WATCHING THE RISK FACTORS

WARIFA

ARTIFICIAL INTELLIGENCE AND THE PERSONALIZED
PREVENTION AND MANAGEMENT OF CHRONIC CONDITIONS

Project title	Artificial intelligence and the personalized prevention and management of chronic conditions		
Project acronym	WARIFA		
Project number	101017385		
Call	Digital transformation in Health and Care	Call ID	H2020-SC1-DTH-2020-1
Topic	Personalised early risk prediction, prevention and intervention based on Artificial Intelligence and Big Data technologies	Topic ID	SC1-DTH-02-2020
Funding scheme	Research and Innovation Action		
Project start date	01/01/2021	Duration	48 months

D1.1 – QUALITY ASSURANCE PLAN

Due date	31.03.2021	Delivery date	30.03.2021
Work package	WP1 Project Management		
Responsible Author(s)	Thomas Schopf, Conceição Granja Bartnæs, Merethe Drivdal		
Contributor(s)	All partners		
Version	1.3		

DISSEMINATION LEVEL

Please select only one option according to the GA			
☒	PU: Public	☐	PP: Restricted to other program participants
☐	RE: Restricted to a group specified by the consortium	☐	CO: Confidential, only for members of the consortium

VERSION AND AMENDMENTS HISTORY

Version	Date (MM/DD/YYYY)	Created/Amended by	Changes
1.0	15.03.2021	Merethe Drivdal	Creation of document
1.1	23.03.2021	Chiara Zocchi and Marina Dora Tavano	Review of the document
1.2	27.03.2021	Merethe Drivdal	Formats and updates
1.3	29.03.2021	Conceição Granja Bartnæs, Thomas Schopf and Merethe Drivdal	Inclusion of review feedback from partners

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LIST OF ABBREVIATIONS

Abbreviation	Meaning
AM	Administrative Manager
CA	Consortium Agreement
DM	Dissemination Manager
DPSM	Data Protection and Security Manager
EAC	Ethical Advisory Board
EC	European Commission
GA	Grant Agreement
IMR	Interim Management Report
PC	Project Coordinator
PMB	Project Management Board
SAB	Stakeholder Advisory Board
SM	Scientific Manager
TIM	Techincal Innovation Manager
TL	Task Leader
WP	Work Package
WPL	Work Package Leader

1 INTRODUCTION

The Quality Assurance Plan presents the management structure and infrastructure in place to govern the WARIFA project progress. This deliverable presents internal procedures and tools of the project designed to ensure internal quality and risk management strategy, and describes how these will be implemented. It constitutes a project handbook that participants should read and understand, for proper execution of the project.

The Quality Assurance Plan is based on the terms and conditions established in the Grant Agreement and its Annexes, as well as in the Consortium Agreement. This document shall be updated, as necessary, during the duration of the project.

The aim of this deliverable is to present the WARIFA project quality assurance plan, and to communicate procedures for the proper execution of the WARIFA project. It is kept available for all WARIFA project members on the chosen platform for project interaction, Microsoft Teams.

The deliverable is structured as follows:

- Section 1 introduce the content of the deliverable;
- Section 2 introduces the structure and operation of the various bodies making up the project management structure;
- Section 3 describes the project internal communication (project management infrastructure) and how WARIFA participants interact and share information on the project;
- Section 4 describes the project external communication, and describes the procedure for publishing scientific papers;
- Section 5 describes the procedures for producing projects deliverables;
- Section 6 establishes the WARIFA structure for project reporting procedures for both Internal Project Reporting and external Project Reporting to the EC, and defines how they are produced, compiled and submitted;
- Section 7 presents the quality assurances measure implemented to ensure quality management,including risk and conflict management.
- Section 8 describes the WARIFA policy for cooperation with other projects
- Section 9 provides the deliverable conclusion

2 MANAGEMENT STRUCTURE

The Annex 1 of the Grant Agreement describes the project management structure. Below we present an overview of project management structure and list persons involved in the management of the WARIFA project.

