

**Bridging the digital divide and addressing  
the need of Rural Communities with  
Cost-effective and Environmental-Friendly Connectivity Solutions**

The logo for COMMiECT features a stylized signal icon on the left, followed by the word 'COMMiECT' in a bold, sans-serif font. The letters 'O', 'M', 'M', and 'I' are green, while 'C', 'E', 'C', and 'T' are blue. The background of the top half of the page is an aerial photograph of a green, hilly landscape with a network of white lines and location pins overlaid, symbolizing connectivity.

**COMMiECT**

**Deliverable 7.1  
Project Handbook  
for Quality Assurance and Risk Management**

**November 2022**

**PUBLIC**



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**COMMECT**  
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**Project Handbook  
for Quality Assurance and Risk Management**

WP7 Project Management

<b>Deliverable ID</b>	<b>D7.1</b>
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<b>Contributors</b>	

PUBLIC

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## COMMECT Project Abstract



Over the last years, the importance and need for broadband and high-speed connectivity has constantly increased. The Covid-19 pandemic has even accelerated this process towards a more connected society. But this holds mainly true for urban communities. In Europe a 13% lack access persists, and mainly concerns the most rural and remote areas. Those are the most challenging to address since they are the least commercially attractive. COMMECT aims at **bridging the digital divide**, by providing quality, reliable, and secure access for all in rural and remote areas. The **goal of extending broadband connectivity in rural and remote areas** will be achieved by *integrating Non-Terrestrial Networks with terrestrial cellular XG networks, and low-cost Internet of Things (IoT). Artificial Intelligence (AI), Edge and Network Automation will reduce energy consumption both at connectivity and computing level.*

**Participatory approach** with end-users and ICT experts working together on development challenges will be the key **for the digitalization of the sector**. To ensure the rich exchange of best-practice and technical knowledge among the actors of the agro-forest value chain, COMMECT will set up **five Living Labs across and outside Europe**, *where end-users “pain” and (connectivity) “gains” will be largely discussed, from different perspectives.*

COMMECT aims at contributing to a balanced territorial development of the EU’s rural areas and their communities by making smart agriculture and forest services accessible to all. COMMECT will facilitate that, by developing a **decision-making support tool** able to advise on the best connectivity solution, according to technical, socio-economic, and environmental considerations. This tool, incorporating collaborative business models, will be a *key enabler for jobs, business, and investment in rural areas, as well as for improving the quality of life in areas such as healthcare, education, e-government, among others.*

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## **Executive Summary**

The Project Handbook describes the project management and collaboration procedures within the COMMECT project and provides information on the tools to be used. It has been created as a support to the consortium with the main goal to facilitate the collaboration between partners and ensure that EC requirements are respected. This Handbook provides practical information related to: (i) the methods, means, tools and practical guidelines regarding the management of the project; (ii) the methodology for application of risk management; (iii) the quality plan used to produce documents; (iv) the exchange of information; (v) the approval of deliverables; (vi) the progress reviews; and (vii) the periodic reporting. The handbook describes the way of verification that will be implemented during the project before final internal validation and submission of deliverables and milestones to the EC/RIA. This handbook will be used by the Executive Board as guidelines to evaluate the content of the technical deliverables and to ensure the high technical quality of the project outcomes.

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## Glossary of Terms

<b>AP</b>	Associated Partner
<b>BEN</b>	Beneficiaries
<b>CA</b>	Consortium Agreement
<b>CFS</b>	Certificate on the Financial Statement
<b>CT</b>	Coordination Team
<b>DEC</b>	Websites, patents filing, video, etc.
<b>DMP</b>	Data Management Plan
<b>DoA</b>	Description of Action, Annex 1 to the GA
<b>DST</b>	Decision-Making Support Tool
<b>E</b>	Ethics
<b>EB</b>	Executive Board
<b>EC</b>	European Commission
<b>ECAS</b>	European Commission Authentication Service
<b>ECOMM</b>	Ethics Committee
<b>FS</b>	Financial Statement
<b>FSIGN</b>	Official Financial Signatory
<b>GA</b>	Grant Agreement
<b>GASS</b>	General Assembly
<b>GDPR</b>	General Data Protection Regulation
<b>GPF</b>	Grant Preparation Forms
<b>HE</b>	Horizon Europe
<b>IM</b>	Innovation Manager
<b>IP</b>	Intellectual Property
<b>IPR</b>	Intellectual Property Right
<b>IR</b>	Internal Report
<b>LEAR</b>	Legal Entity Authorised Representative
<b>LL</b>	Living Lab
<b>PC</b>	Project Coordinator
<b>PDO</b>	Project Data Officer
<b>PU</b>	Public
<b>RGC</b>	Risk Governance Council
<b>RIA</b>	Research and Innovation Action
<b>RP</b>	Reporting Period
<b>R&amp;I</b>	Research and Innovation Activities
<b>SEN</b>	Sensitive



<b>TL</b>	Task Leader
<b>TM</b>	Technical Manager
<b>WP</b>	Work Package
<b>WPL</b>	Work Package Leader

## 1. Introduction

This document represents the Project Handbook for the Horizon Europe Project “*COMMECT: Bridging the digital divide and addressing the need of Rural Communities with Cost-effective and Environmental-Friendly Connectivity Solutions*”. The main objective of this document is to define a **common framework** of requirements, procedures and regulations that allow the COMMECT consortium achieving the project outcomes, following a **uniform approach**. By doing so, the different R&D activities will be developed and integrated from the start, resulting in more than the simply sum of the different parts. The document describes the project organisation, contact information, communication procedures, document publication, quality assurance and risk management procedures.

This document and implementation of the process herein will contribute to ensuring that the COMMECT project achieves its goals and attains the required level of impact representing value for money for the European Commission (EC) and its stakeholders.

Coordination and management activities are an essential part of COMMECT. Their aim is to support all project partners throughout the project lifecycle towards successful completion of the project. These activities include the management of the project and assessment of progress and results, continuous monitoring of performance, as well as ensuring fulfilment of all EU contractual requirements.

**Quality assurance** applies to all the project activities, including Deliverable reports, periodic and final reports. Quality assurance is a **joint responsibility of all partners**, during the project lifetime. The Project Coordinator (PC) and the Executive Board (EB) have the authority for implementing and verifying compliance with all quality evaluation policies and procedures related to the project.

The COMMECT Project Handbook complements the Grant Agreement (GA), Description of Action (DoA) and the Consortium Agreement (CA). It is intended as a reference for project implementation and should be used by partners as a reference document. The COMMECT project coordinator at LIST will notify partners of any updates.

*Note:* The terms and provisions of the EC Grant Agreement (and its Annexes) and the COMMECT CA will prevail in the event of any inconsistency with recommendations and guidelines defined in the present document.

## 2. Overview of the COMMECT Project

### 2.1 COMMECT Project Timeline

COMMECT runs for **36 months** from *1st September 2022 till 31<sup>st</sup> August 2025*. As depicted in Figure 1, *two reporting periods* have been defined during the project lifetime, at **M18** and **M36**, respectively. More details about the Reporting obligations are provided in Section 5.

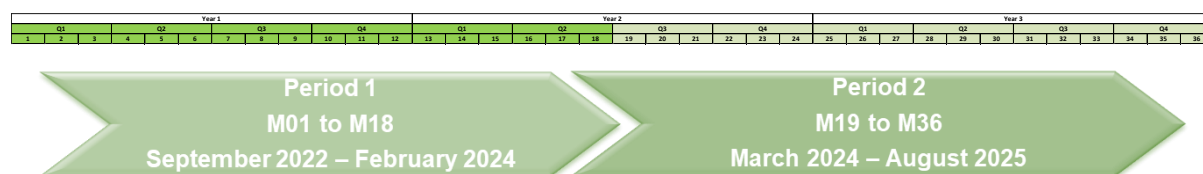


Figure 1. Project Timeline and Reporting Period

(At least) seven project meetings are planned for the project, including the kick-off meeting, the semi-annual meetings with the Work Package Leaders (WPLs), the General Assembly, and the final project meeting. In addition, as described in the GA, DoA Annex 1, the consortium will organize a set of Workshops (see Table 1). At the beginning of the project, the workshops aim to collect the end-users needs, by meeting and discussing with the users and stakeholders in the Living Labs (LL). At a later stage of the project, the workshops will be the instrument to demonstrate the developed technical solutions, including the Decision-Making Support Tool (DST). The workshops will allow the COMMECT consortium to collect feedbacks, for improving the project results. Moreover, training for rural communities will be organized, jointly with some of the workshops. All these events organized at LL level, will also be an opportunity for some of the COMMECT partners to meet, discuss together the progress of the project, and plan the next steps. Therefore, they will contribute together with the regular project meetings to ensure the quality of the results, and at the same time, mitigate possible risks that may have occurred.

Table 1 COMMECT Planned workshops and events.

Event	Amount	Timing	Focus	Target Audience
<b>1<sup>st</sup> Workshop</b>	5 (1/LL)	M2-M4	(End) Users' needs, Use cases, requirements, community building	End-users in the LLs
<b>2<sup>nd</sup> Workshop (Demonstration Event)</b>	5 (1/LL)	M12-M28	Demonstration of LLs, and first achieved results. Presentation of the DST.	Rural Communities, Municipalities, local actors
<b>3<sup>rd</sup> Final Workshop</b>	5 (1/LL)	M32	Demonstration of results, presentation of final version of DST, Trainings	Rural communities, Municipalities, local actors
<b>Stakeholder symposium</b>	1	M35	Demonstration of results and future prospective	Industry, Associations, and Initiatives, ICT

### 2.1 COMMECT Work Plan

COMMECT is organized into 8 work packages (WPs). WP8 deals with all potential ethical issues, WP7 focuses on project management, and WP6 addresses dissemination, exploitation, and standardisation activities. The other work packages (WP1-WP5) cover Research & Innovation activities, and they are closely interrelated.

