



PREVENT

D1.1 PROJECT QUALITY PLAN AND RISK MANAGEMENT PLAN I



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1. ABSTRACT

This document outlines comprehensive guidelines to ensure the successful implementation of quality assurance and risk management practices within the Horizon Europe PREVENT project. It demonstrates how quality considerations are integrated into all project processes and activities, and how potential risks are identified, anticipated, and effectively managed throughout the project's duration.

The objective of this deliverable is to provide the consortium with efficient protocols and clearly defined roles and responsibilities. These measures are put in place to ensure the timely and high-quality delivery of project outputs, while effectively addressing any risks that may impact the project's quality, timeline, budget, and scope.

In addition, the document reports some key project management elements (e.g. the management structure, management procedures, etc.), which have been set in the project's Grant and Consortium Agreements, to provide a complete overview of the management of the project.

2. INTRODUCTION

PREVENT- Improved predictability of extremes over the mediterranean from seasonal to decadal timescales – is a coordination and support project financed by the European Commission through the HORIZON Europe programme under the call for proposal HORIZON-CL5-2022-D1-02-0. It has been proposed by a consortium of 8 organizations across 7 countries, including 3 universities, 3 research institutions, and 2 SMEs. PREVENT is coordinated by the Aristotle University of Thessaloniki (AUTH) and has been lasting 36 months from October 2023.

The objectives will be achieved by implementing a set of 7 WPs with the following main outputs:

- Identifying climate extreme hot spot regions in Mediterranean
- Developing of data bases (statistical downscaling, dynamical downscaling and bias corrected data) for the whole Mediterranean region (seasonal and decadal meteorological parameters highly associated with extreme events)
- Estimating extreme climate indices for the climate extreme hot spots regions in the Mediterranean
- Developing machine learning statistical forecast for seasonal and decadal data
- Developing innovative digital web tools (PREVENT eTool and PREVENT adaptation decision tool)



- Organizing 5 workshops and 1 summer school

2.1. PURPOSE AND STRUCTURE OF THE DOCUMENT

This document, “Project quality plan and Risk Management Plan I (D1.1)”, is a deliverable of the Work Package 1 “Coordination and Management”, Task 1.1 “Project Coordination”. This document establishes comprehensive guidelines to ensure the successful implementation of quality assurance and risk management practices throughout the PREVENT project. The objective of this deliverable is to provide the consortium with straightforward yet impactful procedures, enabling the delivery of project outputs with high quality. Additionally, it aims to address potential risks that may impact the project's quality, timeline, costs, and scope.

Furthermore, it presents the essential elements of project management (section 3) as outlined in the project's Grant and Consortium Agreements. This comprehensive overview facilitates cross-referencing with the quality and risk management chapters (section 4 and 5), providing a holistic understanding of the project's management approach.

The document is structured as follows:

- Chapter 3 provides an overview of the essential project management components outlined in the Grant and Consortium Agreements of the PREVENT project. These components encompass the applicable legal framework governing the project, the structure of management, assigned roles and responsibilities, management procedures including voting rules and conflict resolution, as well as progress and financial management.
- Chapter 4 presents the quality management approach, comprising two primary phases: Quality Planning and Quality Control and Monitoring. This approach is implemented across various project aspects, such as internal and external communication, submission of official deliverables, and internal progress management.
- Chapter 5 outlines an overview of the risk management procedure, detailing the process of identifying, evaluating, mitigating, and monitoring uncertainties throughout the project. The Risk Management Register, which is included in this section and reflects the updates as of Month 2 of the project, serves as an essential component of this procedure.
- Chapter 6 presents the Ethical and privacy issues of the PREVENT project. It includes the ethical considerations and legal restrictions of data used in PREVENT, as well as moral considerations regarding the use of human subjects in project activities.



3. PROJECT MANAGEMENT

3.1. LEGAL FRAMEWORK

The PREVENT Grant Agreement, which is signed by the European Commission, the Project Coordinator, and the other beneficiaries, along with the PREVENT Consortium Agreement, signed by the consortium beneficiaries are legally binding documents.

The Grant Agreement contains the following:

Annex 1: Description of the Action

Annex 2: Estimated budget for the action

Annex 2a: Additional information on the estimated budget

Annex 3: Accession Forms for Beneficiaries

Annex 4: HORIZON EUROPE MGA, Model for the financial statements

Annex 5: Specific Rules

3.2. MANAGEMENT STRUCTURE, ROLES AND RESPONSIBILITIES

3.2.1. GOVERNANCE STRUCTURE

The project management structure prioritizes the coordination of resources and mechanisms to facilitate the smooth advancement of technical, administrative, and financial aspects, ultimately leading to the accomplishment of milestones and desired outcomes. The overarching objective of project management within the project is to establish a focused and streamlined framework that effectively supports the entire Consortium in attaining the project's objectives.

The PREVENT project will be managed by a two-stage management structure: strategic and operational.

Roles

Project Management Committee (PMC) consists of one representative by each partner with the authority to make decisions regarding the project. The PMC has a high-level decisionmaking responsibility for strategic decisions regarding the project. The PMC is formed at the beginning of the project and meets at various times over the duration of the project. PMC will conduct five 3-days meetings and will conduct management meetings (Web Conferencing). The PMC will steer the project and will

intervene as necessary to readjust the project to the context, ensure consistent communication between partners and the organisation of Committee meetings.

Evaluation Working Group (EWG) composes of 3 members, two academic and one representing the impact modellers. It is responsible for project quality assurance planning, implementation, and reporting and liaises closely with the PMC to ensure quality assurance throughout the project.

The Project Coordinator (PC) Prof. Dr. C. Anagnostopoulou, supported by the PMC, will coordinate PREVENT on behalf of the AUTH. She will be responsible for all reporting to the European Commission and liaise with the Project Officer (PO) in project related matters. The Coordinator will ensure that the project objectives are clearly highlighted and met and will implement procedures for the efficiency of the project. The PC is responsible for the coordination of work between partners, monitoring of activities and deliverables, early warning system, drafting technical reports and implementing corrective actions. The PC is responsible for the financial management of the project.

External Advisory Board (EAB) consists of 4 members, 2 academic and 2 end users. The main purpose of the EAB is to provide guidelines to the consortium to enhance and effectively demonstrate the impact of PREVENT on both research and society. EAB's composition will finalize in M3 month. There will be a non-disclosure agreement between EAB and PMC in order to have access to all necessary project material. EAB members will participate once a year in PREVENT meetings for making suggestions on the project implementation with guidance on additional measures to improve the impact of PREVENT's achievements.