The WARIFA project is implementing the following bodies, represented in Figure 1.
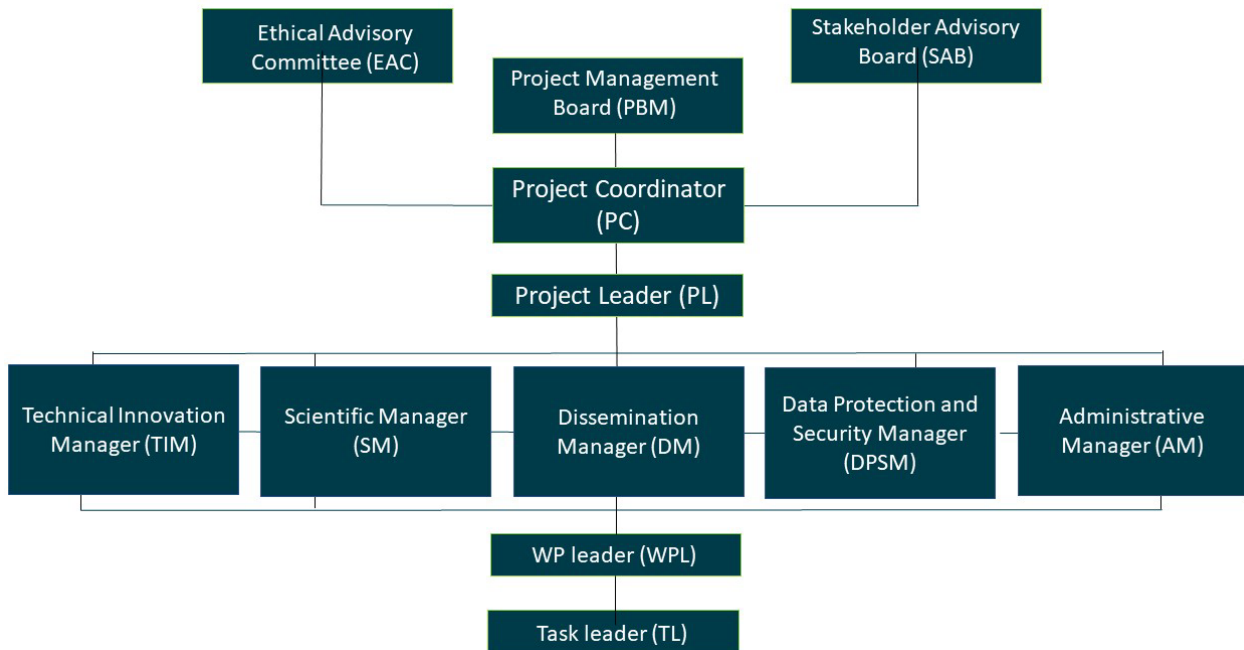
Figure 1 WARIFA Management Structure

The WARIFA project is composed of the following bodies:

- **Project Management Board (PMB)**

The PMB is the highest-level of decision for the WARIFA project and assumes the overall management responsibility on behalf of the partners. The PMB will have the overall responsibility of all scientific, technical, financial, legal, administrative, ethical and dissemination issues of the project. The PMB is composed by a chairperson, the PC, and management representatives of each partner. A partner can be represented by more than one representative, but only one vote per full partner is allowed. Meetings of the PMB are held at least every six months. Participation in PMB meetings is mandatory.

PMB members:

1. Stein Olav Skrøvseth   -   NSE / UNN
   Thomas Schopf
   Conceição Granja Bartnæs
2. Ana-Maria Forsea   -   UMFCD
3. Anders Andersen   -   UIT
4. Ana Wägner   -   ULPGC
5. Marit B.Veierød   -   UIO
6. Sean McSweeney   -   MTU
7. Luigi Ranza   -   CIAOTECH
8. Mihai Namolosanu   -   NETSUN
9. Roberto Natalini   -   CNR
10. Cristina Soguero Ruiz   -   URJC
11. Mikael Rinnetmaki   -   SENSOTREND
12. Kari Anne Fevang   -   MELANOM ASSOC.

- **Project Coordinator (PC) - Norwegian Centre for e-Health Research**

The PC is responsible for the overall project management, including the implementation of quality assurance procedures, and chairs the PMB. The PC is responsible for the technical, scientific and administrative coordination of the project, The WARIFA PC is the Norwegian Centre for e-Health Research at University Hospital of North Norway (NSE / UNN).

The project coordination team consist of:

- Conceição Granja Bartnæs – Project Leader (PL)
- Thomas Schopf – Scientific Manager (SM)
- Merethe Drivdal – Administrative Manager (AM)

- **Stakeholder Advisory Board (SAB)**

The SAB will ensure that the interests of WARIFA stakeholders are represented and, if possible, widen the scope of innovation. The SAB will monitor, and provide feedback to, the project throughout the project period. The SAB will hold annual meetings. The members of the SAB have to be determined, and will be updated.

- **Ethical Advisory Committee (EAC)**

The EAC will manage the ethical aspects of WARIFA. It will identify specific ethical problems, provide guidelines on how to solve them and monitor how they are addressed. The EAC will record the occurrences of these issues, describe the solutions and control the implementation of solving the problems. The suggested list below is yet to be approved by the PMB.

The EAC will be chaired by Ernst Nordtveit (University of Bergen), the chairperson in the ethical advisory committee at NSE. WARIFA will consult with Regional Committee for Medical and Health Research Ethics (North Norway).

- **Project Management Team**

To ensure all aspect of project quality assurance are being addressed, the following project WARIFA management roles are identified (to be approved by the PMB):

- **Scientific Manager (SM)** – Thomas Schopf

SM will be responsible for the overall management and coordination of the clinical work packages (WPs), as well as ensure the coordination of clinical WPs and technical WPs in close cooperation with the TIM.

