

# Crowd4SDG

## Citizen Science for the Sustainable Development Goals

### Deliverable 1.1

#### **Project Handbook and Data Quality Plan prepared**

**Deliverable identifier:** D1.1

**Due date:** 31/07/2020

**Justification for delay:** due to exceptional activity for Covid-19 O17 Summer Challenge as agreed with Project Officer

**Document release date:** 30/09/2020

**Nature:** Report

**Dissemination Level:** Public

**Work Package:** WP1

**Lead Beneficiary:** UNIGE

**Contributing Beneficiaries:** CERN, CSIC, POLIMI, UNITAR, UP

**Document status:** Final

#### **Abstract:**

This deliverable provides a handbook which aims to assure the well-functioning of the Crowd4SDG project, ease the partner participation and maximize the project outcomes. In addition, this deliverable presents a Quality Assurance Plan which includes procedures to be applied to internal and external services and deliverables, and the project management structure.

For more information on Crowd4SDG, please check on <http://www.crowd4sdg.eu/>



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 872944.



## Document history

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## Project Partners

	Partner name	Acronym	Country
1 (COO)	Université de Genève	UNIGE	CH
2	European Organization for Nuclear Research	CERN	CH
3	Agencia Estatal Consejo Superior de Investigaciones Científicas	CSIC	ES
4	Politecnico di Milano	POLIMI	IT
5	United Nations Institute for Training and Research	UNITAR	CH
6	Université de Paris	UP	FR



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DE GENÈVE**



**CSIC**  
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**Université  
de Paris**

## Crowd4SDG in brief

The 17 Sustainable Development Goals (SDGs), launched by the UN in 2015, are underpinned by 169 concrete targets and 232 measurable indicators. Some of these indicators have no established measurement methodology. For others, many countries do not have the data collection capacity. Measuring progress towards the SDGs is thus a challenge for most national statistical offices.

The goal of the Crowd4SDG project is to research the extent to which Citizen Science (CS) can provide an essential source of non-traditional data for tracking progress towards the SDGs, as well as the ability of CS to generate social innovations that enable such progress. Based on shared expertise in crowdsourcing for disaster response, the transdisciplinary Crowd4SDG consortium of six partners will focus on SDG 13, Climate Action, to explore new ways of applying CS for monitoring the impacts of extreme climate events and strengthening the resilience of communities to climate related disasters.

To achieve this goal, Crowd4SDG will initiate research on the applications of artificial intelligence and machine learning to enhance CS and explore the use of social media and other non-traditional data sources for more effective monitoring of SDGs by citizens. Crowd4SDG will use direct channels through consortium partner UNITAR to provide National Statistical Offices (NSOs) with recommendations on best practices for generating and exploiting CS data for tracking the SDGs.

To this end, Crowd4SDG will rigorously assess the quality of the scientific knowledge and usefulness of practical innovations occurring when teams develop new CS projects focusing on climate action. This will occur through three annual challenge based innovation events, involving online and in-person coaching. A wide range of stakeholders, from the UN, governments, the private sector, NGOs, academia, innovation incubators and maker spaces will be involved in advising the project and exploiting the scientific knowledge and technical innovations that it generates.

Crowd4SDG has six work packages. Besides Project Management (UNIGE) and Dissemination & Outreach (CERN), the project features work packages on: Enhancing CS Tools (CSIC, POLIMI) with AI and social media analysis features, to improve data quality and deliberation processes in CS; New Metrics for CS (UP), to track and improve innovation in CS project coaching events; Impact Assessment of CS (UNITAR) with a focus on the requirements of NSOs as end-users of CS data for SDG monitoring. At the core of the project is Project Deployment (UNIGE) based on a novel innovation cycle called GEAR (Gather, Evaluate, Accelerate, Refine), which runs once a year.

The GEAR cycles involve online selection and coaching of citizen-generated ideas for climate action, using the UNIGE Open Seventeen Challenge (O17). The most promising projects are accelerated during a two-week in-person Challenge-Based Innovation (CBI) course. Top projects receive further support at annual SDG conferences hosted at partner sites. GEAR cycles focus on specific aspects of Climate Action connected with other SDGs like Gender Equality.

## **Purpose and scope of the deliverable**

This deliverable contains information and guidelines aiming at assuring the well-functioning of the Crowd4SDG project. It provides the management structure and procedures to handle the interaction of the Consortium members, interaction with the Commission, as well as timely and effective achievement of the project's objectives. Parts of this deliverable have been adapted from the Handbook and Quality plan of the EC H2020 DIToS project.



## 1. Introduction

### 1.1 Contact details, internal communication and storage information

A Google Drive folder has been created for Crowd4SDG internal working documents. A Skype group is used for dynamic communication and weekly consortium meetings.

In addition, a mailing list ([crowd4sdg@unige.ch](mailto:crowd4sdg@unige.ch)) has been created for handling communication to and between all members of the project.

When a new individual joins a partner, their details must be added to the 'Who's who in Crowd4SDG' spreadsheet in the Google Drive folder and UNIGE must be informed, so that the appropriate permissions can be set up.

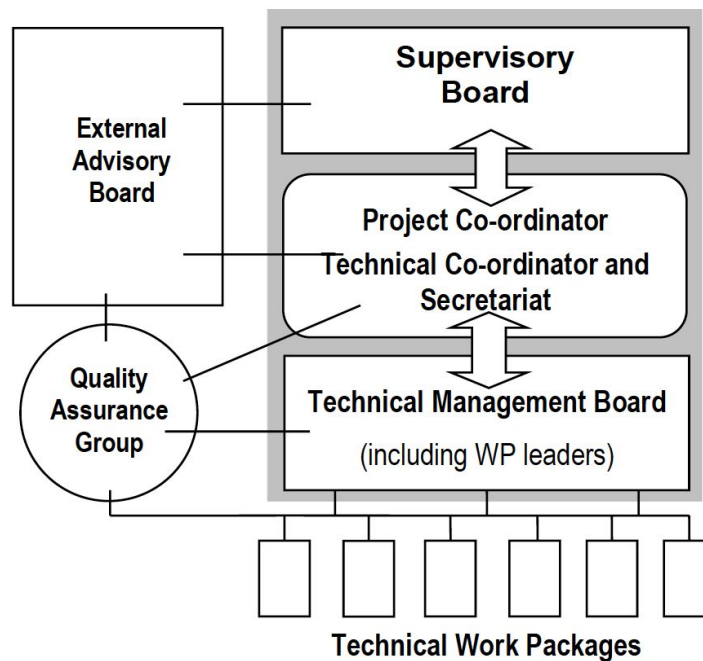
Public deliverables and reports will be posted on the project website: <https://crowd4sdg.eu>.





