

# DELIVERABLE: PROJECT MANAGEMENT AND QUALITY ASSURANCE MANUAL

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Work package number: WP1

Deliverable number: D1.1

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## Summary:

This document details the Quality Assurance Plan (QAP) for the Hypatia project. It defines the working procedures, processes and best practice guidelines in order to ensure quality standards of the project outcomes. Its main aims are:

1. Managing the interaction between the beneficiaries during the work execution;
2. Detailing how and when the project documentation has to be exchanged within the beneficiaries and in relation to the European Commission;
3. Ensuring the consistent progress of the work on a regular basis;
4. Setting editorial standards for project document contents;
5. Ensuring is the good communication with the public and with other European projects.



In addition to the present Quality Assurance Plan, the project will be guided by major reference documents, which define the objectives, the work programme and the operational procedures of the HYPATIA project:

1. the Grant Agreement including its Annex I (Description of Action DoA) and Annex II (General conditions),
2. the Consortium Agreement (CA) signed by all beneficiaries,
3. guidance documents provided by the European Commission,

These documents are also available on the Management Site (Basecamp) of the project.

## **Project organisation:**

### **Project bodies description and responsibilities**

Extensive managerial efforts are required in order to ensure the proper implementation of the project. Mainly:

1. Ensure that all beneficiaries perform the duties assigned in the Grant Agreement,
2. Ensure that all Deliverables/Milestones/results are handed in on time and that each beneficiary has sufficient resources,
3. Detect and solve issues that may arise due to insufficient communication between beneficiaries or for any other reason.

It is essential that the management, of the project at all its levels (strategic, executive and operational), is well staffed and competent in its duties. The following paragraph describes the responsibilities of each entity.

#### **Project Advisory Board**

The Project Advisory Board will support the various work packages in the development and implementation phases, with a particular focus on stakeholder engagement, as detailed in Task 3.1.

#### **Representatives**

Industry represented by PPG: Ken Armistead



Industry represented by L'Oreal: David McDonald

Formal education represented by ESHA: Monique Westland

Formal education represented by ORT Braude College Israel: Judith Abrahami

Research represented by Euroscience: Jean - Pierre Alix

Policymakers represented by French Ministry for Higher Education and Research: Caroline Belan

Universities represented by University of Copenhagen, Dark Cosmology Centre: Anja Andersen

Informal education represented by the Bloomfield Science Museum Jerusalem: Maya Halevy

### **Duties of Project Advisory Board**

The project will bring together European representatives of schools, museums, research institutions and industry and gender experts in a board that will:

1. Advise on the implementation of the project tasks, with a particular focus on ensuring the actions are best adapted for a wide range of European countries and contexts, and for the range of different types of stakeholders.
2. Advise National Contact Person (NCP) being coordinators from Each Hub on how to involve national and local stakeholders such as Industry and Academic institutions, education and research ministries' representatives, public and private research institutions representatives, gender experts, schools and informal science education institutions, Civil Society organisations and Policy Makers in the development and the operation stages of the project.
3. Provide a Pan-European perspective on the actions plans and activities that the partners will develop and offer during the project.
4. Give feedback on RRI issues, and in particular on how compatible is the gender approach of the project as part of the RRI process
5. Help to identify obstacles, constrains and opportunities for reaching the projects objects.
6. Disseminate the project activities among professional peers and European organisations.
7. Help to contact key persons in European and International companies and organizations in order to engage with their local branches, and to pave the way to local industries.

### **Planned Meetings in the project for Project Advisory Board**

Members of the Advisory Board will physically meet twice during the lifespan of the project and will be in contact via online communication means during the 3 years of the project



## **The General Assembly (GA)**

This is the highest level decision making body of the consortium.

## **Representatives of the GA**

The GA is composed of one representative of each of the partners involved and is chaired by the Project Coordinator.

Decisions of the General Assembly will be taken as much as possible in consensus. If a consensus is not found, a period of arbitration is called in order to give more time for consensus to be achieved. In extreme circumstances, where a consensus proves impossible, voting is required.

Each member of the GA (or its designated representative) has one vote.

NEMO: Marjolein van Breemen (deputy Meie van Laar)

MUST: Maria Xanthoudaki

BLOOMFIELD: Maya Halevy/Eti Oron

EXPERIMENTARIUM: Sheena Laursen

UCPH: Marianne Achiam

UNIVERSCIENCE: Marie Agnes Bernardis

PPG: Ken Armistead

LOREAL FOUNDATION: David Mac Donald ( Diane Baras)

BUREAUQ: Rolf Schreuder

ECSITE: Andrea Troncoso

## **Duties of the General Assembly**

The major areas dealt with by the General Assembly, under which the GA will have decision-making and arbitration authority, will incorporate the following:

1. Content, finances, evaluation of the consortium;
2. Changes to the "Consortium Plan", which includes the Description of Action, the project budget and the payment schedule (according to the terms of the CA);
3. Entry and withdrawal of a partner;



4. Change of the Coordinator;
5. Suspension of all or part of the project, or termination of the project or the CA

### **Planned Meetings**

The GA will meet once at the start of the project for the Kick-off Meeting and then at Consortium Meetings ( at least 4 times during the project duration).

