DIGILOGIC

DIGILOGIC project is funded by the
EU's Horizon2020 programme under
Grant Agreement number 101016583

D6.1 Project Quality Plan

Version: 1.0

Work package	WP 6
Task	6.2
Due date	31/03/2021
Submission date	31/03/2021
Deliverable lead	ECM
Version	1.0
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Reviewers	Claudia Knobloch (ENDEVA), Stephen Fox (VTT)
Abstract	This deliverable will define the procedures, roles and responsibilities related to the quality control and quality assurance activities that will be carried out. It will also include the data management plan.
Keywords	Quality management, data management, communication guidelines

Document Revision History

VERSION	DATE	DESCRIPTION OF CHANGE	LIST OF CONTRIBUTOR(S)
v0.1	26/02/2021	1st version document	Darja Kramer (ECM)
V0.2	17/03/2021	Adding content	Darja Kramer (ECM)
v0.3	22/03/2021	Internal review	Stephen Fox (VTT), Claudia Knobloch (ENDEVA)
v.04	25/03/2021	Integrating changes and Data Management Plan	Darja Kramer, Thorsten Hülsmann (ECM)
V0.5	30/03/2021	Internal review of Data Management Plan	Stephen Fox (VTT), Claudia Knobloch (ENDEVA)
V1.0	30/03/2021	Final review, document ready for submission	Darja Kramer (ECM)

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NATURE OF THE DELIVERABLE	*** R**	
DISSEMINATION LEVEL		
PU	Public, fully open, e.g. web	✓
CL	Classified, information as referred to in Commission Decision 2001/844/EC	
CO	Confidential to DIGILOGIC project and Commission Services	

*** R:** Document, report (excluding the periodic and final reports)
DEM: Demonstrator, pilot, prototype, plan designs
DEC: Websites, patents filing, press & media actions, videos, etc.
OTHER: Software, technical diagram, etc.

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EXECUTIVE SUMMARY

The DIGILOGIC Project Quality Plan includes all relevant resources for an efficient collaboration between partners. It includes information on data management, project management processes and risk management. It also contains the project's communication guidelines and links to templates for deliverables. It is a living document that is being updated throughout the project.

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ABBREVIATIONS

AU	African Union
CA	Consortium Agreement
CSA	Coordination and Support Action
DIH	Digital Innovation Hub
DoA	Description of Action
EC	European Commission
EU	European Union
GA	Grant Agreement
GDPR	General Data Protection Regulation
HLAB	High Level Advisory Board
IA	Innovation Action
ICT	Internet communication tools
IIB	Impact and Innovation Board
PC	Project Coordinator
PGA	Project General Assembly
RV	Review
SME	Small and medium sized enterprises
WP	Work Package
WP	Work Package
WP	Work Package Lead

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1 INTRODUCTION

The purpose of this Quality Management Plan is to enable efficient cooperation and exchange of information among partners. This includes relevant information regarding project management, data management and quality management practices throughout the project lifetime.

The Quality Management Plan refers to the existing consortium agreement (CA) and grant agreement (GA) agreements, which it will not replace or overrule, and is partly based on European Commission (EC) guidelines.

Nevertheless, this Quality Management Plan is a living document that will be updated as needed. Any changes affecting the CA or GA that have been agreed upon but are not yet approved are marked accordingly. The latest version of this document is always available on the DIGILOGIC project repository Teams in the Deliverables folder.

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2 PROJECT SUMMARY

2.1 PROJECT VISION

The vision of DIGILOGIC is to boost the cooperation and strategic partnership between European and African Digital Innovation Hubs (DIHs). Thus, enabling startups, SMEs and innovators to jointly develop smart logistic solutions in the future, in close cooperation with industries and ventures, securing sustainability and success. The motivation that drives the EU-Africa DIGILOGIC project is to facilitate and stimulate the unleashing of the innovation potential within Africa's young engineers and entrepreneurs. It achieves this through the creation of the first Pan EU-Africa sustainable network of DIHs, focussing on the topic of smart logistics. DIGILOGIC sees the horizontally connecting logistics industry at the converging point of interest for digital innovation for social and business development, a crucial node for Europe's and Africa's sustainable prosperity. DIGILOGIC is centered on five DIHs: three DIHs in Europe (Germany, Finland and Italy) and two DIHs in Africa, reaching nine countries (Ghana, Nigeria, Zambia, South Africa, Kenya, Malawi, Zimbabwe, Namibia, Mozambique).

FIGURE 1 THE DIGILOGIC CONCEPT

DIGILOGIC will create an ecosystem of ecosystems. The consortium combines the expertise that is needed to develop a mutually beneficiary cooperation between DIHs and strengthen DIGILOGIC's long term sustainability. The project will unfold thanks to a strong intertwined work between EU and African DIHs:

- Planting its foundation on the knowledge of the smart logistics competence centres.
- Leveraging on the field experience and network of local DIHs
- Leveraging on the attentive listening to the needs and challenges of Micro SMEs and startups, and an iterative system change analysis and impact assessment.

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Furthermore, DIGILOGIC is unique in that it includes both an online eLearning and collaboration platform for smart logistics and the first practical demonstration of the success of this new federation of smart logistic EU-Africa DIHs, by incorporating four, so-called, “Challenges” that will involve both European and African innovators (startups, ICT professionals, Micro SMEs) in real projects in the logistic sector, to solve existing issues that require new technological solutions. These Challenges (both in EU and AU) will not only demonstrate the benefits of using trained and skilled persons from low- /middle- income African countries (thereby contributing to youth employment) but will set the stage for closer collaboration between EU-AU Digital Innovation Hubs and contribute to reinforcing the international dimension strategic partnership and outreach of the Horizon 2020 ICT Programme 2018-2020. Thus, it also contributes to the upcoming Horizon Europe.

2.2 PROJECT OBJECTIVES

DIGILOGIC aims at engaging European and African DIHs in an ecosystem of ecosystems, enabling innovation in the smart logistics sector with innovators, SMEs, and startups. The consortium is composed of a multidisciplinary team with experts in system mapping and stakeholder engagement, logistics experts, experts in enabling technologies, experts in technology and knowledge transfer programmes and systemic impact assessment. This will guarantee that the DIHs in Europe and Africa develop a strong, sustainable, and mutually beneficiary collaboration, reinforcing and extending their areas of expertise enabling their innovators’ ecosystems to cooperate, grow, create job opportunities, and exploit their talents. To achieve its vision, DIGILOGIC has identified the following set of specific, measurable, achievable, tangible and time-relevant objectives:

O1. To build bridges between islands of innovation between and within EU and Africa: establish a Pan EU-Africa network of initially 5 DIHs focused on the topic of smart logistics and achieve seamless collaboration between the hubs and their pool of emerging technology innovators.