## 2. Management Structure, Collaboration and Working Procedures

### 2.1. Management Structure overview



The organisational structure reflects our basic principles and working ethos. It draws both on established models of Framework Programme project management and UNIGE's experience of managing participatory science and public engagement projects. The management structure aims to:

- Support, monitor and coordinate the effective communication between the coordinator and all partners and work packages as well as between management and advisory boards;
- Communicate efficiently with the Commission services for project reporting and reviewing;
- Keep the project performing to time, quality and budget;
- Provide overall control of technical activities and the production of deliverables;
- Ensure a management level understanding of socio-technical, innovation, user and RRI issues;
- Monitor and mitigate risks; and
- Prevent conflicts and provide mechanisms to resolve disputes.

The figure above shows the relation between the different components of the management structure.

UNIGE as the coordinating contractor is responsible for managing the consortium and coordinating the work. It provides legal and financial administration, drawing on its very extensive experience of managing major research projects. UNIGE has nominated Prof François Grey, Co-director of the Citizen Cyberlab as Project Coordinator and Dr. Jose Luis Fernandez-Marquez, Senior Lecturer at Citizen Cyberlab as Technical Project Coordinator.

The **Supervisory Board (SB)** is the collective decision-making body in charge of all Consortium-level management decisions. The SB is responsible for policies, progress control, and communications with the Commission, and for making any modifications to the Work Programme or budgetary allocations. It monitors the performance of the Consortium Agreement in which IPR, confidentiality and exploitation issues, conflict resolution, decision-making procedures, agreements mechanisms, and voting rights, etc. are formally established. The members are the delegated representatives of the Consortium partners. Each partner is entitled to one seat on the Supervisory Board with voting rights. The members of the SB will have sufficient seniority to take binding decisions without referring back to higher authority at their employing organisation. Each partner's representative is responsible for the internal coordination of Crowd4SDG activities in their institution and acts as a Local Technical Coordinator for that Partner. The SB normally meets every six months, to coincide with and monitor the achievement of Project Milestones but may call additional meetings to deal with problems. The Project Coordinator chairs the SB. If urgent decisions are required between meetings, these may be made by electronic discussion and ratified by the next physical supervisory board meeting.

The SB is responsible for managing innovation issues, ensuring that open data and open access provisions are respected, and taking any decisions about the protection and management of intellectual property. The SB reviews IP policy, open information and data provision and innovation issues at each of its meetings. Should there be any major issues arising from changing conditions or practices, it will make recommendations to the Secretariat for changes to the work plan.

The SB members are:

- Einar Bjorgo (UNITAR), [einar.bjorgo@unitar.org](mailto:einar.bjorgo@unitar.org)
- Jesus Cerquides (CSIC), [cerquide@iia.csic.es](mailto:cerquide@iia.csic.es)
- Jose Luis Fernandez-Marquez (UNIGE), [JoseLuis.Fernandez@unige.ch](mailto:JoseLuis.Fernandez@unige.ch)
- Francois Grey (UNIGE), [francois.grey@unige.ch](mailto:francois.grey@unige.ch)
- Thierry Lagrange (CERN), [thierry.lagrange@cern.ch](mailto:thierry.lagrange@cern.ch)
- Ariel Linder (UP), [ariel.lindner@inserm.fr](mailto:ariel.lindner@inserm.fr)
- Barbara Pernici (POLIMI), [barbara.pernici@polimi.it](mailto:barbara.pernici@polimi.it)

The **Project Secretariat** is the operational hub of the administrative activities and programme coordination. It is run by the Technical Coordinator, Dr Jose Luis Fernandez-Marquez with an administrative staff who helps the Project Coordinator with financial reporting and communication between the partners, arranges

meetings, and generally provides the 'back office' services required. The Technical Coordinator liaises with the partner Work Package teams, receives financial and management reports, tracks the performance of tasks; and helps the Project Coordinator to manage risks and take corrective actions as necessary. The Secretariat is completed by legal and financial support services provided by the UNIGE H2020 office.

To ensure the coordination of the research tasks, and liaison with the SB, the Technical Coordinator chairs the **Technical Management Board (TMB)** which consists of at least one technical specialist from each of the partners (including the work-package leaders). It will normally meet every six months, back-to-back with the SB to supervise the technical conduct of the research on the ground. Intermediate working meetings of the TMB are held electronically as required, at the instigation of the Technical Coordinator acting on the request of any WP leader.

At the level of the work package, each Work Package Leader coordinates the work and oversees the execution of the Tasks within it, starting with an initial Work Package meeting. Each WP leader will prepare a WP Plan, which will specify the leaders of tasks and deliverables, and circulate it at the outset of the WP. The Secretariat monitors the production of WP Plans, as well as the production of Deliverables.