The EAB will also contribute to the PREVENT adaptation plan for dissemination and exploitation of the project results.

For each WP there is a **team leader** who is the lead partner in that WP and who is responsible for coordinating the partners' work.

3.2.2. WORK PACKAGE STRUCTURE

The project activities will be divided and implemented within seven work packages (WPs). The latter will correspond to project objectives and are dedicated to specific actions. Individual WPs will be interrelated, while the outputs from some WPs will be used as inputs for the other ones (e.g. D2.2 to D4.2). The relations among the WPs are illustrated in the Figure 2.



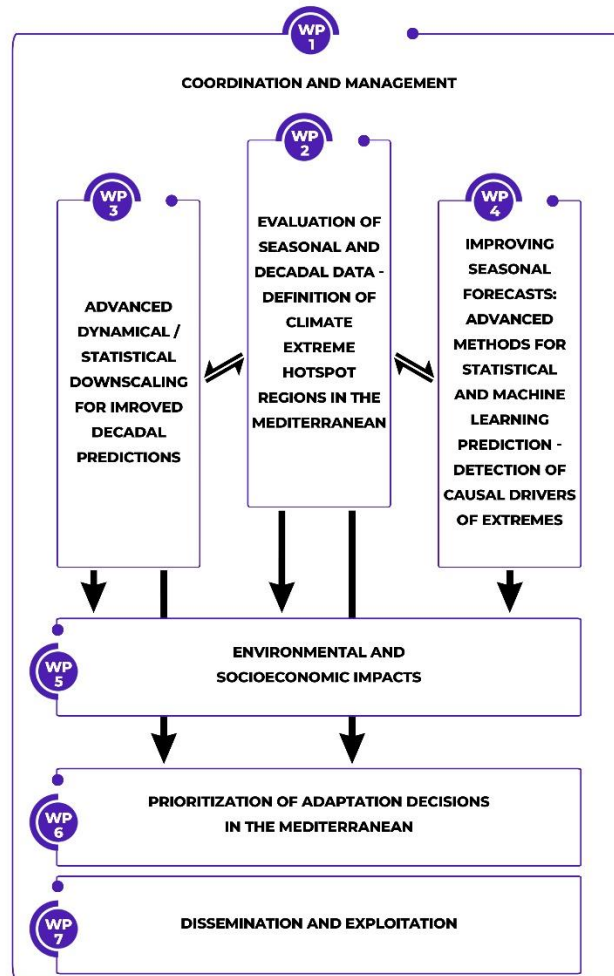


Figure 2: Work packages' structure

Overall, the work packages are organized as follows:

Work Package 1 (**WP1**) concerns project management, coordination, quality assurance, risk management, and ethics assessment. Its purpose is to ensure the efficient planning, execution, coordination, and accomplishment of project activities and goals. It establishes a framework and assistance for decision-making, both internally and externally, facilitates effective communication, promotes accountability and control, mitigates risks, identifies and capitalizes on project opportunities. Additionally, this work package oversees quality control for project deliverables and aids the consortium in achieving the project objectives.

Work Package 2 (**WP2**) aims to develop a user-friendly tool called the PREVENT eTool, which will serve as a comprehensive climate database for impact modelers and stakeholders. This tool will incorporate updated seasonal forecasts and decadal predictions from various reliable sources such as COPERNICUS, WMOLC, and ECMWF. Additionally, it will adapt the ETCCDI extreme indices (including drought, extreme temperature, extreme precipitation, and heatwaves) specifically for the Mediterranean region. WP2 will specifically focus on identifying regions within the

Mediterranean that are highly susceptible to climate extremes and their compound negative impacts. To ensure accuracy, the performance of seasonal forecasts and decadal predictions will be assessed using appropriate metrics.

In the scope of WP2, the PREVENT eTool will offer easily accessible and comprehensible maps, statistics, and graphical representations of extreme indices, enhanced seasonal and decadal data, as well as drought and extreme temperature maps. These outputs are specifically designed to cater to the needs of end-users and stakeholders. The outcomes of WP2 will serve as a fundamental reference for the subsequent activities in other work packages, namely downscaling (WP3), machine learning techniques (WP4), impact models (WP5), and adaptation (WP6).

Work Package 3 (**WP3**) aims to enhance the accuracy of decadal predictions for climate extremes through the application of dynamical downscaling and statistical methods. To achieve statistical improvement, WP3 combines established bias correction techniques such as delta, scaling, empirical, and regression quantile mapping. Additionally, it introduces a new method called TIN-Copula, which utilizes Triangular Irregular Networks and Copulas as its fundamental components. WP3 will develop and implement dynamical downscaling using the WRF climate model, utilizing existing decadal experiments with different ensemble members specifically for the Mediterranean region. The high-resolution WRF dynamical downscaling model will be employed to improve the representation of climate extremes in the identified climate extreme hotspot regions from WP2. Ultimately, the improved decadal data generated within WP3 will enable the utilization of high-resolution climate data in impact models (WP5) and adaptation plans (WP6).

Work Package 4 (**WP4**) aims to utilize innovative machine learning techniques, including causal discovery algorithms, Self-Organizing Maps (SOMs), simple linear regression, random forests, gradient boosting regression, and copulas, within a causal framework. These methods will be applied and combined to identify the physical drivers and pathways that contribute to extreme events. The objective is to validate dynamical models based on their ability to accurately represent causal pathways and teleconnections that are significant for Mediterranean extremes. Additionally, the impact of climate change on these identified drivers will be assessed to account for non-stationarities. WP4 will also develop a collection of machine learning-based seasonal forecast models specifically designed for Mediterranean extremes. These models will be used alongside existing seasonal forecasting datasets in WP5 and WP6 to evaluate whether incorporating data-driven methods can enhance the skill and accuracy of the forecasts.

Work Package 5 (**WP5**) will utilize both standard climate data and improved climate data generated in WP2, WP3, and WP4 as inputs for conducting impact models and studies in various regions of the Mediterranean. The focus will be on exploring the

impact sectors that are highly relevant to the Mediterranean's environment and socioeconomic conditions. These sectors include ecology, agriculture, water management, human health, and tourism. The specific case studies within WP5 will involve assessing fire risk and identifying the atmospheric factors that contribute to fire weather conditions, attributing and projecting water balance and hydropower production, making seasonal predictions for agriculture and water irrigation requirements, enhancing short-term predictions of a Holiday Climate Index, and estimating mortality risk and healthcare costs associated with weather and climate extremes. The outcomes of WP5 will be valuable for stakeholders and end users and will also serve as inputs for WP6, which focuses on adaptation measures.