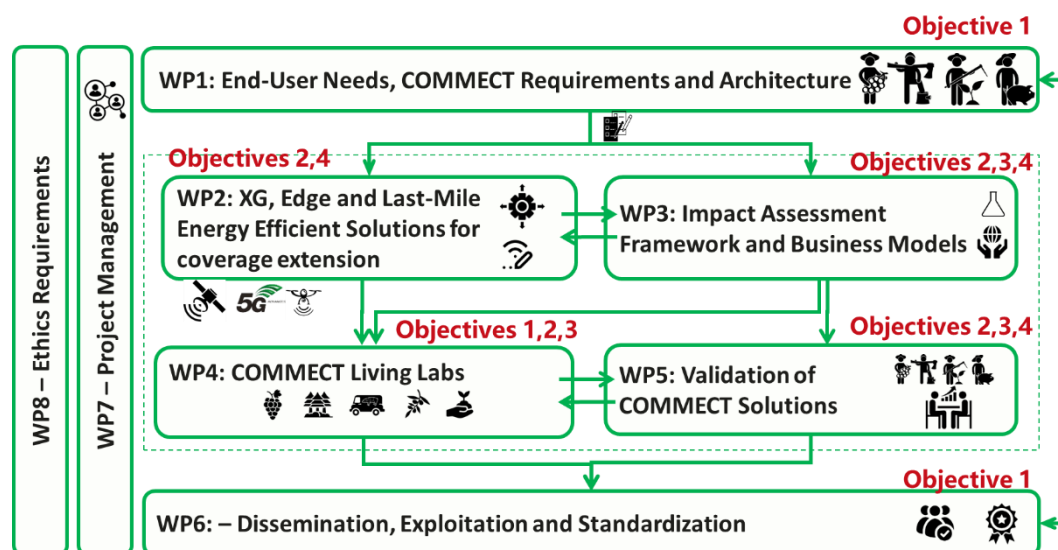


Figure 2 COMMECT Work Plan structure

WP1 establishes the foundations of the whole project work. It focuses on the collection of the end-user's needs (farmers, foresters, refugees, farmers associations and advisors, livestock trade organisations manufacturers, policymakers, etc.) to identify significant use cases with their related requirements. Based on the latter, a reliable purpose-driven connectivity infrastructure relevant to rural remote communities will be designed. WP2 will conduct an in-depth study of already existing XG, last-mile and edge solutions, developed in past and current EU projects (5G-VINNI, 5G-HEART, 5Groningen, 5G-MOBIX, DEMETER, IoF). Then, WP2 will design new innovative cost-effective and environmentally friendly connectivity solutions, later deployed within the Living Labs in WP4. WP3 will focus on the assessment of socio-economic and environmental impact of state-of-art connectivity solutions and propose new business models aiming to increase competitiveness of rural communities. WP4 will be dedicated to the setup of five LLs, fostering close collaboration between technical and non-technical members of the consortium, and involving different categories of users with diverse needs. WP5 will be responsible for the validation in the LLs of the COMMECT results (connectivity solutions, and tool) from technical, socio-economic, and environmental perspectives. Figure 2 illustrates the Work Plan showing the interaction among the different WPs, and the contribution of each WP to the project objectives.

### 3. COMMECT Project Organization

#### 3.1 Project Governance and Management Structure

The COMMECT governance structure enables the consortium to address all needs concerning partnership and management issues, and to ensure that the project achieves its principal objectives. The COMMECT management structure is based on the experience of the coordinator and the COMMECT partners in previous collaborative projects, lessons learnt and the exploitation of methods and tools that have proven their efficiency.

The primary aim of this management structure is to be capable of responding to the needs of the Research and Innovation Action (RIA), without being intrusive or costly and will be implemented in accordance with the management plan, while at the same time respecting the articles of the GA signed with the EC and the CA signed among the beneficiaries.

The various procedures are designed to ensure that the project runs smoothly, by ensuring that the goals are clearly defined and understood, the WPs represent a sensible division of the work and comprise the necessary expertise to fulfil the objectives. Responsibilities are clearly assigned, and there are transparent lines of communication among the participants.

The governance and management structure are shown in Figure 3 and described hereafter. The main bodies of the governance structure include:

- The General Assembly,
- The Executive Board,
- The Project Coordinator,
- The Technical Manager,
- The Innovation Manager,
- The Project Data Officer,
- The Work Package Leaders,
- The Living Labs Leaders.

### 3.2 Roles and responsibilities of project bodies and actors

Many of the roles and responsibilities presented here have already been defined in the GA Annex 1 (DoA) and the CA and are here further described or summarized. Processes in place to manage and interact with bodies external to the project are also described in this section.

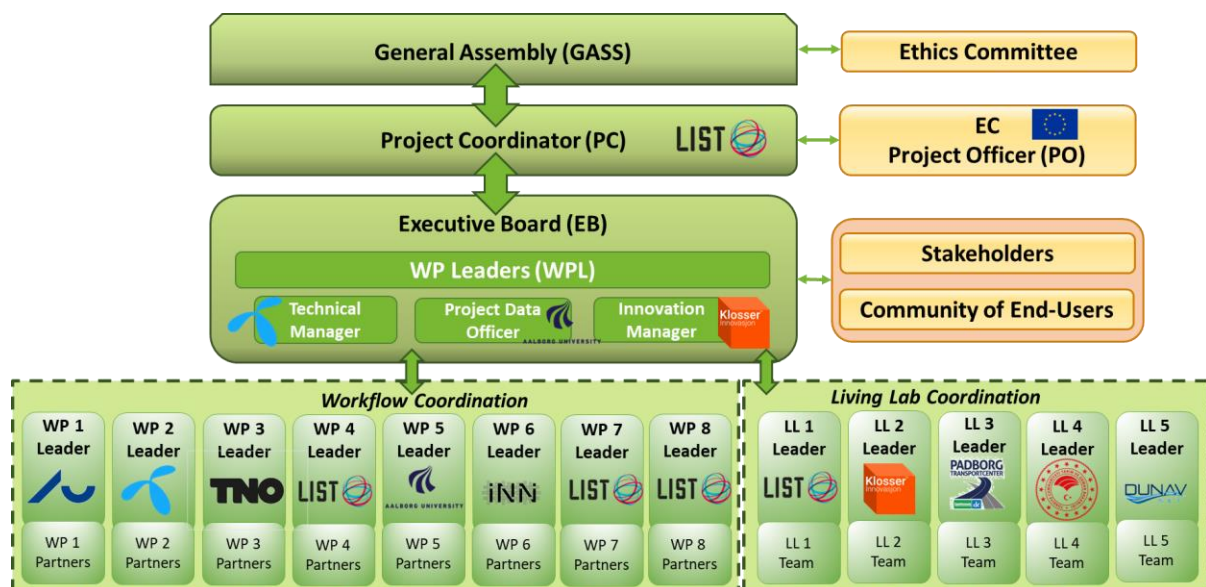


Figure 3. COMMECT Governance and Management Structure

**General Assembly:** The General Assembly (GASS) is the operational body of the project. In other words, the ultimate decision-making body of the consortium. *Chaired by the Project Coordinator (PC), it is formed by one representative of each partner.* The GASS will decide on matters related to the overall Work Plan. It will discuss - and make decisions based on - reports from the Executive Board (EB) and will indicate and guide actions that are deemed necessary for securing the uninterrupted progress of the project as a whole. The overall duties of the GASS include following up the project; releasing project results; managing potential problems and taking all contractual decisions. In particular, the GASS will make decisions regarding any issue that may affect the rights and obligations of beneficiaries, including but not limited to changes in work plan, consortium composition, access rights or resources use, within the rules set out in the GA. The GASS decides on major aspects of the project, including:

- yearly technical and financial plan as well as shifts in budget, tasks, and responsibilities
- major work plan modifications and contract amendments
- consortium changes (partner withdrawal and the accession of new partners)

- delays and contingency plans
- management of knowledge (IPRs), dissemination and exploitation.

*The GASS will meet at least once per year in person.* Additional meetings (video conferences) will be arranged, if necessary, for urgent matters or if most partners agree on it. Internal consensus among the project partners on managerial issues is vital to the project success. If a consortium member is not present or represented at a GASS meeting without prior excuse, that partner is bound to honour the decisions taken and actions placed on him/her in absence. Whenever possible, all the decisions will be adopted by consensus. Normally the GASS will decide with a majority of 2/3 about the required modifications and changes due to events that arise during the project.

**Project Coordinator:** The Project Coordinator (PC) is responsible for a successful and smooth running of the project. The PC is personally involved in resolving conflicts and attending all meetings and events where needed. The PC is also responsible for the project progress monitoring; among the main tasks of the PC, there are the administrative and financial reporting and the delivery of the project results to the European Commission (EC). Furthermore, the PC is responsible for the correct execution of all Horizon Europe (HE) rules, particularly concerning the handling of the payments. The PC is the contact person to the EC on all project related issues.

The project coordinator is the Luxembourg Institute of Science and Technology (LIST). The **coordinating person** for this project is **Dr. Maria Rita Palattella**.

For all the necessary *financial and administrative activities*, Dr. Palattella will receive support from the **Financial Officer, Catherine Lollier** that will ensure that everything is implemented in accordance with the programme rules and deadlines. She will oversee tracking and archiving all administrative documentation generated throughout the project's lifecycle, including financial data, and legal documentation.

Dr. Palattella (project coordinator) and Mme Lollier (Financial officer) together represent the **Coordination Team (CT)** for the COMMECT project.

**Executive Board:** The Executive Board (EB) is responsible for the operational management of the project and covers all main management responsibilities. The EB comprises the Project Coordinator, the Technical Manager, The Innovation Manager, the Project Data Officer (PDO), and the WP Leaders. The EB is responsible for the day-to-day running of the project. This includes ensuring a clear and coherent technical view across the project, evaluating progress against the milestones according to the project plan, revising the project plan, and taking final responsibility for approving deliverables, periodic and final reports. It is chaired by the PC.

The EB should meet regularly, by videoconferencing to constantly monitor the project activities, and progress. All members of the EB should physically meet at least once a year.

*The EB will collect information at least every 6 months on the progress of the project, examine that information to assess the compliance of the Project with the work plan and, if necessary, propose modification of the work plan to the GASS.*

The EB is responsible for:

- Define the Action plan for the next period (tasks, timetables, responsibilities, project plan).
- Exchange of information, lessons learnt, SW tools developed, within and between WPs.
- Exchange of information and lessons learnt within and between LLs.

- Collaborative and creative problem solving for technical development and validation challenges.
- Technical risk management and development and implementation of contingency actions.

**Technical Manager:** The Technical Manager (TM) will monitor the progress and excellence of the technical WPs individually and, as a whole, with the ultimate goal of ensuring that proper management of the innovative concepts and artifacts generated by COMMECT will become concrete opportunities to implement new technologies and solutions. The COMMECT TM will be **Dr. Per Jonny Nesse** (Telenor ASA, TNOR), who will take the leadership for the technical and scientific coordination of COMMECT.

**Innovation Manager:** The Innovation Manager (IM) is responsible for the innovation management process. He will work with partners and stakeholders to keep track of end-user needs and of the state of the art of products and services available in the market (competition). Finally, he will periodically review the IPR plans, and exploitation and commercialization plans of the project results. He will identify project innovations, favourable conditions for innovation, and take necessary actions to ensure that the innovations are effectively exploited after the end of the project. The IM is Dr. **Nis Valentin Nielsen** (Klosser Innovation, KI) who will take the leadership for the innovation coordination of COMMECT. The IM will be responsible of the “*Report on Strategic and Innovation Management*”, to be delivered during the two reporting periods (D7.3 at M18, and D7.5 at M36).