- **Technical Innovation Manager (TIM)** - Conceição Granja Bartnæs (NSE/UNN)

TIM will be responsible for the overall management and coordination of technical WPs, as well as ensure the coordination of clinical WPs and technical WPs in close cooperation with the SM.

- **Dissemination Manager (DM)** – Luigi Ranza (CIAOTECH)

DM will be responsible for the coordination of dissemination, communication and exploitation activities in WARIFA.

- **Data Protection and Security Manager (DPSM)** – Eva Henriksen (NSE/UNN)

DPSM will be responsible for monitoring that the project complies with all legal requirements, especially regarding General Data Protection Regulation (GDPR).

- **Administrative Manager (AM)** – Merethe Drivdal (NSE/UNN)

AM will be responsible for the financial and administrative coordination of WARIFA.

- **Work Package Leader (WPL)**

Each WP has a WPL who is responsible for overseeing that all activities within the work package are carried out in a timely manner and according to the expected deliverables and milestones.

  - WP1: Thomas Schopf (NSE)
  - WP2: Ana-Maria Forsea (UMFCD)
  - WP3: Eirik Årsand (UiT)
  - WP4: Cristina Soguero-Ruiz (URJC)
  - WP5: Terje Solvoll (NSE)
  - WP6: Giovanni Sebastiani (CNR)
  - WP7: Ana Wagner (ULPC)
  - WP8: Luigi Ranza (Ciaotech)

- **Task Leader (TL)**

The TL will coordinate the work at task level. The TL communicates with all task participants regularly. TLs are coordinated by the respective WPLs.

3   PROJECT INTERNAL COMMUNICATION

To ensure internal project communication, the following infrastructure system is implemented.

3.1   PROJECT INTERACTION PLATFORM

The project will use Microsoft Teams as the platform for communication, collaboration and information repository. WARIFA Teams platform will be used to interact, share non-sensitive data and reports, video-meetings and to cooperate.

The following file structure is in place in WARIFA Teams:

Table 1 WARIFA Teams structure

Root	Directories	Purpose
Administrative documents	Contact lists	Stores information about project contacts
	Graphical materials	Logos, images etc.
	Reporting	Stores reports related to the activity of the project

	Templates	Stores project templates for deliverables, presentations and reports
Consortium Events	Directory per type of event	Stores information and minutes (if applicable) on events (kick-off, other meetings)
Dissemination	Conference Papers	Stores Conference papers
	Journal papers	Store Journal Papers
	Popular Science	Stores Popular Science
	Posters and Abstracts	Store Posters
Legal documents	Consortium Agreement, Grant Agreement, Proposal, Financial reporting / Project Reporting	Stores the latest version and history of the relevant legal and reporting documents associated with the project
Submitted deliverables	N/A	Stores the final PDF version of each submitted current version
Work Packages: One root per WP	Each WP leader is responsible for the organization of the content stored.	Stores documents related to the execution of each WP, including draft versions of deliverables, presentations etc. Each WPL is responsible for the organization of the content stored.

3.1.1 Access to WARIFA Teams

Persons will be given access to the WARIFA Teams platform upon request from the WPL to the project coordination team. In such request the WPL shall provide a justification for access together with a valid email address of the person.

3.2 PROJECT EMAIL LIST

Project related e-mails should include in the subject title: "WARIFA" and WP number, followed by a more specific description of the subject, as well as deadline for feedback or reply.

[Example: WARIFA WP1 Consortium meeting, feedback deadline 18th July 2019]

Below mailing lists have been set-up to manage WARIFA communication.

Table 2 WARIFA email lists

List	Participant	Purpose
WARIFA-ALL@EHEALTHRESEARCH.NO	All	Consortium wide information on administrative matters, events, deadlines etc. Not focalised discussion
WARIFA-PARTNERS@EHEALTHRESEARCH.NO	Partner main representatives	Partner information on administrative matters, events, deadlines etc. Not focalised discussion

WARIFA-WPL@EHEALTHRESEARCH.NO	WPL	WPL discussions on WP interaction, cross-WP issues, and activities
WARIFA-WP1@EHEALTHRESEARCH.NO	WP participants	WP focalised day-to-day scientific activities and issues
WARIFA-WP2@EHEALTHRESEARCH.NO	WP participants	WP focalised day-to-day scientific activities and issues
WARIFA-WP3@EHEALTHRESEARCH.NO	WP participants	WP focalised day-to-day scientific activities and issues
WARIFA-WP4@EHEALTHRESEARCH.NO	WP participants	WP focalised day-to-day scientific activities and issues
WARIFA-WP5@EHEALTHRESEARCH.NO	WP participants	WP focalised day-to-day scientific activities and issues
WARIFA-WP6@EHEALTHRESEARCH.NO	WP participants	WP focalised day-to-day scientific activities and issues
WARIFA-WP7@EHEALTHRESEARCH.NO	WP participants	WP focalised day-to-day scientific activities and issues
WARIFA-WP8@EHEALTHRESEARCH.NO	WP participants	WP focalised day-to-day scientific activities and issues

3.2.1 Subscription to mailing lists

Persons will be given access to the WARIFA email distribution list upon request from the WPL to the project coordination team. In such request the WPL shall provide a justification for access together with a valid email address of the person.