For urgent matters needing fast strategic decisions, additional ad - hoc meetings will be called and other communication channels (e - mail, phone, and video/web/tele - conferencing) will be used.

### **Executive Board**

#### **Representatives**

Hypatia's Executive Board is made up of one representative of each of the six institutions which lead work packages in the project. The EB is chaired by the Coordinator, unless otherwise decided.

NEMO: Meie van Laar

MUST: Sara Calcagnini

BLOOMFIELD: Maya Halevy/Eti Oron

EXPERIMENTARIUM: Christoffer Muusmann/Sheena Laursen

UCPH: Marianne Achiam

ECSITE: Andrea Troncoso

#### **Duties of the Executive Board**

The Hypatia EB will be responsible for:

1. Providing the strategic steering and orientation of the project;
2. Making decisions related to the scientific/technical elements of the project;
3. Making proposals to the GA:
4. Proposing rules for the management of the funds received from the EC;
5. Proposing procedure regarding review and/or amendment of the Consortium Plan;
6. Proposing actions to be taken in case of a defaulting partner;



7. Proposing to suspend all or part of the project or the contract or to ask the EC to terminate the participation of a partner
8. Proposing new partners to enter into the Consortium;
9. Supporting the Coordinator in preparing meetings with the EC and required reports.

In addition, the EB will, on a regular basis, examine the project progress based on reports or presentations in order to assess compliance with plans and, if necessary, propose modifications to the Grant Agreement.

Usually decisions will be taken based on consensus. Specific operational procedures (representation, meeting preparation, organisation, minutes, voting, quorum and veto rules, etc.) will be followed as specified in the Consortium Agreement.

### **Planned Meetings of the Executive Board**

The EB also meets at Consortium Meetings and in addition upon written request by any member of the EB if an urgent issue arises.

Meetings take place as part of Consortium Meetings, or are held online using tools such as Skype every two months.

### **Project Office**

#### **Representatives**

It consists of the Coordinator of the Project Office (Ms Marjolein van Breemen, head of Science Learning at Science Center NEMO), the Finance Officer ( Ms Mieke Bleekman) and three Project managers with experience in European projects ( Ms Meie van Laar, Ms Alike Giannakopoulou and Ms Lianne Bronzwaer).

#### **Duties of the Project Office**

The Project Office is in charge of the overall supervision and representation of the project to the European Commission.

The main tasks of the project office are:

1. Day to day operational tasks
2. Monitoring and assessing the progress of the project and making recommendations for appropriate amendments to the work plan as required
3. Collecting, reviewing and submitting reports and other deliverables (including financial statements and related certification) to the European Commission



4. Providing support to project partners in administrative and financial issues
5. Preparing GA and EB meetings, chairing the meetings, preparing the minutes and monitoring the implementation of decisions taken
6. Ensuring project information and documents are shared between the partners, administering the EC financial contribution in accordance with the consortium agreement and the Grant Agreement
7. Build a web-based private virtual workspace for partners to communicate effectively
8. Collaborate with partners in order to maintain an understanding of joint ownership of the project outcomes
9. Strive to engage partners and maintain a high motivation and engagement within the complete Hypatia project team

### **Management team**

#### **Representatives**

The Management Team consists of the Coordinator of the Hypatia Project and of one representative of each work package leader organisation.

NEMO: Meie van Laar

MUST: Sara Calcagnini

BLOOMFIELD: Maya Halevy/Eti Oron

EXPERIMENTARIUM: Christoffer Muusmann

UCPH: Marianne Achiam

ECSITE: Andrea Troncoso and Carmen Fenollosa

#### **Duties of the Management team**

Managers are responsible to ensure work in their work packages is done timely and according to the project plan.

The people in the management team may be the same as the persons in the Executive Board or a different member of the Partner team.

#### **Work package Leaders**

##### **Representatives**





Leaders of the six work packages as specified in the DOA:

WP1 Leader NEMO NCWT

WP2 Leader UCPH

WP3 Leader BSMJ

WP4 Leader MUST

WP5 Leader Experimentarium

WP6 Leader Ecsite

### **Duties of the Work Package leaders**

The WP leaders are responsible for ensuring the achievement of the objectives, tasks and deliverables mentioned in the DoW under each work package. The WP leaders need to ensure that all deliverables from that WP are made available to the coordinator according to the pre-defined time schedule. If a performance shift within their respective work package exists they need to inform the consortium on duly time and propose corrective actions to reach the expected objectives. Their main tasks are:

1. To prepare and maintain a work plan for the work package
2. To organise regular feedback with the task leaders and project partners involved
3. To regularly report WP progress and any possible delays to the project coordinator
4. To contribute to the content reports as requested by project management

### **Task Leaders**

#### **Representatives**

Experienced project managers, selected by the organization responsible for the relevant task.

### **Duties of the Task leaders**

1. To prepare and maintain a work plan for the related task and coordinate the technical work of the task
2. To contribute on a regular basis to the progress evaluation of the WP by means of a project planning tool
3. To coordinate the deliverable related to their task



4. To comment on relevant documents (publications, deliverables, etc.) before approval
5. To maintain communication with the partners and coordinator

### **Coordinators of National Hubs**

Experienced project managers from the 14 museum partners, selected by the organization responsible for the relevant task.