**Project Data Officer**<sup>1</sup>: Any possible data collection and processing of individual data in COMMECT will follow the provisions of the General Data Protection Regulation (GDPR). The project consortium has identified and appointed a Project Data Officer (PDO). The PDO will be Dr. **Melisa López** from Aalborg University (AAU). She will be the point of contact for Data Protection issues and will coordinate the actions required to liaise between different partners and their respective Data Protection representatives. The PDO will prepare a Data Management Plan (DMP) at M06 (D7.2) and update the first version during the two reporting periods (D7.4 at M18, and D7.6 at M36), based on the actual data collected during the project, within the LLs, shared among them, and made available for the design and development of the DST.

**Work Package Leader:** WP Leaders (WPL) are those beneficiaries, named Lead Beneficiary in Table: List of Work Packages, in the GA Annex 1. They are responsible for ensuring the overall progress of the WP. WPLs establish together with the PC the detailed schedule of the WP and the work in progress; they are also responsible for the correct and timely submission of deliverables relating to their WPs. **Each WPL is required to write every six months a progress report concerning his/her WP to demonstrate progress.** Each WPL is appointed to chair the meetings among the partners participating in his/her WP.

Specifically, the tasks of the WPLs are to:

- manage resources to realise and monitor the deliverables within their WP
- assure the quality of the work and manage milestones within their WP
- report to the PC on progress and potential deviations from the work plan, deliverables, and milestones to be discussed during the EB meetings

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<sup>1</sup> The terms Project Data Officer (PDO) and Data Protection Officer (DPO) were used indistinctly in the GA to refer to this role, and they are considered equivalent.

- initiate meetings of specific WP-working groups, if necessary
- disseminate information to the relevant consortium partners via email and the COMMECT SharePoint.

WPLs will be responsible for providing input on their WP progress to the PC in a timely manner for inclusion in the periodic and final reports.

WPL, lead institutions and contact persons, together with WP contributors are listed below in Table 2.

Table 2. COMMECT Work Package Leader

WP N.	WP Title	Leader	Leader Contact	Partners involved
WP1	End-user Needs COMMECT Requirements and Architecture	AU	Michael Nørremark	LIST, AAU, INN, TNO, SeAMK, SES, TNOR, TCELL, DNET, HWIE, LXS, PTC, VITECH, IBLA, KI, TAGEM, LCG, ZZSA
WP2	XG, Edge and Last-Mile Energy Efficient Solutions for coverage extension	TNOR	Muhammad Faheem Awan	LIST, AAU, TNO, SeAMK, SES, TCELL, DNET, HWIE, VITECH
WP3	Impact Assessment Framework and Business Models	TNO	Virag Szijjarto	LIST, AU, AAU, INN, SeAMK, TNOR, DNET, HWIE, LXS, VITECH, KI
WP4	COMMECT Living Labs	LIST	Maria Rita Palattella	AU, AAU, INN, TNO, SES, TNOR, TCELL, DNET, LXS, PPTC, IBLA, KI, 21MAJ, LCG, ZZSA
WP5	Validation of COMMECT Solutions	AAU	Melisa López	LIST, AU, INN, SeAMK, SES, TNOR, TCELL, DNET, LXS, PTC, VITECH, KI, 21MAJ, LCG, ZZSA
WP6	Dissemination, Exploitation and Standardization	INN	Giuseppe Calignano	LIST, AU, AAU, TNO, SeAMK, SES, TNOR, TCELL, DNET, HWIE, LXS PTC, VITECH, IBLA, KI, 21MAJ, LCG, ZZSA
WP7	Project Management	LIST	Maria Rita Palattella	AU, AAU, INN, TNO, SeAMK, TNOR, DNET, HWIE, PTC, VITECH, IBLA, KI, 21MAJ
WP8	Ethics Requirements	LIST	Maria Rita Palattella	ALL

**Task Leader:** Task leaders are those beneficiaries listed in the Gantt Chart in the GA, Annex 1 DoA, per each task, and they are responsible for ensuring the overall progress of the specific WP task and/or its related deliverable. In addition, Task Leaders will be responsible for providing input on their Task progress to the WP Leader in a timely manner for inclusion in the periodic and final reports. Task leader institutions can be found in Table 3.

The **Work Package Team** will include the WP Leader, the WP Tasks leaders, and representatives of the Partners participating in the WP. They should closely work for producing the results of the related Work package.

**Living Lab Leader:** The Living Lab leader represents the interface between the project and the Living Lab for which he/she is in charge. The continuous exchange with the end-users, and other partners contributing to the LL, harmonization and planning of the LL activities, data management and the continual information about evaluation methods and impact assessment are the major tasks of the LL leader. To ensure the integration and exchange among the 5 Living Labs, geographical distributed in and outside Europe, a **LL coordinator** has been appointed. The LL coordinating person will be **Maria Rita Palattella** from LIST. The LL leaders, corresponding responsible persons and partners involved in the LL are presented in Table 4.



Table 3. COMMECT WPs and Task Leaders, according to the Gantt Chart

<b>WP1</b>	<b>End-User Needs, COMMECT Requirements and Architecture</b>	<b>AU</b>
T1.1	Definition of End-User needs and COMMECT use cases	AU
T1.2	Definition of COMMECT Requirements and KPIs	AAU
T1.3	COMMECT Architecture definition	HWIE
<b>WP2</b>	<b>XG, Edge and Last-Mile Energy Efficient Solutions for coverage extension</b>	<b>TNOR</b>
T2.1	5G Connectivity Platforms	SES
T2.2	Local 5G Private Networks	TNOR
T2.3	IoT and Edge Computing	LIST
T2.4	AI and Network Automation	HWIE
<b>WP3</b>	<b>Impact Assessment Framework and Business Models</b>	<b>TNO</b>
T3.1	Socio-Economic Impact Assessment Framework	TNOR
T3.2	Environmental Sustainability Assessment framework	LIST
T3.3	COMMECT Business Models	TNO
T3.4	Decision-Making Support Tool (DST)	DNET
<b>WP4</b>	<b>COMMECT Living Labs</b>	<b>LIST</b>
T4.1	Living Lab Luxembourg Digitalisation of Viticulture	LIST
T4.2	Living Lab Norway Connected Forestry	KI
T4.3	Living Lab Denmark Connected Livestock Transport	PTC
T4.4	Living Lab Turkey Smart Olive Tree Farming	TOB
T4.5	Living Lab Serbia Sustainable Agriculture and Preservation of Natural Environment	DNET
<b>WP5</b>	<b>Validation of COMMECT Solutions</b>	<b>AAU</b>
T5.1	Technical Performance Assessment	VITECH
T5.2	Technical Validation in the Living Labs	AAU
T5.3	Validation of Socio-Economic Impact in the Living Labs	TNO
T5.4	Validation of Environmental Impact in the Living Labs	SeAMK
<b>WP6</b>	<b>Dissemination, Exploitation and Standardisation</b>	<b>INN</b>
T6.1	Dissemination and communication activities	INN
T6.2	Workshops and Training Organization	IBLA
T6.3	Exploitation and Standardisation	TCELL
<b>WP7</b>	<b>Project Management</b>	<b>LIST</b>
T7.1	Administrative and Financial Project Management	LIST
T7.2	Strategic Technical and Innovation Management	TNOR
T7.3	Data Management	AAU
<b>WP8</b>	<b>Ethics Requirements</b>	<b>LIST</b>

Table 4. COMMECT Living Lab Leaders

LL N.	LL Name	Leader	Leader Contact	Partners involved
LL. 1	Digitalisation of Viticulture	LIST	Miriam Machwitz	SES, LXS,IBLA
LL. 2	Connected Forestry	KI	Lars Gillund	TNO, INN
LL. 3	Connected Livestock Transport	PTC	Jesper Schimann Hansen	AU, AAU, TNO, SES
LL. 4	Smart Olive Tree Farming	TOB	Muzaffer Kerem SAVRAN	TCELL
LL. 5	Sustainable Agriculture and Preservation of Natural Environment	DNET	Srdjan Krco	21M1J, ZZSA

**Ethics Committee (ECOMM):** The EB will appoint the members of the ECOMM, who shall be responsible for providing guidance to the GASS on the ethical issues identified in the Ethics Summary Report (mainly related to endangered fauna and/or flora in protected areas in the project), and any additional ethics issues that may emerge during the implementation of the

grant. First Ethics requirements will be identified at M03 by the coordinator in the deliverable D8.1. This document will be revised by the PC together with the ECOMM during the reporting periods (D8.2 at M18, and D8.3 at M36). The members of the ECOMM will be nominated by the EB and the PC, by M6.

**Community of End-Users / Stakeholders:** End-Users (farmers, farmers associations, and advisors, foresters, and rural communities) may have special needs or concerns that, if incorporated in-time into the technologies being developed, can help market and societal acceptance. Thus, COMMECT will establish a Community of End-Users and Stakeholders starting from M1. This community, specific for each LL (since it includes local communities and stakeholders), will have a key role in the definition of the use cases, according to their needs./challenges/pains They will be invited to answer surveys (online or in 1:1 interview). Both end-users and stakeholders will be engaging in workshops, demonstration events, and in the final Stakeholder Symposium at the end of the project duration (see Table 1 with list of foreseen project events).

**Participants / Beneficiaries:** The COMMECT consortium consists of 19 participants and one associated partner as listed in the COMMECT GA, DoA and reported in Appendix 1. Each participant receives funding from the EC in respect of its contribution to the aims of COMMECT, as outlined in the DoA, subject to the timely completion of, and reporting on, its activities (as detailed in the GA, Annex 1 DoA, in the Work Package Tables) to the satisfaction of the Coordinator and the EC.

**Reviewer:** To ensure the high-quality of the deliverables, the EB will nominate for each deliverable two reviewers, selected among representatives of the WPLs. Note, in case the WPL is also deliverable leader (i.e., main author, and main responsible for the deliverable), the reviewers will be selected among the Task leaders. The reviewers are responsible of providing feedbacks to the initial Table of Content (ToC), of providing more detailed comments on the first draft of the deliverable, and of editing and proof-reading the latest version (before submitting it for the final check to the PC). The detailed procedure for ensuring the quality of all the deliverables and reports is described in Section 6.