3.3 EVENT MANAGEMENT

The project will use the Doodle tool to organise meetings and events, and will use the Microsoft Teams tool to organise non-physical meetings and events.

3.3.1 Project Meetings

- **Consortium wide meetings** will be held on a yearly basis. Annual meetings will facilitate discussions on cross-WP topics, ongoing activities, project reporting and plan for the subsequent period. Supplementary meeting will take place when necessary. Consortium wide meetings aim to be physical meetings when possible.
  - WARIFA Kick-off meeting was held online on 1st and 2nd February 2021
- **All-partners meetings** will be held 2-3 times each year. These meetings will focus on relevant milestones and identify any problems or divergence from the original schedule. Supplementary meeting will be held when necessary.
- **WPL meetings** will be organized every two months to ensure cross-WP activities and issues are identified and addressed in a timely fashion. Supplementary meetings will take place when necessary.
- **WP individual meetings** will be held on request of the WPL and will be organised internally by the WP participants.
- **PMB meetings** will be held at least every 6 months, and when otherwise necessary.
- **SAB meetings** will hold annual meetings.
- **EAC meetings** will be held when necessary.

3.4 DATA MANAGEMENT INFRASTRUCTURE

The WARIFA project will need a platform to collect, store and analyse sensitive research health data in a secure environment. The Project Coordination Team is exploring different alternatives, where the most promising alternative is Services for Sensitive Data (TSD) at University of Oslo. The Data Management Infrastructure information will be updated.

4 PROJECT EXTERNAL COMMUNICATION

WARIFA external communication and dissemination is a consortium-wide responsibility, formally handled by WP8. Each partner is responsible for tracking their own dissemination activities and the corresponding media feedback, and report it to WP8 when requested. Deliverable "D8.1 Plan for dissemination and exploitation of results" (D8.1) describes the activities planned to communicate, disseminate and exploit the WARIFA objectives and results. It is to be considered a guide to support the consortium to carry out the dissemination and communication activities using the approriate material and channels. D8.1 also includes a description of the strategy to reach the different stakeholders.

4.1 EXTERNAL COMMUNICATION CHANNELS

The following project channels for external project communication are being set up:

- Project website (due M6)
- Social Media
    - **Twitter:** WARIFA can found by using the tag @ProjectWarifa or at the following link:
    - https://twitter.com/ProjectWarifa
    - **LinkedIn:** The WARIFA company page can be found at the following link
    - https://www.linkedin.com/company/warifa-project/
    - A YouTube channel will be opened once project's video will be available.
    - Each partner will make available their own organisation channels to communicate and disseminate WARIFA results.

The full list of dissemination and communication channels and stakeholders is provided in D8.1.

4.2 PROCEDURE FOR PUBLISHING SCIENTIFIC PAPERS

The consortium is obligated to disseminate results, including in scientific papers (unless it goes again their legitimate interests). Each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publication relating to its results.

WARIFA procedure for publishing scientific papers:

- **Step 1:** Inform the consortium about your scientific publication **45 days** before planned publication using the email WARIFA-all@ehealthresearch.no with subject "WARIFA Publication". Email shall include a complete draft of the publication.
- **Step 2:** Any objections to the planned publication must be received by the Project Coordinator and the Party or Parties proposing the publication **within 30 days** of receiving

notification of planned publication. If no objection is made within the time limit stated above, the publication shall be deemed permitted.

- **Step 3:** Ensure that the paper includes the acknowledgement of the EU. All publications and any dissemination shall acknowledge support from the EC and shall include the following statement: "This project has received funding from the European Union's Horizon 2020 research and innovation program under grant agreement No 101017385".
- **Step 4:** Forward relevant information (publication and research data needed to validate the results) to Dissemination Manager and Project Coordinator. The paper details shall be included into the publications list. As soon as the paper is accepted / published, provide a post-print to the Dissemination Manager and Project Coordinator. The project management will create a folder on Teams documents repository under "Dissemination", and update the website accordingly.

5   DELIVERABLES QUALITY PROCEDURES

The Project Coordinator shall manage all project documents including deliverables and reports. The Project Coordinator is responsible for submitting final versions of deliverables, and is also responsible for the maintenance of a library of all documents including all versions of each document. Submitted deliverables will be stored in the WARIFA Teams Platform under "Submitted" Deliverables".

5.1   DELIVERABLE NAMING, NUMBERING AND VERSIONING

Each deliverable will be given a name, number and version during development as follows:

- Name: WARIFA Dx.y Deliverable name
- Version u.w (where u=1 and w=0 for the first version)

  [Example: WARIFA D1.1 QA Plan_v1.0]

5.2   DELIVERABLE TEMPLATE

The WARIFA project has defined a deliverables templates using Microsoft Word. The deliverables template is found on the WARIFA Teams platform under root "Administrative documents", directory "Templates".