The TMB members are:

- Jesus Cerquides (CSIC), [cerquide@iia.csic.es](mailto:cerquide@iia.csic.es)
- Lionel Deveaux (UP), [lionel.deveaux@cri-paris.org](mailto:lionel.deveaux@cri-paris.org)
- Jose Luis Fernandez-Marquez (UNIGE), [JoseLuis.Fernandez@unige.ch](mailto:JoseLuis.Fernandez@unige.ch)
- Pablo Garcia Tello (CERN), [Pablo.garcia.tello@cern.ch](mailto:Pablo.garcia.tello@cern.ch)
- Madina Imaralieva (UNITAR), [Madina.IMARALIEVA@unitar.org](mailto:Madina.IMARALIEVA@unitar.org)
- Romain Muller, [r.muller@cern.ch](mailto:r.muller@cern.ch)
- Barbara Pernici (POLIMI), [barbara.pernici@polimi.it](mailto:barbara.pernici@polimi.it)
- Elena Proden (UNITAR), [Elena.PRODEN@unitar.org](mailto:Elena.PRODEN@unitar.org)
- Marc Santolini (UP), [marc.santolini@cri-paris.org](mailto:marc.santolini@cri-paris.org)

The TMB sets up a Quality Assurance and Evaluation Group to advise the Secretariat and Project Coordinator.

The Quality Assurance Group will have one nominated representative from each partner, who will:

- Make sure the project conforms to best practice in RRI and the ethical conduct of research in citizen science;
- Ensure that partners comply with the provisions of the Quality Plan;
- Help measure and record the achievement of the project objectives;
- Ensure the proper evaluation of results in line with the processes set out in the Evaluation Plan.

The final component of the organisational structure is the **External Advisory Board (EAB)**, which UNIGE established at the outset of the project. Crowd4SDG will be advised by leading experts in sustainable development, citizen science, scientific and technical innovation, data quality management and public engagement in science.

The EAB meets typically once a year to review the project's progress and provide advice and recommendations to the Project Coordinator, although the Coordinator may ask it for advice electronically at any time, as necessary. Members of the EAB will be drawn from UN agencies, academia, statistical offices, sustainable development and citizen science networks.

Founder members of the EAB, who have already confirmed their interest in the project, include:

- Jillian Campbell, Chief Statistician at UN Environment [campbell7@un.org](mailto:campbell7@un.org)
- Shannon Dosemagen, President and Executive Director, Public Laboratory of Open Technology and Science, [shannon.dosemagen@gmail.com](mailto:shannon.dosemagen@gmail.com)
- Angela Ferruzza, Chief, SDGs, Environmental and Disaster-related Statistics, Istat, Italy, [ferruzza@istat.it](mailto:ferruzza@istat.it)
- Muki Haklay, Professor of Geographic Information Science, UCL Department of Geography, [m.haklay@ucl.ac.uk](mailto:m.haklay@ucl.ac.uk)
- Arnau Monterde, Coordinator of Decidim, [amonterde@bcn.cat](mailto:amonterde@bcn.cat)
- Beth Simone Noveck, GovLab Director, [noveck@thegovlab.org](mailto:noveck@thegovlab.org)
- Dorte Riemenschneider, Managing Director, European Citizen Science Association [Dorte.Riemenschneider@mfn.berlin](mailto:Dorte.Riemenschneider@mfn.berlin)
- Dominik Rozkrut, President of Statistics Poland [PGSEK@stat.gov.pl](mailto:PGSEK@stat.gov.pl) / [D.Rozkrut@stat.gov.pl](mailto:D.Rozkrut@stat.gov.pl)

## 2.2. Management procedures and mechanisms

### 2.2.1. Quality Assurance, Deliverable Production and Risk Management

Quality Assurance (QA) procedures are applied to all activities and are the joint responsibility of all partners until complete discharge of their obligations under the EC contract.

The main goals of the Quality Assurance procedures are:

- To establish documentation, reporting and communication procedures;
- To produce high-quality Deliverables on time and to specification;
- To identify technical and commercial risks, or deviations at an early stage; and
- To take any necessary remedial actions as soon as possible

The Project Coordinator is responsible for producing the Quality Plan of the project, which is the current document. QA documentation is maintained during the project lifetime and is accessible through the project communication platform, which is primarily Google Drive. In preparing and overseeing the performance of the QA procedures, the Secretariat works with the Quality Assurance Group.

In the case of Deliverables, the WP Leader exercises the first level of Quality Control by establishing a Deliverable Development Plan showing the different responsibilities, contributors, procedures and evaluation process. The WP Leader and Secretariat will identify a technical expert (normally someone from within the partner group but not involved in the production of the Deliverable) who will conduct an internal peer review with a short report as soon as the Deliverable is finished. The deliverable will also be circulated among partners for review and comment: in case of serious doubts or disagreements about the Deliverable, the Technical Coordinator may send it for external peer review, usually to members of the advisory board. A more detailed timeline for the production of Deliverables is provided in Section 4.1.

Self-assessment is an important Task that runs throughout the project, monitoring and reporting on the achievement of the project objectives. We will also adopt formal risk management procedures to identify risks and make contingency plans. We will make an initial Risk Assessment and Contingency Plan at the outset of the project (updating and if necessary adding to the risks identified in this proposal), which will feed into the Quality Plan. The Secretariat will report on risk issues to the SB at its six-monthly meetings and will issue an updated Risk Assessment and Contingency Plan with each Periodic Activity Report if there are any significant changes.

#### 2.2.2. Communication flows and Information Management

The Technical Coordinator is responsible for managing communication within the Consortium. The procedures are set out in the Quality Plan, which defines electronic document formats and software packages to be used; timescales and procedures for the delivery of administrative data (notification of meetings, minutes, working papers, management reports, periodic reports, cost statements et caetera) between the partners and the Technical Coordinator.

The Secretariat will also communicate regularly not only with the Project Officer but also with the range of different units and agencies of the European Commission and other networks that are promoting citizen science.

#### 2.2.3. Conflict Management and Resolution of Disputes

Conflicts are resolved by a procedure detailed in the Consortium Agreement, using a process designed to defuse disputes before they become a threat to progress, with a staged set of actions of increasing formality. The first line of defence is provided by the Secretariat and its regular consultations with partners. The Technical Coordinator will log any potential conflict identified by the Secretariat or raised by a WP Leader and try immediately to resolve the issue by discussion. Should issues still remain,

they will be escalated to the Project Coordinator, who will call an ad hoc meeting (either face-to-face or online).

