

D1.1

Project Handbook

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PROJECT HANDBOOK

Report

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WORK PACKAGE

WP 1

LEADER

UNIBO

DISSEMINATION LEVEL

Public

AUTHORS

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Programme

Horizon
Europe

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101070363

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36 Months

Start

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1, 2022

The information and views set out in this report are those of the author(s) and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf.

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UNIBO

UNIBO

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1 Executive Summary

This document is meant to provide the AEQUITAS consortium with guidelines on roles and responsibilities of the partners, including contact details, internal procedure for the monitoring of project activities and progress, information on project and review meetings and operational procedures for communication and dissemination activities. It presents the AEQUITAS internal rules which are intended to guarantee an efficient management of the project and smooth running of activities.

2 Introduction

The kick-off meeting organised in Bologna (14-15 November 2022) was the first occasion when project partners were able to discuss in a personal meeting the planning of activities in each WP in order to guarantee an efficient and smooth running of activities. In addition, the project organisation including the communications procedures among beneficiaries and organisation of the deliverables and reports were illustrated and discussed.

The following chapters present mainly the outcomes of the kick-off meeting presentations and discussions so that all partners and in particular WP Leaders and Coordinator have a comprehensive guide helping them with day-to-day activities and project schedule.

3 Project organisation, roles, and responsibilities

The organisational structure that ensures cooperation among the project partners within a clear and efficient decision-making procedure is composed of the following bodies:

- a) The **Coordinator**, Prof Roberta Calegari will be ultimately responsible for the overall project coordination and acts as an intermediary between the Consortium and the European Commission;
- b) The **General Assembly**, one member from each partner institution as the steering and decision-making body;
- c) The **Work Package Leaders**, are in charge of supervising activities carried out in the WPs as the executive body;
- d) The **Project Manager**, Diletta Rizzolo, appointed within the European Programmes and Projects Unit of UNIBO, will assist the General Assembly and the Coordinator in all administrative and financial duties;
- e) The **Risk Manager**, Andrea Borghesi (UNIBO) appointed at the beginning of the project, will assist the Scientific and Management Board and the Coordinator in assessing risks and definition of contingencies;
- f) The **Technical Manager**, Gabriel Gonzalez Castañé (UCC), will assist in coordinating the technical and scientific work and provide guidance to the consortium and Coordinator.
- g) The **Communication & Dissemination Manager**, Joana Oliveira (LOBA), will assist the General Assembly and the Coordinator in the communication and dissemination activities;
- h) The **Ethics and Regulation Manager**, Catelijne Muller (ALLAI) will conduct a continual watch of ethical, standards and regulatory issues related to the project;
- i) The **Advisory Board**, external body comprised of experts with critical expertise on the predominant elements of this project will not only provide insight and guidance but is also expected to help link the AEQUITAS project to a wide network of AI stakeholders to expand the reach of the project's content to a vast audience. It will provide feedback and advice as required advising on specific and

new areas of exploration into tackling AI bias and achieving AI fairness from my specific area of expertise and providing expertise on ad-hoc basis topics that arise during the project's lifetime to maximize the opportunities presented regarding tackling bias in AI and achieving AI fairness from an ethical, social, legal, gender, race, and human rights perspectives.

The roles in the projects have been distributed on the basis of the different responsibilities and main tasks performed in order to ensure a systemic management structure.

3.1 The Coordinator

ALMA MATER STUDIORUM - UNIVERSITA DI BOLOGNA (UNIBO), Prof. Roberta Calegari

Main tasks and obligations (Art. 7 GA):

- Monitor that the action is implemented properly;
- Act as intermediary for all communications between the consortium and the Agency;
- Distribute the payments received from the Agency to the other beneficiaries;
- Oversee, collect and prepare deliverables and technical and financial reports and submit these to the Agency;
- Organize and chair project meetings.

The Coordinator will be supported by the Project Manager, the Risk Manager, the Communication and Dissemination Manager, the Ethics and Regulation Manager and, as for matters of general relevance, by the General Assembly.

3.2 General Assembly

The General Assembly (GeA) consists of **one representative of each Party and is chaired by the Project Coordinator**. It is responsible for discussing the general Research and Innovation direction of the project and for ensuring the completion of the work plan within the scheduled time frame. The GeA will meet at least once a year times during the project duration. Virtual meetings can be organized in between.

General Assembly - All partners' main obligations:

- to participate in all meetings, contributing to AEQUITAS activities;
- to contribute to the elaboration of technical and financial progress reports;
- to constantly provide updated information on the implementation of the project activities;
- to provide inputs for the project website and for the reports;
- to coordinate and provide regular updates on the progress of the work in their WP (WP Leaders);

- to ensure adherence to Commission's publicity requirements;
- financial management of their allocated budget

3.3 Executive Board – WP leaders

The Executive Board is the supervisory body for the execution of the project and shall report and be accountable to the General Assembly. It is formed by the **Coordinator and the WP Leaders**. The WP Leaders will meet once every three weeks during the life of the project.