## 4. Contractual Framework

The contractual framework of the COMMECT project consists mainly of two reference documents:

- The Grant Agreement (GA)
- The Consortium Agreement (CA)

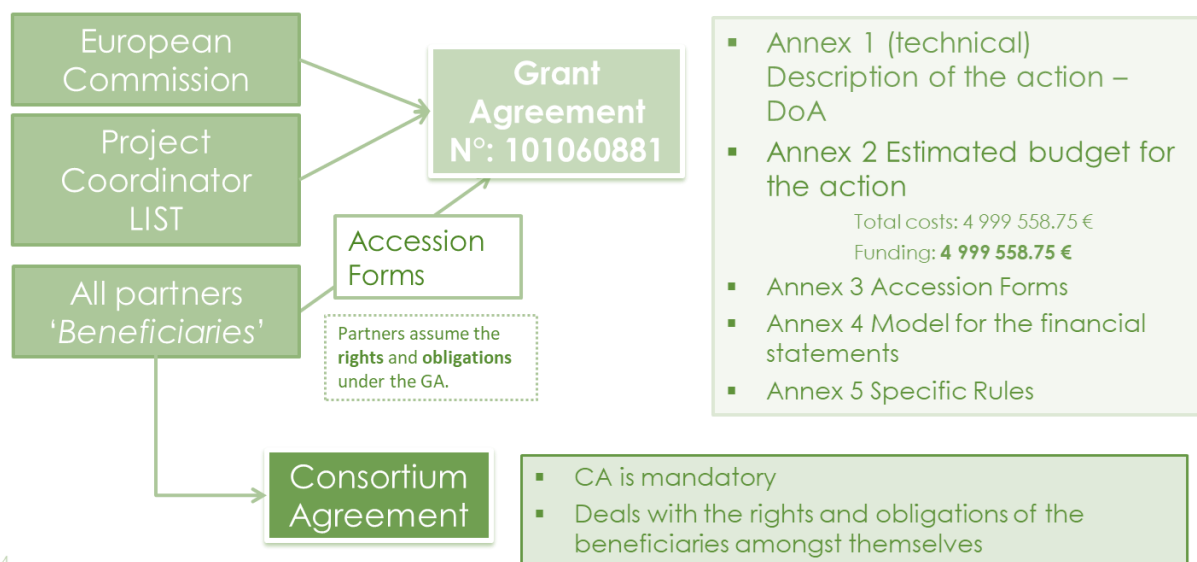


Figure 4. COMMECT Contractual Framework

### 4.1 Grant Agreement

The GA regulates the relationship between the European Commission (EC) and the Project Consortium. The GA is signed between the European Commission and the Project Coordinator. All other project partners have signed Accession Forms to the contract in order to be integrated within the project consortium. The GA contains the specific details of the project, such as: project start date, project duration, budget, project results, etc.

The GA consists of the following documents:

- Term and Conditions
- Annex 1: Description of the Action (DoA) – Part A & B
- Annex 2: Estimated budget for the Action
  - Annex 2a: Additional information on Unit costs and contributions
- Annex 3: Accession form for the beneficiaries
- Annex 4: Horizon Europe MGA – Financial statement template for reporting
- Annex 5: Specific rules (Confidentiality and Security, Ethics, Values, IP...)

*In the Term and Condition Section, a **Project Data Sheet** provides a concise summary of the project. The partners are highly recommended to consider this as a reference document, where they can easily find the essential information related to the project (Figure 5).*

# COMMECT GRANT AGREEMENT

## DATA SHEET (5 pages summary)

- 1. General data (abstract, keyword, title, acronym, call, topic, type of action, project duration, start and end date)
- 2. Participants (coordinator and beneficiaries, PIC, and budget)
- 3. Grant (budget categories, eligible costs)
- 4. Reporting, payment and recoveries (18M, 36M, prefinancing, interim payment, final payment)
- 5. Consequences of non-compliance, applicable law & dispute settlement forum
- 6. Other (std time-limits after project ends, e.g. confidentiality, record-keeping, reviews, audits, extension of fundings, impact evaluation)

Project: 101060881 — COMMECT — HORIZON-CL4-2021-COMMUNITES-01

### DATA SHEET

#### 1. General data

Project summary:

**Project summary:**  
 Over the last years, the requirements and need for broadband and high-speed connectivity have steadily increased. The Covid-19 pandemic has even accelerated this process towards a more connected society. But this holds steady true for urban communities. In Europe a 10% lack across all persons, and nearly constant for most rural and remote areas. These are the most challenging to address since they are the least commercially attractive. COMMECT aims at bridging the digital divide, by providing quality, reliable, and secure services for all in rural and remote areas. The goal of providing broadband accessibility to rural and remote areas will be achieved by leveraging the financial resources via Horizon-CL4-2021-COMMUNITES-01 and the technical expertise of Horizon-CL4-2021-COMMUNITES-01. Edge and Network Automation will reduce energy consumption both at connectivity and computing level. Participatory approach with end-users and ICT experts working together on development challenges will be key for the digitalisation of the sector. To ensure the wide exchange of experience and technical knowledge among the actors of the agriculture value chain, COMMECT will set up local-level, international and cross-border, virtual networks and communities of experts to be highly dynamic. From different perspectives, COMMECT aims at contributing to a broader digitalisation of the EU's rural areas and their communities by making more agriculture and forest services accessible to all. COMMECT will facilitate that, by developing a decision-making support tool able to assist on the best operating solutions, according to technical, socio-economic, and environmental considerations. This tool, incorporating collaborative business models, will be a key enabler for jobs, business, and investment in rural areas, as well as for improving the quality of life in areas such as healthcare, education, agriculture, among others.

Keywords:

- Digital Services and Platforms
- Agriculture / Forestry / Rural Development

Project number: 101060881

Project name: Bridging the digital divide and addressing the need of Rural Communities with Cost-effective and Environment-Friendly Connectivity Solutions

Project acronym: COMMECT

Call: HORIZON-CL4-2021-COMMUNITES-01

Topic: HORIZON-CL4-2021-COMMUNITES-01-03

Type of action: HORIZON Research and Innovation Actions

Granting authority: European Research Executive Agency

Grant managed through EU Funding & Tenders Portal: Yes (Grants)

Project starting date, fixed date: 1 September 2022

Project end date: 31 August 2025

Project duration: 36 months

Consortium agreement: Yes

#### 2. Participants

List of participants:

Nº	Role	Short name	Legal name	City	PIC	Total eligible (EU) and (ERDF)	Max grant amount
1	COO	LIFE	LIZONIAKIBO INSTITUTE OF SCIENCE AND TECHNOLOGY	LIZ	0420200	851 485.00	851 485.00

Figure 5. COMMECT Data Sheet screenshot and main content

## 4.2 Consortium Agreement

The CA regulates the cooperation within the project consortium partners, covering the following main topics:

- Legal name, address, and authorised people to sign the contract of all partners
- Preamble
- Subject of the contract (title of project)
- Organisational provisions (project bodies and their responsibilities, management, voting procedures, etc.)
- Financial provisions (financial plan, modification procedures, auditing of costs, payments, etc.)

A copy of the CA has been made available to all the project partners in the SharePoint in the folder [Consortium Agreement \(cw37208 CA DESCA COMMECT signed by all SWI.pdf\)](#). The CA was signed by all the beneficiaries, prior to the signature of the GA between the coordinator and the EC.

## 5. Reporting Obligations

### 5.1 Formal reporting requirements

The COMMECT consortium is obliged to submit periodic reports and a final report, to which all beneficiaries must contribute by reporting on their activities, and their use of resources.

COMMECT is divided into 2 reporting periods, RP1: from month 1 to month 18, and RP2: from month 19 to month 36, as illustrated in Figure 1.

All reports and deliverables from a reporting period shall be submitted by the Coordinator to the EC **within 60 days of the end of the reporting period** (see Table 5). Bearing in mind that the reports must consolidate the contribution of all the members of the consortium, submission of input by participants to their Task and WP Leaders, and then by WP leaders to the Coordinator must be undertaken in a *timely manner*, upon request from the Coordination Team.

Table 5. Due Dates of the Periodic Report

End of Reporting Period		Report due to the EC by	
Month	Actual Date	Month	Actual Date
M18	29.02.2024	M20	29.04.2024
M36	31.08.2025	M38	31.10.2025

The Coordinator will collect the Individual Report **within 30 days** following the end of the reporting period, to prepare the consolidated Report on time.

The process for Quality Assurance of formal reports, and the timetable of the required steps, is provided in Section 6.

All reporting for EU Horizon Europe is via the Researcher Portal: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

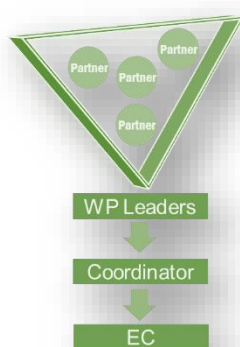


Figure 6. Data Flow for reporting at project level.

The procedure for preparing the periodic reports will be articulated in the following steps:

- i) The partners (i.e., beneficiaries) submit their individual contributions to their WPLs and the CT upon request
- ii) The WPLs consolidate their WP reports based on the individual inputs into the template provided by the CT
- iii) The CT finalise the report and ask for the approval (see approval process in Sec. 6).
- iv) The CT then submits the reports/deliverables/financial forms to the Commission by electronic means.

### 5.2 Periodic reports

The consortium shall submit the following reports to the Commission for each reporting period:

- periodic technical report
- periodic financial report

### 5.3 Deliverable reports

Deliverables must be concise but complete reports of what has been *actually achieved* and delivered by the project, during the period precedent the deliverable's due date.

With the aim of disseminating the project results, and make them available to the interested community, and other relevant projects working on similar/complementary topics/issues, most of the COMMECT deliverables have been classified as public (PU) meaning that they will be available to all via the COMMECT website following approval from the EC and once any associated publications are in press.

Sensitive deliverables (SEN) are only for members of the consortium and the EU commission. They will be made available to the consortium through the COMMECT SharePoint.

The full list of COMMECT deliverables, their due dates and the responsible partner is given in Appendix 2.

For some deliverables, the project has foreseen the issue of drafts, before the official due date, with the aim of making internal use (e.g., input for other tasks, WPs). The list of COMMECT Internal Deliverables is provided in Appendix 3. Note those are not considered as contractual documents (to be submitted to the EC).

The Deliverable report template is available in the COMMECT SharePoint in the folder: [Template \(COMMECT\\_Deliverable\\_Template.docx\)](#)

### 5.4 Final reports

The consortium shall submit the following reports to the Commission after the end of the project:

- final technical report
- final financial report
- Certificate of Financial Statement for each beneficiary that requests a total contribution of EUR 430 000 or more

Guidance notes on all aspects of project reporting, including the templates, are available from the EC website:

[https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports_en.htm)

## 6. Quality Assurance Procedures

All scientific reports produced by COMMECT (deliverables, periodic and final reports) will undergo a rigorous quality assurance process prior to electronic submission by the CT to the EC. LIST will check the quality of partner financial reports. All reports will be submitted by the coordinator (LIST) to the EC via the Research Participant Portal.