Work Package 6 (**WP6**) focuses on enhancing the adaptation and preparedness of Mediterranean countries in the face of climate variability and change. A key aspect of this is improving the quality of seasonal to decadal predictions to support farmers in adapting to these changes. The consortium aims to transform the ensemble of predictions into actionable decisions. The work package investigates two aspects of adaptation: (1) using seasonal forecasts to improve seasonal anticipation, such as selecting crops based on predicted climatic conditions for the upcoming growing season, and (2) utilizing decision-making under deep uncertainty and decadal predictions to prioritize investments in risk reduction measures. The consortium will engage with key organizations in various sectors, including financial institutions, to tailor potential solutions to their needs. WP6 ensures that seasonal and decadal predictions are integrated into adaptive decisions based on the latest scientific knowledge and methods, in collaboration with sectoral stakeholders.

Work Package (**WP7**), which focuses on the Design of the Dissemination and Exploitation Strategy, will involve an analysis of various dissemination channels such as websites, public events, specialized and general interest magazines, and ad-hoc newsletters. The goal is to identify the most suitable channels for reaching the target audience. In addition, specific materials will be created, including a logo, website, brochures, clear presentations, and project summaries, which will be distributed to all project partners.

To ensure widespread knowledge sharing, the project's findings and new methodologies will be disseminated to the research community, including young scientists, through publications and a summer/winter school. Furthermore, the results of the PREVENT project will be communicated to society, stakeholders, and decision-makers through relevant training workshops.

3.3. MANAGEMENT PROCEDURES

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3.4. PROGRESS AND FINANCIAL MANAGEMENT

The PREVENT project is divided into the following ‘reporting periods’:

- RP1: from month 1 to month 18
- RP2: from month 19 to month 36

PC shall decide to transfer the pre-financing to partners according to the percentage of beneficiaries’ budget.

The Project Coordinator will adhere to Annex II of the Model Grant Agreement by submitting a periodic report after 18 months and a Final report upon project completion.

To ensure ongoing assessment of work progress, resource utilization, and to anticipate any changes or emerging requirements, the consortium will implement internal reporting every 6 months. These reports will encompass both technical and financial aspects of the project.

Internal reporting will take place every 6 months, in the form of a more concise report than the 18 month report. The internal report is due 30 calendar days after the end of each reporting period and includes the following:

- Overview of the progress of work, including achievements and attainment of any milestones and deliverables identified in Annex I of the Grant Agreement (DoW). This report should include the deviations, if any, between the initially planned work and actual results.
- Presentation and explanation of major deviation of the use of the resources at WP level for all partners.

4. QUALITY MANAGEMENT

To ensure that the project outputs align with the project requirements, a clearly defined approach to Quality Management has been established. This approach consists of two primary phases: Quality Planning and Quality Control and Monitoring. By following established methods, techniques, and standards, this approach will facilitate the successful execution of activities.

4.1. QUALITY PLANNING

Quality planning encompasses the set of procedures and processes that should be adhered to when preparing project deliverables and executing both specific and cross-cutting project activities. It involves providing guidance for document drafting and implementing communication actions as well.

4.1.1. MEETINGS

Throughout the project implementation, different types of meetings will be held, including:

- Project Management Committee meetings
- Regular coordination meetings, involving all Consortium members
- WP meetings, involving both the WP Leader and the Task Leaders of that WP

All project meetings will take place both in person and remotely via video conferencing systems.

A) Project Management Committee meetings

According to the terms outlined in the Consortium Agreement, the Project Management Committee will assemble as needed to promptly address the project's requirements. Specifically, PMC meetings are scheduled to occur at least four times annually, with scheduling taking place at least 21 calendar days in advance (15 calendar days for extraordinary meetings). In situations where it is necessary, PMC members may convene more frequently, with the Project Coordinator (PC) preparing and the PMC approving each meeting agenda. Any agenda item requiring a decision by PMC members must be clearly designated as such. The coordinator is responsible for drafting and dispatching a written (original) agenda to each member, ensuring it is received no later than the specified minimum number of days before the meeting.

Members may add an item to the original agenda by written notification to all of the other members up to the minimum number of days preceding the meeting as indicated below. During a meeting, the members present or represented can unanimously agree to add a new item to the original agenda. Decisions will only be binding once the relevant part of the minutes has been accepted.

The responsibility for recording minutes during each meeting lies with the Project Coordinator. The circulated minutes should reach participants within 15 calendar days post the meeting. Participants are given a 15-calendar-day window to provide comments on the minutes document. If no remarks are received within this period, the minutes will be deemed accepted and subsequently uploaded to the PREVENT shared folder on Mega Cloud. The PC will then notify meeting participants via email.

B) PREVENT Regular Meetings

There will be five Regular coordination meetings (Table 1). All members of the Consortium will ensure the participation of at least one representative in the regular meetings. These shall be scheduled at least two months in advance. The Leader partners in cooperation with Project Coordinator are responsible for the organisation and running of that meeting. Moreover, the leader partner will circulate (at least 5 calendar days) in advance the agenda for the meeting. PC will also be in charge of ensuring that minutes are taken of every meeting. Minutes will be then circulated among consortium members by 15 calendar days after the meeting. Consortium members have 15 calendar days at their disposal to comment on the minutes document. If no remarks are received from any party within this comment period, the minutes shall be considered as accepted and will be uploaded in the PREVENT shared folder in Mega Cloud. The PC will hence inform the meeting participants via email.

Table 1: PREVENT Regular meetings

name	Month	Leader partner	Country
Kick of Meeting	2	AUTH	Greece
2 nd Meeting	9	PIK	Germany
3 rd Meeting	18	VU	Netherlands
4 th Meeting	27	finres	France
5 th Meeting	36	Cyl	Cyprus

C) WP meetings

Work Package (WP) meetings, involving both the WP Leader and Task Leaders, are scheduled to occur once a month or frequently (if it is necessary), with a minimum



advance notice of 5-7 calendar days. The Leader of the respective WP is responsible for organizing and conducting the meeting.