5.2.1   Structure of deliverables

All WARIFA deliverables should be structured in line with the WARIFA deliverables template, as presented in annex 1, and summarised below:

- Cover page
- Version and Amendments History
- Table of contents
- List of Figures
- List of Tables
- List of Abbreviations

- Introduction
- Content
- Conclusion
- Annex

5.2.2   Submitting deliverables

Deliverables shall be submitted to the EC when specified in the Annex 1 of the GA, before the end of the month of the month indicated. The WPL is the main responsible editor of the deliverable.

WARIFA schedule for submission of deliverables:

- Step 1: **WPL** sends draft report to Reviewer(s) by the **10th of the month** (with project coordination team in copy)
- Step 2: **Reviewer(s**) return the reviewed report back to WPL by the **15th of the month** (with project coordination team in copy)
- Step 3: **WPL** modifies the report and send the revised report to the PC by the **25th of the month**
- Step 4: **PC** finalizes, approves and submits the final version of the report **by 30th of the month**

5.2.3   Deliverables Review Report and Review Plan

The PC is responsible for submitting all deliverables to the EC. The PC will nominate one to two participants of the Consortium for formal peer review. Reviewers will be assigned by the PC according to their field of knowledge and scientific experience, and depending on the deliverable's need for combined expertise in clinical and technical field of knowledge. Reviewers should not have been involved in the preparation of the deliverable. Reviewers write a short report, according to the form shown in Annex 2, and if necessary, provide comments in the document received by the WPL, using the "track changes" function. Timelines for reviews are indicated in section 5.2.1 above.

5.2.4   Deliverables document storage

Final versions of all deliverables shall be stored on the WARIFA Teams platform under "Submitted Deliverables".

Final deliverable documents should be saved as "WARIFA – Dx.y – Deliverable name – (Level of dissemination) – (Due Month), where x is the WP number and y is the deliverable number within the WP.

> [Example: WARIFA – D1.1 – QA Plan - PU – M3]

Public deliverables may in addition be published on the project webpage.

6   PROJECT REPORTING

Project reporting procedures are established both to monitor project progress, and to prepare for project reporting to the EC. The project reporting to the EC consists of reporting of deliverables and reporting connected to official project reporting periods, both as stated in the GA. Procedures for

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reporting of deliverables is covered in section 5 above. This section will cover project reporting procedures for 1) internal project reporting and 2) external reporting to the EC.

6.1 INTERNAL PROJECT REPORTING

The PC is responsible for maintaining an up-to-date project planning to ensure a common understanding of the deadlines of the project. Based on project planning, the project management team monitors the project progress. Participants are requested to fill in an Interim Management Report (IMR) template, in order to:

- monitor scientific activities and objectives;
- monitor use of resources;
- monitor risks, deviations and corrective actions.

The IMR gives the coordinator and all partners a tool to share information about ongoing work in the project. It is an efficient tool to provide the PC a good understanding of the status and progress of the work, and help detect any possible delays or deviations as early as possible. The cumulative report serves as a basis for the creation of annual management reports, as well as the periodic reports, to the EC. The IMR also serves to report communication and dissemination activities.

The individual IMR from partners will be consolidated to provide a progressive view of the activities of the project. They will be the basis for compiling the period report at M18, M36 and the final report at M48.

6.1.1 Interim Management Reports

The IMR report to be delivered by each partner to the PC on a quarterly basis. Each partner will describe their activity for the respective quarterly period, per WP they have contributed to. Each partner is asked to describe their efforts, and if applicable, how their efforts deviate from planned WP contributions, as well as describe or suggest corrective measures to deviations.

- Each partner will submit their IMR to the PC by day 10th of the month following each quarter by email to administrative manager Merethe.drivdal@ehealthresearch.no

The following sections explain the structure of the IMR:

- Chapter 1 *"Introduction"* of the IMR gives a brief overview of the partner own progress to the other partners.
- Chapter 2 *"Explanation of the work carried out by the beneficiaries and overview of the progress including deviations"* asks for information from each partner, per WP, for the respective quarterly reporting period. This includes work started, ongoing work and work finished including achievements and results. Each partner should also describe any deviations from planned work, and comment on corrective actions to existing deviations. This section facilitates early detection and reaction for project risk management for the project management team.

WP1 – Project Management [M01-M03]
Overview on Tasks in WP1: **Task 1.1: Administrative Coordination M1 – M48** **Task 1.2: Technical Coordination M1 – M48** **Task 1.3: Scientific Coordination M1 – M48** **Task 1.4 Ethics and risk management M1 – M48** **Task 1.5 Data management plan M1 – M48**
Explain the work carried out in WP1 during the reporting period for your beneficiary!
Explain the reasons for deviations from the DoA, the consequences and the proposed corrective actions. *Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other WP/tasks on the available resources and the planning.*
Deviation from DoA: \<fill in if applicable\>
If yes, please provide the following information:
Reason: \<fill in if applicable\>
Consequences: \<fill in if applicable\>
Corrective actions: \<fill in if applicable\>

- Chapter 3 *"Effort overview"* focus on use of efforts through a table where partners fill in their efforts per WP in the respective quarterly interim reporting period. If applicable, partners should provide an explanation for any deviations to planned efforts, and propose corrective actions.

