



DELIVERABLE 7.1

Establishment of project management rules

WP7: Project management

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1. Introduction

In the current environmental emergency, the food system must become more productive, inclusive, sustainable, and resilient.

SOSFood will therefore use data-exploitation and AI-based technologies to provide a holistic and comprehensive image of the EU food system and develop tailored predictive tools to support well-informed decisions of all stakeholders of the food chain, with a multi-factorial, multi-actor and multi-scale approach, thanks to its multidisciplinary consortium of experts, from private and public sectors, academia research and food system representative (consumers, producers and industries). Although several initiatives have been taken in the same line, none has fully succeeded at considering the global picture of the system or delivering a reliable and accessible message to the target audience. Hence, SOSFood will result in a consolidated food data space focused on sustainability and health and decision-making tools adapted to each level of the chain (a predictive dashboard displaying data and predictions for industries, and a mobile app for consumers comprising an eco-healthy fingerprint visualization plot, a greening indicator of industries, reformulated European recipes promoting healthy, local, and seasonal ingredients and general recommendations), following these steps:

- Creating a multi-actor network gathering social, political, legal, economic, technological, food, health, environmental and climatic data, promoting transparency and data-sharing.
- Mapping the food system scenario with a multidimensional strategy, exploiting the interoperability of data with advanced impact analysis and innovative AI-technologies.
- Co-designing solutions i.e., decision-making tools fitting the context and priorities of each user, validated through field case studies to ensure viability and representativeness.

1.1 Basic project information

SOSFood project represents a strong challenge that will need of the efforts of different experts in an array of disciplines around the whole Europe. Keeping this in mind, the project consortium includes seventeen organizations from eight different European countries:



Partner number	Role	Short name	Legal name	Country
1	COO	UVIGO	UNIVERSIDADE DE VIGO	ES
2	BEN	USC	UNIVERSIDADE DE SANTIAGO DE COMPOSTELA	ES
3	BEN	SRU	STICHTING RADBOUD UNIVERSITEIT	NL
4	BEN	UNIFE	UNIVERSITA DEGLI STUDI DI FERRARA	IT
4.1	AE	UCSC	UNIVERSITA CATTOLICA DEL SACRO CUORE	IT
5	BEN	UNL	UNIVERSIDADE NOVA DE LISBOA	PT
6	BEN	DIH DATALIFE	ASOCIACION DIH DATALIFE – HUB DE INNOVACION DIXITAL DATALIFE	ES
7	BEN	AFL	AgriFood Lithuania DIH	LT
8	BEN	SAH	SMART AGRO HUB ANONYMI ETAIRIA	EL
9	BEN	SOFTEAM	SOFTEAM	FR
10	BEN	JIBE	JIBE COMPANY BV	NL
11	BEN	CTA	CONTACTICA SL	ES
12	BEN	CUEVAS	IGNACIO DE LAS CUEVAS SA	ES
13	BEN	VKA	VIKONDA GRUPE, UAB	LT
14	BEN	JOTIS	YIOTIS ANONIMOS EMPORIKI & VIOMIXANIKI ETAIREIA	EL
15	BEN	EUROCOOP	COMMUNATE EUROPEENNE DES COOPERATIVES DE CONSOMMATEURS	BE
16	BEN	AGADER	AXENCIA GALEGA DE DESENVOLVEMENTO RURAL	ES

Table 1. List of participants in the SOSFood consortium

The project will be implemented along 4 years, from February 2024 (M1) to January 2028 (M48), with the project results and outputs being available at least for 3 additional years after the project end (at least, till January 2031).

