant Agreement Annex 1 Part A) is the beneficiary responsible for providing it to the WP leader. This beneficiary will manage the input collected from the involved partners in the task, and to have efficient communication between involved partners.
- 2) It is strongly recommended to follow the defined template for Deliverables which has been made available by the MST. The other involved partners will comply to maximum contribution for successful preparation of a high-quality deliverable.
- 3) The first draft of the deliverable shall be made available to the WP leader 45 days before the official deadline of deliverable submission to EC.
- 4) WP leader will take 15 days for the review and modification of the deliverable at the WP level.

Validation of deliverables by Project Coordinator:

- 1) The complete draft of due deliverable is shared with the Coordinator, at least 30 days before its official deadline;
- 2) The Coordinator takes a maximum time of 15 days to create the reviewed version of the deliverable and sharing it with the lead beneficiary responsible for the deliverable (Maximum 15 days before the official deadline);
- 3) Feedback from the lead beneficiary and other involved partners on the reviewed version is collected by the Coordinator, and a final version of deliverable is created (Maximum 7 days before the official deadline);
- 4) The Coordinator submits the deliverable officially on the EC dedicated portal for project within its official deadline.

For an efficient coordination in the deliverable composition, separate dedicated meetings can be arranged between the involved partners. The lead beneficiary in charge of the deliverable will organize these meetings at least 2 months in prior to the official submission deadline with the presence of the relevant WP leader and the Coordinator. Figure 6 summarizes this procedure of delivery submission to the EC.

As a reminder: the number of the days indicated, as not working days but are natural days. Therefore, based on the time of the delivery, the precise dates and deadlines will be agreed between involved partners for each case.



7.2. Official DECAGONE templates

It is essential that all Deliverables and all documents submitted to the European Commission are laid out using the project's official templates. All available templates will be accessible for all partners on the project's SharePoint.

Templates includes:

- Deliverable template;
- PowerPoint presentation template;
- Meeting Agenda template;
- Meeting Minutes template.

The templates come with pre-set typography and styles. Please use the pre-established settings to guarantee the consistency of the project's visual identity throughout the reporting process.

7.3. Internal Reporting

For the effective implementation of the project, the Consortium will have internal reporting activities (financial and technical internal reporting), in additions to the official reporting that each project partner should provide to the EC. The Coordinator will collect all the information and will use for project progress verification as well as using it as the continuous input for the official reporting to the EC.

7.3.1. WP Progress Reporting

Work Package leaders will be asked to provide an internal reporting of their respective Work Package every 3 months to the Coordinator. The template will be provided for all WPLs to follow the same content for reporting. Work Packages leaders will have to gather the information (including activities, tasks and current deliverables status) from the partners involved in their WP

and submit a 2-3 pages report of their WP status to the Coordinator. The status of the deliverables, the obtained results, compliance to the work plan will be the basis for this WP progress reporting.

This internal report will enable the Coordinator to review the implementation of the project and to make adjustments in an effective and timely manner.

7.3.2. Internal Financial and Technical Reporting

All project Partners will have to provide technical and financial report of their activities to the Management Support Team every 6 months. Individual templates for each of the beneficiaries will be provided. These technical and financial reports will be gathered from all partners and will be used by the Coordinator for the official reporting periods to be submitted on the EC.

Each beneficiary will have to list their expenses for the preceding 6 months of the project, including staff effort per WP, personal costs per WP, purchase costs (other goods works and services, travel, and subsistence and equipment), and subcontracting costs. The personnel costs will remain private and not be divulged to other consortium members.

This internal financial reporting will enable to chart the expenditures of the project throughout its implementation in order to ensure that the project is in line with the planned activities.

Each beneficiary will also have to report to the Coordinator on the technical advancements that they have made in different WPs and tasks each 6 months. This technical reporting will be the basis for monitoring the status of internal and official deliverables of the project, the milestones, and the critical risks and their mitigation.

7.4. Reporting to the European Commission

Reporting to the European Commission will be performed through the Funding and Tenders website and the Participant Portal, the online platform that centralises the management of EU-funded projects and the reporting activities between the Commission and the partners of the projects. Various individuals in each DECAGONE partner institution have been granted access to the Participant Portal with one of several roles available. Specific roles allow to perform certain actions on the portal.

A user-friendly guide to role attribution and powers in Horizon Europe project management is available online in the European Commission's programme manual (Figure 7):

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Roles+and+access+rights>.

Partner members with authorised access to the Participant Portal can easily access the information of the DECAGONE project in their account's main page. They can click on 'Projects' in the left-side panel and then 'Manage Project' after clicking on the 'Actions' button on the right side of each of their projects' tab (Figure 8). Accessing this area will lead to the Participant Portal proper, the shared ecosystem in which official reporting to the European Commission is ultimately performed.