The Quality Assurance Processes, and the associated timetables are described hereafter.

## 6.1 Deliverables in the form of reports

The Deliverable leader (i.e., the main responsible of the document, the WP leader or the Task leader) will draft the Deliverable report together with the contributing partners, using the agreed-upon COMMECT template, which is available in COMMECT SharePoint. The list of Deliverable Leader is available in the GA, DoA, Annex 1, in the Table “List of Deliverable” (listed as Lead Beneficiary), and also included in Appendix 2 of this Handbook.

The report will be submitted to the WPL, along with an estimate of the partner effort being reported for completion of this task. **Note that the EC reviews Deliverable reports on this basis and compares the report quality (i.e., comprehensiveness of the task undertaken, and the report provided) with the effort being claimed.**

The WPL (acting as reviewer) will review the deliverable against the following criteria:

1. Does the report address the Task (or a portion of the task) as described in the DoA?
2. Is the report of sufficient technical quality, clarity, and overall quality?
3. If appropriate, are the conclusions and recommendations sufficiently strong and supported by the information contained in the Deliverable report?
4. Is the Document History table complete and reflective of the process of the deliverable development?
5. Are the person months claimed reasonable given the quality and comprehensiveness of the Deliverable report?
6. Other comments or recommendations from the WPL as appropriate (e.g., cross-referencing other WP Deliverable reports, consultation with other tasks etc.).

The Reviewers’ comments will be returned to the Deliverable Leader, for him/her and the other contributing partners to make any recommended improvements. Following implementation of reviewers’ comments, the Deliverable responsible will then submit the deliverable to the CT and the EB.

The CT will do a final editorial check of the Deliverable report to ensure consistency of formatting. The final step of the review process will be the approval from the EB for submission. As the EB meet monthly, discussion and approval of Deliverable reports will be a standing agenda item for the EB. Deliverables can be discussed and approved by e-mail, if the timing is not consistent with the EB meeting date.

In advance of the EB meeting, any Deliverable report ready for approval will be sent to the EB by the CT. Each Deliverable report will then be discussed at the EB and the decision to submit (or revise) will be made and noted in the EB meeting minutes. The CT will notify the Deliverable Leader of the outcome, and the EB will provide justification and suggestions for improvement should they vote for revision. Should the Deliverable report be accepted by the EB, the CT will proceed to upload the Deliverable report to the Research Participant Portal and submit it electronically.

### 6.1.1 Timeline for QA of Deliverable Reports

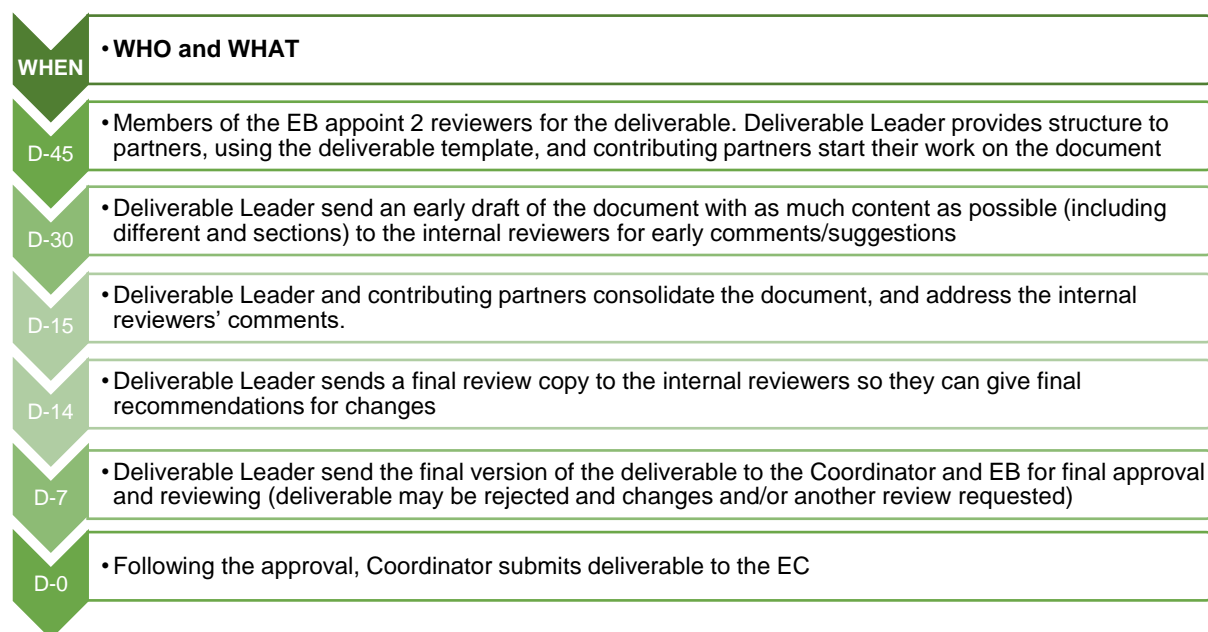


Figure 7. Steps and Timeline for Quality Assurance of Deliverable Report.

Figure 7 describes the steps and timeline of the Procedure implemented for ensuring the quality of the deliverable report. First, 6 weeks (45 days) before the deliverable due date, the CT will alert the Deliverable Leader of the approaching due date of the deliverable report. The CT will notify the EB as well, and the latter will appoint two reviewers who will be responsible of checking the report and providing comments/suggestions for improvement. Four weeks (30 days) before the due date, the Deliverable leader must share an early draft, based on the input collected from the contributing partners. Two weeks (14 days) before the due date, the Deliverable leader must submit to the reviewers a final review copy, addressing all their comments. Finally, 1 week (7 days) before the due date, the final version of the deliverable must be sent to the CT and EB for final approval, and/or additional comments. The Deliverable leader will have to implement any final change, correction, according to the CT's requests. Finally, the Coordinator will take care of final editorial review, and submit the deliverables to the EC.

## 6.2 Periodic and final reports

The process for ensuring the quality of the periodic and final reports will be somewhat simpler than that for Deliverable reports, as these are intended more as snapshots of progress rather than detailed descriptions of the project outputs.

Partners will provide input to their WP Leaders on their activities in the period, and details of their costs to the CT (to the Financial Officer) upon request. WP Leaders will compile their WP progress reports and submit these to the CT for compilation into the report. The CT will review the document for completeness, for consistency and style.

Where required information is missing, this will be requested from individual partners.

The compiled report will be distributed to all partners for final comments, and to the EB for review and sign-off.

**Periodic and Final reports are due within 60 days of the end of the period. The Coordinator will collect the Individual Report *within 30 days* following the end of the Reporting**



Period (RP), to prepare the consolidated Report on time. To accommodate this, the following timeline for quality check will be implemented (Figure 8).

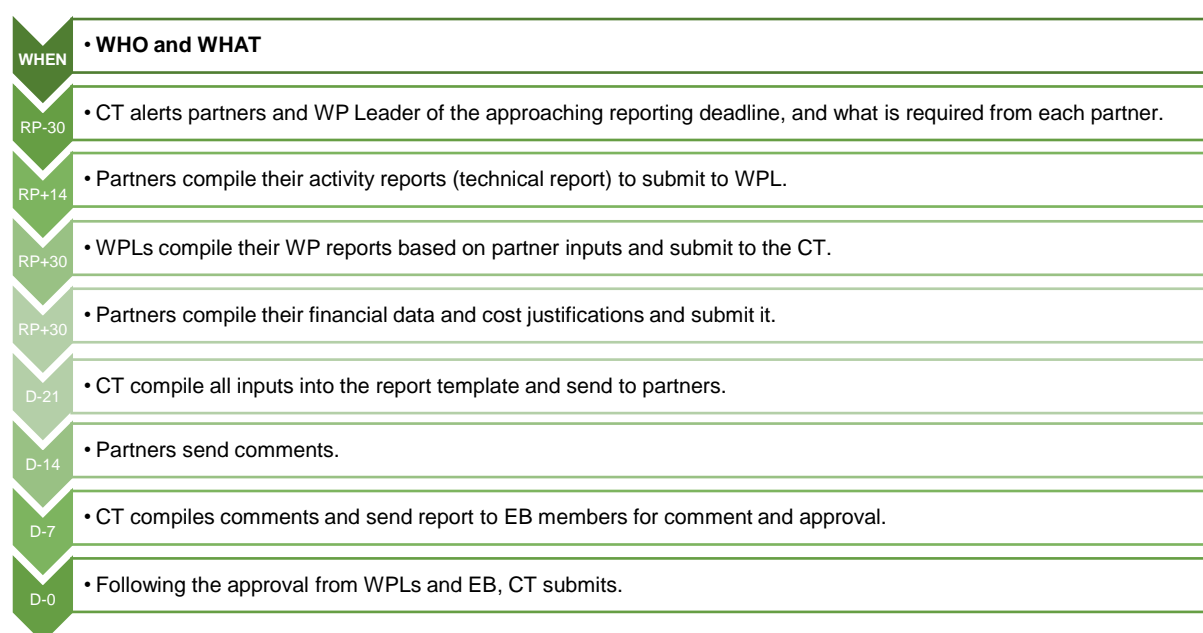


Figure 8. Timetable and tasks for QA of interim and periodic reports

### 6.3 Internal planning and reporting requirements

In addition to the formal reporting requirements, the Coordinator requests technical and financial **Internal Reports** (IRs) on a periodic basis to enable the CT and the EB to monitor the overall progress of the project and to take any remedial action as necessary in a timely manner.

**The IRs are six monthly updates from each of the participants, based upon which the CT will prepare a 6-monthly report.** This was announced and agreed by all participants at the COMMECT kick-off meeting, and templates for the reports have been distributed to the partners and made available in the COMMECT SharePoint.

*The CT will send out reminders that these reports are due to all relevant participants 2 weeks before the report due date, along with the link to the appropriate templates. A second courtesy reminder will be sent 1 week before the due date.*

The due dates of the IRs are listed in Table 6.

Table 6. Due Dates of the Internal Reports

Due Dates of the Internal Reports					
M6	M12	M18	M24	M30	M36
28.02.2023	31.08.2023	29.02.2024	31.08.2024	28.02.2025	31.08.2025

The timing of the reports has been aligned as much as possible to coincide with the required periodic reporting requirements, to minimise the burden on the partners, and thus to maximise the level of compliance.

In addition, the CT will compile these IRs and present them to the EB. Should the EB feel that any corrective actions are required, then the EB, together with the coordinator will take a decision regarding any next steps, to improve the report, and submit it on time.

## 6.4 Review Meeting with the EU Commission

Review meetings to be held in Brussels with the EU commission may be scheduled in relation to reporting periods, at M18, and M36. The EB is required to attend these meetings. The coordinator will discuss and agree with the Project Officer the date(s) of the meeting and inform the consortium well in advance.