In case of technical disagreement, for example over the quality of a Deliverable, he may call upon a member of the External Advisory Board to provide an independent judgment. Should these steps fail to resolve the dispute, the Project Coordinator will alert the Commission's Project Officer and call an emergency meeting of the SB. The SB will debate and vote on a decision and, if necessary, institute the procedures (set out in the Consortium Agreement) to redress or – in extreme cases – exclude a defaulting party.

As a last resort, in the very unlikely event that the Consortium members cannot resolve the conflict internally, the parties involved may refer the dispute to mediation in accordance with the WIPO Mediation Rules<sup>1</sup>, which may be followed by legally binding arbitration under the WIPO Expedited Arbitration Rules.

### **2.3. Meeting Minutes –All Board Meetings**

For each board meeting, the chairperson/coordinator is responsible for the production of the meeting minutes. The minutes contain the list of participants, a brief summary of the decisions for each item of the agenda and the actions to be taken. Minutes are sent to the participants within five business days after the meeting and any comments must be notified by the participants within fifteen calendar days of the minutes being shared. No answer or comment will be interpreted as an approval.

All Board Meeting minutes are saved in the Google Drive, in the folder “Meetings”, and classified by type of meeting. They are available to all members of the Consortium and to the Project Coordinator, who will keep master copies.

The meeting minutes naming convention is:  
YYYYMMDD\_Crowd4SDG\_Boardname\_Minutes

The Board Meeting Minutes Template is available in the Google Drive folder, and can be found in Annex 3 of this document.

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<sup>1</sup> <https://www.wipo.int/amc/en/mediation/rules/>

### 3. Project Organisation

#### 3.1. Overview of the Consortium organisation

The Consortium organisation and the responsibilities of each beneficiary as well as of the coordinator are laid down in Annex I of the EC Grant Agreement (ECGA) which has been ratified via the Grant Agreement Accession Form (Annex 3 of the ECGA) by all beneficiaries and is accessible in the Crowd4SDG Google Drive.

All the beneficiaries together form the Consortium. Beneficiaries are represented at the European Commission by the Project Coordinator, who is the intermediary for any communication, with the exceptions foreseen in the ECGA. The financial contribution of the EC to the project shall be paid to the Project Coordinator who receives it on behalf of the beneficiaries.

#### 3.2. Responsibilities of the Coordinator (UNIGE)

The coordinator shall:

- Administer the financial contribution of the EC regarding its allocation between beneficiaries and activities, in accordance with the ECGA and the decisions taken by the Consortium. The Project Coordinator shall ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- Keep the records and financial accounts making it possible to determine at any time what portion of the financial contribution of the EC has been paid to each beneficiary for the purposes of the project;
- Inform the Commission of the distribution of the financial contribution of the EC and the date of transfers to the beneficiaries, when required by this ECGA or by the Commission;
- Monitor the compliance by beneficiaries with their obligations under the ECGA.

The coordinator may not subcontract the above-mentioned tasks.

#### 3.3. Responsibilities of the Beneficiaries

Beneficiaries shall fulfil the following obligations as a consortium:

- Provide all detailed data requested by the EC for the purposes of the proper administration of the project;





- Carry out the project jointly and in agreement with the EC Project Officer, taking all necessary and reasonable measures to ensure that the project is carried out in accordance with the terms and conditions of the ECGA;
- Make appropriate internal arrangements consistent with the provisions of the ECGA to ensure the efficient implementation of the project;
- Engage, whenever appropriate, with actors beyond the research community and with the public in order to foster dialogue and debate on the research agenda, on research results and on related scientific issues with policy makers and civil society; create synergies with education at all levels and conduct activities promoting the socioeconomic impact of the research;
- Allow the EC to take part in meetings concerning the Crowd4SDG project.

### 3.4. Internal communication

The Crowd4SDG consortium members use the following tools for internal communication:

- Skype. Different skype groups have been set up for managing different threads:
  - Crowd4SDG Management to discuss coordination issues;
  - Crowd4SDG for all participants. It is used for general discussions and weekly meetings;
  - Crowd4SDG software aims at setting up pre-production and production tools for supporting CS projects created from Crowd4SDG activities.
- Crowd4SDG mailing list <[crowd4sdg@unige.ch](mailto:crowd4sdg@unige.ch)> is used for more formal communication to the whole consortium, e.g. sharing minutes, document updates, etc.
- Google Drive is used to store information relevant for the proper execution of the project including the Grant Agreement, the Consortium Agreement, templates, logo, communication information, and the deliverables. No personal information of Crowd4SDG activities' participants is stored on Google Drive.
- A UNIGE internal shared folder is used for storing the Crowd4SDG participants' personal information. Access to this folder is granted by the UNIGE IT services and only UNIGE members can have access to it.

### 3.5. Project Meetings

All project meetings, including the tentative agenda, are announced by email using the Crowd4SDG mailing list. For the weekly Crowd4SDG consortium meetings, members are allowed to modify the agenda before the start of the meetings.

Decisions having an impact on the overall project, other WP or tasks shall be announced in a written form to all project members and will require approval of the Project Supervisory Board if they have an impact across work packages.



Project minutes are shared by email after the meeting and stored in the Google Drive folder. Actions from such meetings are summarised in the meeting minutes.

### 3.6. Activity/event recording

Crowd4SDG partners will be recording and/or monitoring three kinds of activities:

### 3.7. Work Package and Task leaders

To guarantee the proper execution of the Crowd4SDG tasks and the proper coordination between the different WPs, the following WPs leaders have been assigned.

<b>WP no./ title</b>	<b>Lead Partner</b>	<b>Work Package Leader</b>
WP1. Project Management	UNIGE	Francois Grey
WP2. Enhancing Citizen science tools and methodologies	CSIC	Jesus Cerquides
WP3. Project Deployment	UNIGE	Jose Luis Fernandez-Marquez
WP4. New metrics and descriptors to assess the quality of citizen science	UP	Marc Santolini
WP5. Impact assessment and recommendations	UNITAR	Einar Bjorgo
WP6. Communication, Dissemination & Outreach	CERN	Romain Muller
WP7. Ethics requirements	UNIGE	Jose Luis Fernandez-Marquez

The Work Package Leader (WPL) shall have the following responsibilities:

- Monitoring the progress of the WP against time and budget allocations, ensuring that the WP fulfils the objectives listed as milestones and deliverables;
- Alerting the Project Coordinator in case of delay or default in the performance of the WP;

- Updating the status of the WP and its Risk Plan and sending this report to the Project Coordinator;
- Preparing the proposals for the update of the Work Plan and new parties (if needed);
- Making available communications and reports to the selected internal reviewers before submission.