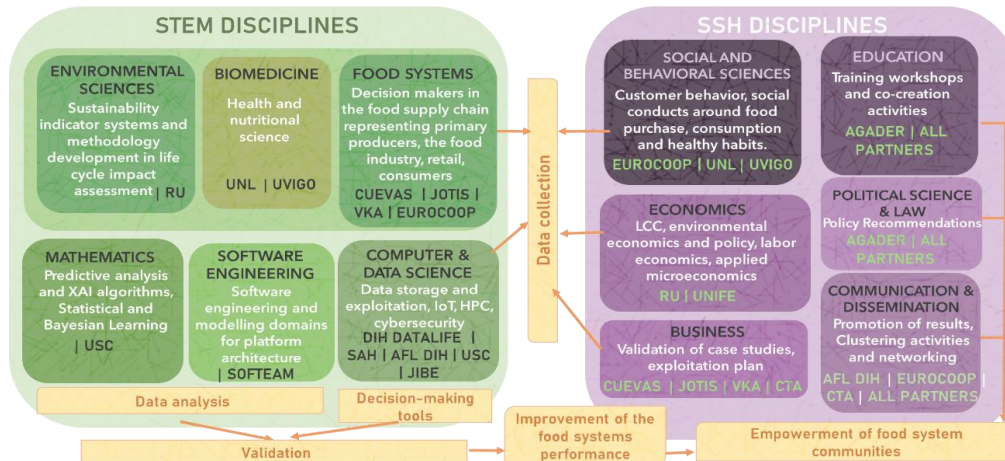


Figure 1. Roles and areas of expertise of the different partners

1.2 Project work package structure

Due to the nature of the main results of the project, SOSFood work packages are structured in consonance with the workflow procedures of software development, particularly with the Scrum methodology.

Consequently, instead of the typical chronological structure of most European projects, SOSFood pledges to a reiterative structure which allows results and developments to be continuously fed along the project lifespan.

The staff efforts in each work package often mesh and interlace with those of others, either sequentially or, even, at the same time. Communication among partners is therefore key, and project coordination needs to be aware of whenever these moments are approaching to ease and facilitate cooperation among partners leading and supporting related tasks.

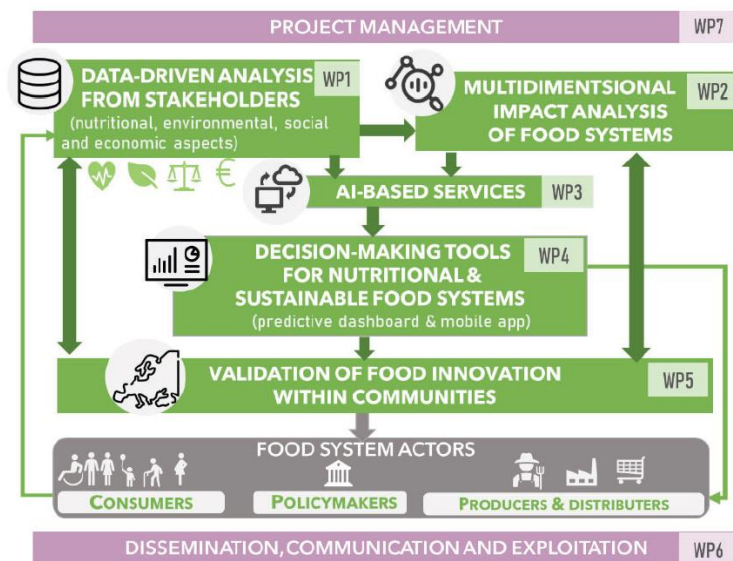


Figure 2. SOSFOOD Work package structure and workflows

1.3 Definitions

SOSFood project deals with an array of technical terms that can sometimes be perceived differently by partners working in an international project. Therefore, it is capital to define with the utmost precision those terms that might be repeating along the project, in different tasks, and that would have a significant impact in the project delivery if their interpretation and use was not common to all partners.

- APIs (Application Programming Interfaces): rules and protocols which allow interaction and building-in software applications, thus enabling the integration of different software tools for a complex task or objective.
- Artificial Intelligence (AI): a series of tools and processes that make use of data analysis to generate possible outcomes when applied to a concrete input and a defined methodology.
- Beneficiary: each entity different from Universidade de Vigo (Project Coordinator) involved in the project implementation.
- Case study: a research method that tests a certain methodology or hypothesis in a real-world scenario, in order to obtain trustable results or indicators.
- Causal discovery: in machine learning, a process that aims for the identification and/or understanding of the relationships between variables, particularly focusing on the cause-effect perspective.
- Dashboard: software interface which introduces, organizes, and presents information in a visually attractive and easily understandable way, often using charts, graphs, and other ways to display information (such as data, KPIs, etc) visually.