O2. To strengthen the DIHs technology transfer capabilities to advance African innovators and ICT professionals for better job opportunities.

O3. To empower African youth, especially women and vulnerable groups with entrepreneurial and digital literacy skills to significantly increase good quality employment opportunities, including self-employment.

04. To demonstrate the market relevance of DIGILOGIC network of DIHs engaging at least 200 EUAU innovators in the call for Challenges, to participate in the collaborative projects, and value creation in different use cases suggested by stakeholders needs.

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2.3 WORKPLAN SUMMARY

To achieve its vison and objectives, the workplan for DIGILOGIC has been designed for a period of 36 months and is structured in six Work Packages (WPs) that group activities and skills required to implement the project whilst ensuring effective coordination.

Figure 3 shows the overall workplan, highlighting the interactions between the WPs, while the Gantt chart in Figure 4 offers a detailed view of the tasks from the time perspective. Since some start dates and durations may change throughout the project due to amendments, it is advised to always refer to the online version of the chart that can be found on Teams.

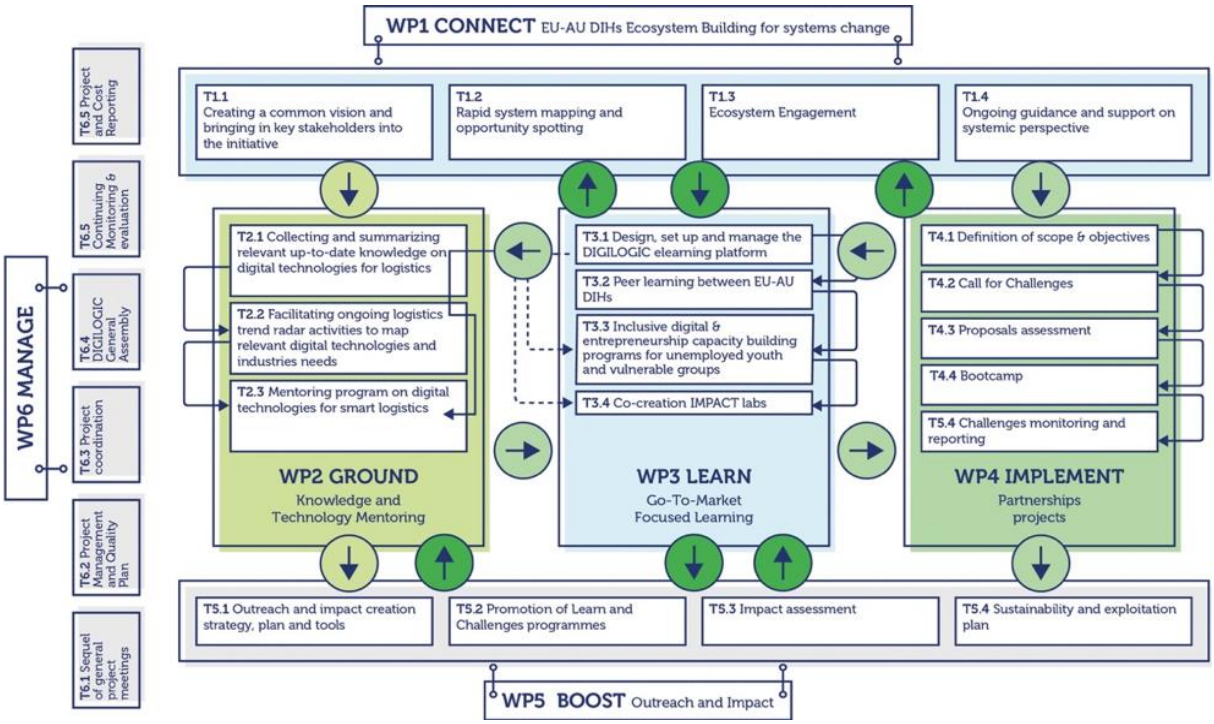

FIGURE 2 DIGILOGIC WORKPLAN

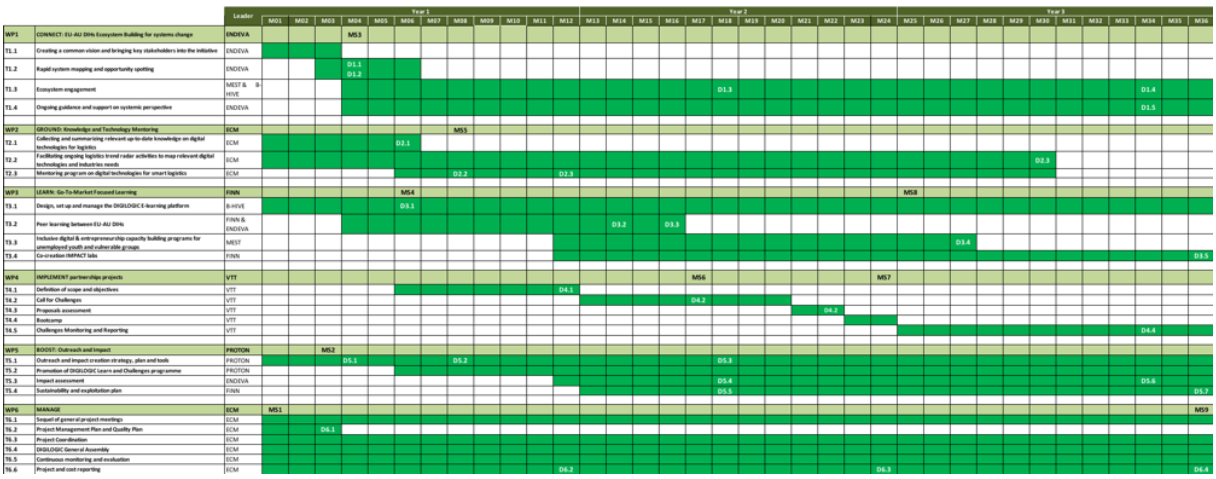

FIGURE 3 DIGILOGIC GANTT DIAGRAMM

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2.4 PROJECT CONTACTS

Table 1 contains the contact details of the project coordinator and the contact persons from the consortium for the main activities.