The Task Leader is responsible for the technical coordination of the activities of all partners involved in a specific task of the project. The Task Leader is responsible for:

- Keeping the WPL informed on a regular basis of the progress status of the work plan by updating the status of the Task and its Risk Plan every three months and sending this report to the Project Secretariat (see section 12 Annex 3 of this handbook, 'Task Report Template');
- Collaborating with the WPL in the preparation and the timely submission of deliverables.

Tasks leaders have been assigned as follows:

Task No.	Task name	Task leader
T1.1	Project administration	UNIGE
T1.2	Activity planning, Reporting and Financial Management	UNIGE
T1.3	IPR, DMP, Quality Management and Self-Assessment	UNIGE
T2.1	Deliberation technologies for citizen science	CSIC
T2.2	Human-machine collaborative learning.	CSIC
T2.3	Agreement and data quality analysis	POLIMI
T2.4	Self-composition. Adaptive services	POLIMI
T2.5	Enriching Social Media content by Citizen scientist	POLIMI
T3.1	Management of the GEAR process	UNIGE
T3.2	Communication on the call for ideas, selection and online coaching	UNIGE
T3.3	Development of the Challenge Based Innovation programme	CERN
T3.4	Data collection and evaluation	UP
T4.1	New metrics and descriptors to assess the quality of citizen science	UP

T4.2	Measuring analytics of citizen collaborations using new metrics/descriptors on digital traces	UP
T4.3	In-situ assessment of citizen local interactions and self-reporting	UP
T4.4	Build a predictive model of project quality from the collected multi-scale data	UP
T5.1	Analysis on the relevance and quality-related considerations of CS projects data for SDGs	UNITAR
T5.2	Assessment of CS project data from the perspective of official data producers and users	UNITAR
T5.3	Analysis of the results achieved on the utilization of CS in support of monitoring SDGs	UNITAR
T6.1	Communication, Dissemination and Outreach Plan	CERN
T6.2	Production and maintenance of communication materials	CERN
T6.3	Dissemination and Outreach activities	CERN
T6.4	Exploitation plan and activities	UNIGE

### 3.8. Settlement of disputes

Crowd4SDG's Consortium Agreement, section 11.9, page 29, stipulates:

"The parties shall endeavour to settle their disputes amicably.

Any dispute, controversy or claim arising under, out of or relating to this Consortium Agreement and any subsequent amendments of this Consortium Agreement, including, without limitation, its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims, shall, be submitted to mediation in accordance with the WIPO Mediation Rules. The place of mediation shall be Brussels unless otherwise agreed upon. The language to be used in the mediation shall be English unless otherwise agreed upon. If, and to the extent that, any such dispute, controversy or claim has not been settled pursuant to the mediation within 60 calendar days of the commencement of the mediation, it shall, upon the filing of a Request for Arbitration by either Party, be referred to and finally determined by arbitration in accordance with the WIPO Expedited Arbitration Rules. The place of arbitration shall be Brussels unless otherwise agreed upon. The language to be used in the arbitral proceedings shall be English unless otherwise agreed upon. If CSIC is one of the involved Parties, the Courts of Brussels shall have

exclusive jurisdiction, except if one of the Parties has immunity of jurisdiction in which case the normal arbitration procedures shall apply.”

### **3.9. EC Grant Agreement**

The Grant Agreement is made between the EC and the Consortium.

The Agreement is composed of:

Annex 1 – Description of the Action (DoA)

Annex 2 – Estimated budget for the action

Annex 3 – Accession Forms

Annex 4 – Model for the Financial Statements

Annex 5 – Model for the Certificate on the Financial Statements

Annex 6 – Model for the Certificate on the Methodology

A copy of the signed ECGA has been sent to each partner and is accessible in the project’s Google Drive folder.

### **3.10. Consortium Agreement**

The Consortium Agreement specifies with respect to the project the relationship among the parties, in particular concerning the organisation of the work between the parties, the management of the project and the rights and obligations of the parties concerning inter alia liability, access rights and dispute settlement. A copy of the signed Consortium Agreement has been sent to each partner and is accessible in the project’s Google Drive folder.

## 4. Deliverables

All Deliverables must be submitted to the Commission in electronic format on or before the due date specified in the Description of Action (DoA). In case of any significant delay, the EC Project Officer should be informed at least three months before the due date by the Project Coordinator in writing, with a reason for the delay, and an indication of the expected date of delivery. A delay will only be authorized by the EC project officer as an exceptional measure and upon sufficiently advanced notice. The timescales below should be noted for all deliverables –task leaders and work package leaders need to monitor progress to ensure that these timescales can be met.

### 4.1. Timeline for Deliverable Review and Submission

- 8 weeks before: draft plan (table of contents and rough overview of main detail) to consortium sent by email. Google doc will be used for handling comments and edits. Reviewers' names must be confirmed.
- 6 weeks before: first draft to consortium - at least 2 non-authoring members to review.
- 2 weeks before: second draft to Project Secretariat for final review and submission to the EC

### 4.2. List of deliverables

No.	Deliverable Title	Lead Beneficiary	Delivery date (month)
D1.1	Project handbook and quality plan prepared	UNIGE	3
D1.2	Data Management Plan completed and approved	UNIGE	6
D1.3	Self-assessment Plan developed	UNIGE	9
D2.1	CS tools design and early prototype available	CSIC	12
D2.2	CS tools beta release	CSIC	24
D2.3	CS tools final release	CSIC	36
D3.1	Management Plan for the GEAR Process	UNIGE	2
D3.2	Training Corpus	CERN	12