- PCoCo/CoCo: (Primary) Coordinator Contact
- PFSIGN: Project Financial Signatory
- Project Legal Signatory
- PaCo: Participant Contact
- TaMa: Task Manager
- TeMe: Team Member
- LEAR: Legal Entity Appointed Representatives
- AccAd: Account Administrator
- FSIGN: Financial Signatory
- LSIGN: Legal Signatory

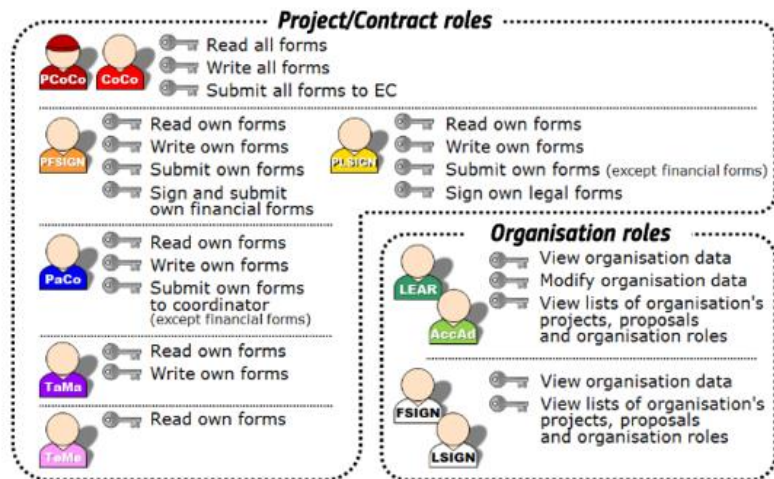


Figure 7 Rights associated with project and organization roles

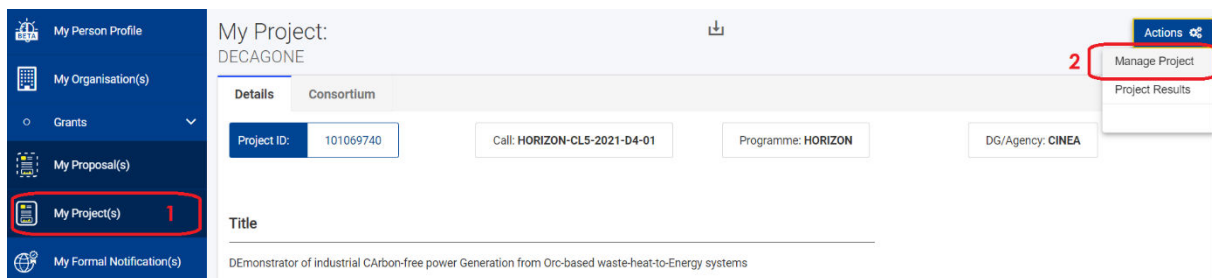


Figure 8 Accessing project management from a user's main page on the Participant Portal

As depicted in Figure 8, once inside the Participant Portal, users will see the basic information about the DECAGONE project on the left panel, and a series of links and resources to:

- Contribute to the 'Continuous Reporting' mechanism of the project;
- Manage documents or communications that have been initiated on the portal with regards to the project;
- Establish a new interaction with the EU as the funding entity. This item (in the upper-right corner of the central panel) is particularly sensitive because of the potential consequences of these initiatives and should be handled with extreme care. In general terms, only the Project Coordinator should initiate any direct interaction with the European Commission. Partners of the consortium should refrain from using this last-resort option and should rather refer to the Project Coordinator for any inquiry about this kind of action.

7.4.1. Continuous Reporting

Ordinary management of the project and step-by-step compliance with implementation goals and criteria (Deliverable and Milestones) are performed via the Portal Continuous Reporting tool of the Horizon Europe portal. Continuous Reporting is designed to entrust monitoring of the project's goals to the consortium itself. By accessing Continuous Reporting, partners will be led to the SyGMa (System for Grant Management) platform.

The beneficiaries must continuously report on the progress of the action (e.g. deliverables, milestones, outputs/outcomes, critical risks, indicators, etc; if any). The management of content on the SyGMa platform will remain centralised by the Coordinator.

7.4.2. Periodic Reporting

In order to receive payments, the consortium must submit periodic reports. When these are due, they must be submitted directly in the Periodic Reporting Module of the Portal Grant Management System within 60 days after the end of the reporting period:

- Reporting period 1: from month 1 to month 18;
- Reporting period 2: from month 19 to month 36;
- Reporting period 3: from month 37 to month 48.