Key responsibilities of the members of the Executive Board – WP leaders:

- coordination and monitoring of the progress of tasks, deliverables and milestones included in the respective WP;
- establishing procedures to ensure that the partners' work is performed according to the work plan;
- evaluating results achieved in the tasks;
- ensure coordination among WPs;
- agreeing upon press releases and joint publications regarding the project;
- assisting the Coordinator in the preparation of scientific reports;
- arranging WP meetings;
- warning the Coordinator and the Risk Manager (Andrea Borhesi) of risks or future problems within their WP, engaging in contingency.

List of WP leaders:

WP no.	WP Title	Lead institution	WP Leaders	Contacts
WP 1	Project management & coordination	UNIBO	Roberta Calegari (Project Coordinator and WP Leader) Diletta Rizzolo (Project Manager)	roberta.calegari@unibo.it; diletta.rizzolo@unibo.it.
WP 2	Requirement collection & integration	ITI	Javier Coronel Parada	jcoronel@iti.es
WP 3	Diagnosis & awareness sub-component	UMU	Andrea Aler	andrea.aler@umu.se
WP 4	Reparation & mitigation sub-component	UCC	Gabriel G. Castañé	g.gonzalezcastane@cs.ucc.ie
WP 5	Methodology sub-component	UNIBO	Andrea Borghesi	andrea.borghesi3@unibo.it
WP 6	Legal & social awareness	ALLAI	Catelijne Muller	catelijne.muller@allai.nl

WP no.	WP Title	Lead institution	WP Leaders	Contacts
WP 7	Synthetic & real data validation	PRE	Pandya Abhinay	Abhinay.Pandya@philips.com
WP 8	Dissemination, outreach activities, training & awareness	LOBA	Joana Oliveira	joanaoliveira@loba.com

3.4 Other key roles in the project

The **Project Manager** tasks (Diletta Rizzolo, UNIBO):

- to assist the Coordinator in the day-by-day management of the project;
- to organize the procedures for internal communication within the consortium, as well as for the collection of reports and deliverables;
- to assist the Coordinator in the financial management of the project, collect and verify the financial statements from the partners;
- to support the organization, preparation and follow up of periodical meetings;
- to support the partners with reference to procedures requested by Horizon Europe rules.

The **Risk Manager** will be **Andrea Borghesi** (UNIBO). He will have the task to assist the General Assembly and the Coordinator in the assessment of risks and in the definition of proposals for action. The Risk Manager will assess the progress of the project and check it against the risk assessment plan, highlighting the occurrence of risks and providing proposals for solutions.

The **Technical Manager** will be Gabriel Gonzalez Castañé (UCC). He will assist in coordinating the technical and scientific work and provide guidance to the consortium and Coordinator

The **Communication & Dissemination Manager** Joana Oliveira (LOBA), will assist the General Assembly and the Coordinator in the communication and dissemination activities. She will be working in close cooperation with the Coordinator and GeA and will be responsible:

- to track project results and to propose to the GeA the strategies for its dissemination;
- to set up a communication plan for all partners, including communication possibilities and identification of target audiences;
- to create a unified appearance of AEQUITAS, to trigger easy recognition of the project;

- to create communication material for exhibitions, conferences and events (flyers, rollups, posters, small giveaways, brochures etc.);
- to issue materials to be published in media (e.g. newsletter);
- to constantly update the project website;
- to create connections and collaboration with other alike European projects.

The **Ethics and Regulation Manager** (Catelijne Muller, ALLAI), will conduct a continual watch of ethical, standards and regulatory issues related to the project

To strengthen the continuous communication and feedback with key stakeholders, the General Assembly will be aided by an **external Advisory Board** (AB). The AB is mainly in charge of:

- providing a strong scientific state-of-the-art reference point for all project partners;
- providing reviewing of the project activities and results;
- supervising the project activities and discussing the consistency of the project activities with stakeholder positions and expectations;
- ensure that project results are directly usable and exploitable;
- serving as the first point of contact in communicating and applying the results of the project.
- help link the AEQUITAS project to a wide network of AI stakeholders to expand the reach of the project's content to a vast audience
- provide feedback and advice as required advising on specific and new areas of exploration into tackling AI bias and achieving AI fairness
- maximize the opportunities presented regarding tackling bias in AI and achieving AI fairness from ethical, social, legal, gender, race and human rights perspectives

Members of the AB will have access to all project documents and outputs upon signature of a Non-disclosure Agreement.

The experts are:

Person	Institution
Peggy Valcke	KU Leuven CiTiP
Jana Novohradská	Ministry of Investments, Regional Development and Informatization (Slovenia)
Raja Chatila	Sorbonne University
Marlies P. Schijven	Amsterdam UMC

4 Project meetings and reviews

The consortium meetings are scheduled to take place every 6 months, including a kick-off meeting and a final meeting. The consortium meetings represent also the moment where the General Assembly members meet and take decisions or discuss issues

relevant for the outcome of the project. A tentative calendar is shown here below as agreed during the KOM in Bologna:

Meeting N°	Indicative Timing	Planned venue
1- KOM	M1 (14-15 November 2022)	Bologna
2	M4 (February 2023)	Amsterdam
3	TBC	To be decided

In addition to the consortium meetings, **WP Leaders may organise technical meetings** regarding specific issues related to the WP work and progress whenever necessary and within the allocated budget.