TABLE 1 DIGILOGIC KEY CONTACT DETAILS

Function	Name	Contact	Partner
Project Coordinator	Darja Kramer	darja.kramer@digitalhub.eu	ECM
Project Finance	Thorsten Hülsmann	thorsten.huelsmann@digitalhub.eu	ECM
WP1 Lead	Claudia Knobloch	c.knobloch@endeva.org	ENDEVA
WP2 Lead	Darja Kramer	darja.kramer@digitalhub.eu	ECM
WP3 Lead	Francesca Pozzar	francesca.pozzar@friulinnovazione.it	FINN
WP4 Lead	Stephen Fox	stephen.fox@vtt.fi	VTT
WP5 Lead	Adriano Mauro	adriano.mauro@prototipinigeria.com	PROTON
WP6 Lead	Darja Kramer	darja.kramer@digitalhub.eu	ECM

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3 COMMUNICATION GUIDELINES

The internal communication relies on e-mails, Microsoft Teams, and calls. The purposes of the different tools and guidelines on how to use them are outlined below.

3.1 COLLABORATIVE TOOL (MS TEAMS)

Microsoft Teams has been set up as the collaborative tool for the whole consortium. Teams is used as:

- File repository for the project to maintain current versions of files, such as Deliverables and working documents of DIGILOGIC that are relevant for more than one partner.
- Collaborative editing tool, where files can be edited online from the web browser or on the app, without the need of downloading them.
- Discussion and information sharing platform of the consortium for internal project matters, as well as organizing online meetings. Conversations, that might be relevant for more than one person are encouraged to be held openly on Teams rather than e-mail.

The DIGILOGIC Teams can be accessed through this URL. The consortium has been granted access to the repository and has the right to modify it. Access to Teams is controlled by the coordinator. For changes the project coordinator must be contacted.

The structure of filing can and will be updated throughout the project to adapt to changing needs to use the tool most efficiently.

3.2 DOCUMENT MANAGEMENT

Teams enables simultaneous collaboration on files without having to merge different versions. For all documents that are being shared within the projects these guidelines apply:

- All documents should avoid having blank spaces or "." In their names. Instead underscores "_" should be used to allow for browsing in different applications.
    - Deliverables will be named: DIGILOGIC_<dnumber>_<docname>_<sec>_v<ver>.pdf

      For example, the Project Quality Plan will be named DIGILOGIC_D6.1_Project Quality Plan_P_v1.0.pdf
    - Other documents, such as minutes or working files are named: DIGILOGIG_<docname>_<sec>_v<ver>.pdf
- Text documents use the format *.docx/doc (Word or equivalent) according to the templates provided in: Communication and Dissemination > Templates.
- Presentations use the format *.pptx/ppt format (or equivalent) according to the templates provided in: Communication and Dissemination > Templates.
- To disable other people from editing files, they can be checked in and out manually. For that click on the three dots next to the file name and select "check out" or "check in" respectively.
- For collaborative documents track changes should be enabled.
- For sharing files, click on the three dots next to the file name and select "copy link". This link can now be shared within Teams or via e-mail.

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- Each channel has its own file repository. Changes may be made as needed. Exceptions apply to the Project Management channel. Only the coordinator may change the file system there.
- Deliverables will be generated in PDF format by the project coordinator after the peer review when submitting the document to the EC.
- All the documents to be forwarded outside the consortium, including the presentations and the final deliverables, will use ONLY PDF format, will be properly secured and will authorize only printing, no edition, no copy and no annotation.
- The deliverables, and interim reports must follow the format and styles indicated in the template available in the corresponding section of the file repository. They are available at Communication and Dissemination > Templates > Deliverables
- These templates can evolve according to the project needs.

3.3 E-MAILS

For issues relevant to the whole consortium one mailing list exists, it can be found in this Thread. This general mailing list is only to be used for topics that are of interest to all, which mostly means being used as a "broadcast" by the project coordinator.

These guidelines apply to all e-mail communication within DIGILOGIC:

- If you are looking for input and a discussion with more than one person, create a new thread in Teams instead of creating a new e-mail thread.
- Always use the project acronym at the beginning of the subject lines (i.e., "[DIGILOGIC]")
- Reply/ CC only to people concerned by the e-mail (do not use "reply to all")
- Inform PROTON about necessary additions and changes to the general mailing list
- Use clear subject lines in e-mails.
- If needed create new "thread" (do not just reply to any random project email) ***BUT*** use same thread for related topic (possibly change subject line)
- Link to documents on the project repository instead of using file attachments.

3.4 COMMUNICATION MATERIAL

According to the GA any dissemination activities of DIGILOGIC unless the Commission requests or agrees otherwise or unless it is impossible must:

a. display the EU emblem with appropriate prominence and

b. include the following text:

"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101016583".

Additionally, the logo and brand guidelines must be followed. They can be found in the file repository.

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3.5 MEETINGS

When organising meetings MS Teams can be used to generate virtual meetings. For meeting agendas and minutes, the templates from Teams are to be used. GA meetings should be noticed 30 calendar days in advance, and the agenda should be sent 14 days before the meeting. Agenda items shall be added at least 14 days before. Minutes will be provided by organizer within 10 days after meeting.

All follow-up actions are in the responsibility of the meeting chair. WP Leaders and Task leaders are responsible for organizing teleconferences as they are needed with relevant partners. Minutes of meetings will be provided within ten days after the meeting and are to be stored in the file repository.

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4 QUALITY ASSURANCE

To guarantee an optimal allocation of resources to the project activities, tasks, responsibilities, and partner involvement have been well defined. The coordination and follow-up procedures for monitoring progress and responding to changes follows a cyclical monitoring process. The progress of tasks and work packages will be monitored on a bi-weekly basis to allow an early identification and estimation of upcoming risks. These risks will be evaluated, and measures will be implemented accordingly. Any deviations or corrective actions to the agreed upon workplan will be presented to and will be agreed by the EC project officer.