### **Duties of National Hubs**

#### **The Hub will help:**

1. To modify and adapt the project modules to the local culture, in order to be used by schools, science museums, industry and academic institutions.
2. To operate modules in the museums and assist if necessary in the implementation of modules in schools or industry.
3. To draw up a calendar of events in order to raise awareness about gender issues in STEM. This task will be twofold:
  - a. To create new events and activities based on the project tools
  - b. To adapt existing events and activities such as: Researchers' night, national science weeks etc., in order to improve their gender awareness and friendliness.
4. To disseminate the Toolkit among relevant target groups. Members of the National Hub will help the museum to forge new contacts and strengthen existing contacts with key people in the formal education, community centres, the academic world, industry, local authorities and government ministries.
5. To respond to requests from external bodies, not necessarily connected to the project, relating to gender and STEM issues.
6. To offer teenagers the opportunity to contribute in the project development.
7. To establish local action plans on how gender inclusion can be integrated in STEM communication even more deeply in national level.

### **Gender Panel**

The Gender Panel is a set of six European experts on gender in science set up by University of Copenhagen in WP.

### **Representatives**



1. Anna Danielsson, Associate Professor of Education at Uppsala University, Sweden
2. Jennifer DeWitt, Research Associate of Museum Education at King’s College London, United Kingdom
3. Giuseppe Pellegrini, President of the Steering Committee for Observa Science in Society, Vincenza, Italy
4. Leonie Rennie, Professor (Emeritus) of Science Education, Curtin University, Australia
5. Astrid Sinnes, Associate Professor of Education, Norwegian University of Life Sciences, Norway
6. Helene Sørensen, Associate Professor (Emeritus) of Education, Aarhus University, Denmark

### Duties of the Gender Panel

Their role is to give online feedback to the project outputs in terms of the extent to which they are aligned with the criteria for gender inclusion defined by University of Copenhagen in Task 2.1.

### Work Package Management:

Work Package Task	Task Leader
WP1. Management	NEMO- NCWT
Task 1.1 Project Coordination	NEMO- NCWT
Task 1.2 Risk and Quality Management	NEMO-NCWT
Task 1.3 Coordination of external evaluator	NEMO- NCWT
Task 1.4 Coordination of Third Parties	ECSITE
Task 1.5: Ethical management	NEMO-NCWT
WP2 Theoretical framework	UCPH
Task 2.1 Criteria for gender inclusion	UCPH
Task 2.2 Consortium workshop on gender inclusion	UCPH
Task 2.3 Collection of	UCPH



existing activities and guidelines on gender in STEM	
Task 2.5 Institutional communication guideline development	UCPH
WP3 Hub Coordination and Stakeholder engagement	BSMJ
Task 3.1 European Advisory Board	BSMJ
Task 3.2 Strategic plan for local/national stakeholder engagement	BSMJ
Task 3.3 Hub management	BSMJ
Task 3.4 National launch event	BSMJ
Wp4 Toolkit development	MUST
Task 4.1 Development of modules	MUST
Task 4.2 Piloting of modules	MUST
Task 4.3 Production of toolkit	MUST
WP5 - Toolkit implementation	EXP
Task 5.1 National selection and adaptation of modules	EXP
Task 5.2 National seminars	EXP
Task 5.3 Implementation of toolkit activities	EXP
WP6 – Dissemination	ECSITE
Task 6.1 Dissemination plan and campaign strategy	ECSITE
Task 6.2 Dissemination activities	ECSITE
Task 6.3 Coordination of project website	ECSITE
Task 6.4 European Stakeholder Workshop	ECSITE

## Meetings:

### Official project meetings



**Advisory Board meetings:** Members of the Advisory Board will physically meet twice during the lifespan of the project and will be in contact via online communication means during the 3 years of the project (online meetings are to be organized every 2 -4 months).

**General Assembly meetings:** The General Assembly will meet once at the start of the project for the Kick-off Meeting and then at Consortium Meetings, at least once a year.

**Executive Board Meetings:** At every consortium meeting and in addition upon written request of any member of the Executive Board if an urgent issue arises. Online meetings on Skype will be organized every 2 months.

Meeting	Location	Month
Kick off meeting	Amsterdam	Month 3
2nd meeting	Brussels	Month 12
3rd meeting	Milan	Month 19
4th meeting	Copenhagen	Month 34

### Extra meetings

The project teams within each partner will organize internal meetings related to the project. These meetings can have varied and many different occurrences and there is no official obligation for their exact number.

### Planning of the meetings

The following procedure will be followed in relation to the organization of the project Consortium meetings:

The chairperson of the consortium body shall give notice in writing of a meeting to each member of that consortium body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

Notice given:

	Ordinary meeting	Extraordinary meeting
General	30 calendar	15 calendar

<b>Assembly</b>	days	days
<b>Executive Board</b>	14 calendar days	7 calendar days

Sending the agenda:

	Ordinary meeting
<b>General Assembly</b>	21 calendar days, 10 calendar days for an extraordinary meeting
<b>Executive Board</b>	7 calendar days

Adding agenda items:

	Ordinary meeting
<b>General Assembly</b>	14 calendar days, 7 calendar days for an extraordinary meeting
<b>Executive Board</b>	7 calendar days

Minutes of the meetings: The chairperson of the consortium body shall be responsible to produce written minutes of each meeting which shall be the formal record of all decision taking. He shall send the draft minutes to all members within 10 calendar days of the meeting.