- Data owner: the person or organization who is in possession of the legal rights over a certain dataset.
- Data space: a platform in which data from different sources can be accessed, integrated, handled and shared. This term can apply both to software and hardware tools.
- Data: any set of information that is susceptible of being collected, processed, and/or used for various purposes, in different formats.
- Digital twins: a software methodology which aims to reply behaviours, entities, processes or systems, using real-time data and possible simulations to understand the possibilities of something to work in a certain way in the real world.
- Ethical Advisor (EA): SOSFOOD counts with an external expert in research with AI, to ensure the project practices adhere to the highest ethical standards and international guidelines of reference.
- Exploitation: in European projects, exploitation refers to the actual use of the project' results and outcomes, ensuring their impact and, when possible, expanding it for them to be used by third parties.
- External Advisory Board (EAB): complementary to the EA, the Board will assess the performance of the consortium, guiding in complex matters and ensuring the project results are obtaining the maximum possible profit from the resources invested for their achievement.
- Food system: a food system is the network of activities, agents and infrastructures in different phases of food production (such as production, processing, distribution, consumption, and/or disposal of food waste).
- Grant Agreement (GA): contract between the European Research Executive Agency (REA), the coordinator (Universidade de Vigo) and the rest of beneficiaries of the project that summarizes all the requirements, needs and obligations for the correct implementation of the project, which must be carried out in the manner determined by the terms and conditions recorded therein.
- GDPR (General Data Protection Regulation): A regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area. GDPR also addresses the transfer of personal data outside the EU and EEA.
- Greening indicator: metrics and, more specifically, indicators, which are used to assess the sustainability of an activity, organization, or project. For the case of SOSFOOD, greening indicators are particularly referred to as indicators of sustainable practices in food production.
- Greenwashing: misleading practices claiming that a product, service or organization might have a most sustainable impact than the real one, creating a false impression of environmental responsibility that often is well perceived by the general audience.

- **Integration:** when speaking about software development, integration refers to the process of connecting the different workflows of several software applications (and systems) in a way in which they work together seamlessly, both from the backend perspective and, especially, the user experience; therefore, functioning as a unified system with improved efficiency and reduced redundancy.
- **Just transition:** a policy framework that ensures that the introduction of a sustainable economy is carried on in a fair and inclusive way with all possible groups of people, especially those traditionally unfavoured.
- **Life cycle:** the stages and phases included within a product or project, from conception to implementation and disposal or closing stage.
- **Machine Learning (ML):** a type of AI-based systems involving the using of algorithms and statistical models to enable computers to perform tasks without explicit instructions, just repeating experiences and improving results from the optimization of the initial processes.
- **Mobile application:** a software application which has been developed specifically for being installed on mobile devices, such as smartphones and/or tablets.
- **Multimodal explanations:** use of several sources and formats (i.e., text, images, data, etc.) to create an integral explanation that can provide an easier grasp or understanding about a complex concept, problem or phenomenon.
- **Nutrition:** the process of assimilation of nutrients in the food and their proper use by the different organisms. In the case of SOSFOOD, and unless specified otherwise, it refers to “human nutrition”.
- **Open Science:** an approach based on sharing data, methods and results of scientific research, fostering replication of experiments, innovation and advances.
- **Open Source:** category of softwares that are licensed for the free viewing, modification and distribution of the back-end code, encouraging collaborative development and community contributions.
- **Partner:** all entities involved in the project implementation.
- **Public Health:** the discipline belonging to Science and Public Policies which gathers all kind of activities, projects and information with a direct impact on the health, safety and wellbeing of a community.
- **Stakeholder:** any individual, group, or organization that is interested or can be impacted by the results and outcomes of a project or a certain activity.
- **Sustainability:** the capacity to improve quality of life for future generations by balancing aspects as environment and finance, without losing sight on possible social impacts. Additionally, it also refers to the ability to sustain exploitation of the project results time after the project life cycle reaches its end.

- Testing: when speaking about software development, refers to the last stage of development of an app or software, in which the software is evaluated to identify defects, ensure it meets the required specifications, and verify whether performance, functionality, and security of the software are at an acceptable or desired level.

Testing is key in software development, as a non-tested software which is directly distributed to its final audience may impact negatively on the perception of the developing team and the capabilities of the software as a final product.

- Validation: when speaking about software development, validation is the process of making sure that the developed software meets the requirements set at the beginning of the project and that will respond to the needs of its intended final users. Among others, the activities included in this process may involve checking that the software operability is correct, or that it satisfies the project's goals and objectives, allowing the achievement of the final results.

In SOSFOOD, validation will be carried in the three different scenarios through different methods of review, testing, and user feedback.

- Waste: unwanted/unusable/disposable materials or products which are produced by human activity, in this case when producing food. Its management includes from waste collection to elaboration of subproducts which can be used for a different matter than originally intended.

2. Project management structure

The central role of the project management structure in SOSFOOD project will be assigned to Universidade de Vigo (Spain), as Project Coordinator entity (PC), with the aim of achieving the project requirements and its overall objectives in the way described in the Grant Agreement. Additionally, the operationalisation and internal coordination of the project tasks and core activities is considered officially delegated to the Work Package Leaders (WPL), who must supervise the work of the different Task Leaders (TL) under their scope of work, as well as the other partners involved in each specific task (contributors).