D3.3	GEAR report cycle 1	UNIGE	12
D3.4	GEAR report cycle 2	UNIGE	24
D3.5	GEAR report cycle 3	UNIGE	36
D4.1	Report on an epistemological analysis of metrics/descriptors for citizen science.	UP	12
D4.2	Report: data frame containing the measured analytics of citizen collaborations using new metrics/ descriptors.	UP	24
D4.3	In-situ assessment report of citizen local interactions and self-reporting GEAR cycle 1.	UP	12
D4.4	In-situ assessment report of citizen local interactions and self-reporting GEAR cycle 2.	UP	24
D4.5	In-situ assessment report of citizen local interactions and self-reporting GEAR cycle 3.	UP	36
D4.6	Interface for visualisation of team analytics from the platform and from the in situ collected data.	UP	33
D4.7	Report: Statistical model of the association between collaboration dynamics and project performance.	UP	36
D5.1	Initial report on relevance and quality related considerations of citizen-science generated data.	UNITAR	12
D5.2	Data usability assessment and recommendations for SDGs GEAR cycle 1.	UNITAR	12
D5.3	Data usability assessment and recommendations for SDGs GEAR cycle 2.	UNITAR	24
D5.4	Data usability assessment and recommendations for SDGs GEAR cycle 3.	UNITAR	36
D5.5	Final report on the results achieved from the utilization of CS in support of monitoring SDGs.	UNITAR	36
D6.1	Crowd4SDG website launched.	CERN	1
D6.2	Communication, Dissemination and Outreach Plan completed (incl. regular updates).	CERN	2

D6.3	Dissemination material for GEAR cycles available.	CERN	6
D6.4	Interim-report on dissemination events and outreach activities aligning with the EUCitizen. Science CSA.	CERN	12
D6.5	Final report on dissemination events and outreach activities available.	CERN	36
D6.6	Exploitation Plan and Activities issue 1.	CERN	20
D6.7	Exploitation Plan and Activities issue 2.	CERN	36
D7.1	H - Requirement No. 1	UNIGE	2
D7.2	POPD - Requirement No. 2	UNIGE	2
D7.3	POPD - H - Requirement No. 3	UNIGE	2

There is a significant number of deliverables to be submitted at M12, M24 and M36 due to the end of each of the GEAR cycles. Partners need to allocate the required manpower starting from four months before the deadlines to ensure the quality of their deliverables and the participation in the peer review process.

### 4.3. Deliverable Publication

Some deliverables involve publications. The involved partners will designate together the different authors of the publication and their order of appearance in the publication. All papers published by members of the Consortium in relation with the project work should acknowledge the project -see section 10.2 Commission Acknowledgement.

### 4.4. Deliverable format (template)

Partners are free to produce the deliverable using the software editor they consider more appropriate. Google doc is proposed by the coordinator to allow simultaneous contribution on the same document.

A Google Doc template is provided in the Crowd4SDG Google Drive folder, accessible to all partners.

Deliverable submission to the Commission shall be in PDF format and shall be produced as such by the lead author in collaboration with the Project Office. Graphics

included in the documents to be submitted have to be easily converted into the end form (pdf). The lead author is responsible for verifying that the document format and metadata are correct and that pictures and diagrams are legible, correctly referenced and numbered.

Deliverable reports should follow a standard content format with:

- Front page (including deliverable identification information, abstract and EC disclaimer);
- Document history;
- Table of contents;
- Project partners;
- Crowd4SDG executive summary;
- Purpose and scope of the deliverable;
- Introduction;
- Chapters relevant to the deliverable;
- Conclusion;
- Annex 1: List of abbreviations;
- Other annexes relevant to the deliverable.

A deliverable report template can be found in Annex 4 of this document.

#### **4.5. Document Naming Conventions**

In order to standardise the naming of the deliverables, all documents should be assigned a unique identifier. The identifiers are made up as follows:

Crowd4SDG-Did where id is the deliverable identifier, e.g. 1.1, or 2.3.

The work package is identified with the first digit of the deliverable identifier. E.g. D1.1 corresponds to the first deliverable of WP1.





## 5. Reporting

### 5.1. Timesheets

Each partner will maintain adequate financial records including timesheets for each project employee on a monthly basis. These timesheets are necessary to demonstrate your working hours in case the European Commission wishes to have the project efforts checked by independent auditors. Partners may use their own institution's timesheets as long as they provide sufficient information in terms of effort and individual time expended.

For people not working full-time on the project, their efforts should also be mentioned on the timesheet. For more details on the required time recording system, please refer to the EC's Keeping Records – [H2020 Guidelines](#).

For employees working full-time on the project, it is possible to complete a '[Declaration on a person working exclusively on a H2020 action](#)' but they should check the form to ensure all criteria are met and the appropriate details are recorded.

### 5.2. Reports and Financial Statements

UNIGE, as coordinator, will ensure reports and financial Statements are made to the Commission directly via the [H2020 Participant Portal](#). Beneficiaries are responsible for ensuring that all information is stored in the shared Google Drive and/or submitted to UNIGE in a timely manner.

### 5.3. Continuous Online Reporting

Continuous online reporting against project deliverables, milestones, and ethics requirements will be submitted by the Project Coordinator or the Project Technical Coordinator from information stored on the shared Google Drive.

This data includes:

- Project Summary, including:
  - Context and objectives of project
  - Summary of work performed to end of reporting period and main results achieved so far
  - Progress beyond the state of the art and expected potential impact (including the socio-economic impact and the wider societal implications of the project so far)
  - Address (URL) of the project's public website
  - Images for Publication
- Deliverables (1 pdf file per deliverable) -from the relevant WP deliverable folder;



- Milestones (date of achievement/reasons for deviation);
- Risks: Description, Relevant WP(s), Mitigation measures, Actions taken, Risk status -from the Risk table in the shared Google Drive;
- Publications (ALL publications must be notified to the Project Secretariat by email, who will keep a record);
- Dissemination Activity Statistics (number of conferences, workshops, press releases, flyers etc) -from the Dissemination Form in the shared Google Drive;

#### 5.4. Periodic Reporting

Periodic reports must be submitted by the Project Coordinator within 60 days after the end of each reporting period. Payments will be made within 45 days of acceptance of the COMPLETE periodic report (ie; ALL beneficiaries' contributions must be present and no information missing).