## 7. Financial Management

### 7.1 Distribution of project funds

The financial contribution of the European Commission to the project shall be distributed by the coordinator as detailed in Section 7.2 of the CA. Payments to Parties are the exclusive task of the coordinator and are detailed in Section 7.2.1, and 7.2.2 of the CA. Figure 9 provides an illustration of the three main financial instalments (pre-financing, interim payment, and final payment) scheduled during the project lifetime.

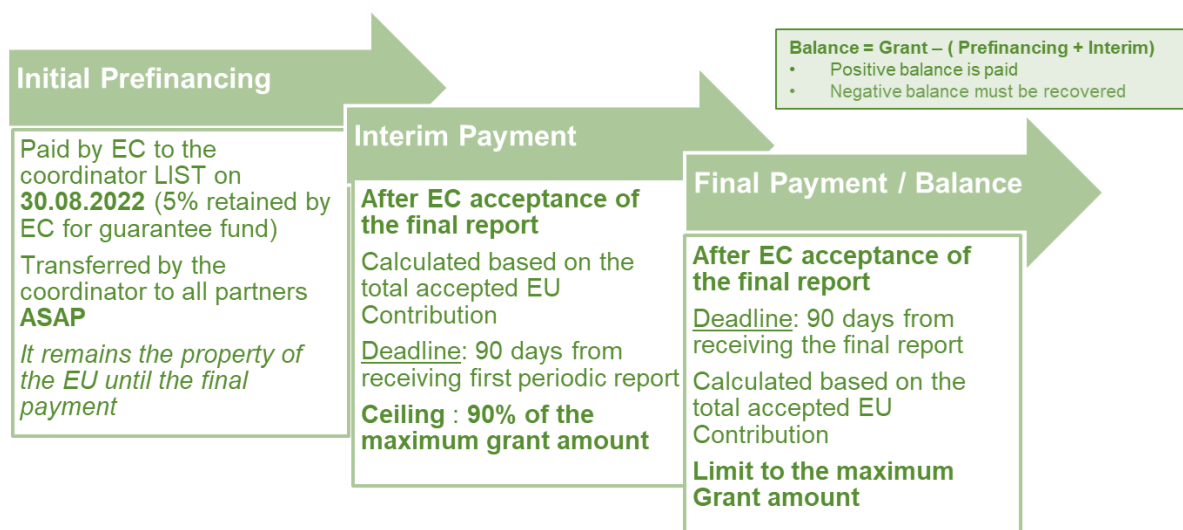


Figure 9. Financing and Payment Schedule

### 7.2 Financial reporting to the EU Commission

Financial reporting by all partners will be required as part of the periodic review, at months 20, and 38 (i.e., **60 days after the end of the reporting period**). As part of the financial reporting all partners will complete:

- Financial Statement (Financial Part) for their expenditure and that of any Third party linked to them, if any.
- Explanation of major cost items for each WP.
- Certificate on the financial statements (CFS), required only for the final reporting, if the requested EU contribution is higher or equal to EUR 430 000.

If a Certificate on Financial Statements is required, it must be prepared by the company's auditor, or in the case of universities, a competent public officer may perform the work.

Financial reports must be submitted electronically via the Research Participant Portal (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>).

Each partner will receive notification from the EU that the Financial Statement is ready to be filled in. The official financial signatory (FSIGN) of each partner will fill in their Financial Statement in the Participant Portal and will submit it to the coordinator. The coordinator will review and submit to the EU commission. If anything is not clear, the coordinator may reject the Financial Statement and return it to the partner to adjust.

The official EC guides to financial reporting can be found at: [https://finance.ec.europa.eu/capital-markets-union-and-financial-markets/company-reporting-and-auditing/company-reporting/financial-reporting\\_en](https://finance.ec.europa.eu/capital-markets-union-and-financial-markets/company-reporting-and-auditing/company-reporting/financial-reporting_en)

**Note.** Approval of the periodic reports, including the financial parts, by the EC is the precondition for the transfer of the next instalment or the final/balance payment.

### 7.2.1 Eligible costs

Eligible costs are specified in the **GA Article 6**, and further described in the **Horizon Europe Annotated GA** which is regularly updated. The version from November 2021 is available here:

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf)

### 7.2.2 Receipts

A general rule is that no profit is allowed during the project duration. It means that part of the grant will be deducted or must be repaid if significant income is generated. It is however possible to have receipts for the project. The receipt and the interest generated must be reported.

Only certified auditors can issue a CFS; the work can be done by the company's auditor, or in case of universities or a bigger company, a competent public officer may perform the work to confirm that the reported costs in the cost statement forms are real.

### 7.2.3 Ineligible costs

There are several costs that are not eligible from the EC's point of view. These costs cannot be charged to the project's budget even if they occur in direct connection with the project during the implementation and must be covered by the beneficiary. Ineligible costs are described in the **GA Article 6.3** (and in the Horizon Europe annotated GA).

## 7.3 Internal financial reporting

**Internal financial reporting will be performed from each partner every 6 months.** The CT has distributed by email a template to the partners to facilitate this. The template will also be made available in the COMMECT SharePoint, in separated channels for the different beneficiaries.

## 8. Management Tools

### 8.1 EC Participant Portal

The [Participant Portal](#) is the European Commission online tool for administration of EU-funded research and innovation projects and hosts the services for managing Horizon Europe proposals and projects throughout their lifecycle.

Access to the Participant Portal is controlled by the European Commission Authentication Service (ECAS). Access to COMMECT on the Participant Portal is controlled by the Coordinator, who nominates “Participant Contacts” at each organisation. The Participant Contacts can nominate additional persons within their organisation who can then access COMMECT information, e.g. *their organisation’s Form C for contractual reporting purposes*. The Participant Portal FAQ provides details. The CT will provide assistance to all partners whenever necessary.

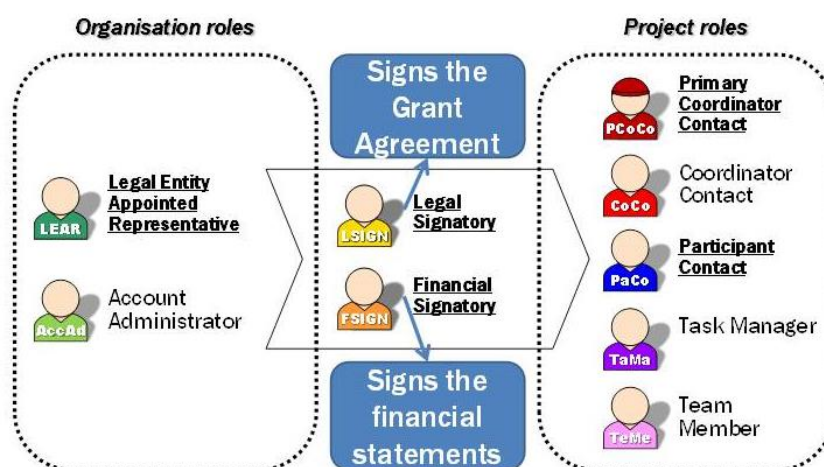


Figure 10. EC Participant Portal - Roles per organisation and per project

Each organisation’s Legal Entity Authorised Representative (LEAR), as identified in the Grant Preparation Forms (GPFs) A2.1, is responsible for keeping his/her organisation’s legal and financial data up to date in the Participant Portal. Note, if your organisation changes legal name, address, ownership, etc., this information must be updated directly in the Participant Portal by the LEAR. See the Participant Portal FAQ for details. Please notify the CT of any legal changes at your organisation as soon as possible because such changes can impact contractual reporting and/or contract amendments.

### 8.2 COMMECT Collaborative Workspace

LIST has created a **SharePoint based platform** for the needs of remote collaboration and communication of the consortium partners. SharePoint is now widely used in the industry and academia for corporate intranets. The platform is hosted in Europe, and thus the project data is stored in the EU, an important aspect for data protection and security throughout the project’s lifetime.

Each of the partners’ staff members involved in COMMECT has obtained access to the SharePoint. If new members from any of the partner join the project team, the partners should notify the CT, so they can be granted access to the collaborative Workspace.

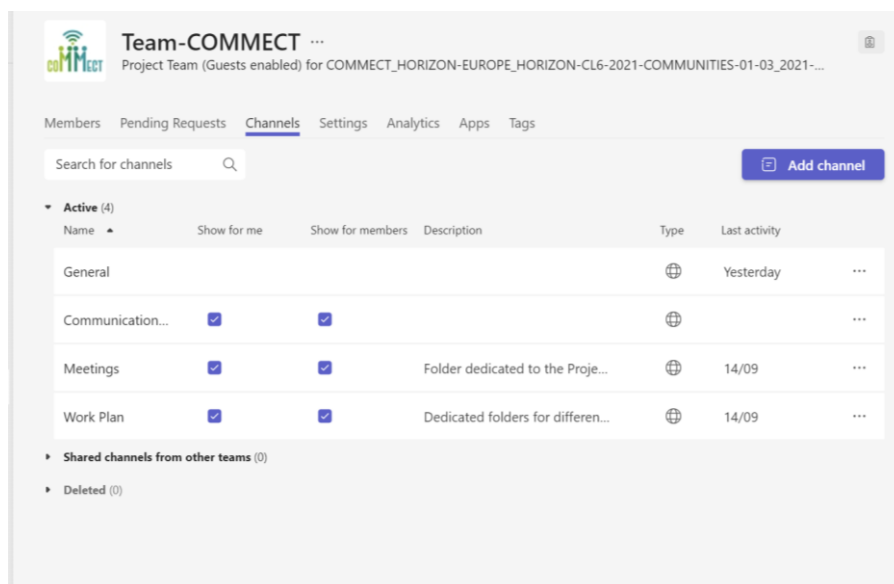


Figure 11. COMMECT SharePoint-based Collaborative Workshape

The workspace has a simple and clearly arranged structure and shows the main thematic sections as well as the main contents of these sections. These are created as folders.

Currently, the main following folders and pages are available on the workspace:

- General
- Communication Material
- Meetings
- Work Plan

Further sub-sections are accessible within each Channel, in the form of additional folders. The COMMECT Collaborative Workspace is kept up-to-date and will evolve over the project's lifetime.

## 9. Document Management Guidelines

### 9.1 Documentation Management

During the lifetime of COMMECT, many documents will be produced. Some simple rules should be followed to facilitate the management of documents and ensure consistency among documents of the same type. The following types of commonly used documents have been identified:

- Presentations
- Deliverables (contractual documents)
- Meeting agendas
- Meeting minutes for sharing information resulting from a meeting or phone conference

A template is provided for each type of document and is available on the COMMECT SharePoint Workspace in a dedicated folder ([Template](#)).

