



<b>Project title</b>	Artificial intelligence and the personalized prevention and management of chronic conditions		
<b>Project acronym</b>	WARIFA		
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## D1.2 – RISK MANAGEMENT GUIDELINE

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<b>Work package</b>	WP1 Project Management		
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## DISSEMINATION LEVEL

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## VERSION AND AMENDMENTS HISTORY

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0.2	08.05.2021	Conceição Bartnæs	Update
0.3	27.05.2021	Eva Henriksen	DPO Input
0.4	07.06.2021	Conceição Bartnæs	Update
0.5	26.06.2021	Merethe Drivdal	Review
0.6	30.06.2021	Thomas Schopf	Review
1.0	30.06.2021	Merethe Drivdal	Final version





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## LIST OF ABBREVIATIONS

Abbreviation	Meaning
AI	Artificial Intelligence
DMP	Data Management Plan
DPO	Data Protection Officer
PMB	Project Management Board
WP	Work Package
WPL	Work Package Leader





## 1 INTRODUCTION

WARIFA's main aim is to develop a prototype of a combined early risk assessment tool that will provide individual citizens with personalised recommendations for the management of non-communicable diseases - such as cardiovascular diseases, cancer, chronic respiratory diseases, and diabetes. This will be studied by identifying medical, social and behavioural risk factors and evaluating their contribution to the management and development of non-communicable diseases. In this way, WARIFA will contribute to a better (scientific) understanding of how citizens social environment and behaviour influences their risk of developing a non-communicable disease.

Based on these findings, a second aim of WARIFA is to develop innovative artificial intelligence (AI) algorithms to provide a combined early risk assessment. To achieve this aim, the project will collect and analyse user-generated data, and community registries, to provide a personalized set of recommendations on lifestyle factors according to the risk score of each individual. The collected data will be used to generate big data from which the AI algorithms will learn from. During the project pilots, user-generated data and results (i.e., risk score and a set of personalized recommendations) will be made available to project participants via a user-friendly app on their smartphone.

The Risk Management Guideline provides the processes, tools and procedures that will be used to manage and control events that could have a negative impact on the project. This deliverable describes the proposed risk management approach for managing and controlling all project risks.

The Risk Management Guideline Plan shall be updated, as necessary, during the duration of the project, and is kept available for all WARIFA project members on the chosen platform for project interaction, Microsoft Teams.

## 2 RISK MANAGEMENT GUIDELINE

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.

### 2.1 RISK IDENTIFICATIONS AND ASSESSMENT

Partners are asked to report risks and deviations in the quarterly Interim Management Report 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 Work Package (WP), the Work Package Leader (WPL) will consult with the project coordination team, and if applicable, involve the project management team, both of which are defined in D1.1 Quality Assurance Plan.





- 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 Project Management Board (PMB). Decisions of the PMB are binding.

## 2.2 FORESEEN RISKS

Possible risks are identified in the Annex 1 of the Grant Agreement. The proposed solutions for identified possible risk are presented in Table 1. If the proposed solution requires amendment of Annex I or II of the Grant Agreement, such amendments must to be approved by the PMB.

Table 1 Risk identification and proposed mitigation measure.

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 relocating 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.



<b>Technical risks</b>	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.
<b>Technical risks</b>	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.
<b>External risks</b>	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.
<b>External risks</b>	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.

### 2.3 ETHICAL RISK MANAGEMENT

The WARIFA project is structured to make sure that ethical issues and risks are considered. WARIFA has appointed an ethical committee to guarantee ethical compliance of all project activities, and have stipulated procedures to handle scientific misconduct, both of which are described in D1.10 Participant Identification and Recruitment Plan. The Data Protection Officer (DPO) will oversee the projects data protection strategy and its implementation to ensure that the implementation of the projects handling of data complies with GDPR requirements. The DPO of each project partner is identified in Table 2, and their contact details are available to all data subjects involved in the project.

Table 2 DPO per project Partner.

Partner nr	Partner name	Partner DPO
1	NSE	Eva Henriksen
2	UCD	Iulian Năstasă
3	UIT	Joakim Bakkevold
4	ULPGC	Noemí Rey Yébenes
5	UIO	Roger Markgraf-Bye
6	MTU	Carmel Hayes
7	CTEC	Jaap Pels
8	Netsun	Razvan Ionescu
9	CNR	Raffaele Conte
10	URJC	Juan Gomez Larraz + Jose Antonio Rubio Blanco
11	Sensotrend	Hannu Hyttinen
12	Melanom	N/A