4.1.2. DELIVERABLES

Throughout the 36-month project implementation, a total number of 36 deliverables has to be submitted to the European Commission. In line with the EC provisions included in the Grant Agreement, four different types of deliverables will be delivered, which are:

- Report
- Data Management Plan
- Open Research Data
- DEC — Websites, patent filings, videos, etc

The table below includes a full list of expected deliverables.

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Project quality plan and Risk Management Plan I	WP1	AUTH	OTHER	PU-Public	3
D1.2	Project quality plan and Risk Management Plan II	WP1	AUTH	OTHER	PU-Public	18
D1.3	Project quality plan and Risk Management Plan III	WP1	AUTH	OTHER	PU-Public	34
D1.4	Data management Plan I	WP1	AUTH	DMP — Data Management Plan	PU-Public	6
D1.5	Data management Plan II	WP1	AUTH	DMP — Data Management Plan	PU-Public	18
D1.6	Data management Plan III	WP1	AUTH	DMP — Data Management Plan	PU-Public	34
D1.7	Gender equality report	WP1	PIK	R — Document, report	PU-Public	18
D2.1	Report on the evaluation of sea-seasonal forecasting and decadal predictions	WP2	AUTH	R — Document, report	PU-Public	12
D2.2	Report on the definition of climate extreme hot spot regions and case studies	WP2	Cyl	R — Document, report	PU-Public	12

D2.3	Open access database for improved predictions and impact modeling	WP2	Cyl	R — Document, report	PU-Public	36
D2.4	PREVENT eTool	WP2	AUTH	OTHER	PU-Public	24
D3.1	Report on the statistical downscaling applications	WP3	Cyl	R — Document, Report	PU-Public	12
D3.2	Report on the dynamical downscaling applications	WP3	AUTH	R — Document, Report	PU-Public	24
D3.3	Report on the bias corrections applications	WP3	Cyl	R — Document, Report	PU-Public	24
D3.4	Improved representation of climate extremes for the climate extreme hotspot regions	WP3	Cyl	R — Document, Report	PU-Public	24
D4.1	Report on the causal drivers of hot and dry events using reanalysis data	WP4	PIK	R — Document, Report	PU-Public	9
D4.2	Report on the causal drivers of hot and dry events in climate models	WP4	VU	R — Document, Report	PU-Public	18
D4.3	Report on the future changes in causal pathways and on the storylines of future impactful events	WP4	PIK	R — Document, Report	PU-Public	27
D4.4	Database of the improved seasonal forecast extremes	WP4	VU	DATA — data sets, microdata, etc	PU-Public	30
D4.5	Report on the optimization of seasonal forecasts	WP4	VU	R — Document, Report	PU-Public	30
D5.1	Report on near-term predictions of fire risk for the Mediterranean	WP5	PIK	R — Document, Report	PU-Public	30
D5.2	Report on near-term predictions relevant for water management in Mediterranean	WP5	UM5R	R — Document, Report	PU-Public	30
D5.3	Report of the impact of extremes on the sustainable irrigated crop scenarios for the climate extreme hot spot regions in the Mediterranean	WP5	ARO	R — Document, Report	PU-Public	30
D5.4	Report of the impacts of extremes on tourism for the climate extreme hot spot regions in the Mediterranean	WP5	CSTI	R — Document, Report	PU-Public	30
D5.5	Quantification of future mortality risk changes for the climate extreme hot spot regions in the Mediterranean region	WP5	Cyl	R — Document, Report	PU-Public	30



D6.1	Consultations' report for decisions and investments of PREVENT impact sectors	WP6	finres	R — Document, Report	PU-Public	9
D6.2	Report of the adaptation results based on decision tree	WP6	Finres	R — Document, Report	PU-Public	16
D6.3	Report of the adaptation decision based on the sectoral recursive decision tree method	WP3	Finres	R — Document, Report	PU-Public	36
D6.4	Adaptation and Risk Reduction Matrix of the climate extreme hotspot regions	WP4	Finres	R — Document, Report	PU-Public	12
D7.1	Project Dissemination Plan I	WP7	AUTH	R — Document, Report	PU-Public	3
D7.2	Project Dissemination Plan II	WP7	AUTH	R — Document, Report	PU-Public	18
D7.3	Project Dissemination Plan III	WP7	AUTH	R — Document, Report	PU-Public	34
D7.4	PREVENT website	WP7	AUTH	DEC — Websites, patent filings, videos, etc	PU-Public	3
D7.5	PREVENT dissemination activities	WP7	Finres	DEC — Websites, patent filings, videos, etc	PU-Public	36
D7.6	International Summer/Winter School	WP7	AUTH	R — Document, report	PU-Public	36
D7.7	Stakeholders workshops	WP7	AUTH	R — Document, report	PU-Public	36

To ensure consistency in the preparation of deliverables, templates will be produced and will be made available to consortium members on the shared folder.

The general structure of the deliverables - Report type - includes the following elements:

- Cover pages, including the following relevant information on the project:
 - Project title
 - Deliverable number
 - Title of the deliverable
 - Grant agreement number
 - Funding scheme (Topic)
 - Project coordinator name



- Project Acronym
 - WP contributing to the deliverable
 - Deliverable type
 - Dissemination level
 - Partner(s)/Author(s)
 - Internal reviewers
 - Table on the history of changes
 - EU visibility information and disclaimer
- Table of contents
 - Abstract
 - Introduction
 - Core sections
 - Conclusions
 - Annexes (if needed)

4.1.3. MILESTONES

In order to effectively oversee project implementation throughout the 36-month duration, the preidentified milestones included in the table below will be carefully monitored.

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Due Date (month)
1	Kick-off Meeting (First General Assembly)	WP1	AUTH	1
2	Composition of the EAB and of the promotion committee	WP1	AUTH	3
3	Website open	WP7	AUTH	4
4	Synthesis on available data sets to be validated	WP2	Cyl	6
5	Contact consultations between PREVENT consortium and stakeholders	WP6	finres	8
6	2nd PREVENT Meeting	WP1	AUTH	9
7	Stakeholder groups identified	WP6	finres	12
8	3th PREVENT Meeting	WP1	AUTH	18
9	Summer/Winter school	WP7	AUTH	24
10	4th PREVENT Meeting	WP1	AUTH	27
11	PREVENT data strategy roadmap	WP2	AUTH	30



12	Training workshop for Moroccan stakeholders	WP7	finres	30
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4.1.4. KPIs

According to the terms outlined in the Grant Agreement, the project's success in realizing the expected strategic impact will be assessed based on the Key Performance Indicators (KPIs) specified in the table below.