There are TWO contractual reporting periods in Crowd4SDG:

- RP1: from month 1 to month 15
- RP2: from month 16 to month 36

A full description of the contractual reporting system can be found in the EC's Guidance Notes on Project Reporting via:

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

#### 5.5. The Periodic Financial Report

The Periodic Financial Report consists of :

- Individual financial statements (Annex 4 of the GA) for each beneficiary;
- Explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary for the reporting period concerned;
- A periodic summary financial statement including the request for interim payment.

Individual financial statements have to be provided by each beneficiary in the grant management system (under Financial Statement drafting) of the participant portal.

This will become available to each partner as a deadline for a period report approaches (<http://ec.europa.eu/research/participants/portal/>).



A sample financial report can be found here:

[http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep\\_en.pdf#page=24](http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf#page=24)

The Commission's financial guidelines provide information on different methods of cost calculation, eligible and non-eligible costs, hiring staff, exchange rates, etc.

They are available at:

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

### **Important:**

Please respect the internal deadlines for the submission of the requested documents in order to allow the Project Coordinator enough time for modification, editing and compilation. **Any delay in the submission BY ANY BENEFICIARY of the periodic report will result in a delay in reimbursement of the incurred costs by the EC FOR ALL BENEFICIARIES, not only the tardy beneficiary.**

## **5.6. Certificate on the financial statements**

Certificates on Financial Statements (Audit Certificates) are a verification of costs and receipts by a financial auditor. They are reports of factual findings produced by a qualified, independent auditor and they assist the Commission in evaluating whether costs are claimed in accordance with the grant agreement.

H2020 introduced a reduction of the number of certificates on the financial statements by:

- not requiring interim certificates (only one at the end of the project per participant reaching the triggering ceiling of 325,000 EU);
- basing the triggering ceiling only on actual costs (i.e. excluding flat rates, lump sums, etc).

The report format for the Statement can be found in the ECGA Annex V.

## **5.7. Project Advancement**

In order to guarantee a transparent and timely follow up of the advancement of work without multiplying formal reports the Consortium decided to organise a monthly meeting where each of the WP leaders are invited to report the progress of the WP.

This presentation includes:

- The description of the WP
- The description of the work to be achieved within the tasks

- The status of each task

The frequency of this reporting meeting will be adapted depending on the needs of the project.

## 5.8. EC Reviews

The project will be reviewed at the end of the first reporting period (month 15), and at the end of the project (month 36). The Commission, together with independent expert reviewers will have advanced access to the deliverables produced in the reporting period. The review meeting will host the project partners, expert reviewers, and the project officer. The findings of the review are then communicated through a Review Report.

At this review the experts evaluate:

- Continuing relevance of the project and its objectives;
- The degree of fulfilment of the project work plan and progress toward achievement of objectives;
- The resources utilised in relation to the achieved progress (according to the principles of economy, efficiency and effectiveness)
- The quality and efficiency of project management;
- The beneficiaries' contributions and integration within the project;
- The dissemination and exploitation activities;
- The implementation of recommendations from previous reviews (if any).

The results of the review are as follows:

For reports and deliverables:

- Acceptance or rejection (for revision and resubmission).

For the Project as a whole:

- Continue without modification of the Description of Action;
- Continue with modifications;
- Terminate the grant agreement or participation of any beneficiaries.

## 5.9. Review Planning

The Supervisory Board will help the coordinator and the Project Secretariat to prepare the review meeting by:

- contributing to the adoption of an agenda for the project review meeting according to the demands formulated by the reviewers;
- collecting additional (financial, administrative, scientific) information where necessary and formatting it if necessary;



- making available all project deliverables, communications and other project related results to the reviewers where necessary, ensuring the technical feasibility of software or prototype demonstration at the review meeting.

The preparation activities shall start at least one month before the scheduled review meeting. At least one representative of each Consortium member will be present at the review meeting.

## 6. External Publications

### 6.1. Open Access Publication

In accordance with article 29 of the ECGA, Crowd4SDG will follow the EC's Open Access policy which is based on the wish to provide easy and free access to research results, especially peer-reviewed articles in order to increase their visibility and use.

All research results (reports and journal articles or conference contributions) will therefore be made available on the Crowd4SDG website (crowd4sdg.eu) and if possible on adequate open access repositories that will be discussed among the partners of the Consortium.

### 6.2. Commission Acknowledgement

All publications or any other dissemination relating to foreground shall include the following statement to indicate that said foreground was generated with the assistance of financial support from the Commission:

**“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 872944”**

The typeface to be used with the EU emblem can be any of the following: Arial, Calibri, Garamond, Trebuchet, Tahoma, Verdana. Italic and underlined variations and the use of font effects are not allowed.

## Annex 1 : List of abbreviations

Abbreviation	Description
CBI	Challenge-based Innovation (in-person coaching)
CS	Citizen Science
DoA	Description of the Action
EAB	External Advisory Board
ECGA	European Commission Grant Agreement
GEAR	Gather, Evaluate, Accelerate, Refine
NSO	National Statistical Office
O17	Open Seventeen Challenge (online coaching)
PO	Project Officer
QA	Quality Assurance
SB	Supervisory Board
SDG	Sustainable Development Goal
TMB	Technical Management Board
WP	Work Package
WPL	Work Package Leader