Please fill in the actual spent PMs for M01-M03 [Please only modify the yellow fields!]

WP	Total Planned PMs (according to DoA)	Actual Expenditure PMs						Total (M01-M18)	Total in %	Remaining resources
		M01-M03	M04-M06	M07-M09	M10-M12	M13-M15	M16-M18			
WP1	67,0	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	67,0
WP2	121,7	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	121,7
WP3	75,1	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	75,1
WP4	148,1	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	148,1
WP5	80,8	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	80,8
WP6	90,7	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	90,7
WP7	156,2	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	156,2
WP8	69,0	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	69,0
Total	808,6	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0%	808,6

Explain the reasons for deviations from the DoA, the consequences and the proposed corrective actions. Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1, especially related to person-months per WP.

- Chapter 4 "*Financial overview*" focus on cost of efforts through a table where partners fill in their costs per WP in the respective quarterly interim reporting period. The IMR will enable project coordinator and administrative manager to control the risk of rejection of costs during the financial reporting. The IMR provides a basis on which the partners may be advised on the eligibility of costs and activities.

Please fill in the actual costs for M01-M03

Costs in EUR	Actual Expenditure in EUR								
	M01-M03	M04-M06	M07-M09	M10-M12	M13-M15	M16-M18	Total (M01-M18)	Total in %	Total budget
Personnel costs	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	0,0
Travel Costs	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	0,0
Other Direct Costs	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	0,0
Overhead 25 %	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	0,0
Subcontracting	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	\<fill in\>	0,00	0%	0,0
Total costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0%	0,0

6.2 EXTERNAL PROJECT REPORTING TO THE EC

The project Interim and Final Report are the official Reporting Periods (RPs) as set out in the GA.

- RP1: 01.01.2021 – 30.06.2022
- RP2: 01.07.2022 – 31.12.2023
- RP3: 01.01.2024 – 31.12.2024

The periodic report to the EC must include the following:

- **Periodic technical report**
  o Summary of work carried out at project and WP level
  o Summary of progress on achievements on project objectives; deliverables, milestones, publications, dissemination, exploitation and communication activities
  o If applicable; explanations of deviations between planned action, planned schedule, impact of deviation on other tasks, other WPs and overall impact on project
  o If applicable; proposed corrective actions to manage deviations and delays
  o Give an overview of resource consumption, and provide explanations for deviations between actual and planned person months on work package level and per partner
- **Periodic financial report (on-line submission)**
  o Form C (on-line submission) detailing eligible costs for each budget category, and explanation of the use of resources.

    The Form C is an individual financial statement from each partner, for the reporting period concerned. All eligible costs must be declared, even if they exceed the amounts indicated in the estimated budget. The Form C must be consistent and compliant with the technical and management part of the report.

The PC will build on consolidated project IMRs, and circulate the form for project reporting to the EC to all partners at the end of the reporting period.

6.2.1 Report submission process

Submission of the project periodic reports to the EC is due 60 days after the end of each reporting period.

All project partners will prepare their contributions to the work package leader (WPLs). WPLs will consolidate the work package contributions and submit to the Project Coordinator (PC). The PC will consolidate project reports, and submitted to the EC.

WARIFA schedule for submission of project periodic reports:

- Step 1: **Partners submit** their contributions to WPL by the **15th of the month** following the end of the reporting period (with project coordination team in copy)
- Step 2: **WPL returns** the reviewed report back to Partners by the **20th of the month** following the end of the reporting period (with project coordination team in copy)
- Step 3: **Partners modify** the report and sends the revised report back to WPL by the **25th of the month** following the end of the reporting period (with project coordination team in copy)
- Step 4: **WPL modifies** the report and send the revised report to the PC by the **31th of the month** following the end of the reporting period
- Step 5: **Each beneficiary** will complete the Financial Statement Form C on-line. The Form C will be signed by each beneficiary's Financial Statement Authorised Signatory (FSIGN) by the **31th of the month** following the end of the reporting period.
- Step 6: **PC consolidates,** finalizes, approves and submits the final version of the report **by 60 days** following the end of the reporting period.

6.2.2 Consistency and compliance

All parts of the report should be consistent, and the financial aspects should be validated by the Finance Office of the contributing partner. The report should be compliant with the project plan, as described in Annex 1 of the GA.

It is each partner's responsibility to ensure consistency across their report contributions. Non-compliant aspects of a report contribution may not be submitted to the EC, and should be discussed with the Project Coordinator before reporting. It is each partner's responsibility to ensure compliance with the project plan.