KPI	Key Performance Indicators
KPI-1	Identification of at least 3 climate extreme hot spot regions
KPI-2	Development of 3 data bases (statistical downscaling, dynamical downscaling and bias corrected data) for the whole Mediterranean region (seasonal and decadal meteorological parameters highly associated with extreme events)
KPI-3	Development of 3 high resolution seasonal and decadal databases for the three-climate extreme hot spot regions (0.1° x 0.1°; ~9km grid spacing)
KPI-4	Estimation of a minimum of 10 extreme climate indices for the three-climate extreme hot spots regions in the Mediterranean
KPI-5	Development of one (1) machine learning statistical forecast model (seasonal and decadal)
KPI-6	Development of 2 innovative digital web tools (PREVENT eTool and PREVENT adaptation decision tool)
KPI-7	Organization of 5 workshops and 1 summer/winter school
KPI-8	Six (6) success stories in the three-climate extreme hot spots regions in the Mediterranean

4.1.5. COMMUNICATION

This section concentrates on the Consortium's approach to guarantee effective internal and external communication and alignment. Specifically, the overarching strategy will utilize a complementary array of communication tools, such as emails, shared folders, websites, social media, and dissemination.

Emails

During the project's execution, emails will serve as the primary means of day-to-day communication among Consortium partners. To enhance efficiency, a contact list has been established and is available to all in the shared folder. It is the responsibility of each Consortium member to maintain its accuracy, ensuring that the list includes all pertinent contacts.

Shared folder

In order to both facilitate the internal sharing of materials/documentation and foster collaboration, a project shared folder has been created by the project coordinator. The

solution adopted is a Shared Drive offered by Mega Cloud. The latter is accessible to all Consortium partners.

Website

To enhance the project's visibility and promote the dissemination of activities, VISION will utilize a dedicated website. The website will consist of the following primary sections:

- About, providing an overview of the project, activities, partners, bodies, documentation, contacts, etc.
- Activities, targeting both researchers and industry as well as education (e.g. PhD programmes, mobility, etc.)
- Community, fostering synergies with other relevant initiatives (e.g. ASPECT, etc.)
- News, promoting upcoming events, press releases, library, etc

Social Media

Aligned with the information mentioned earlier, the PREVENT project will also undergo extensive dissemination across key social media platforms (such as LinkedIn), which will be established in a subsequent phase of the project. This approach aims to broaden the Consortium's outreach to a larger audience. The posts' style should be clear and direct, yet simultaneously effective and rigorous. Additionally, posts shared from both public and private accounts must consistently incorporate cross-references to PREVENT and the European Commission via specific tags. Further guidelines will be outlined in D7.1 Dissemination Plan I.

4.2. QUALITY CONTROL AND MONITORING

Quality control and monitoring primarily center around managing feedback and deviations within the project. This involves establishing an internal review process for deliverables and closely monitoring communication activities, Key Performance Indicators (KPIs), and milestones. Furthermore, three time-driven quality control measures are anticipated: the project's periodic reporting, project reviews, and internal reporting, which comprehensively monitors both the technical and financial status of the project.

4.2.1. REVIEW OF DELIVERABLES

For the quality control and monitoring, five steps are defined to ensure that the deliverables meet the specified quality standards. By following these five steps, project teams can systematically manage and control the quality of deliverables, reducing the

risk of defects and ensuring that the final outcomes meet or exceed the specified standards. Specifically, the approach for quality review of the project deliverables consists of the following steps:

Step 1: The completed deliverables must be distributed to the project coordinator AUTH and the responsible partner. This distribution should occur no later than 15 calendar days before the specified submission deadline¹. This timeframe is essential to allow sufficient time for mandatory formal and technical assessments, as well as any potential review or adjustments.

Step 2: AUTH will be in charge of carrying out the formal check, while the responsible partners will be responsible for the technical one;

Step 3: If any problems arise, the responsible partners will be notified promptly, at least 7 calendar days before the submission deadline. They will then have a maximum of 3 calendar days to return the deliverable with the required modifications.

Step 4: PMC will review and officially endorse the deliverable using their preferred internal consultation method.

Step 5: AUTH is required to submit the final edition of the deliverable to the European Commission through the Portal no later than the final day of the month in which it is scheduled. Following this, the deliverable will be uploaded to the shared folder, and consortium members will be notified of the submission through email."

As a standard practice, the Evaluation Working Group will issue an email reminder to the owners of the relevant deliverable 30 calendar days before the official deadline. The reminder will include information about the impending submission deadline and the process for conducting the quality check.

4.2.2. MONITORING OF MILESTONES

To track milestones, the verification methods outlined in the table below will be utilized. Formal assessments of milestone attainment will be conducted as part of the internal progress reporting process.

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Kick-off Meeting (First General Assembly)	WP1	AUTH	Meeting minutes	1



2	Composition of the EAB and of the promotion committee	WP1	AUTH	Invitation agreed by member	3
3	Website open	WP7	AUTH	Website set up	4
4	Synthesis on available data sets to be validated	WP2	Cyl	Seasonal and decadal model outputs ready for calculations	6
5	Contact consultations between PREVENT consortium and stakeholders	WP6	finres	Meeting minutes	8
6	2nd PREVENT Meeting	WP1	AUTH	Minutes of the 2nd PREVENT Meeting, available on PREVENT website	9
7	Stakeholder groups identified	WP6	finres	Short report	12
8	3th PREVENT Meeting	WP1	AUTH	Minutes of the 3th PREVENT Meeting, available on PREVENT website	18
9	Summer/Winter school	WP7	AUTH	Summer / winter call for application and program	24
10	4th PREVENT Meeting	WP1	AUTH	Minutes of the 4th PREVENT Meeting, available on PREVENT website	27
11	PREVENT data strategy roadmap	WP2	AUTH	e-document will inform the stakeholders and the end-users how to retrieve information from the PREVENT eTool quickly and successfully as possible.	30
12	Training workshop for Moroccan stakeholders	WP7	finres	Workshop poster and program	30



4.2.3. MONITORING OF KPIS

As per milestones, KPIS will be closely monitored. To this end, the means of verification included in the table below will be implemented. Formal checks on the achievement of KPIS will be carried out during the internal progress reporting.