4.1 RISK MANAGEMENT

An initial risk assessment has been performed during the proposal preparation and the results will serve as a baseline for the project's later risk management. Managing risks is an ongoing task that will be performed by Task Leaders, Work Package Leaders, and the project coordinator throughout the whole project duration. This will include assessing risks and measures as well as defining and implementing risk recovery measures. The identified risks can be found in the table below, which also includes an assessment of their likeliness and impact on the project, as well as measures to mitigate these risks. The list will be updated regularly by the project coordinator with the information received from WPLs and will be included in the progress reports.

TABLE 2 DIGILOGIC IDENTIFIED RISKS AND MITIGATION MEASURES

Risk #	Description	WP	Impact/ Probability	Risk-mitigation measures
1	Complexity in management	WP6	Med. / Low	Most of the partners have collaborated in the past under other projects bringing excellent results. Besides, ECM, have great experience in Coordinating successfully completed or in progress projects with large Consortiums.
2	Partner leaving the consortium	WP6, PC	Med. / Low	From an administrative and financial point of view, the loss of a partner will be regulated by the Grant Agreement and the Consortium Agreement that will define the terms under which a partner will be allowed to leave and ensure that resources (budget) will be available to finalize the work. In the case that a partner goes bankrupt, the Guarantee Fund will provide the necessary replacement budget. The leaving of a partner can have impacts on the consortium profile in three main aspects: skills, weakening of the industrial profile and loss of critical infrastructure. In a first step, we would consider continuing the work with the remaining partners, identifying equivalent skills or industrial profiles among other partners and sharing out the outstanding duties between the remaining partners. In the case that skills or industrial profiles turn out to be missing among the remaining partners, assistance will be sought by introducing a new partner.
3	Partner is underperforming	WP6, PC	Low / Med.	Quarterly reporting and continuous monitoring by the PC will avoid undiscovered underperforming. In any such case the mitigation plan includes reactivating the partners and in the worst case remove / replace as necessary.

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4	Shortage of resources	WP6, PC	Med. / Low	If the requirements analysis and design phase of the project reveals that the dedicated resources and time-schedule are not compliant with the wideness of the topic, a scope reduction might be applied, e.g. additional assumptions introduced to limit the complexity. Nevertheless, a full plan of development and validation based upon the subset will be run. It is coherent with IP scheme, which supports progress towards long-term goals.
5	Respecting the planning and meeting deadlines	WP6	Low / Med.	The risk is reduced by partners expertise (technical skills and management experience) that will permit anticipating planning drifts, and by carefully planned work package timing and dependencies. Delays will be immediately reported to the technical manager who will perform proper actions to reduce the delay.
6	Travel ban due to COVID 19 measures	WP6	Low/ High	The risk is reduced as most of the collaborating activities could be facilitated as online activities, as well. In case of an ongoing travel ban due to COVID 19 measures there might be a slight but logical shift of budget necessary from “travel budget” to increasing “technical capability for interactive online meetings”.
7	Failure in the *Challenges* phase	WP4	Med./ Low	The call will be made realistic through involvement of a wide range of relevant individuals and organizations in its definition. Subsequently, proposals will be carefully evaluated for their robustness. Then, Bootcamp and project monitoring will be support to avoid failures.
8	Startup non-performance	WP4	Med./ Med.	Particular attention will be paid to the robustness of startups. This will begin during Bootcamp with the development of startup-specific contingency plans for various what-if scenarios during and after the projects.
9	Limited reactions to the call for *Challenges*	WP5	Med/ High	All of the partners have an extended startup/innovators network. However, as the KPI is ambitious, it might be that there are not enough applications to join the programme. In that case, extra communication efforts will be worked out by the hub member(s).
10	Experts don’t deliver	WP4	Low/ Med	The risk is reduced, because an official and a reserve list can be created. If needed and thus in case of a lack of presence and deliverance new experts from the reserve list can be contacted to ensure follow-up.
11	Hub board member(s) quit	all	Med/ Low	Hub board members are continuously aware of all project evolutions. The risk that one drops out is limited, however this might cause difficulties as a new board member doesn’t know the project that well. This can be solved by making sure this person gets the right insights fast.
12	Failure of the community	WP1	Med/ Low	Every single partner in DIGILOGIC has a proven track record in community building. This is not only true for the hubs, but also for the other partners ENDEVA which will lead this work package, and for PROTON which contributes with WP5. If the

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	building strategy			chosen community building appears to fail during the project, DIGILOGIC will count on the ample experience and expertise present in the consortium to cope with this challenge and to identify alternative strategies.
13	Lack of identified opportunities for startups	WP1	Med/ Low	All 5 hubs have been spotting opportunities for startups during their programmes in the incubators or accelerators. If, for any reason, 1 of the hubs fails to find sufficient opportunities for collaboration, other hubs can jump in to ensure DIGILOGIC can offer sufficient opportunities for startups. If necessary, DIGILOGIC will also reach out to other networks such as the DIHs Network in search for even more opportunities.
14	Failure to create high impact pan-EU-AU framework meeting the project ambitions	WP2	Med/ Med	The risk is reduced by the wide experience of consortium members of running dedicated innovators conducive programs which effective methodologies, practices and lessons learned are combined and syncronized to create the DIGILOGIC framework. Also, activities to harmonize and synchronize findings from dedicated startup support programs are discussed between the partners prior to the launch of the project. Extensive risk mitigation activities are being applied throughout the project through impact assessment methods to measure the effectiveness and impact the curriculum, 3rd party stakeholder feedback, and frequent communication between the project partners a to implement changes to the framework according to the project goals. Preliminary activities to Additionally, wider corrections are planned to be implemented during the lessons learned from the learning programme to ensure the effectiveness of the project during the *Challenges* period.
15	Impact assessment tools are not fully implemented and used	WP1	Med/ Low	Effective framework delivery and assessment tools are central to the success of the DIGILOGIC project. The risk is mitigated developing an easy to use toolkit which covers all M&E needs. Workshops and briefings are held throughout the project to ensure all project members, beneficiaries and other stakeholders use the toolkit to the full capacity and at the frequency needed by the project.
16	Low participation in training activities and eLearning platform	WP3	High/ Low	DIGILOGIC "digital & entrepreneur capacity building" programme activities will be deployed by MEST and B-HIVE by carefully calibrating each detail to consent attractiveness and accessibility. In WP5 specific activities are foreseen to raise the interest of potential participants. Concerning the DIGILOGIC eLearning platform, it will include features that enable offline access for users that have accessibility *Challenges*, including limited internet connectivity and unreliable power. Moreover, the level of the training contents and the facilities offered will cover from low to advanced level, thus being appealing for different target groups.
17	Continued restrictions on travel and public	WP3	Med/ High	DIGILOGIC activities are designed to leverage technology in their delivery of value to stakeholders, and as such, the minority in-person programme activities may be alternatively delivered online in the case that restrictions due to COVID-19

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	gatherings due to COVID-19			persist. Additionally, the wide partner networks of EU and AU DIHs guarantees that emergency human resources may be employed at any time, and in several locations to provide on the ground support in the event that travel restrictions are perpetuated.