The following procedure needs to be kept for organization of extra meetings:

The party who demands the meeting is responsible for sending the meeting agenda one week in advance of the meeting. The minutes of the meeting must be sent within two weeks after the meeting.

## Communication

Hypatia will be using a variety of communication tools to ensure the effective communication among the project partners, the coordinator and the European Commission.

### Tools

#### Internal Website

The internal website is the central communication tool for the project partners. The software used is called Basecamp. In this location, each work package has its one dedicated space, with the possibility to send emails to all the partners, to store documents, to have working sheets that everyone can contribute to and to have a dedicated calendar. Additionally to the work package folders, a dedicated space is created for the third parties of the project. Each partner has a special username and password in order to enter the site and send comments, upload documents etc.

NEMO has created an administration account for this website and is responsible for the proper maintenance of the website. Basecamp is an online software package that can create the necessary overview needed for good project management and collaboration within the Hypatia project. See on ANNEX 1 the structure of the internal website.

#### Emails

Emails will also be used as a main means of communication for the project partners. They are especially useful for bilateral conversations. The coordinator encourages the use of emails in the case of solving small specific issues. It is encouraged to ensure that the correct people are in copy when emails are exchanged and that if important documents are attached, partners also ensure they are uploaded on the Basecamp site. The Hypatia project has also created the following mailing lists:

Consortium mailing list

European Advisory Board mailing list

Third parties mailing list

See on ANNEX 2 for more details of the mailing lists

#### Skype

Every month in the first months of the project a Skype call between the project coordinator and each Work package leader, whose WP has started on month 1, will be organized. Skype will be used as means of communication, since it is reliable, easy to use, and has free software. Skype calls are followed by short minutes, where the main developments that were discussed during these calls will be outlined.



### External website

The external website is part of the dissemination work package and thus it is coordinated by Ecsite, the WP leader for dissemination. The website is the main means of communication of the project with external stakeholders (head teachers, teachers, museum educators, policy makers, industry representatives and teenagers). The website will be built by an external company that has been subcontracted (Hyperbrow) and will comply with the rules of the Horizon2020 working programme . The Scientix portal is an important dissemination mechanism for Hypatia. For this reason connection will be aimed between the portal and Scientix in order to reach out to the community of teachers that it represents.

### Dissemination policy

#### Document Templates

Document templates have been created in order to have a consistent communication of the project. All document templates will be uploaded on Basecamp and used strictly by all the partners.

Authors of the documents are responsible for them. The project has the following templates:

- Word document
- Agendas
- Minutes
- Presentations
- Deliverables
- Internal report
- Interim report
- Final report
- Financial statements of costs
- Timesheet

All dissemination materials produced by the project (brochures, guidelines, leaflets etc), will include the following phrase: “This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 665566”. They also will include the European Union Emblem.

All project documents should respect the naming line outlined here:





Hypatia\_WP number\_Number of deliverable\_datemonthyear\_version number

All final versions should be named according to this:

Hypatia\_WP number\_Number of deliverable\_datemonthyear\_FinalVersion

Additional details regarding documents' use and policy will be listed in the Dissemination Plan that Ecsite will produce for the project and will be part of the ANNEX of this deliverable.

### Publications

As publications we consider: articles or editorials in international or national journals, conference presentations, conference posters, articles in newspapers, articles in newsletters, websites, web journals and newspaper interviews..

Naming of publications on basecamp:

All project documents should respect the naming line outlined here:

Hypatia\_WP number\_name of publication\_datemonthyear\_version number

All final versions should be named according to this:

Hypatia\_WP number\_name of publication\_datemonthyear\_Final.version

The following procedure should take place each time certain types of publications are to be produced (scientific papers).

**Step 1** The consortium member interested to submit a publication informs the project partners by sending a short description of or introduction to the publication. Depending on the type of publication this information should be sent up to 45 days in advance of publication. (See Consortium Agreement rules)

**Step 2** Project partners send their approval and suggest any changes or support to the publication

**Step 3** The author acknowledges the European Commission in the final document with the following text: This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 665566".



## Deliverables

The project deliverables are the means of communication between the consortium and the European Commission and as such show the progress of the project. A specific number of deliverables has been listed by the project consortium and can be found in the DoA of the project.

Each deliverable has a task leader (one organization that leads its preparation). The task leader prepares its structure and coordinates the work among the partners. This work covers the collection of information and the final document. The task leader should send guidelines to the contributors of the project and a specific timetable. All deliverables should follow the template form provided in the project and should be uploaded on the internal website of the project.

All deliverables should respect the naming line outlined here:

Hypatia\_WP number\_Number of deliverable\_datemonthyear\_version number

All final versions of deliverables should be named according to this outline:

Hypatia\_WP number\_Number of deliverable\_datemonthyear\_Final.Version

There are two types of deliverables in the project, ones that are of public use (and should be uploaded on the project website and shared with the public) and restricted deliverables only for internal project use. If delays are occurred in the production of a deliverable the owner should take measures and ensure there is a particular plan to minimize the delay.