KPI	Key Performance Indicators	Means of verification
KPI-1	Identification of at least 3 climate extreme hot spot regions	D2.2 Report on the definition of climate extreme hot spot regions and case studies
KPI-2	Development of 3 data bases (statistical downscaling, dynamical downscaling and bias corrected data) for the whole Mediterranean region (seasonal and decadal meteorological parameters highly associated with extreme events)	D3.1 Report on the statistical downscaling applications D3.2 Report on the dynamical downscaling applications D3.3 Report on the bias corrections applications
KPI-3	Development of 3 high resolution seasonal and decadal databases for the three-climate extreme hot spot regions (0.1° x 0.1°; ~9km grid spacing)	D2.3 Open access database for improved predictions and impact modeling
KPI-4	Estimation of a minimum of 10 extreme climate indices for the three-climate extreme hot spots regions in the Mediterranean	D3.4 Improved representation of climate extremes for the climate extreme hotspot regions
KPI-5	Development of one (1) machine learning statistical forecast model (seasonal and decadal)	D4.4 Database of the improved seasonal forecast extremes D4.5 Report on the optimization of seasonal forecasts
KPI-6	Development of 2 innovative digital web tools (PREVENT eTool and PREVENT adaptation decision tool)	D2.4 PREVENT eTool D6.3 Report of the adaptation decision based on the sectoral recursive decision tree method
KPI-7	Organization of 5 workshops and 1 summer/winter school	D7.6 International Summer School D7.7 Stakeholders workshops
KPI-8	Six (6) success stories in the three-climate extreme hot spots regions in the Mediterranean	D5.1 Report on near-term predictions of fire risk for the Mediterranean D5.2 Report on near-term predictions relevant for water management in Mediterranean D5.3 Report of the impact of extremes on the sustainable irrigated crop scenarios for the

		<p>climate extreme hot spot regions in the Mediterranean</p> <p>D5.4 Report of the impacts of extremes on tourism for the climate extreme hot spot regions in the Mediterranean</p> <p>D5.5 Quantification of future mortality risk changes for the climate extreme hot spot regions in the Mediterranean region</p>
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4.2.4. COMMUNICATION FLOWS MONITORING

To ensure the highest standards of quality and communication, the WP7 Leader will take on the responsibility of reviewing and approving all dissemination contents and materials created within the project. Additionally, dissemination content or documentation considered strategically significant will undergo a joint review by the WP7 Leader and the PMC. Regarding communication with key stakeholders, all messages will be subject to review and approval by the project coordinator, who may consult with finres if necessary. The project coordinator, with potential support from the PMC, is responsible for communicating with the Project Officer, serving as the exclusive contact point for the EC. The External Advisory Board may be engaged by the project coordinator for critical strategic communications.

4.2.5. PROJECT PERIODIC REPORTING

The AUTH will be responsible for gathering and consolidating the periodic reports, encompassing all elements outlined in Article 20 of the Grant Agreement. The AUTH will request contributions from consortium partners based on their respective roles in the project and the expected materials from them. For instance, all partners are required to submit financial statements and report on their dissemination and communication activities. Additionally, WP Leaders must provide information on the progress status of their respective work packages, and so forth. The collection of technical and financial information is scheduled to occur a minimum of 14 calendar days before the submission deadline, and this data will be shared with PMC for formal review. If PMC identifies areas for improvement, the documentation should be returned to the AUTH at least one week before the deadline. The designated partners for refinement will be promptly engaged, with a 3-calendar-day window to furnish the finalized information. The project coordinator assumes responsibility for the ultimate submission of the documentation.

4.2.6. PROJECT REVIEWS

In order to assess and evaluate the progress of the project in terms of activities implementation, project reviews are foreseen. These official reviews will involve both

the Project Officer of the European Commission and external evaluators. More details can be found in section 25.1.2 of Grant Agreement.

4.2.7. INTERNAL PROGRESS REPORTING (iR)

The consortium has agreed to further break down the official reporting periods into additional internal reporting periods to guarantee a more constant monitoring of project activities. The project is therefore divided into 4 internal reporting periods (iR) of 6 months duration, as follows:

- iR_1: M1-M6 (October 2023 – March 2024)
- iR_2: M7-M12 (April 2024 – September 2024)
- 1st official periodic reporting (March 2025)
- iR_3: M19-M24 (April 2025 – September 2025)
- iR_4: M25-M30 (October 2025 – March 2026)
- 2nd official periodic reporting (September 2026)

At the end of each internal reporting period, excluding those that correspond to the official periodic reporting, i.e. iR_3 and iR_6, the EWG will collect information from partners and WP leaders focusing on the progress of the activities and on the financial reporting (staff effort in personmonths and other costs).

5. RISK MANAGEMENT

The procedure for managing risks outlines how uncertainties will be addressed throughout the project. **Illustrated in the figure below**, the procedure delineates the activities to be undertaken throughout the project's duration to identify, assess, monitor, and mitigate anticipated risks that could potentially affect the project. These activities encompass the following:

- Risk identification - spotting the events which can compromise timing, costs, quality or scope of the project;
- Risk analysis - estimation of the exposure to each risk;
- Response planning and implementation - strategy planned and enacted to mitigate the risk;
- Risk monitoring and reporting - tracking the risk status and the progress in solving the issue if occurred and communicating it internally.

5.1. RISK IDENTIFICATION

The goal of risk identification is to recognize any potential uncertainties that may influence project costs, schedule, quality, or scope. During the project building phase, a number of possible threats and their respective mitigation measures were identified.

Those were listed in the first version of the Risk Management Register, available on the project platform and in the Grant Agreement (see Section 5.4.1).

Risk identification is done whenever a new risk is identified by a Consortium partner during the project, and it is fundamental to activate timely the following Risk management activities. Once a new risk arises, the partner which has identified it shall notify the PC, AUTH and the risk-related WP Leader(s). The WP Leader(s) will be in charge of updating the Risk management register with the Risk description and related WP (see section 5.4.1).

For instance, the following issues can be considered as tools and techniques for risk identification (non-exhaustive list):

- Analysis of deliverables status;
- Analysis of WP schedules and scopes;
- Analysis of internal and external relations;
- Analysis of the context.

5.2. RISK ANALYSIS

After a risk has been identified, it is important to assess the probability that that risk may occur (likelihood) and the size of the possible impact if it occurs (impact). The exposure to a given risk is estimated using a risk matrix, which assesses each risk according to these two dimensions on a given scale (low - medium - high).

The following picture represents the risk matrix. The output (represented with the different colours within the matrix) classifies the risk level (i.e. “low risk, medium risk or high risk”).