4.2 DELIVERABLES

Deliverables are contractual obligations to the project. The list of deliverables, responsible partner and deadline are listed in the description of action (DoA). The template for deliverable is available on Teams.

The process for deliverables is visualized in Figure 5. Each deliverable will be reviewed by two internal reviewers (IR) appointed by the work package leader (WPL), confirmed by the project coordinator. The quality review by other partners is organized by the WPL. In addition, all partners can comment the deliverable. Normally internal reviewers are partners as much as possible external to the WP or at least not initially involved in the writing process. The project coordinator will make a pre-final check of the deliverable for consistency and readability before uploading it. Where necessary, the project coordinator (PC) could request further work of the partners on a deliverable, to ensure that it complies with the project's contractual requirements. The DIGILOGIC project coordinator submits the deliverable to the EC participant portal by the deadline and shall inform the general assembly.

Working or draft versions will be named as v0.1, 0.2 etc. The first public version is v1.0. If any deliverable has a scheduled update they will be named as v2.0, v.3.0, etc. in accordance with the DoA.

FIGURE 4 DELIVERABLE PROCESS

TABLE 3 DIGILOGIC LIST OF DELIVERABLES

Del. #	Deliverable name	WP	Lead	Type	Diss. level	Delivery
D1.1	Vision and list of stakeholders	1	ENDEVA	R	PU	M04
D1.2	Map of ecosystem and video narration Brief on levers of change	1	ENDEVA	R	PU	M04
D1.3	Note on Ecosystem engagement	1	MEST	R	PU	M18
D1.4	Updated Note on Ecosystem engagement	1	B-HIVE	R	PU	M34

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D1.5	Note on the integration of a systemic perspective in the work of the consortium	1	ENDEVA	R	PU	M34
D2.1	Strategic research and innovation agenda	2	ECM	R	PU	M06
D2.2	Agenda and outline of online mentoring sessions	2	ECM	R	PU	M08
D2.3	Updated Version of the agenda and outline of online mentoring sessions	2	ECM	R	PU	M12
D2.4	Trend radar as meta-study	2	ECM	R	PU	M30
D3.1	DIGILOGIC eLearning platform users' guidelines	3	B-HIVE	R	PU	M06
D3.2	DOP on EU-AU best practices for inclusive digital entrepreneurship capacity building	3	ENDEVA	R	PU	M14
D3.3	AU Regional digital & entrepreneurship capacity building plans	3	MEST	R	PU	M16
D3.4	Report on inclusive digital & entrepreneurship capacity building programs in Africa	3	MEST	R	PU	M27
D3.5	Co-creation IMPACT labs final report	3	FINN	R	PU	M36
D4.1	Challenges Scope and Objectives	4	VTT	R	PU	M12
D4.2	Call for Challenges	4	VTT	R	PU	M17
D4.3	Proposal Selection Report	4	VTT	R	PU	M22
D4.4	Challenges Conclusion Report	4	VTT	R	PU	M34
D5.1	Outreach and impact creation strategy and plan	5	PROTON	R	PU	M04
D5.2	Impact methodological framework	5	ENDEVA	R	PU	M08
D5.3	First impact creation and assessment report	5	ENDEVA	R	PU	M18
D5.4	Exploitation and sustainability strategy	5	FINN	R	CO	M18
D5.5	First outreach and impact creation activities report	5	PROTON	R	PU	M18
D5.6	Final outreach and impact creation assessment report	5	ENDEVA	R	PU	M34
D5.7	Final Exploitation and sustainability plan	5	FINN	R	CO	M36
D6.1	Project Quality Plan	6	ECM	R	PU	M03
D6.2	Project interim progress report	6	ECM	R	CO	M18

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D6.4	Project Final report	6	ECM	R	CO	M36
D7.1	Ethics H - Requirement No. 1	7	ECM	Ethics	CO	M03
D7.2	Ethics POPD - Requirement No. 2	7	ECM	Ethics	CO	M03
D7.3	Ethics NEC - Requirement No. 3	7	ECM	Ethics	CO	M03

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5 PROJECT MANAGEMENT

5.1 PROJECT GOVERNANCE

The Project General Assembly (PGA) is the highest decision-making board. It is formed by one representative of each partner and chaired by the PC. It decides on matters related to the overall work plan and ensures the uninterrupted progress of the project. The GA will meet twice per year.

High Level Advisory Board (HLAB) will be established in M04 of the project. It will consist of experts in the topics that DIGILOGIC is addressing from a diverse set of backgrounds and geographies such as corporate, development, impact or policy partners.