For each deliverable, two appointed reviewers from within the project are identified. They should see and approve the document before it is circulated among the rest of the partners. When the document is considered finished it should be sent to the project coordinator who will upload it on the EC website. Deliverables should be ready at least one week in advance of formal deadlines.

See full list of deliverables in ANNEX 3.

## Steps of preparation

1. The Coordinator informs the task leader of a deliverable and the organisations involved in the preparation of a deliverable about the deliverable deadlines.
2. The task leader together with other beneficiaries prepare a first draft of the deliverable.
3. The deliverable is uploaded on the internal website under Basecamp and sent to the two reviewers for comments and input as well as to the project Coordinator
4. The task leader reviews the comments and the final version of the deliverable is uploaded on the internal website under Basecamp
5. The Coordinator informs the project officer and uploads the deliverable on the ECAS Portal.



Deadlines: the deliverable should be uploaded two weeks in advance on the internal website under Basecamp. Reviewers will have one week to give their comments. The final version should be in the hands of the coordinator one week before the official deadline

### Review process

Contributors and reviewers should review the deliverable in the two following aspects.

- a) Formatting (structure, spelling, references etc)
- b) Content in relation to the description of the deliverable in the DoW, extent of analysis etc

### Reports to the European Commission

Especially important deliverables are the periodic reports that need to be sent during the lifespan of the project to the European Commission that relate to the progress of the project.

#### Internal reports

The aim of this document is to monitor progress within the consortium for internal use only. During the lifespan of the project, internal reports will be delivered on month 9, 15, 27, 36

For each of these periods partners will deliver a financial report of their spending of budget during the previous period, and a second report with the tasks they have covered related to the project so far. These documents are not aimed to be sent to the Project Officer but are as the title suggests for internal monitoring use only. The process of collecting information for these reports is the following:

Step 1 : 15 days prior to each deadline the Project Coordinator uploads templates on Basecamp and informs all beneficiaries of the request for internal report

Step 2: All beneficiaries have 15 days to fill in these short documents (content part up to 2 pages, financial info: timesheets and form)

Step 3. All beneficiaries upload their information for the corresponding periods

Step 4: Project coordinator has one month from each deadline to put the documents together

Step 5: Project Coordinator circulates the report to the partners

### Reports for the European Commission

Reporting Period 1: Month 1- Month 15 (to be submitted until end of Month 17)

Reporting Period 2: Month 16-Month 36



## Periodic report

### Technical report (in 2 parts)

Part A: structured tables from the grant management system:

- o Cover page
- o Publishable summary
- o Web-based tables covering issues related to the project Implementation (e.g. work packages, deliverables, milestones, etc.)
- o Answers to the questionnaire about the economic and social impact, especially as measured against the Horizon 2020 key performance indicators and monitoring requirements.

The tables include:

1. Deliverables
2. Milestones
3. Ethical Issues
4. Critical implementation risks and mitigation measures
5. Dissemination & exploitation of results
6. Open Research Data
7. Gender
8. Science with and for Society [only for projects under this strand]

Part B : the free text, core part of the report that must be uploaded to the grant management tool under the Report Core tab, as a single PDF document with:

- o explanations of the work carried out by all beneficiaries and linked third parties during the reporting period
- o an overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any

### Approval process:

Periodic reports must be submitted to the commission within 60 days after the Due Date. For the preparation of this document, key contributors report according to a specific template that will be provided by the European Commission.



## Timeframe

### Steps:

1. Coordinator sends the financial forms templates to all partners 30 days in advance. Coordinator sends the template of the report to WP leaders 30 days in advance of deadline.
2. Work package leaders fill in their parts and send the documents back to the coordinator within 15 days. All beneficiaries fill in their financial forms within 15 days.
3. Coordinator puts together the report based on the info received, and uploads it on basecamp (Day of the deadline end of Month 15).
4. Comments from the beneficiaries on the report, adjustments and corrections on all relevant parts (30 days, end of Month 16).
5. Coordinator checks again and makes final adjustments to financial reports (15 more days, middle of Month 17).
6. Coordinator uploads the report in read only format on the ECAS portal and informs the project officer (end of Month 17) , 60 days after the deadline.

## Final report

This final technical report must be submitted to the European Commission at the latest 60 days after the end of the project and include a summary for publication.

The report should contain the same elements as the periodic report plus the following:

- (i) An overview of the results and their exploitation and dissemination;
- (ii) The conclusions on the action;
- (iii) The socio-economic impact of the action;

These reports are prepared by the Project Coordinator in collaboration with the project partners. The procedure of submission is the same as the one for the interim reports



## Financial Management

### General Facts

**Time sheets:** All partners must keep a record of the hours spent on the project. The project coordinator has distributed a template timesheet for partners who do not have a procedure to fill this declaration in every month. The actual number of hours spent on the project must be declared in the progress reports and in the cost statements.