The risk analysis is part of the activities that the WP Leader(s) involved shall do when updating the Risk management register (see section 5.4.1).

Risk analysis’ outcome could change over time, depending on the specific causes and effects of each risk. For this reason, the Risk owner (see Section 4.3) shall frequently re-assess the risk and confirm/update the risk level.

Impact	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High
		Likelihood		

5.3. RESPONSE PLANNING AND IMPLEMENTATION

The risk response process outlines the approach to address threats and its execution. The response strategy determines the most suitable method to handle a risk and designates the roles and responsibilities for its implementation. The risk owner, responsible for managing, monitoring, and controlling all aspects of a risk and executing the selected responses, is identified based on the risk type.

In the PREVENT project, the general rule is that the WP Leader of the primarily affected work package serves as the risk owner. For example, AUTH, as the WP1 Leader, is assigned project management risks. However, partners can mutually agree to designate another partner as the risk owner if necessary.

The response measures for each foreseen risk and related Risk owner are displayed in the Risk Management Register (see section 5.4.1).

5.4. MONITORING AND REPORTING

It is the responsibility of the Risk owner to keep track and communicate to the Project Management Committee jointly to PC the status of each risk and the effectiveness of each response action implemented.

The communication shall happen through the update of the Risk Management Register (see section 5.4.1) together with an informal communication by email.

Formal moment in which the Risk Management Register is checked by the managing bodies (especially the EWG) is the internal progress reporting, which, as explained in section 3.2.7, includes the Risk-monitoring.



5.4.1. RISK MANAGEMENT REGISTER

The Risk Management Register serves as the structured tool for monitoring risks, consolidating information on all identified risks (Risk Identification), their assessment in terms of likelihood and impact (Risk Analysis), the planned mitigation measures and their respective owners (Response Planning), and the current status (Risk Monitoring). It is available to all Consortium members on the shared Drive.

The initial, preliminary version of the Risk Management Register was crafted during the proposal phase and subsequently validated during the Grant Agreement signing process. It encompassed the first 6 identified project risks along with their intended mitigation measures. Over the upcoming months of project activities, the Register will undergo continuous refinement, incorporating newly identified risks by each WP Leader for anticipated project implementation challenges. Furthermore, additional columns have been incorporated to systematically record the outcomes of risk analysis and control efforts.

- The Risk management register, therefore, contains:
- The risk number and risk description;
- The WP involved/affected;
- The output of the risk analysis phase, i.e. the indication of the level of likelihood and impact and the consequent Risk level;
- The proposed risk-response measure(s);
- The risk owner;
- The status of the risk (a risk will be considered closed after the adverse situation occurred and it can no longer be considered as a threat to the project).

As explained above, the Risk management register is a living document that is regularly updated. Time-driven revision will occur at the moment of the internal progress reporting (see section 3.2.7) and the periodic reporting (see section 3.2.5), but whenever a project partner foresees a new possible risk or whenever a foreseen-risk occurs, it will be updated as well.

AUTH is in charge of the monitoring of the correct updating of the Register, but, as explained in the previous sections, each partner, and WP Leader in particular, is responsible for risk-detection, control and reporting.

The current version of the Risk management register is provided below:

Risk	Description	WP Number	Likelihood	Impact	Risk Level	Proposed risk-response measure(s)	Risk owner	Status
1	Key staff assigned to the project become unavailable for any reason	WP1 to WP7	Medium	High	High	Deputies for all key roles appointed. Coordination between partners to ensure that expertise is available. In case of no succession, another partner staff to take the role, with potential budget reallocation.		
2	Impact model results will not yield significant advance or reveal robust results	WP5	Low	Low	Low	Perform simulations with alternative. If the project resources are not sufficient, collaborate with other modelling consortia.	PIK	
3	Lack of robust results on causality in linkages between the extremes and atmospheric circulation	WP4	Medium	Medium	Medium	Complementary approaches: improvement of models and data assimilation methods will be beneficial even without discovery of robust causality.	VU	

4	Pandemic or Natural Hazards (e.g earthquake or floods) occur for an extended period. Travels or meetings postpone complicating the interactions between PREVENT partners and stakeholder	WP1 to WP7	Medium	Medium	Medium	Enhance e-conference with stakeholders and e-meeting between PREVENT partners.	AUTH	
5	Stakeholders show little interest towards PREVENT	WP6, WP7	Medium	High	High	Strong relations between stakeholders and PREVENT partners are existing already. Continuous dialogue with key stakeholders	Finres	
6b	Individual partners are unable to complete their tasks	WP1 TO WP7	Medium	Medium	Medium	Regular communications led by the coordinator and WP leaders. Monitor progress and gain early insights of issues and re-assign work as required.	AUTH	

6. ANALYSIS OF THE ETHICAL FRAMEWORK

6.1. ETHICAL ISSUES IN RESEARCH

Basic ethical principles are applicable across all realms of scientific research, and ethical considerations can emerge in various domains of research. Ethics plays a significant role in the research landscape, often presenting itself as a hurdle to the advancement of scientific inquiry. However, the ethical constraints imposed in research serve the crucial purpose of ensuring the integrity of research endeavors and fostering the willingness of participants to engage in research protocols. The European Commission views research ethics as an interactive and cooperative process. In the context of Horizon projects, researchers are encouraged to incorporate ethical considerations at the conceptual stage of the proposal, ultimately contributing to the enhancement of research quality.

The significance of research ethics is paramount across all scientific domains. These fundamental principles form the basis for ongoing adjustments of research ethics to suit the particularities of various research fields, often guided by professional or academic associations (e.g., ESF INTERNAL CODE OF CONDUCT). Amongst the Golden Rules of Ethical Research Conduct¹ relevant to the project research domain, the following must be ensured:

- Respect the integrity and dignity of persons.
- Follow the “Do no harm” principle. Any risks must be clearly communicated to the subjects involved.
- Recognise the rights of individuals to privacy, personal data protection and freedom of movement.
- Honour the requirement for informed consent and continuous dialogue with research subjects.
- Respect the principle of proportionality: not imposing more than is necessary on your subjects or going beyond stated objectives.
- Respect biodiversity and do not impose irreversible changes that threaten the environment or ecological balance.
- Build on the understanding that any benefits are for the good of society, and any widely shared expressions of concern about threats from your research must be considered.