Therefore, the main bodies participating in SOSFOOD are:

- Project Coordinator (PC): the PC is responsible for the overall project coordination, representing the project before the European Research Executive Agency (REA), being as well the ultimate responsible for providing reporting, documentation and any other input requested by the REA. The PC entity has also the final responsibility of overseeing the overall project implementation, management and deployment of services.



- **Management Support Group (MSG):** informal body of governance, formed by the Galician entities who participated in the project design (UVIGO, USC, DIH-DATALIFE) and the consulting company who supports the project management activities (CONTACTICA). They meet whenever is needed to reinforce the approach to the case studies and how to scale the findings of Galician case study to the other two appearing in the project, as well as to the possible future applications of the project findings.
- **Work Package Leaders (WPL):** by design, SOSFOOD counts with an expert partner leading each Work Package, thus ensuring obtaining the most profit of the fine expertise of each member of the consortium and setting up formal leadership for each area of knowledge. The WPL ensures that the deliverables within the WP of their responsibility are being delivered both in time and with optimal quality and remains the ultimate responsible for the tasks performed as well.
- **Task Leaders (TL):** entity designated to deliver each main part of the works associated to a Work Package. They are responsible for the achievement of the task objective and will be reporting to WPL (and PC, when necessary), to inform about the task progress and possible blockades, especially if awaiting action by any other partner.
- **Contributors:** any partner who might be accessory but not main responsible for a task, who might aid through delivering any certain activity, work or action, such as reviews, feedback, content collaboration, research, etc.

Contributors must collaborate with TL, and report to both WPL and PC, with focus on communication, cooperation and a sense of shared responsibility.

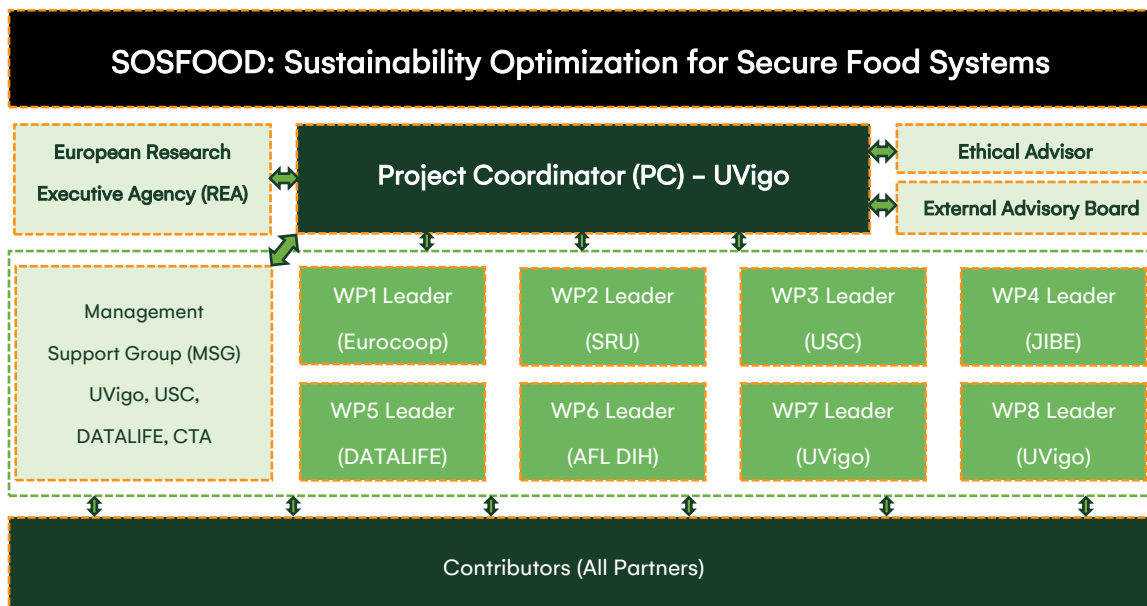


Figure 3. SOSFOOD management structure

2.1 Coordination

The PC will assume a big part of the work, as will be in charge of establishing — jointly with the WPL and TL the implementation of the project activities in a way that conducts to achieving the project results and goals.