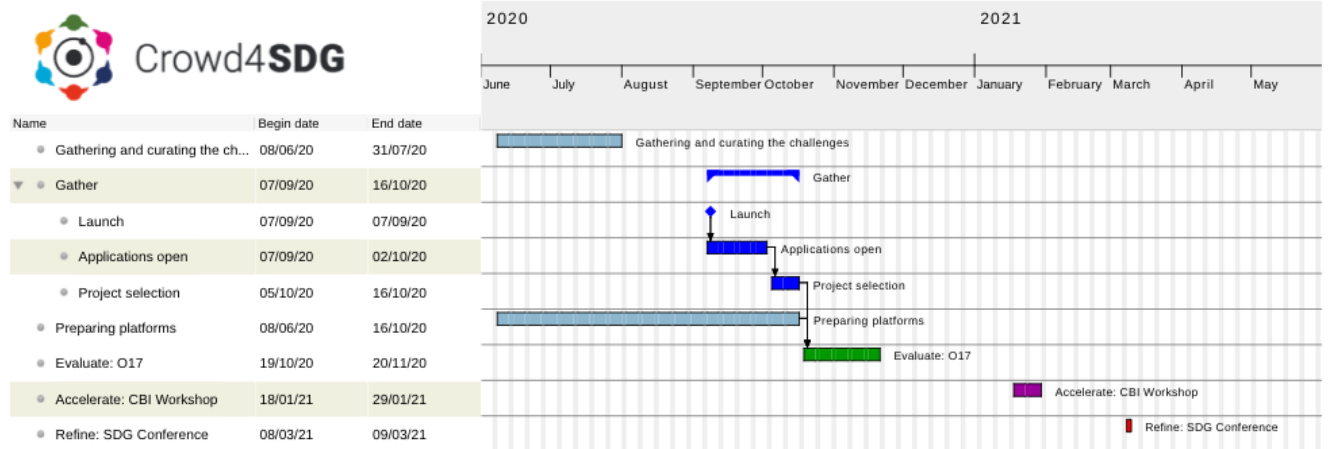
## Annex 2: Gantt Chart for GEAR Cycle 1

### GEAR 1

Jul 22, 2020

### Gantt Chart

3





## Annex 3: Board Meeting Minutes Template



Crowd4SDG



**Crowd4SDG – Board name (SB/TMB/EAB) – Meeting Minutes – Date – Time**

**Participants:**


**Agenda:**

- 1.
- 2.
- 3.

**Actions:**

## Annex 4: Deliverable Report Template

The deliverable template is available to all partners as a [Google Doc](#).



**Citizen Science for the Sustainable Development Goals**


Deliverable **identifier**


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Deliverable Identifier: **i**  
 Due date: **dd/mm/yy**  
 Justification for delay: **if delay occurs**  
 Document release date: **dd/mm/yy**  
 Nature:  
 Dissemination Level:  
 Work Package:  
 Lead Beneficiary:  
 Contributing Beneficiaries:  
 Document status: **DRAFT [final when fully approved]**

Abstract:  
**[A couple of sentences to present the content of the deliverable]**

For more information on Crowd4SDG, please check on <http://www.crowd4sdg.eu/>

 This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 872344.



Document history

	Name	Partner	Date
Authored by			dd/mm/yy
Edited by			dd/mm/yy
Reviewed by			dd/mm/yy
Approved by			dd/mm/yy

**Title of the document**

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


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**Title of the document**




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Project Partners


	Partner name	Acronym	Country
1	Université de Genève	UNIGE	CH
2	European Organization for Nuclear Research	CERN	CH
3	Agencia Estatal Consejo Superior de Investigaciones Científicas	CSIC	ES
4	Politecnico di Milano	POLIMI	IT
5	United Nations Institute for Training and Research	UNITAR	CH
6	Université de Paris	UP	FR

**Title of the document**

4



**Crowd4SDG in brief**

The 17 Sustainable Development Goals (SDGs), launched by the UN in 2015, are underpinned by 161 concrete targets and 232 measurable indicators. Some of these indicators have no established measurement methodology. For others, many countries do not have the data collection capacity. Measuring progress towards the SDGs is thus a challenge for most national statistical offices.

The goal of the Crowd4SDG project is to research the extent to which Citizen Science (CS) can provide an essential source of non-traditional data for tracking progress towards the SDGs, as well as the ability of CS to generate social innovations that enable such progress. Based on shared expertise in crowdsourcing for disaster response, the transdisciplinary Crowd4SDG consortium of six partners will focus on SDG 13, Climate Action, to explore new ways of applying CS for monitoring the impacts of extreme climate events and strengthening the resilience of communities to climate-related disasters.

To achieve this goal, Crowd4SDG will initiate research on the applications of artificial intelligence and machine learning to enhance CS and explore the use of social media and other non-traditional data sources for more effective monitoring of SDGs by citizens. Crowd4SDG will use direct channels through consortium partner UNITAR to provide National Statistical Offices (NSOs) with recommendations on best practices for generating and exploiting CS data for tracking the SDGs.


To this end, Crowd4SDG will rigorously assess the quality of the scientific knowledge and usefulness of practical innovations occurring when teams develop new CS projects focusing on climate action. This will occur through three annual challenge-based innovation events, involving online and in-person coaching. A wide range of stakeholders, from the UN, governments, the private sector, NGOs, academia, innovation incubators and maker spaces will be involved in advising the project and exploiting the scientific knowledge and technical innovations that it generates.

Crowd4SDG has six work packages. Besides Project Management (UNIGE) and Dissemination & Outreach (CERN), the project features work packages on: Enhancing CS Tools (CSIC, POLIMI) with AI and social media analysis features to improve data quality and deliberation processes in CS; New Metrics for CS (UP); to track and improve innovation in CS project coaching events; Impact Assessment of CS (UNITAR) with a focus on the requirements of NSOs as end-users of CS data for SDG monitoring. At the core of the project is Project Deployment (UNIGE) based on a novel innovation cycle called GEAR (Gather, Evaluate, Accelerate, Refine), which runs once a year.

The GEAR cycles involve online selection and coaching of citizen-generated ideas for climate action, using the UNIGE Open Seventeen Challenge (O17). The most promising projects are accelerated during a two-week In-person Challenge-Based Innovation (CBI) course. Top projects receive further support at annual SDG conferences hosted at partner sites. GEAR cycles focus on specific aspects of Climate Action connected with other SDGs like Gender Equality.

**Title of the document**

5



**Purpose and scope of the deliverable**

**Title of the document**

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