## 9.2 Document Leaders

Even if a document contains contributions from many partners, it should have one leader who leads the preparation of the document within the timeframe established, specifying the content, obtaining commitments for the required contributions, and getting agreement on the draft to be approved.

The leader for a given Deliverable is the representative of the partner identified as responsible in the DoA (see Appendix 2 List of Deliverables) – named the Deliverable Leader.

The COMMECT deliverable leaders were identified at project start. By default, the WP leader is responsible for deliverable peer review .

The production of reports and administrative documents for the EC is coordinated by the Coordination Team at LIST and their validation is the responsibility of the Coordinator.

The official documents that need to be sent to the EC (e.g., deliverables, periodic reports) require contributions from many partners and the **commitment to firm deadlines**. For the production of such documents, a draft document indicating the required contributions will be produced and circulated by the Deliverable Leader (for deliverables) and by the CT (for periodic reports). For each section, the names of expected contributors are given who will work on the section until completion. See Section 6 for detail on the procedure to ensure high-quality of the deliverables.

## 9.3 Language to be used

The contractual language of the project is English (UK). All exchanges of information and documentation must be provided in English to other partners and the EC. When many contributors from various European countries contribute to the same document, the style and vocabulary of the final document can be heterogeneous. A careful check by the document leader is expected, for deliverables and reports which will be submitted to the EC/ and for documents which will have a wide dissemination (public documents).

## 9.4 Level of confidentiality and dissemination

By default, and if not contractually defined otherwise, each document created within COMMECT is considered sensitive (SEN: only for members of the Consortium – including the EC services). Legal mentions are included in the document templates and should not be removed, unless a more restricted access applies (e.g. at WP level or partner level):

*“This document contains information, which is proprietary to the COMMECT Consortium. Neither this document nor the information contained herein shall be used, duplicated, or communicated by any means to any third party, in whole or in parts, except with prior written consensus of the COMMECT Consortium.”*

In the DoA, Annex 1 of the GA, the deliverables listed are defined with a specific dissemination level. This dissemination level shall be mentioned in the document (a specific place for this is included on the cover page of the COMMECT deliverable template). Two levels of dissemination have been defined: Public (PU), and SEN (Sensitive).

## 9.5 Document coding

### 9.5.1 Filing code

Each document must be identified with a unique filing code, regardless of the document title, file names and referencing conventions that each partner might use in local archives.

For deliverables, the file name must start with “COMMECT” and contain the following

elements as a minimum:

*COMMECT-ORG Name-DELnumber-Short-Title-ReleaseNumber*

Example: COMMECT-LIST-D7.1-R1.0.pdf

For all other project documents, the file name must start with COMMECT and contain the following elements as a minimum:

*COMMECT-Type-Title\_ VersionNumber*

Example: COMMECT-AGD-KOM-R1.0.doc     where:

COMMECT: the project acronym

AGD: Type of document. In this case it is an agenda (see document type further down)

KOM: title of the document. In this case, it is to specify that the agenda is related to the kick-off meeting

Rx.y: the release number (e.g. 0.1, 0.2, 1.0, 1.1)

### 9.5.2 Document type

For each type of document, the use of the following codes will facilitate the identification of the document type:

AGD	Agenda
DEL	Deliverable
DEC	Dissemination, exploitation, communication document
MOM	Minutes of Meeting
MS	Milestone
PPT	Presentation slides

## 9.6 Exchange of information

### 9.6.1 COMMECT Collaborative Workspace

COMMECT uses a secure collaborative online workspace to facilitate the cooperation between the partners and coordinate tasks. The workspace is accessible through Teams, being based on a SharePoint platform (see Sec. 7.3 for details). All consortium members identified through the contact list at project launch were granted with an access. To request access, an email should be sent to the CT with contact details and role(s) in the project.

### 9.6.2 Document Archives

The COMMECT collaborative workspace serves as the project archive by storing copies of all officially distributed documents:

- Contracts (such as Grant Agreement, Consortium Agreement)
- Deliverables
- Working documents
- Meeting documents
- Periodic reports (contractual and internal)
- Financial statements

The Coordination Team administers the project archive and keeps track of all official releases of documents produced by the partners. The partners are responsible for sending electronic copies of the documents to the Coordination Team or uploading the document directly on the workspace.

*NOTE: Considering that partners may be subject to a review or an audit by the EC up to two years after the payment of the balance, they are strongly advised to keep internal records of information relating to their involvement in the project for a period of five years after payment of the balance. Typically, copies of deliverables and minutes of meetings are needed to justify effort spent and travel costs.*

### 9.6.3 E-Mails and Mailing Lists

To facilitate efficient communication and avoid unnecessary proliferation of email, the following rules shall be observed:

- Start the subject of all project-related email by the word "COMMECT"
- Send emails only to the people who are concerned with the subject of the email to avoid overloading mailboxes with unnecessary information
- If receipt of the email needs to be acknowledged, this must be specifically requested in the email
- If an action is requested, ensure that the deadline for response is provided
- Email should contain the sender's contact details, especially their telephone number

The identification of confidentiality and dissemination level has the aim of indicating clearly to the partners who is authorised to receive and read the document, so as to handle the document with the appropriate care.

Since the large majority of the documents exchanged in the project are not supposed to have a critical level of confidentiality, the partners will use standard electronic communication means in order to facilitate internal information exchange and avoid cumbersome management of communications between the project partners.

To enable communication towards dedicated recipient groups, different mailing lists will be set up. In particular for all the COMMECT partners (i.e., GASS), for the WPLs, for all the organisations and persons involved in the LLs, for the coordination teams, among others (based on the project needs).

The memberships for the different mailing lists are available in the SharePoint workspace in the [Mailing Lists](#) folder.

### 9.6.4 Templates

Project document templates with self-contained instructions have been created to provide a common identity to the project. They should be used rather than partners' own internal templates.

The latest versions of the COMMECT project templates are included in a dedicated section on the collaborative workspace, in the General Channel, in the [Template](#) folder.

It includes templates for meeting agendas, presentations (PowerPoint) and minutes as well as deliverables. The templates are updated as needed by the CT.

The templates must be used by all participants for all project documents. This standardisation ensures that the confidentiality and use disclaimers are included in all project documents and facilitates readability.



## 10. Meetings

### 10.1 Meeting preparation, agenda, and minutes

The meeting organiser oversees preparing the agenda and the minutes, using the project templates. The agenda should be distributed in advance (at least 2 weeks) to inform the participants about the topics to be discussed and to give them the possibility to suggest changes to the agenda. If specific documents or reports will be discussed in the meeting, the draft material should be made available sufficiently in advance to ensure that the participants have time to read and prepare comments. Agenda and minutes should be posted on the COMMECT Collaborative Workspace in the relevant meetings folder. The minutes including actions agreed upon should be shared quickly (within 2 weeks).

### 10.2 Planning, logistics and follow-up

To avoid conflicting events and to keep everyone informed, all meetings should be added by the meeting organiser to the COMMECT project calendar in the SharePoint.

If possible:

- Use video/teleconferencing (Teams) for short regular/weekly meetings
- Combine meetings with different purposes to save time and money
- Rotate meeting locations of regular meetings to share the burden of travelling
- Use partner premises only if they are easily accessible
- Avoid physical meetings on Mondays and Fridays (implying travelling during the weekend)

Particular attention must be given to the follow-up of the meeting:

- Check commitment on decisions and actions with absent partners,
- Check that decisions are respected, and actions executed

### 10.3 Participation of non-COMMECT beneficiaries' persons

If other participants are invited to attend meetings (or parts of), the necessary measures should be taken to ensure that there are no conflicts of interests with beneficiaries (seeking of prior approval of other meeting participants and if deemed necessary other project beneficiaries) and that the 'sensitive' information communicated during the meeting is sufficiently protected (e.g., through the signature of a Non-Disclosure Agreement).

Participation of external persons to COMMECT meetings or teleconferences must be submitted to General Assembly validation.

## 11. Dissemination and Communication

### 11.1 Communication

All partners shall, throughout the duration of the project, take appropriate measures to engage with the public and the media about the project and to highlight the financial support of the European Union. COMMECT communication activities shall be organised to use communication channels tailored to the target audiences. This will maximise the impact of the project and create awareness for European collaborative research in general, and in the specific field of digitalization of rural communities, including the progress provided by COMMECT.

Any dissemination activity shall be detailed in the 'Dissemination, Communication and Exploitation Plan (Deliverable D6.2) including sufficient details/references to enable the EC to trace the activity. The deliverable due at M6 will be prepared in the first months of the project and will be followed-up and updated regularly.

The main aim is to raise awareness, create interest, attract practitioner members interested in innovation and motivate them to engage and collaborate with each other through

- COMMECT events, both open collaborative workshops and larger incentive events
- close collaboration with other projects/networks addressing this topic
- the COMMECT public website and social media
- scientific publications and events
- the general press, especially by addressing key-issues of rural communities

### 11.2 Dissemination of project results

Before initiating dissemination actions (e.g., publishing of a paper, press release, participating to a conference), partners should seek approval via the Coordination Team to ensure that their action is in line with the Dissemination Plan D6.2. As described in the CA, Article 8.4 Dissemination, a beneficiary that intends to disseminate its results must give advance notice to the other beneficiaries on the results it will disseminate. Any other beneficiary may object, if it can show that its legitimate interests in relation to the results or background would be significantly harmed. In such cases, the dissemination may not take place unless appropriate steps are taken to safeguard these legitimate interests.

A request for dissemination, e.g. publication of knowledge should be sent to the CT. The CT will then forward the publication to the GASS at least 30 calendar days before planned date of issue. The request shall contain a copy of the relevant publication.

Any partner may object to the publication within 15 calendar days from receipt of the request if it considers and proves that the protection of its own legitimate interests could thereby be adversely affected. Objection shall be made to the issuing partner with a copy to the Coordination Team. The Coordination Team will arbitrate between the partners involved, monitor the process, and provide assistance whenever needed. If no agreement can be found, the planned publication must be reworked accordingly or even completely withdrawn.

### 11.3 Visibility of EU funding

Any publication, including at a conference or seminar or any type of information or promotional material (poster, presentation etc.), must display the following visuals:

#### 11.3.1 The EU emblem

- The European Union emblem is available for download at [http://europa.eu/abc/symbols/emblem/download\\_en.htm](http://europa.eu/abc/symbols/emblem/download_en.htm)
- In addition, guidelines for beneficiaries on the use of the EU emblem in the context of EU programmes is available at:

[http://ec.europa.eu/dgs/communication/services/visual\\_identity/pdf/use-emblem\\_en.pdf](http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf)



Figure 12. EU Emblem

When displayed in association with the COMMECT project logo, the European emblem (Figure 12) should be given appropriate prominence. The European emblem shall be used only in ways where it is not:

- likely to create confusion between the user and the European Union or the Council of Europe;
- linked to aims or activities incompatible with the principles and objectives of the European Union or the Council of Europe.