PC will also deal with all administrative and management issues of the project, including (but not limited to): coordination of resources, exploitation of results, planning, oversight of scientific goals, knowledge and risk management, quality assurance, legal and IP regulations, etc. Whenever explicitly defined in the GA, PC will be assisted by one or more partners in any of these issues.

Main roles, obligations, and responsibilities

The roles, obligations and responsibilities of all members of the consortium are clearly defined in the Grant Agreement, which is the legal document validating the grant and, therefore, the final guide in case of conflict with the ones collected in this document.

The following briefing aims to serve as a guidance for easy consultation:

- The Coordinator shall:
 - take all necessary steps to manage the work programme towards the achievement of the project objectives and results.
 - guarantee the effective communication between all PARTNERS involved and the REA Agency.
 - comply with all provisions of the Grant Agreement.
 - inform the CONSORTIUM about any amendment made to the Grant Agreement or any deviation of the original plan of implementation.
 - provide the CONSORTIUM with, at least, a copy of the governance documents defining the project.
 - define, together with the rest of the CONSORTIUM, the roles, rights, and obligations of each PARTNER, which shall comply with the roles, rights and obligations instructed on the Grant Agreement.
 - manage and verify the appropriate use and distribution of the project funding.
- Each Partner shall:
 - take all necessary steps to correctly manage the work programme.



- guarantee the effective communication with the COORDINATOR and all other project BENEFICIARIES.
- accept responsibility for all information communicated to the COORDINATOR, especially owning responsibility for informing of any blockade, backlash, delay or deviation of plans.
- define, in conjunction with the COORDINATOR, their own roles, rights, and obligations.
- provide the COORDINATOR with any information or document required by them.
- report IN TIME the implemented/developed activities, as well as the costs incurred and their justification.

2.2 Communication

Communication is a key aspect of any transnational cooperation project, particularly in the research field. This section outlines strategies for both internal communication and cooperation, as well as external communication.

Having a solid and efficient strategy on communication ensures all partners are aligned, fosters collaboration, makes possible reach in a more efficient way the consecution of results and eases the engagement of stakeholders and final target audiences.

Internal communication and cooperation

The SOSFOOD consortium commits to keep a constant communication flux, which will be reinforced by the nine face-to-face meetings (1 Kick-off Meeting and 2 Project Meetings per year) and twenty-four online meetings (8 Consortium Meetings every 6 months and 16 Work Package Monitoring Meetings, every 3 months) alongside the four years of project implementation.

Additionally, phone communication, emails and in-place visits (for those partners geographically close or cooperating in other projects) will contribute to a closer communication in between partners.

Project coordination will be constantly updated whenever a new feature is being developed or when a new phase of works is being reached. Additional monitoring meetings will be set both to WP and Task levels whenever required by the project implementation.

Communication and cooperation are considered key aspects of the implementation and will be assured through the management activities (built-on the division above described). Being that



most of work will have place remotely, email communication becomes of special importance, and for that reason a [list of all contacts](#) in the consortium is available and constantly updated at the project repository, in the folder “Documents/WP7_Project_Management_(UVIGO)/Administrative”.

For a most efficient communication, the partners will attend the following considerations:

- Subjects:
 - Must start by the project name to facilitate identification and classification within the inbox of the receiver.
 - Emails covering different topics must receive a new subject identification, to avoid being missed in conversations about previous topics.
 - Whenever possible, identifying the Task, Deliverable or WP is a good idea.
 - Examples: “SOSFOOD — Monitoring meeting WP5”/ “SOSFOOD — Review of D3.2”
- Recipients: do not “reply all” unless it is strictly required. Do not send emails about a particular task or action to all the Contact List.
- Use “read receipt” option or similar only when necessary.
- Make sure to initiate communication if you are waiting for a contact that never reaches.
- Avoid sharing documents by email. Use links to the project repository on Sharepoint or Zenodo to avoid duplicities of versions and possible confusions.
- Copy coordination in CC whenever relevant, to ensure monitoring of any activity you think it might be useful.
- Try to write clear, brief and concise emails:
 - Identify deadlines and specific persons you are expecting take action.
 - State whether you need a reply or not.
 - When possible, use bulleted or numbered lists to clarify information.
 - Bold or highlight the most important topics of the email.
 - If you need to cover a different urgent matter, explain you will send a new email on that topic, with a different Subject.

External communication and cooperation

The PC assumes all external communication at European level, including with the REA and with possible other projects with which may establish cooperation or synergies of any kind. However, partners must assure external communication with their local, regional or national stakeholders,



networks and audiences. For these matters, specific guidelines and tools will be made available through the results and deliverables of WP6.