7 QUALITY MANAGEMENT

The PC assumes responsibility for the overall project management, including the implementation of quality assurance procedures.

7.1 PROGRESS MONITORING

The main aspect of Quality management consists of monitoring scientific progress of the project, resource use and costs incurred, and compare them to the planned action and budget. Progress monitoring are described in sections above, and are implemented through procedures for deliverables, quarterly procedures for internal IMR and procedures for Project Reporting. Procedures for progress monitoring are designed to identify any deviations and potential impacts at an early stage, to ensure appropriate corrective actions are taken as soon as possible, at an appropriate decision level in the project, involving the PMB when necessary.

The PC is responsible for managing documents, including keeping a list of all project documents including deliverables and reports. The PC will maintain a library of all documents including all versions of each document.

7.2 RISK MANAGEMENT PLAN

The WARIFA project is complex and requires continuous coordination of operational, technical and administrative work. The decision-making processes in WARIFA will take into account the nature and urgency of any issues and decisions that have to be made in the project. The aim is to reach a consensus in all decisions, however, a plan for conflict management is warranted to allow for a smooth resolution of any disagreements. The project aims at solving all issues at the lowest decision level possible.

Partners are asked to report risks and deviations in the quarterly IMR in order to feed the risk management activities of the project. Early detection of deviations will serve as an indicator to trigger the appropriate risk evaluations. Risks will be maintained in a risk registry in the WARIFA Teams platform.

Procedure for risk identification and decisions on corrective actions:

- If any issues arise within a WP, the WPL will consult with the project coordination team, and if applicable, involve the project management team (SM, TIM, DM, DPSM, AM).
- If any issues arise within a WP with consequences for other WPs, the WP leader will consult the project coordination team. The project coordination team will involve the other WPLs and when applicable, the project management team, to assess the potential consequences for the other WPs and for the entire project, as well as assess if consultation of the PMB is needed.
- If the decision may have major consequences for the entire project, and/or the decisions to be made affect the implementation of the actions, the project coordination team will involve the PMB. Decisions of the PMB are binding.

Possible risks are identified in the Annex 1 of the Grant Agreement. The proposed solutions for identified possible risk are presented in Table 3. If proposed solutions lead to changes to Annex 1 and 1 of the Grant Agreement, the decision shall be taken by the PMB.

Table 3 Identified risks

Type of risk	Description of risk	Likelihood	WPs involved	Proposed risk-mitigation measures
Internal risks	Underperforming partner	Low	All WPs	In case of this event, resources have to be shifted to alternative partners according to the Consortium agreement.
Internal risks	Partner leaving the project	Low	All WPs	The consortium is well balanced, and we are confident that most tasks can be taken over by other consortium partners. Alternatively, new partners have to be recruited.

Internal risks	Key-person leaving the project	Medium	All WPs	WARIFA partners have a staff of experts and are expected to replace staff members not available anymore. In addition, other consortium partners may step in if required.
Internal risks	Partner resources are underestimated	Low	All WPs	The project management will consider to relocate resources among the partners.
Internal risks	Milestones or deliverables are delayed	Medium	All WPs	The project management structure will ensure that any delays are recognized early and that involved staff will be supported.
Internal risks	Interaction and/or agreement between partners is not achieved	Low	All WPs	The aim of the consortium is to have a consensus among partners on all major decisions. If this cannot be achieved in a timely manner, the PC will suggest corrective actions, and, if necessary, make a final decision.
Technical risks	Problems with integration of technical components	Medium	WP3 WP4 WP5 WP6	Regular quality reviews by partners. In addition, the PC may relocate resources to help resolve the issue.
Technical risks	Application is not user-friendly	Low	WP3 WP4 WP5 WP6 WP7	Stakeholders and user groups are involved through all phases of the project. The partners have great experience in this area based on previous projects.
External risks	Feedback from stakeholders is inconclusive or missing	Medium	WP2, WP3, W7	The project management will ensure a close dialogue with all stakeholders throughout each phase of the project.
External risks	Failure of recruiting participants	Medium	WP2, WP3, W7	There is a detailed plan regarding the recruitment involving relevant stakeholders in all phases of the process.

7.3 CONFLICT RESOLUTION

The PC is responsible for mediating and trying to resolve any potential conflict that may arise between the project partners. Ideally, conflicts should be settled by amicably between the parties involved. If a consensus agreement cannot be reached by the parties involved, the PC is responsible for involving the PMB. Decisions of the PMB are binding.

8   POLICY FOR COOPERATION WITH OTHER PROJECTS

As a principle, WARIFA intends to cooperate with other projects, particularly with other EU-funded projects operating in fields of prevention of chronic conditions and Artificial Intelligence. Preliminary identified possiblities and initial contact for project collaboration with other EU-funded projects are disclosed in D8.1.

Request for cooperation with other projects may include the organisation of joint events, information sharing on activities, and joint project meetings. Any identified opportunities for cooperation with other projects should be forwarded to the Project Coordination Team.