The periodic report consists of two parts, the Technical Report and Financial Report.

The Technical Report is itself also divided in two parts, Parts A and B:

- Part A: contains the structured tables with project information (retrieved from the Grant Management System).
- Part B (the narrative part): mirrors the application form and requires the participants to report on differences (delays, work not implemented, new subcontracts, budget overruns etc).

The technical report Part A and the financial report are generated automatically on the basis of the data in the Grant Management System. The Financial Report consists of the structured individual and consolidated Financial Statements (retrieved from the Grant Management System). The financial part of the additional prefinancing report includes a statement on the use of the previous prefinancing payment.

The financial part of the periodic report includes:

- the financial statements (individual and consolidated; for all beneficiaries/affiliated entities)
- the explanation on the use of resources (or detailed cost reporting table, if required)
- the certificates on the financial statements (CFS) (if required).

The financial statements must detail the eligible costs and contributions for each budget category and, for the final payment, also the revenues for the action.

All eligible costs and contributions incurred should be declared, even if they exceed the amounts indicated in the estimated budget. Amounts that are not declared in the individual financial statements will not be taken into account by the granting authority.

By signing the financial statements (directly in the Portal Periodic Reporting tool), the beneficiaries confirm that:

- the information provided is complete, reliable, and true
- the costs and contributions declared are eligible
- the costs and contributions can be substantiated by adequate records and supporting documents that will be produced upon request or in the context of checks, reviews, audits and investigations for the final periodic report: all the revenues have been declared.

Part B needs to be prepared outside the tools (using the template downloaded from the system) and then uploaded as PDF (together with Annexes, if any).

All participants should contribute to the parts, but it is the Coordinator who will have to submit them as a single report.

Tasks of the Coordinator:

- Checks that the Continuous Reporting Module is updated in time (before the Periodic Report is Locked for review)
- Checks that all participants have submitted their Financial Statements (and CFS, if needed)
- Quality checks:
 - Checks that the Report is coherent and that information in Part A and B is consistent.
 - Makes sure that the template has been followed and all sections are completed, and no annexes are missing.

The Periodic Reporting Module (and periodic reports) are also used for the final report (report for the last reporting period, to close the grant). The system behaviour, screens and documents used are the same.

7.5. Summary of the different levels of reporting

Table 5 summarizes the different levels and types of reporting as explained in the sections 7.3 and 7.4 within DECAGONE lifetime.

Table 5 Different levels and types of reporting in DECAGONE

Reporting in DECAGONE project				
Title	Level	By who	To whom	Regularity
WP Progress Reporting	Internal	Work Package Leaders	Coordinator	Each 3 months
Internal Financial Reporting	Internal	All beneficiaries	Coordinator	Each 6 months
Internal Technical Reporting	Internal	All beneficiaries	Coordinator	Each 6 months
Periodic reporting	External	Coordinator; all beneficiaries	Project Officer	M18; M36
Final reporting	External	Coordinator; all beneficiaries	Project Officer	M48

8. INTERNAL COMMUNICATION AND WORKFLOW

8.1. Consortium's Data Sharing Platform

The information management at project level will be done using Microsoft SharePoint and Microsoft TEAMS, as the cloud-based tools.

DECAGONE will utilize SharePoint for the organization of project's data, management of the internal exchanges, publication of reports and deliverables with the access only to project partners.