**Indirect Costs:** The indirect costs in the project are the fixed amount of 25%.

**Documentation:** Partners need to be able to justify any costs they make during the lifetime of the project. The calculation of hours is done according to each organization's usual practices. Timesheets, pay slips and other documents are kept for at least 5 years after the project ends

### Financing

The pre-financing payment consisted of 55% of the total European financial contribution to the project. The project beneficiaries signed the Grant Agreement and the Consortium Agreement and as soon as this step was done by all partners, the project coordinator transferred the financial contribution to all the beneficiaries.

The remainder of the payments will be delivered at the end of each reporting period and once there has been an evaluation and approval of the project reports and deliverables the corresponding payment disbursed by the EC within 60 days of the receipt of project reports and deliverables will be transferred to beneficiaries accordingly.

The corresponding interim payments are calculated on the basis of the accepted costs and the corresponding reimbursement rates (Art 6.1 and 6.2 of the Grant Agreement).

The total amount of interim payments plus the pre-financing is limited to 90% of the EC contribution. The final payment is delivered after the final reporting and the EC releases the 5% contribution to the Guarantee Fund.

### Financial documents preparation

All consortium partners and all Third Parties are expected to submit:

- 1) their Periodic Financial Reports : these will contain their Periodic Financial Statements in the following deadlines: (Month 15, Month 36)

The individual financial statement must detail the eligible costs (actual costs, unit costs and flat-rate costs; for each budget category (see Article 6.1 in Grant Agreement).

The individual financial statements of the last reporting period must also detail the receipts of the action.



The procedure for the preparation of the Financial Statements is the following:

1. The EC forms for the compilation of the Financial Statements are provided via an online tool
2. Each partner signs in via ECAS: <https://webgate.ec.europa.eu/ecas/help.jsp> .
3. For each beneficiary the forms contain the necessary fields to ensure that:
  - the requested EC contribution does not exceed the maximum that can be requested, taking into the applicable reimbursement rate for the different activities and the 25% calculation of indirect cost methodology.
  - Only the activity columns can be filled in.
  - Beneficiaries submit their forms but the coordinator needs to approve the forms in order to be submitted to the European Commission.

**Procedure:**

One month before the end of the reporting period the Project Coordinator sends an email to the partners that they will have to submit their Financial Statements.

Partners provide their Financial Statements electronically not later than three weeks after the end of the reporting period.

The Project Coordinator verifies the costs against EC rules and against each partner's official budget. The Project Coordinator verifies that the reported costs are reasonable in view of the work reported in the progress report.

All beneficiaries and the coordinator submit their financial forms via the electronic system of the European Commission.

Within each beneficiary who is responsible for these forms:

Filling in financial statements: Participant Contacts, Project Financial Signatories, Task Managers.

Users who can electronically sign & submit the statement: Project Financial Signatory (PFSIGN) only !

Copies of eventual subcontractor's invoices must also be submitted.

The Project Coordinator submits the financial reports to the Commission within 45 days after the end of the reporting period.

**Final Financial reports**



These will include a 'final summary financial statement' (see Annex in the Grant Agreement), created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance

### **Eligibility of costs**

In order for costs to be eligible for reimbursement the conditions of Article 6.1 in the Grant Agreement must be respected.

Eligible costs are considered the following:

- Costs actually incurred by beneficiaries (real not estimated nor budgeted costs)
- Incurred during the duration of the project
- Entered as eligible costs in estimated budget
- Incurred in connection to the action indicated in the project description (DoA)
- Identifiable and verifiable costs (recorded in beneficiaries accounts, in accordance with accounting practices )
- In compliance with national laws on taxes

### **Certificates of Financial Statements**

The Financial Statement forms need to be filled in by an external audit when the cumulated Community financial contribution requested exceeds 375.000€. This auditor will be selected by the beneficiary. They contain a number of questions (controls) which the auditor is asked to answer in verifying the beneficiary accounting and control system or document in relation to the execution of the project

They audit must certify all eligible costs of period and they must be submitted following the templates provided in Annex 6 of the Grant Agreement. The statements are prepared and certified by independent auditors and have to be sent by express courier to the coordinator.

### **Risk Management**

Hypatia's work plan has set ambitious targets and it involves a large consortium and a limited budget. As with all such projects, it is subject to a number of risks. A table identifies the risks and indicates contingency plans to be applied to overcome the potential problems.





## Identified Risks

		Ordinary meeting
1	Opt-out of a consortium member	<p>Project management plans to include continual consultation and progress reviews for high quality communication within the consortium. Strict adherence to standards will minimize the risk.</p> <p>Contingency: if an opt-out occurs then the inclusion of network partners such as Ecsite should allow an alternative partner to be found rapidly. If there is no alternative partner available in that country, an alternative country could also be considered. In any case the original objectives of the project would be fulfilled.</p>
2	Delays in meeting targeted dates for milestones and deliverables	<p>Experienced project planning and continual progress monitoring will detect early signs of problems. This will enable attention to be focused on the emerging problems, making it likely that</p>