According to the GA, after each reporting period the Agency may organise **review meetings** involving external experts who assess the progress done and resources used based on the periodic reports and deliverables submitted

5 Reporting and deliverables

5.1 Reporting periods

The project is divided in **two reporting periods** after which a periodic/final report must be submitted to REA. The periodic and final reports are composed of a technical part and a financial part.

Project reporting periods:

- Month 1 to month 18: **November 2022 – April 2024**
- Month 19 to month 36: **May 2024 – October 2025**

5.2 Schedule for the submission of reports

The AEQUITAS project has a total of three reports (two periodic reports and one final report) to be submitted to the Agency 60 days after the end of each reporting period.

A calendar showing the timing for the submission of all reports is shown below:

Reporting period/Type of report	Period covered by the report	Submission of report to Agency
RP1 – Periodic report	Month 1-18 November 2022 – April 2024	Submission of report to Agency – June 2024
RP2 – Periodic report	Months 19-36 May 2024 – October 2025	Submission of report to Agency – December 2025

5.3 Contents and procedures for the preparation of periodic and final reports

The periodic and final reports are composed of a technical part and a financial part:

- The **Technical part** includes the explanation of the work carried out by the partners and an overview of the progress as well as a description and justification for any deviations with respect to the work plan and planned resources;
- The **Financial part** includes a declaration of the resources and expenses connected to the work described in the technical part by each partner.

All reports must be transmitted to the Agency electronically via the Participant portal.

Internal procedures for the preparation of the reports - Technical part

WHO	WHAT	WHEN
UNIBO	Sends a template for reporting to all beneficiaries	Before the end of the reporting period (by end of M18/36)
WP Leaders	Collect all contributions from beneficiaries using the standard template provided and transmit them to UNIBO	End of reporting period + 15 days
UNIBO and WP Leaders + support from all partners	Revision of the contributions and preparation of a consolidated version of the reports	End of reporting period + 35 days
UNIBO	Release of the final version of reports to all partners and sends report to the Agency	Before the deadline

Internal procedures for the preparation of the reports - Financial part

The financial information will be collected from all partners by the Project Manager in due time (before the submission deadline) using a **standard template prepared by UNIBO**. The costs reported by each partner will be verified against the activities reported in the technical part. In addition to the financial template to be sent to UNIBO, **all partners** will have to submit an **electronic financial statement via the Participant portal (SyGMA submission tool)** which requires the signature of an authorised person in each institution. The costs reported in the financial template and financial statement must match. UNIBO will supply all the information needed in order to complete this step.

5.4 Procedures for the preparation of deliverables

Deliverables are listed in ANNEX 1 of GA (part A). A fixed number of deliverables is scheduled to be prepared and submitted according to an established calendar.

During the kick of meeting the partners discussed the process of preparing deliverables in order to have efficient and coordinated efforts that lead to the submission of deliverables on time.

Here the proposed procedure is illustrated:

WHO	WHAT	WHEN
Deliverable leader	Collect contributions from the involved beneficiaries, drafts a first version of the deliverable and sends it to the internal reviewer(s).	4 weeks before the delivery date
Deliverable reviewer(s)	Reads the deliverable draft and sends a revised version to the deliverable leader	3 weeks before the delivery date
Deliverable leader	Sends the second draft to all the partners for a final check	2 weeks before the delivery date
Deliverable leader	Sends the final version of the deliverable to UNIBO	1 week before the deadline
UNIBO	Submits the deliverable	Before the deadline

During the preparation of the Deliverable, deadlines are set and communicated to the involved partners, and reminders are sent in order to avoid (as much as possible) any unjustified delay.

6 Communication, Publications and Presentations

6.1 Dissemination rules

All partners shall indicate at all times that the project received funding from the EU by including the number of the Grant Agreement, the following funding statement and a disclaimer together with a high-resolution EU flag:

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or CNECT. Neither the European Union nor the granting authority can be held responsible for them”

6.2 Procedures for dissemination of project results

Each member of the consortium must contribute to the scientific production and validation of the results based on their experience and expertise. Any partner wishing to undertake formal dissemination activities of research results should inform the Coordinator and the partners involved in the research activity. Any partner with the intent to publish should inform the consortium at the earliest possible opportunity and the draft publication needs to be distributed to the consortium at least 45 days before the submission. If no partner objects within two weeks, the dissemination of results is permitted. Dissemination of the project will be done within WP8. Partners will be also

responsible to fill in the information about their publications on the participant portal. LOBA, as WP8 leader, will remind partners of their responsibilities and will monitor the information uploaded, with the support of UNIB

Consortium



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