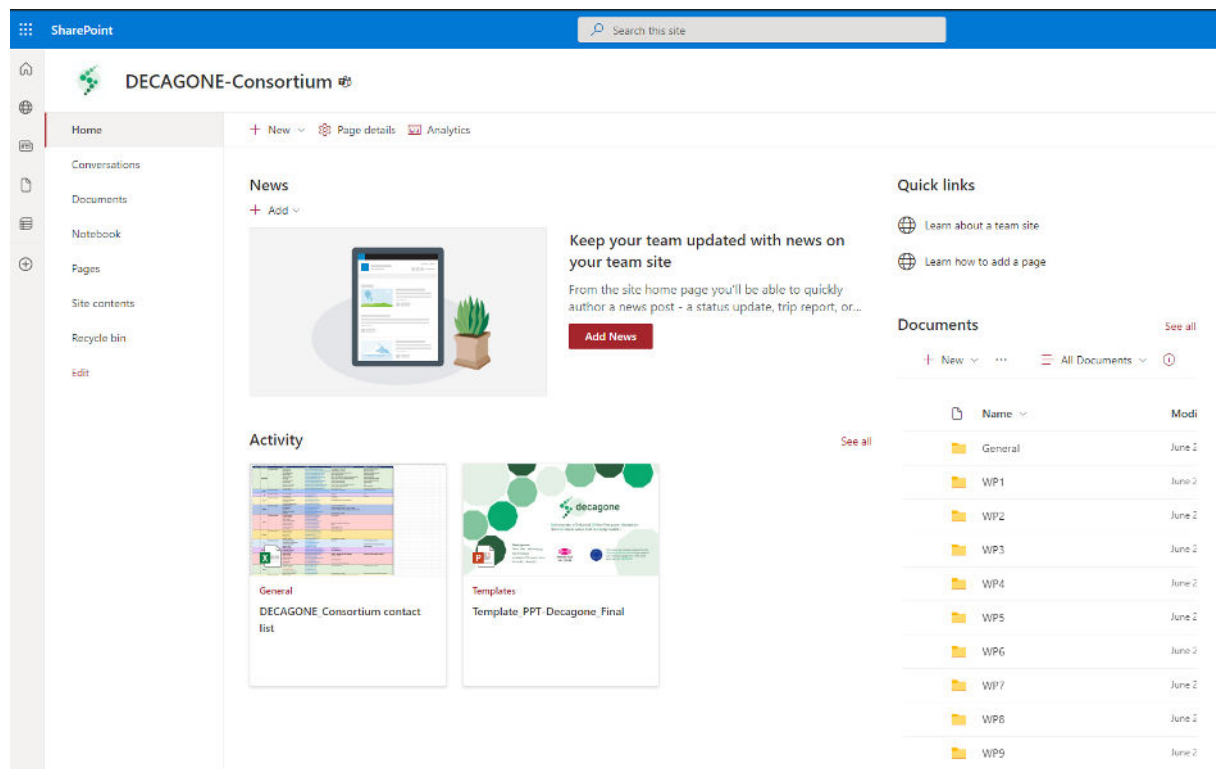


Figure 9 Home page of the Microsoft Sharepoint of DECAGONE

A dedicated TEAMS group, with separate channels for each WP has been structured for the internal communications within the project as well as the exchange among the partners. The architecture of folders within SharePoint and TEAMS channel is maintained and administrated by the MST. Each WP leader is in charge of the regular update of their relevant data within the folders.

The contact list for the DECAGONE project is available for all partners in the "General" Folder/Channel.

The access to the folders within each WP is open to all consortium partners.

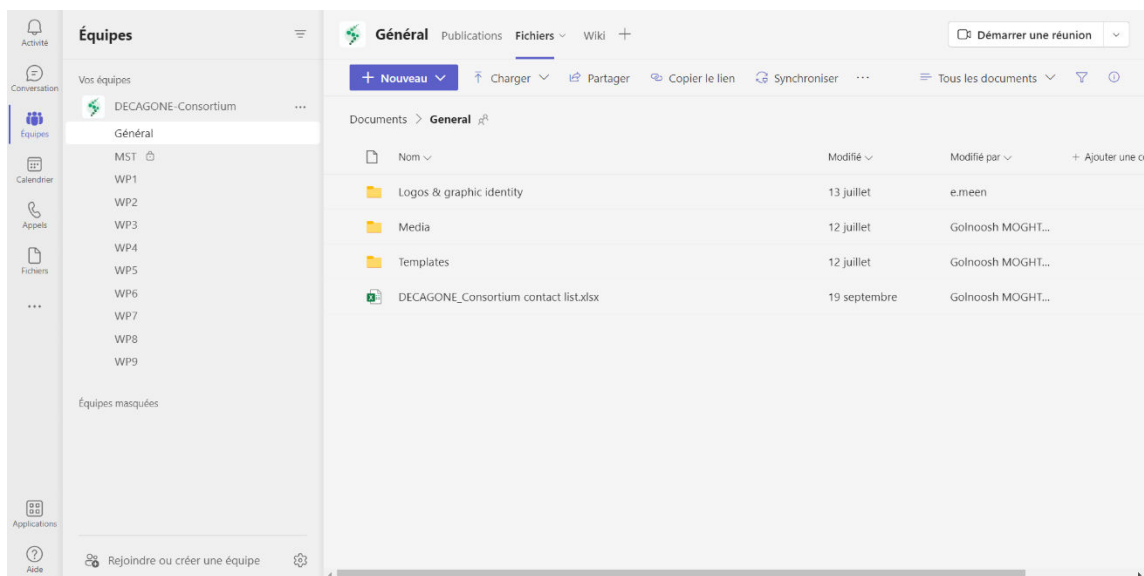


Figure 10 Structure of Microsoft TEAMS for data sharing

8.2. Meetings

To ensure an efficient consortium cooperation and effective communication among the project partners, regular meetings at the different levels of project will be convened.