9 CONCLUSION

This document outlines the management structures in place to ensure proper execution of the WARIFA project. It describes WARIFA management procedures related to production of deliverables and reports, and presents an overview over risk management and conflict resolution in the project. The document presents the overall measures implemented in the WARIFA project to ensure quality control during the project implementation.

ANNEX 1 – WARIFA TEMPLATE FOR DELIVERABLE

WATCHING THE RISK FACTORS

WARIFA

ARTIFICIAL INTELLIGENCE AND THE PERSONALIZED
PREVENTION AND MANAGEMENT OF CHRONIC CONDITIONS

Project title	Artificial intelligence and the personalized prevention and management of chronic conditions		
Project acronym	WARIFA		
Project number	101017385		
Call	Digital transformation in Health and Care	Call ID	H2020-SC1-DTH-2020-1
Topic	Personalised early risk prediction, prevention and intervention based on Artificial Intelligence and Big Data technologies	Topic ID	SC1-DTH-02-2020
Funding scheme	Research and Innovation Action		
Project start date	01/01/2021	Duration	48 months

DN.N - TITLE OF THE DELIVERABLE

Due date	x	Delivery date	x
Work package	x		
Responsible Author(s)	x		
Contributor(s)	x		
Version	x		

DISSEMINATION LEVEL

Please select only one option according to the GA			
☐	PU: Public	☐	PP: Restricted to other program participants
☐	RE: Restricted to a group specified by the consortium	☐	CO: Confidential, only for members of the consortium

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Dn.n – Deliverable full title

VERSION AND AMENDMENTS HISTORY

Version	Date (MM/DD/YYYY)	Created/Amended by	Changes
xxx	xxx	xx	xx
xxx	xxx	xx	xx

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LIST OF FIGURES

LIST OF TABLES

Dn.n – Deliverable full title

LIST OF ABBREVIATIONS

XX	XX
XX	XX
XX	XX
XX	XX
XX	XX

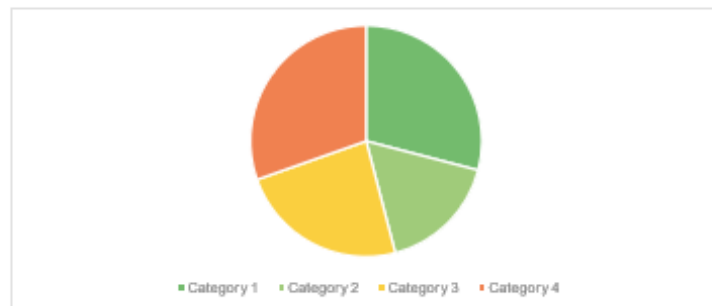Page 3 of 6

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Dn.n – Deliverable full title

3.1 SUBCHAPTER

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3.2 SUBCHAPTER

Lorem ipsum dolor

3.2.1 Subchapter

4 CHAPTER TITLE

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Table 1 List of work packages

N.	Work Package Title	WP Leader
WP 1	Xxxxx	xxxx
WP 2	Xxxxx	xxx
WP 3	Xxxxx	xxxx
WP 4	Xxxxx	Xxxx

Lorem ipsum

Category 1 · Category 2 · Category 3 · Category 4

Figure 3 Caption

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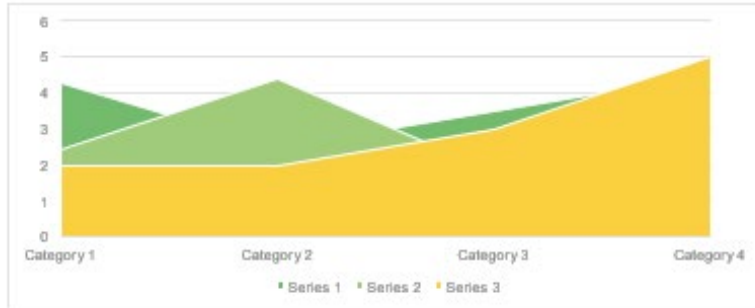
Figure 4 Caption style here

Table 2 Caption

Target group	Communication tool	Communication channel
Item	Item	Item
Item	Item	Item
Item	Item	Item

5 CONCLUSION

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ANNEX

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ANNEX 2 – WARIFA REVIEW TEMPLATE FOR DELIVERABLE

WARIFA Dx.x – Deliverable Review Template

Deliverable Peer Review Template

Deliverable number and name	
Name and organisation of reviewer	
Achievement of the objectives of deliverable as described in Annex 1 of the GA	Fully / Adequately / Partly / Inadequately / Inadequately / Failed
Comments to achievement of deliverable objectives	
Deliverable language	Excellent / Good / Needs improvements
Comments to deliverable language	
Deliverable template formatting	Accepted / Needs improvements
Comments to template formatting	
Acceptance of deliverable	Accepted / Accepted with changes / Not accepted
Comments to acceptance of deliverable, recommendations for improvement	

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