



## LEGITIMULT

### WP 9 – Management and Coordination

**Lead beneficiary:** Eurac

**Participants:** UiB; ULEI; IES; UAnt; UNED; FUBe; FPZG; IDEA; UNIFR; ForFed; TalTech

**Start month:** M1; **End month:** M36

**Goal:** Coordination and supervisions of both scientific and administrative project activities among project partners and monitoring quality and timing of results.

*LEGITIMULT is coordinated through a strong co-leading governance structure by Eurac as the administrative, legal and financial coordinator, and UNIFR as the scientific coordinator. Coordination involves management of Consortium and Grant Agreements, organization of periodical meetings, both internally and with the Scientific Advisory Board. WP 9 also monitors gender balance and analysis.*

#### Objectives

Objective 1: Coordinate and supervise both the scientific and administrative project activities among the project partners within the WPs, and monitor quality and timing of the results' delivery, and to carry out the overall administrative and financial management of the project

#### Description of work and methodology

LEGITIMULT is coordinated through a strong co-leading governance structure made by Eurac, main coordinator and responsible for all financial, legal and administrative tasks, and the UNIFR, which will be in charge of the scientific supervision of the project.

Eurac is supported by an internal project manager who will follow the daily organisational and administrative activities for the whole duration of LEGITIMULT. Furthermore, the coordinator is assisted by the Eurac Service Departments, which have extensive know-how in the assistance of EU projects (Research Support Office, Legal Office and Controlling & Accounting).

The governance structure also provides for a **Steering Group (SG)** and a **General Assembly (GA)** of the project, constituted by all the members of the LEGITIMULT consortium.

The SG supervises the timely fulfilment of milestones and deliverables of all WPs and shares the activities' state of progress with the GA and the Scientific Advisory Board (SAB) members (see below). It is chaired by the project coordinator (Eurac) and composed of the different WP leaders, which all have a strong experience and expertise in research, innovation and exploitation of project results. WP leaders assist the coordinator in the reporting duties to the EC within the limit of their competences.



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The SG also has an executive function on operational decisions required for the full implementation of LEGITIMULT; therefore, it assures: i) coordination among WPs, ii) control of the quality of project Deliverables in order to fulfil project objectives; iii) optional operational adjustments to Annex I of the EC-GA required for the effective implementation of the WPs, including shift of resources between items and partners within the limits of the GA, if the case.

Meetings of the SG coincide with the GA meetings. The SG also has monthly online meetings to guarantee a constant exchange of information among the WPs. In addition to these formal and regular meetings, ad-hoc meetings are arranged whenever the need arises (see also risk assessment).

The consortium has established a **Scientific Advisory Board (SAB)** of five expert members which provide specific advice for the design, feedback on initial results on final policy recommendations. The SAB consists of Prof. Nathalie Behnke (TU Darmstadt, Germany); Dr. Ilaria Casillo (Commission nationale du débat public in Paris, France); Prof. Evangelia Petridou (Mid Sweden University), Prof. Arjen Boin (Leiden University, the Netherlands), and Prof. Martin Belov (Sofia University, Bulgaria). The SAB plays a key advisory and consultative role. In order to provide timely feedback on the performance of the project, the five members of the SAB are invited to take part in the periodic project meetings, in particular in M6 (WP 2) for feedback on the elaboration of scientific concepts leading the work of researchers, and in M30 for providing comments and inputs on the elaboration of the Final Toolbox (part of WP 7). Moreover, the coordinator organises periodical bi- and multilateral meetings using online instruments to receive further suggestions by the SAB if needed. The coordinator is responsible to gather from the SAB advice and feedbacks on LEGITIMULT strategic issues and share them with the partners.

Eurac, as coordinator, manages the Consortium Agreement as well as the Grant Agreement, which have been signed by all partners. The coordinator leads discussion on amendments and revisions of these Agreements, if necessary.

The coordinator manages the European Commission's contribution and promptly distributes funds among partners according to the rules established by the Grant Agreement and the Consortium Agreement (normally processed within two weeks from the day of Commission transfer). The coordinator tracks costs and also takes care of the financial statements to be provided by each partner (together with Certificate on Financial Statement when required).

Eurac, as coordinator, has organised the Kick-off Meeting in Bolzano/Bozen, and handles and cooperates in organising periodical meetings.

The coordinator has organised, implemented and follows up the Kick-off Meeting and four periodical project meetings, supported by the hosting partners responsible for the local logistic issues. The Kick-off Meeting was held at M1 to familiarise all partners with the structure and operation of the consortium, together with detailed discussions of each partners' roles, timing and coordination within the consortium etc. The Kick-off (M1) and Final Meeting (M36) are hosted by Eurac and University of Fribourg in Bolzano and Brussels respectively, the other two intermediate project meetings are held on the premises of University of Bergen (M6) and University of Ljubljana (M19). The costs related to



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the organisation of project meetings and the related travel costs to attend the project meetings have been included in the present WP.

The coordinator, working closely with UNIFR as the scientific coordinator and the Steering Group, coordinates innovation activities and periodical technical reporting. The coordinator requests concise six-monthly progress updates detailing progress achieved by each partner. These internal reports are used to monitor the proper implementation of the work (both from a technical and a financial point of view) and ensure early intervention of the coordinator in case of need. Overall reports are generated on a six-month basis and delivered to the European Commission. These reports are used to prepare the official reports, including financial statements, to be delivered at M20 and 60 days after the end of the project. The whole consortium is involved in the revision of project deliverables: partners not directly involved in the production of a specific deliverable will act as peer reviewers for draft and final versions of the above. The coordinator also ensures quality control of the deliverables and their timely submission to the Commission. As the project participates in the Open Research Data Pilot, an early Data Management Plan will be issued in M6, which is updated and presented in M18 and M36.

The coordinator, with help from each of the partners, defines an overall risk management strategy to identify risks, provide contingency plans and overcome any problem with appropriate risk-mitigation measures. Main risks that are managed at different project stages are: i) Implementation including access to data, stakeholder disengagement and low visibility, and ii) Management, including poor quality of deliverables, delays and restrictions due to the Covid-19 pandemic.

LEGITIMULT is committed to rigorous research data and outputs management in line with the FAIR data principles. Building on the initial data management plan (DMP) included in the proposal (see above), a full DMP will be developed by M6 and regularly updated throughout the project lifetime (updates available M20 and M30 at a minimum). The dedicated data manager (Eurac) is appointed to coordinate research data and output management across the consortium. The data manager also develops and keeps the DMP up to date. Research data and outputs are as open as possible and as closed as necessary, managed in line with the Grant Agreement, Consortium Agreement and any data access agreements that may be necessary.

Finally, all partners share a common vision on the importance of gender balance in all fields covered by the project and encourage active participation of female experts and stakeholders, as well as researchers in key positions. Gender balance is an important requisite; it is continuously supported and monitored by all project partners.

## **Deliverables of WP 9**

D9.1 Submission of ethics plan

D9.2 Submission of first progress report

D9.3 Submission of project risk management plan



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D9.4 Submission of data management plan

D9.5 Submission of pilot area management plan

D9.6 Submission of second progress report

D9.7 Submission of updated project risk management plan

D9.8 Submission of updated data management plan

D9.9 Submission of gender analysis report

D9.10 Submission of final report

D9.11 Submission of final report on project risk management plan

D9.12 Submission of final report on data management plan



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