		<p>solutions will be found in a timely fashion. Contingency: Each work package leader will set specific deadlines early enough to ensure that delays of individual partners will be addressed timely</p>
3	<p>Bids for evaluation subcontract or are not of satisfactory quality</p>	<p>Contingency: Hypatia would put out a second call and explore additional networks and channels which could be identified in order to ensure that the call receives a range of bids in order to make a satisfactory selection.</p>
4	<p>Evaluation questionnaires are not filled in or concerns are raised about their reliability</p>	<p>In any case where evaluation questionnaires are not filled in to the satisfaction of the evaluator these questionnaires would be requested again electronically and followed up with a phone call to ensure the participant has filled in the online questionnaire.</p>
5	<p>Reluctance of teachers to use the modules and/or make changes in schools when meeting the pupils</p>	<p>Hypatia is targeting not only teachers but also head teachers who have a decision making role in schools. Seminars that will be organised especially for them will focus on advocating the use of the resources. Expectations of the project will be clarified and material will be created together with</p>



		teachers to ensure they are relevant to them.
6	Lack of sufficient buy-in from research and industry stakeholders	Hypatia will work from the very beginning with industry stakeholders in order to build the modules and create guidelines and suggestions that are relevant to industry professionals. National seminars and mobilisation of museums' existing industry partners will ensure a first sphere of participation. Input from PPG and the project Advisory Board will be crucial in resolving any issues with buy-in.

## Conflict resolution

In case there is a conflict between project partners, project managers will first try to reconcile informally. The coordinator of the project office should immediately be informed about the conflict. If an agreement cannot be reached the issue should be presented to the Executive Board. The EB should have at least 2/3 of the votes in order to make any decision on the matter.

In the case of conflict the Project Officer will be contacted. The consortium agreement that all project beneficiaries have signed explicitly describes the procedures in order to solve conflict resolution issues among beneficiaries.



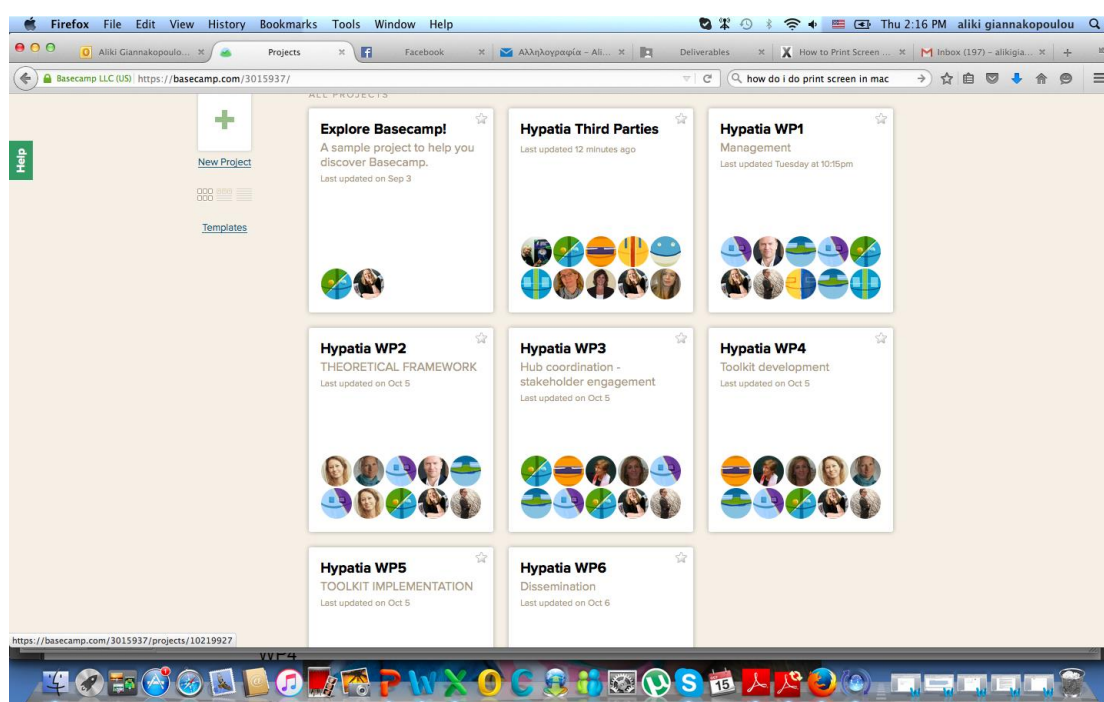
## ANNEX

### ANNEX 1: Internal Website Structure

Folders for: WP1, WP2, WP3, WP4, WP5, WP6, THIRD PARTIES, LIBRARY, Evaluation

Each folder has the following possibilities:

Storage space, Discussions, To do lists, Text documents, Events



### ANNEX 2:

#### Consortium mailing list

LOREAL	David McDonald	france	<a href="mailto:david.macdonald@loreal.com">david.macdonald@loreal.com</a>
National Museum of science and technology leonardo da vinci	Maria Xanthoudaki	Italy	<a href="mailto:xanthoudaki@museoscienza.it">xanthoudaki@museoscienza.it</a>
National Museum of science and technology leonardo da vinci	Sara Calcagnini	Italy	<a href="mailto:calcagnini@museoscienza.it">calcagnini@museoscienza.it</a>



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Universcience	Sofia Adjas	france	<a href="mailto:sofia.adjas@universcience.fr">sofia.adjas@universcience.fr</a>
Universcience	Elisabeth Moines	france	<a href="mailto:Elisabeth.MOINE@universcience.fr">Elisabeth.MOINE@universcience.fr</a>
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UCPH	Henriette Holmegaard	Denmark	<a href="mailto:hh@ind.ku.dk">hh@ind.ku.dk</a>