6.2. LEGAL FRAMEWORK IN ETHICS IN HORIZON EUROPE PROJECTS

As previously emphasized, ethics holds a top-tier position in EU-funded research, and every initiative undertaken within the Horizon Europe framework must align with

ethical principles, in addition to adhering to pertinent national, EU, and international legislation. The Lisbon Treaty, which constitutes the constitutional foundation of the EU, explicitly mentions the Charter of Fundamental Rights of the European Union (<https://fra.europa.eu/en/eu-charter/article/13-freedom-arts-and-sciences>). This Charter underscores fundamental rights related to personal integrity, the safeguarding of personal data and family life, and rights within the realm of bioethics, academic freedom, and the freedom of scientific research:

Article 3 - Right to integrity of the person

1. Everyone has the right to respect for his or her physical and mental integrity.
2. In the fields of medicine and biology, the following must be respected in particular:
 - (a) the free and informed consent of the person concerned, according to the procedures laid down by law;
 - (b) the prohibition of eugenic practices, in particular those aiming at the selection of persons;
 - (c) the prohibition on making the human body and its parts as such a source of financial gain;
 - (d) the prohibition of the reproductive cloning of human beings.

Article 7 - Respect for private and family life

Everyone has the right to respect for his or her private and family life, home and communications.

Article 8 - Protection of personal data

1. Everyone has the right to the protection of personal data concerning him or her.
2. Such data must be processed fairly for specified purposes and on the basis of the consent of the person concerned or some other legitimate basis laid down by law. Everyone has the right of access to data which has been collected concerning him or her, and the right to have it rectified.
3. Compliance with these rules shall be subject to control by an independent authority.

Article 13 - Freedom of the arts and sciences

The arts and scientific research shall be free of constraint. Academic freedom shall be respected.

At the grant preparation phase the Regulation establishing Horizon Europe (Regulation 2021/695 – 28-4-2021) defines the Ethical principles in Article 19:

Article 19

‘Actions carried out under the Programme shall comply with ethical principles and relevant Union, national and international legislation, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols.’

Article 14 “Model Grant Agreement”

‘The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles. Activities raising ethical issues must comply with the additional requirements formulated by the ethics panels (including after checks, reviews or audits; see Article 25). Before starting an action task raising ethical issues, the beneficiaries must have obtained all approvals or other mandatory documents needed for implementing the task, notably from any (national or local) ethics committee or other bodies such as data protection authorities.’

All ethics requirements due after the project start are automatically included in the grant agreement in the form of D1.1 deliverable . ARTICLE 14 (ETHICS) included in the Grant Agreement describes a project’s ethics requirements with details on the obligation to comply with ethical and research integrity principles, activities raising ethical issues, and the consequences of non-compliance.

These principles include:

- **Reliability** in ensuring the quality of research, reflected in the design, methodology, analysis, and use of resources.
- **Honesty** in developing, undertaking, reviewing, reporting, and communicating research in a transparent, fair, full, and unbiased way.
- **Respect** for colleagues, research participants, research subjects, society, ecosystems, cultural heritage, and the environment.
- **Accountability** for the research from idea to publication, for its management and organisation, for training, supervision, and mentoring, and for its wider societal impacts.

The PREVENT project has received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement No 101081276 included in the Grant Agreement describes a project’s ethics requirements with details on the obligation to comply with ethical and research integrity principles, activities raising ethical issues, and the consequences of non-compliance.

To support the significance of ethics within the PREVENT project the PC will ensure that all activities such as the use of data, are conducted in an ethical manner, and take into account sex and gender considerations.

6.3. ETHICAL AND LEGAL RESTRICTIONS OF DATA AND DECISION-MAKING PROCESSES USED IN PREVENT

All data produced in the project will be available to the consortium throughout its lifetime. Appropriate licensing agreements will be required for data reuse after the project's conclusion, which will be defined through the business model report during the course of the project.

The Ethical and legal issues concerning the Project are summarised below:

1. Protection of personal data

The Project entails the collection and/or processing of personal data, which will be gathered for internal project use and not intended for long-term preservation. No personal information will be retained beyond the project's conclusion. The Consortium partners responsible for handling personal data prioritize security and uphold the privacy and confidentiality of users' personal information, adhering to national, European, and international regulations, including the European Union's GDPR 2016/679.

While participation is voluntary, explicit informed consent will be obtained from each individual user before their data is stored. All data subjects are adults, eliminating concerns regarding the handling of children's data. Additionally, a Privacy Risk Assessment will be conducted as part of the upcoming PREVENT deliverables D1.2 and D1.3.

2. Collection and/or processing of personal sensitive data

Processing of personal data takes place in WP5 and WP6, and specifically for the elaboration of the Gender Analysis and needs assessment and concerns the consortium's personal data. Specific instructions were presented to the consortium to deliver data in an anonymized form. These will not be stored, and will be used for statistical purposes. The data produced by the input provided cannot divulge the personal information of a specific member of the Consortium.

3. Procedures for data collection, storage, protection, retention and destruction

The general structure governing the collection, storage, protection, retention, and destruction of data by Partners aligns with both their national regulations and the GDPR. The PREVENT consortium will furnish detailed information regarding the specific personal data they handle, the processing procedures involved, and the data flows they facilitate. Furthermore, they implement measures to ensure the safety of

information systems. Each partner is individually responsible for maintaining adequate security measures at their respective premises.

Concerning data retention and disposal, information will be deleted or entirely anonymized upon fulfillment of the specified purpose outlined in the DoA. In the context of data processing, gathered data will be promptly pseudonymized and aggregated, with the original data not retained in any form. Additionally, PREVENT has developed a "Personal Data Protection Policy" and "Terms and Conditions" documents to apprise users of the objectives behind data collection.

4. Non-EU countries

The ethical standards, guidelines of Horizon Europe, and the European Union's General Data Protection Regulation 2021/695 will be rigorously applied, and the data transfer will comply with the legislation of the country in which the data was collected. Note that as previously mentioned Morocco, and Israel – partner countries outside the EU- are already compliant with the GDPR.

5. Gender issues

Gender equality has been established in the consortium and gender considerations have been analytically presented in the relative deliverable (D1.7 Gender equality report).

7. CONCLUSION

The document establishes procedures for quality management, ensuring elevated standards throughout the implementation and delivery of the PREVENT project. It furnishes pertinent templates for quality monitoring and delineates the risk management procedure, facilitating the efficient identification, monitoring, and response to risks throughout the project's duration. The present version of the Risk Management Register is included. In essence, this document will act as a comprehensive reference guide for all consortium partners throughout the project implementation.