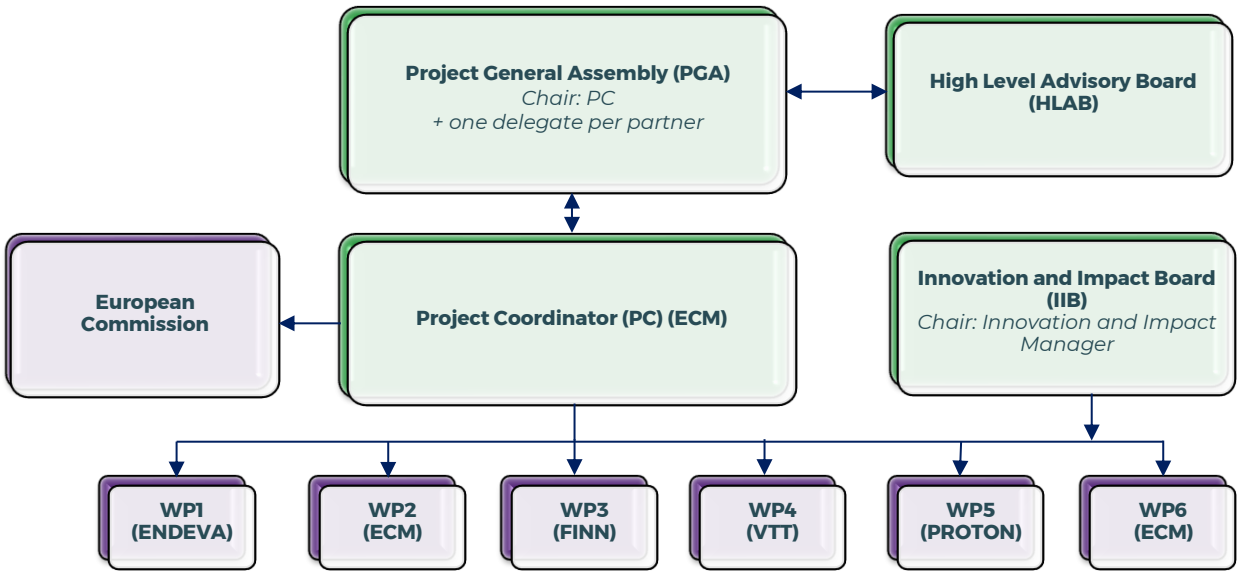

FIGURE 5 DIGILOGIC GOVERNANCE BODIES

The Innovation and Impact Board (IIB) will support the work of the WP Leaders, especially regarding the proper designs of the Challenges' specifications and in increasing the DIHs impact and outreach.

The members of the HLAB and IIB will be added as soon as they are confirmed and can be found in the project repository.

5.2 ETHICAL GUIDELINES

All foreseen ethics issues of DIGILOGIC can be found in the GA pages 77ff. DIGILOGIC continuously monitors all project activities, as well as relevant developments in the legal space to identify best practices and contribute to ongoing initiatives and public discourse through experience reports and case studies. All partners have been informed that if ethical issues arise unexpectedly during the project lifecycle, they must contact the Commission/Agency immediately and provide detailed information on the issue and how they intend to handle it (as advised in the self-assessment guide by the EC).

Additional statements about ethics will be made in project deliverables D7.1, D7.2 and D7.3.

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5.3 WP LEADER RESPONSIBILITIES

The WP Leaders are responsible for implementing the WPs' plan and for the scientific and technical integrity of the relevant contractual deliverables.

WPLs are responsible for the following tasks:

- Coordinating, monitoring, and assessing WP progress and milestones to ensure that performance, budget, and timelines are met.
- Proposing the agenda in the respective meetings.
- Approving deliverables produced in the WP, and reports to the PGA any possible deviations identified due to scheduling, unsuitability or risks affecting the quality of project results and/or objective.
- In cooperation with the PC and IIB, WP Leaders are responsible for integrating their results to succeeding Tasks/WPs.

The Task Leader is responsible for coordinating the work on task deliverables. The role is the same as the one of the WPL on the task level.

5.4 PLANNED CONSORTIUM MEETINGS

Due to Covid19 all planned physical meetings will be held online until it is considered safe for the consortium to travel.

TABLE 4 DIGILOGIC PLANNED CONSORTIUM MEETINGS

Meeting	Time	Location	Comments
Kick-off	M1	online	
RV	M5	Online	Informal review
PGA	M6	Online tbc.	Consortium meeting and workshop
PGA	M12	Tbc	Consortium meeting and workshop
PGA	M17	Tbc	Consortium meeting and workshop
RV (Review)	M18	Tbc	
PGA	M24	Tbc	Consortium meeting and workshop
PGA	M30	Tbc	Consortium meeting and workshop
PGA	M35	Tbc	Consortium meeting and workshop
RV (Final)	M36	Tbc	After project closing

PGA meetings should be noticed 30 calendar days in advance. The agenda should be sent 14 days before the meeting. Agenda items shall be added at least 14 days before. Minutes will be provided by organizer within 10 days after meeting.

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5.5 REPORTING

The project duration is from January 2021 to December 2023 (36 months). Its reporting periods (RP) are:

TABLE 5 DIGILOGIC REPORTING PERIODS

Reporting Period	From Month	To Month	Duration	Start Date	End Date	Reviews with EC
RP1	M1	M18	18	01/01/2021	30/06/2022	M18 (tbc)
RP2	M19	M36	18	01/07/2022	31/12/2023	M36 (tbc)

Periodic reports P1 and P2 must be submitted to EC within 60 calendar days. The financial reporting must be submitted electronically by each partner at EC's Participant Portal.

The Project Coordinator is the intermediary for communication between EC and each partner. The PC will provide detailed reporting instructions.

The periodic project reports will include a periodic technical report and a periodic financial report.
The **periodic technical report** includes an explanation of the work carried out by the beneficiaries and an overview of the progress towards the objectives of the action, including milestones and deliverables identified in the DoA. This report must include explanations justifying the differences between work expected to be carried out in accordance with the DoA and that actually has been carried out. The report must detail the exploitation and dissemination of the results and include an updated plan for the exploitation and dissemination of the results. The report must indicate the communication activities and provide a summary for publication of the project's results for the Commission. Further information can be found here:
https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports_en.htm
https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm

The **periodic financial report** contains an individual financial statement (see Annex 4 of the GA) from each beneficiary and from each linked third party, for the reporting period concerned. The individual financial statement must detail

- The eligible costs (actual costs, unit costs and flat-rate costs) for each budget category.
- An explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary and from each linked third party, for the reporting period concerned.
- It will also contain a periodic summary financial statement, created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including except for the last reporting period — the request for interim payment.

Further information can be found here: https://ec.europa.eu/research/participants/docs/h2020-funding-guide/user-account-and-roles/my-area_en.htm

Additionally, the coordinator will ask partners every six months to provide detailed information on the progress of activities and the resources used to monitor the continuous progress of the project.

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6 DATA MANAGEMENT PLAN

This Project Data Management Plan (DMP) describes the data which will be collected within the DIGILOGIC project and the related data management methods. It includes a description of the related methodologies and standards to be followed.

As not all tools to be used and procedures to be applied are known at the beginning of the project a new version of the DMP shall be uploaded whenever significant changes arise in the project. Examples are:

- new data collected,
- changes in consortium policies,
- new, exploitable results.

ECM acts as the Data Manager in the DIGILOGIC project. ECM has set up a record of processing activities, pursuant to Article 30 of the GDPR. ECM has appointed a Data Protection Officer, Mr. Christian Linder.

ECM adheres to the approved code of conduct / certification under the German GDPR and has put in place the technical and organisational measures to safeguard the rights and freedoms of human participants according to GDPR.