### European Advisory Board mailing list

ORT Braude College	Judith Abrahami	Israel	<a href="mailto:jabrahami@braude.ac.il">jabrahami@braude.ac.il</a>
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PPG Industries	Stanislava Fadrna	Czech Republic	fadrna@ppg.com
Bloomfield Science Museum	Maya Halevy	Israel	<a href="mailto:mayah@mada.org.il">mayah@mada.org.il</a>
Euroscience	Jean Pierre Alix	France	
Ministry for Higher Education and Research	Caroline Belan	France	caroline.belan-menagier@recherche.gouv.fr
ESHA	Monique Westland	Netherlands	<a href="mailto:monique.westland@esh-a.org">monique.westland@esh-a.org</a>

### Third parties mailing list

Name of institution	Contact person	Country	Contact email address
Science Center Network	Sarah Funk	Austria	<a href="mailto:funk@science-center-net.at">funk@science-center-net.at</a>
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Science Centre AHHA	Helin Haga	Estonia	<a href="mailto:helin.haga@ahhaa.ee">helin.haga@ahhaa.ee</a>
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Thessaloniki Science Center and Technology Museum	Maria Karnezou	Greece	<a href="mailto:karnezou@noesis.edu.gr">karnezou@noesis.edu.gr</a>
Science Gallery Trinity College	Jane Chadwick	Ireland	



Dublin				<a href="mailto:jane.chadwick@dublin.sciencegallery.com">jane.chadwick@dublin.sciencegallery.com</a>
Science Gallery Trinity College Dublin	Diane mcSweeney	Ireland		<a href="mailto:diane.mcsweeney@dublin.sciencegallery.com">diane.mcsweeney@dublin.sciencegallery.com</a>
EXPERYMENT Science Centre	Agnieszka Grygoruk	Poland		<a href="mailto:a.grygoruk@experyment.gdynia.pl">a.grygoruk@experyment.gdynia.pl</a>
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"Ia Caixa" Foundation - CosmoCaixa Barcelona	Sonia Garcinuño	Spain		<a href="mailto:sgarcinuno@fundaciolacaixa.org">sgarcinuno@fundaciolacaixa.org</a>
Teknikens Hus	Maria Adlerborn	Sweden		<a href="mailto:maria.adlerborn@teknikenshus.se">maria.adlerborn@teknikenshus.se</a>
ASDC	Penny Fidler	UK		<a href="mailto:penny.fidler@sciencecentres.org.uk">penny.fidler@sciencecentres.org.uk</a>

### ANNEX 3

#### List of deliverables

	Deliverable name	WP	Lead	Type	Dissem. level	Delivery date
<b>D1.1</b>	Project management and quality assurance manual	1	NEMO	R	PU	M5
<b>D1.2</b>	First Periodic report	1	NEMO	R	PU	M12
<b>D1.3</b>	Interim evaluation report	1	NEMO	R	PU	M18
<b>D1.4</b>	Second Periodic report	1	NEMO	R	PU	M24
<b>D1.5</b>	Final report	1	NEMO	R	PU	M36
<b>D1.6</b>	Final evaluation report	1	NEMO	R	PU	M36
<b>D 1.7</b>	Ethical approvals	1	NEMO	R	PU	M8
<b>D2.1</b>	Criteria for gender inclusion	2	COP	R	PU	M3
<b>D2.2</b>	Set of existing good practices on gender	2	COP	R	PU	M5



	inclusion in STEM communication					
<b>D2.3</b>	State of the art report on gender in STEM	2	COP	R	PU	M8
<b>D2.4</b>	Institutional guidelines	2	COP	R	PU	M36
<b>D3.1</b>	European Advisory Board	3	BSMJ	R	PU	M3
<b>D3.2</b>	Strategic plan for stakeholder engagement	3	BSMJ	R	PU	M5
<b>D3.3</b>	List of Hub members with descriptions	3	BSMJ	R	PU	M15
<b>D3.4</b>	Local Action Plans	3	BSMJ	R	PU	M34
<b>D4.1</b>	Set of developed modules	4	MUST	R	PU	M8
<b>D4.2</b>	Pilot reports	4	MUST	R	PU	M14
<b>D4.3</b>	Complete modular toolkit	4	MUST	R	PU	M18
<b>D5.1</b>	Set of selected modules per country	5	EXP	R	PU	M21
<b>D5.2</b>	Seminar reports	5	EXP	R	PU	M23
<b>D5.3</b>	Implementation reports	5	EXP	R	PU	M36
<b>D6.1</b>	Dissemination plan, campaign strategy	6	ECSITE	R	PU	M6
<b>D6.2</b>	Sustainability strategy	6	ECSITE	R	PU	M6
<b>D6.3</b>	Public web portal	6	ECSITE	OTH	PU	M8
<b>D6.4</b>	Mid-term report on dissemination, campaign and sustainability	6	ECSITE	R	PU	M18
<b>D6.5</b>	Final report on dissemination, campaign and sustainability	6	ECSITE	R	PU	M36