Under these conditions, there is no need to obtain prior permission from the EC to use the EU emblem.

In line with the European Commission's policy on corporate visual identity, Horizon Europe will always be promoted as a verbal brand, meaning **no "visual mark" or logotype**. When Horizon Europe is promoted by beneficiaries and other third parties, the European emblem can be used in conjunction with the words "Horizon Europe".

### 11.3.2 Obligatory statement for all dissemination activities

All publications or any other dissemination must include the following statement:

*"This project has received funding from the European Union's Horizon Europe Research and Innovation Programme under grant agreement No. 101060881."*

## 11.4 Open access to scientific publications

Any COMMECT beneficiary who intends to **disseminate its results in peer reviewed scientific publications** must ensure public open access (COMMECT GA Annex 5, article 17). In general, open access (OA) should be online, free of charge and re-usable to any user, including the right to read, download and print as well as to copy, distribute, search, link, crawl and mine<sup>2</sup>.

OA does not hinder **commercial exploitation** (patenting) of results and should be based on the general decision whether to protect or publish results in the first place<sup>3</sup>.

Open science issues will be addressed in detail in the Dissemination, Communication and Exploitation Plan (Deliverable D6.2, due at M06).

## 11.5 Participation to conferences

Beneficiaries who intend to participate to conferences and thereby charge the costs to COMMECT, should first contact the Coordination Team, for the following reasons:

- To ensure that the dissemination action is in line with the D6.2.
- To coordinate COMMECT actions if several beneficiaries intend to participate to the same conference.
- To inform the EC– through the coordinator - (especially for conferences held outside of Europe) of the dissemination action to ensure that the action is accepted as eligible for funding.

<sup>2</sup> Further information is available in the [Horizon 2020 Guidelines on Open Access to Scientific Publications and Research Data](#).

<sup>3</sup> The [IPR Factsheet "Publishing vs. Patenting"](#) elaborates on this.

### 11.6 Use of visuals – the COMMECT logo

A dedicated project logo has been approved as the official project logo and is available for download on the COMMECT Collaborative Workspace. Guidelines regarding the usage of the logo will be made available in the early months of the project.



*Figure 13. COMMECT Logo*

## Appendix 1: List of Participants in COMMECT

#	Role	Participant organization name	Short name	Type of organisation	Country
1	COO	Luxemburg Institute of Science and Technology	LIST	Academic	LU
2	BEN	Aarhus Universitet	AU	Academic	DK
3	BEN	Aalborg Universitet	AAU	Academic	DK
4	BEN	Hogskolen I Innlandet	INN	Academic	NO
5	BEN	Nederlandse Organisatie voor toegepast-natuurwetenschappelijk onderzoek	TNO	Research	NL
6	BEN	Seinäjoen Ammattikorkeakoulu oy	SeAMK	Research	FI
7	BEN	SES Techcom S.A.	SES	Industry	LU
8	BEN	Telenor ASA	TNOR	Industry	NO
9	BEN	Turkcell Teknoloji Araştırma ve Geliştirme Anonim Şirketi	TCELL	Industry	TR
10	BEN	Dunavnet Doo Novi Sad	DNET	SME	RS
11	BEN	Huawei Technologies (Ireland) Co Limited	HWIE	Industry	IRL
12	BEN	LUXSENSE Geodata	LXS	SME	LU
13	BEN	Foreningen Padborg Transportcenter F.m.b.a.	PTC	SME	DK
14	BEN	Viveris Technologies SA	VITECH	Industry	FR
15	BEN	Institut fir Biologesch Landwirtschaft an Agrarkultur Luxemburg a.s.b.l.	IBLA	Research	LU
16	BEN	Klosser innovasjon AS	KI	NPO	NO
17	BEN	Ministry of Agriculture and Forestry	TOB	Research	TR
18	BEN	Mesna Zajednica 21 Maj Gospodjinci	21MAJ	NPO	SRB
19	BEN	Zemljoradnicka zadruga Solar Agro	ZZSA	SME	SRB
20	AP	Huawei Technologies Duesseldorf GMBH	HWDU	Industry	DE

## Appendix 2: Full List of COMMECT Deliverables

Deliverable No.	Deliverable name	Work Package No.	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Report on end-users' needs and relevant use cases	WP1	2 – AU	R – Report, Document	PU - Public	Nov. 2023
D1.2	Report on COMMECT requirements and KPIs	WP1	3 – AAU	R – Report, Document	PU - Public	Feb. 2024
D1.3	COMMECT solution architecture version 1	WP1	11 – HWIE	R – Report, Document	SEN - Sensitive	Feb. 2024
D1.4	COMMECT solution architecture version 2	WP1	11 – HWIE	R – Report, Document	SEN - Sensitive	June. 2025
D2.1	5G Connectivity Platforms version 1	WP2	7 – SES	R – Report, Document	PU - Public	May 2023
D2.2	IoT Edge Computing, and Deployment and operation of 5G Private networks version 1	WP2	8 – TNOR	R – Report, Document	SEN - Sensitive	Nov. 2023
D2.3	Intent-driven Service Orchestration version 1	WP2	11 – HWIE	R – Report, Document	SEN - Sensitive	Feb. 2024
D2.4	5G Connectivity Platforms version 2	WP2	7 – SES	R – Report, Document	PU - Public	Aug. 2024
D2.5	IoT Edge Computing, and Deployment and operation of 5G Private networks version 2	WP2	8 – TNOR	R – Report, Document	SEN - Sensitive	Apr. 2025
D2.6	Intent-driven Service Orchestration version 2	WP2	11 – HWIE	R – Report, Document	SEN - Sensitive	Apr. 2025
D3.1	Socio-economic Impact and Environmental Sustainability Assessment	WP3	8 – TNOR	R – Report, Document	PU - Public	Nov. 2023
D3.2	COMMECT reference business models version 1	WP3	5 – TNO	OTHER	PU - Public	Nov. 2023
D3.3	Decision-making Support Tool version 1	WP3	10 – DNET	R – Report, Document	PU - Public	Feb. 2024
D3.4	COMMECT reference business models version 2	WP3	5 – TNO	OTHER	PU - Public	Feb.

Deliverable No.	Deliverable name	Work Package No.	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
						2025
D3.5	Decision-making Support Tool version 2	WP3	10 – DNET	R – Report, Document	PU - Public	Feb. 2025
D4.1	Set-up and design of Living Labs	WP4	1 – LIST	R – Report, Document	PU - Public	Nov. 2023
D4.2	Results and Outcomes of Living Labs	WP4	1 – LIST	R – Report, Document	PU - Public	June 2025
D5.1	Technical performance of COMMECT solutions version 1	WP5	14 – VITECH	R – Report, Document	PU - Public	Nov. 2023
D5.2	Report on technical validation in the Living Labs version 1	WP5	3 – AAU	R – Report, Document	PU - Public	Feb. 2024
D5.3	Report on the Socio-Economic and Environmental Impact in the Living Labs version 1	WP5	5 – TNO	R – Report, Document	PU - Public	May 2024
D5.4	Technical performance of COMMECT solutions version 2	WP5	14 – VITECH	R – Report, Document	PU - Public	Apr. 2025
D5.5	Report on technical validation in the Living Labs version 2	WP5	3 – AAU	R – Report, Document	PU - Public	June 2025
D5.6	Report on the Socio-Economic and Environmental Impact in the Living Labs version 2	WP5	5 – TNO	R – Report, Document	PU - Public	Aug. 2025
D6.1	Project Website	WP6	4 – INN	DEC – Website, patent filings, videos, etc.	PU - Public	Dec. 2022
D6.2	Dissemination, Communication and Exploitation Plan	WP6	4 – INN	R – Report, Document	PU - Public	Feb. 2023
D6.3	Report on Dissemination and Communication Activities version 1	WP6	15 – IBLA	R – Report, Document	PU - Public	Feb. 2024
D6.4	Report on Technical Exploitation and Standardisation version 1	WP6	9 – TCELL	R – Report, Document	PU - Public	Feb. 2024
D6.5	Practice Abstract - batch 1	WP6	1 – LIST	DEC – Website, patent filings, videos, etc.	PU - Public	Jan. 2024
D6.6	Policy Brief	WP6	1 – LIST	R – Report, Document	PU - Public	June 2025

Deliverable No.	Deliverable name	Work Package No.	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D6.7	Report on Dissemination and Communication Activities version 2	WP6	15 – IBLA	R – Report, Document	PU - Public	Aug. 2025
D6.8	Report on Technical Exploitation and Standardisation version 2	WP6	9 – TCELL	R – Report, Document	PU - Public	Aug. 2025
D6.9	Practice Abstract - batch 2	WP6	1 – LIST	DEC – Website, patent filings, videos, etc.	PU - Public	Aug. 2025
D7.1	Project Handbook for quality assurance and risk management	WP7	1 – LIST	R – Report, Document	PU - Public	Nov. 2022
D7.2	Data Management Plan version 1	WP7	3 – AAU	DMP – Data Management Plan	PU - Public	Feb. 2023
D7.3	Report on Strategic and Innovation Management version 1	WP7	8 – TNOR	R – Report, Document	PU - Public	Feb. 2024
D7.4	Data Management Plan version 2	WP7	3 – AAU	DMP – Data Management Plan	PU - Public	Feb. 2024
D7.5	Report on Strategic and Innovation Management version 2	WP7	8 – TNOR	R – Report, Document	PU - Public	Aug. 2025
D7.6	Data Management Plan version 3	WP7	3 – AAU	DMP – Data Management Plan	PU - Public	Aug. 2025
D8.1	OEI - Requirement No. 1	WP8	1 – LIST	ETHICS	SEN - Sensitive	Nov. 2022
D8.2	OEI - Requirement No. 2	WP8	1 – LIST	ETHICS	SEN - Sensitive	Feb. 2024
D8.3	OEI - Requirement No. 3	WP8	1 – LIST	ETHICS	SEN - Sensitive	Aug. 2025



### Appendix 3: Full List of COMMECT Internal Deliverables

Deliverable No.	Deliverable name	Work Package No.	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Report on end-users' needs and relevant use cases - version 1	WP1	2 – AU	R – Report, Document	Internal document	Nov. 2022
D1.2	Report on COMMECT requirements and KPIs - version 1	WP1	3 – AAU	R – Report, Document	Internal document	Nov. 2022
D1.3	COMMECT solution architecture - version 1	WP1	11 – HWIE	R – Report, Document	Internal document	May 2023
D3.1	Socio-economic Impact and Environmental Sustainability Assessment	WP3	8 – TNOR	R – Report, Document	Internal document	May 2023