The DMP will be a dynamic tool that is updated regularly, and in any case, by the mid-term and final project reviews of DIGILOGIC.

6.1 DATA SUMMARY

Table 4 describes the as-is summary of datasets within DIGILOGIC. Further details can be found in Annex A.

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TABLE 6 DIGILOGIC SUMMARY OF CURRENT DATASETS

ID	WP	Resource type	Title	Origin and method	File location	Type of access	Description
1-1	1	Database	High-Level Advisory Board	DIGILOGIC Partners letters of support and network contact details	Teams (EU)	Restricted	Selection of high level stakeholders to be represented on a 9 member High-Level Advisory Board and an informal Impact Board
1-2	1	Database	Stakeholder mapping	Research, existing contacts and personal referrals	Teams (EU)	Restricted	Stakeholders involved in the research for the system map and the expert consultations
5-1	5	Database	Newsletter	Online self-registration	Mailchimp server	Restricted	Subscribers to the DIGILOGIC newsletter.
5-2	5	Database	Website	Website visits	Wordpress	Restricted	Data to deliver the website content correctly, optimize the website, ensure long-time viability, and law enforcement.

6.2 FAIR DATA

Making data findable, including provisions for metadata

Quality control measures will be taken to maintain the accuracy of data during the project. Metadata elements will be used describing the data to aid data discovery and potential re-use. List of metadata elements and metadata standards used are provided in the Metadata schema (Appendix A). Metadata of opened data will be made available for research and re-use after project closure.

Making data openly accessible

As per Annex 1, the DIGILOGIC consortium does currently not foresees open datasets (for view only and registration required). This will only be relevant in regard to deliverables of the project, such as the ecosystem note, the stakeholders map or the technology radar mapping smart logistics. This information will be publicly available but does not contain any foreseen datasets.

Later, the eLearning platform may provide some datasets that fall under this definition. This will be evaluated until Month 8, when mentoring sessions and provision of materials have been decided upon. Final decisions concerning the sharing of (selected) datasets will be taken by Work Package Leaders with the project coordinator. The coordinator in collaboration with project partners will take all the appropriate measures to make relevant data openly available and usable for third parties for study, teaching and research purposes.

If, after project closure, permission to re-use the data is required, all requests for further use of data will be considered carefully and whenever possible approved by the coordinator or the person mandated with the task. Permission for data use will be granted providing there are no IPR or confidentiality issues involved. Permission will be provided by contacting the project coordinator. Contact information and appropriate procedure will be provided in connection with other metadata.

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Making data interoperable

Variables and value names will be constructed following general data processing conventions. List of value names and used vocabulary will be provided as per need in the Metadata schema, continuously updated.

Increase data re-use (through clarifying licenses)

Ownership of datasets will belong to project consortium after the project completion. Creative Commons licence CC-BY-SA or CC-BY will be used for any opened datasets unless there are compelling reasons to select more restricted type of CC-licence. Creative commons licences will by default also include a disclaimer of liability for the re-use of open data.

No definite period or time limit is planned for access or re-use of the data. Justification for possible case-specific embargo for published data will be decided by project consortium. Embargo will be sought primarily in connection with any potential patent application based on project results.

Allocation of resources

Costs related to research data management, to make research data quality-controlled, FAIR-compatible, and as open as possible is foreseen in the project budget.
During the project consortium partners will be responsible for managing and curating datasets at their possession. ECM as project coordinator and task leader acts as Project Data Manager. At the project ending, the General Assembly will mandate the Coordinator to take care of long-term preservation and sharing of datasets.
The project coordinator ECM has appointed a Data Protection Officer DPO. Contact information:

Herr Christian Linder
Bechtle GmbH
Piepersberg 42, 42653 Solingen, Germany
Phone: +49 212 3390 283
E-Mail: christian.linder@bechtle.com

6.3 DATA SECURITY

During the project datasets will be available only to those project partners or project consortium members, who have been accredited by and their data usage has been approved by the Coordinator or authorized project consortium member. Project partners will be responsible for curating, preserving, disseminating and deleting in appropriate manner the datasets in their possession. Retention time for curated datasets will be the same as for other project results at the project consortium partners.

Data collected or acquired within the project will be stored in a secure IT environment behind a firewall, as per information in Annex 1. Access will need authentication.

Long-term and secure preservation of published data will be ensured by using only certified and OpenAIRE guidelines compatible repositories.

6.4 DATA ETHICS

The project will follow the ethics appraisal procedure in H2020. The research will comply with applicable international, EU and national legislation. Ethical aspects will be considered by all consortium participants and monitored by the Coordinator.

DIGILOGIC will also ensure:

- Rigid ethics management

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- Proper handling of gender issues: DIGILOGIC is committed to gender equality and will promote a diversity action plan which includes gender, functional and cultural diversity.

Research integrity and ethical principles related to data collection and use are covered in detail in the ethics self-assessment section of the grant application. As a result of the review by the Research Ethics Committee during the Grant Agreement preparation, ethics requirements are detailed in deliverables 7.1, 7.2 and 7.3.

Protection of Personal Data

DIGILOGIC complies with:

- the REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and until valid, the repealing Directive 95/46/EC (General Data Protection Regulation),
- Directive 2002/58/EC on privacy and electronic communications,
- the Charter of Fundamental Rights of the EU (2000/c 364/01).

As stated in the Grant Agreement, personal data collected, if any, will not include sensitive data like health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction. It will be limited to an extent strictly necessary and proportionate for the objectives of the project. (Reference: Regulation (EU) 2016/679, particularly Article 5). Further information can be found in deliverable 7.2.

Environment Protection and Safety

The consortium will follow appropriate health and safety procedures, if necessary, conforming to relevant local/national guidelines/legislation that will be followed for the staff involved in the project. The project will provide the documents that will be required by law and regulations in the respective country if necessary.

Gender Issues

As per the Grant Agreement, fair treatment based on gender is ensured in:

- Project Management: DIGILOGIC will take all measures to promote equal gender opportunities in the implementation of the action and will aim for a gender balance at all levels of personnel assigned to the action, including at supervisory and managerial level. Concretely, DIGILOGIC will try to get a gender balance of 50% of the underrepresented gender in decision-making structures and 50% for advisory Groups.
- DIGILOGIC aims at promoting women's participation to both Challenges programme and to the capacity building programme, with no less than 40% of women participants.
- At the same time, DIGILOGIC, adheres to the initiative "No woman, no panel" launched by the Open Society Foundation and promoted by Commissioner Mariya Gabriel, encouraging all panels of debate in public events to count with the participation of women and ending up with the so-called "Manels"
- Moreover, DIGILOGIC has three women leading work packages out of six.