During the project’s Kick-Off Meeting, which was held at the first month of the project, it has been agreed to hold regular meetings during the project’s lifetime. The different levels of these project meetings are summarized in Table 6.

MST meetings follow up on administrative, legal, financial coordination and management of the project in a bi-weekly manner. ENER is supported by EURO for the general coordination of the project.

General Assemblies occur at least every six months, preferably in-person. Article 6 of Consortium Agreement details the scope and regulations of these meetings.

The monthly WPL meetings are organized by the Coordinator and are dedicated to exchanges between the WP Leaders to address the inter-faces between the WPs.

The regular WP meetings are organized separately by the leader of each WP. The involved partners in the relevant WP are required to participate in such meetings.

In case the discussions around one specific task cannot be addressed in the regular WP meetings, Task-focused Meetings, will be organized by the relevant Task leader.

The abovementioned meetings are the platform for information exchange and problem solving among the partners. These exchanges will be the basis for reaching the collective decisions. Prior to each meeting, the agenda will be shared to the participants for further preparations. The meeting organizer will need to make sure that the meeting invitation is sent to all required participants in sufficient time prior to the meeting. The notice of the internal technical meetings (dedicated meetings at WP or Task level) within WPs and Tasks shall be given at least one week in advance to the meeting.

Table 6. Levels of regular meetings for DECAGONE project

Levels of regular meetings for DECAGONE project				
Title	Meeting Type	Participants	Ordinary Meeting	Extraordinary meeting
Project Management Support Team (MST)	Online	ENER, EURO	Bi-weekly	At any time upon written request of any member of the MST
General Assembly	In person / Online	All consortium partners	At least twice per year	At any time upon written request of any consortium members
WPL meeting	Online	Work Package Leaders	Monthly	At any time upon written request of any WPLs
Regular WP meetings	Online	Partners involved in each WP	Regular (Bi-weekly or monthly)	At any time upon written request of involved partners in the WP
Task-focused Meetings	Online	Partners involved in the specific Task	Upon request	At any time upon written request of involved partners in the Task

After each meeting, the partner chairing the meeting is responsible for elaborating the minutes and sharing them with the participants. In addition, an Action List can be elaborated by the meeting participants and is to be included in the minutes. This will serve as a guiding timeframe tool for the future meetings.

The invited parties must have at least one representative in the meetings. If the participation of the main contact person of the WP or task is not possible, the partner will be charge of making sure that an alternative representative on the behalf of the organization will be present in the meeting.

8.2.1. Minutes

Minutes of the meetings shall be transmitted to the members within 30 calendar days after the date of the meeting. The minutes shall be considered as accepted by the other members if, within 15 calendar days from receipt, no member has objected in a traceable form to the Coordinator. For further coordination meetings, DECAGONE will make use, whenever possible of video conferencing.

Approved minutes will be available through the SharePoint platform of DECAGONE. A template of Minutes of Meeting will be available in the SharePoint platform of the project.

8.2.2. Participation of the European Commission Project Officer

The Project Officer (European Commission’s liaison with the project) will be invited to the project’s key meetings (e.g., General Assembly) and core events.

ENER will be in the main contact point with the Project Officer on the behalf of all consortium partners. Therefore, ENER will inform the Project Officer in prior to the date of the event to arrange for their participation.

8.3. The DECAGONE Website

The DECAGONE project website is a substantial task of WP9 on the communication and dissemination of the project's objectives and outputs. The website will work as a hub of information about the activities of DECAGONE, the project's outcomes in terms of implementation, publications, exploitation of results, and impact. The website will be hosted at the following link: <https://www.decagone.eu>

The Consortium will provide useful content and important information related to their tasks within the DECAGONE project and assist in communicating and advertising the weblink and the page as a source of information and data.

8.4. E-mail and other communication channels

The main means of written communication among the consortium partners is emails. To be able to better follow-up on the project flow, it is requested to have at least one of the members of MST or Project Coordinator team in the CC of emails for both technical and administrative topics that is exchanged among the consortium partners.

8.5. Social Media

Social media have developed into a crucial asset for a project's visibility and ability to extend its outreach and expand its community of reference and potential users. Soon after the official launch of the project two social media accounts have been created:

- LinkedIn: <https://www.linkedin.com/company/decagone-project>
- Twitter: <https://twitter.com/DecagoneP>

All the partners will be asked to provide content in order to communicate frequently on the project activities and to share the content created by EURO as WP9 leader and therefore in charge of the social media. The respective networks of each of the partners will enhance the number of people reached by the project activities and expected impact of the project.