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6.5 DATA SHARING WITH RELATED CSA AND IA

DIGILOGIC will cooperate with the CSA of ICT-58 and DIH-NET, Innovation Actions AEDIB, Africon-EU and HUBiquitous, and possible other related projects as required by the EC. For this purpose, DIGIOLOGIC may share collected data that contribute to joint objectives as per agreement and the Data Management Plan.

The use and appropriateness of the data for the claimed purposes shall be agreed between DIGILOGIC and the related CSA prior to data sharing. The use of the data for any purpose other than the agreed one (e.g., with no clear or commonly accepted contribution to the CSA objectives) will be strictly forbidden. DIGILOGIC will arrange specific agreements (that may be signed contracts) with the CSA, which will define the data that will be shared and the purpose of use.

All users of the DIGILOGIC platform and tools will be asked for their consent on sharing their data with the CSAs upon registration, if needed. In addition, they will be able to opt-in or opt-out on the data sharing scheme at any time.

As for the time of drafting this report, DIGILOGIC foresees that aggregated statistics about the types, industries, and countries of the DIGILOGIC platform and tools registered users may contribute to the CSAs objectives.

This information reflects the current vision of sharing data with the above-mentioned projects. Specifics on the data and sharing mechanisms shall be defined after joint decisions by all the projects supported by these CSAs.

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APPENDIX A

The metadata schema is continuously updated throughout the DIGILOGIC project. Link to full document on Microsoft 365: Datasets within DIGILOGIC.

The table on the next page presents the complete summary of currently foreseen datasets (Metadata schema) generated in the DIGILOGIC project per work package, including data set identifier (ID), description (origin, nature and size), potential use/users, standards and metadata, data sharing including how the data is shared, access, embargo periods, dissemination means, required software/tools for using the data, restrictions including the motivation and repository to be used.

Rights / Licence: The current information is preliminary as defined by responsible partners. When actual, the ownership and rights are to be reviewed in accordance with the Consortium Agreement.

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TABLE 7 DIGILOGIC METADATA SCHEME PT 1

ID	Work package	Resource type	Title	Version	Date of creation	Creator	Contributors	File location	Software used to create data	Origin and method	Description and relation to the project objectives	Subjects (keywords)	geographical location	metadata schema used
1-1	WP1	Database	High-Level Advisory Board	1	01.02.2021	Toyin Dania	DIGILOGIC consortium	Teams (EU)	Teams	Digilogic Partners letters of support and network contact details	Seletion of high level stakeholders to be represented ion a 9 member High-Level Advisory Board and an informal Impact Board	High Level Advisory Board, Impact Board, Logistics Expert	EU. AU	N/A
2-1	WP2	Dataset	Training_material_live	0	tbd.	Markus Witthaut	DIGILOGIC consortium	owncloud.fraunhofer.de (private cloud managed by Fraunhofer, accessible for all partners and training participants)	various	Fraunhofer IML	Presentations, videos, documents for mentoring available only during streaming on the eLearning platform for challenges participants	training, mentoring, skills	NA	various
2-2	WP2	Dataset	Training_material_library	0	tbd.	Markus Witthaut	DIGILOGIC consortium	eLearning server	NA	Fraunhofer IML	Presentations, videos, documents for mentoring available on the eLearning platform for challenges participants	training, mentoring, skills	NA	
5-1	WP5	Database	Newsletter	1	Jan 21	Adriano Mauro	General public	Mailchimp server	Third-party service provider Mailchimp (The Rocket Science Group, LLC), to process and store data	registration online	Communication tool to keep audience informed about DIGILOGIC activities	Communication, newsletter	Worldwide	None
5-2	WP5	Database	Website	1	Jan 21	Adriano Mauro	General public	Wordpress	Wordpress (WP) content management system (CMS) uses the latest technology about PHP and Maria DB for the business logic and database respectively. WP provides al lot of plug ins in order to grant a great security both for the content and users. In fact, plug ins such as anti-spam, anti-SQL injection, anti-brute force attack etc. can help to prevent spam and the most common attacks. Moreover, WP provides different access roles, in order to grant the right permissions to the right users. Users' WP passwords are encrypted through RSA technology, so no one can decrypt them. Neither a WP administrator.	Website visits	Data and information collected are needed to (1) deliver the content of our website correctly, (2) optimize the content of our website as well as its advertisement, (3) ensure the long-term viability of our information technology systems and website technology, and (4) provide law enforcement authorities with the information necessary for criminal prosecution in case of a cyber-attack.	EU. AU	None

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TABLE 8 DIGILOGIC METADATA SCHEME PT 2

ID	software used to create the file	file format	necessary software to access	file size	use/users	rights/Licenses	dissemination	access	restrictions	repository for open data	permanent identifier (e.g. DOI, URN)
1-1	Teams	various	Teams	Between 45 and 50 records	Access to the file occurs via username and password on Teams. Only authorised users have the access .	Confidential	Toyin Dania	Only people authorised via Teams access will have access to the collected records	We won't share data with any other third-party.		
2-1	various	various	file formats compatible software	NA	Training / mentors,coaches and training participants	Confidential	shared via video conferences only	open, registration required	only temporarily available	Fraunhofer OwnCloud	tbd
2-2	diverse	various	file formats compatible software	NA	Training / mentors,coaches and training participants	Confidential	accompanying material library for participants	open, registration required	tbd.		tbd
5-1	NA	NA	NA	Between 100 and 200 records	Data collected are personal data (email address and other contact details) as such they will not be shared with any third party (openly or privately).	Confidential	none	Only people authorised by the data owner (PROTOTIPI) will have access to the collected data.	We don't share users data with any other third-party.	Teams	tbd
5-2	NA	NA	NA	We collect minimal data from our site visitors.	Access to the web site log data occurs via username and password. Only authorised users have the access and only admins in PROTOTIPI can grant access.	Confidential	none	Only people authorised by the data owner (PROTOTIPI) will have access to the collected data.	We don't share users data with any other third-party.	NA	NA

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