Communication and cooperation with relevant stakeholders may be boosted via calls for action, events and tailored-designed activities according to the project work plan and objectives, independently of having been set up in the GA or not (if sufficient agreement by all partners involved is achieved).

2.3 Operational management

The project management structure (already described at 2.1) is oriented towards an optimal rate between result and efforts that will consider quality of results as a priority matter, maximizing the efficient use of equipment, human and financial resources.

This section establishes the procedures and methods to be followed in each of these areas.

Project Management Tools

All partners will use Taiga and their respective emails as means to communicate their progress in the tasks. All partners will involve at least one person in Taiga per organisation and will closely monitor the progress and requirements of each task.

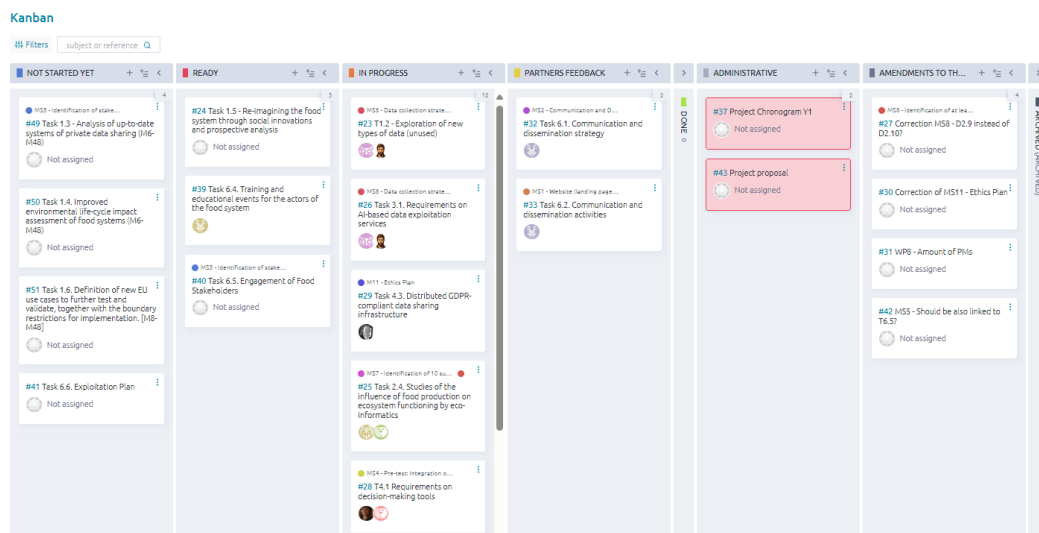


Figure 4. Example view of active tasks in the Taiga Kanban section of SOSFOOD project

NAME	PROJECT	SPENT	ASSIGNED	STATUS	PROGRESS
#1 I451 - Website landing page and Social Media				Done	
#2 I452 - Communication and Dissemination Plan				Ready for test	
#3 I453 - SOSFood multi-actor network establishment				In progress	
#4 I454 - Pre-test: Integration of the first version of the developed algorithms with the dashboard and the app				Ready	
#5 I455 - Identification of stakeholders needs and means (10 characteristics per stakeholder)				Ready	
#6 I456 - Data collection strategy, including harmonization measures				Ready	
#7 I457 - Identification of 10 sustainability driving factors				Ready	
#8 I458 - Identification of at least 1 interaction between each system				New	
#14 I459 - Software available for the third cycle of test and validation activities				New	
#13 I4510 - Pre-test: Integration of the third version of the developed algorithms with the dashboard and the app				New	
#15 I411 - Ethics Plan				New	
#16 I412 - Creation of 1 prediction algorithm per stakeholder				New	
#17 I413 - Pre-test: Integration of the final version of the developed algorithms with the dashboard and the app				New	
#18 I414 - Validation of the green indicator tool				New	
#19 I415 - Final validation of the predictive dashboard and App, inc. eco-healthy fingerprint plot, in validation in case studies				New	
#20 I416 - Nutrition and health of new sustainable recipes cookbook				New	

Figure 5. Example view of the SOSFOOD milestones in the Taiga platform

The communication will be mostly held through email for non-urgent matters, and through Jitsi (<https://meet.jit.si/>) for online project meetings. This web application has been chosen due to its Open Source character, their customisable links (which allows having a link specifically for each matter), and the possibility to record all meetings in a well-compressed format ideal for sharing the videos on the internet.

The project counts with two repositories: [USC's Sharepoint](#) and [Zenodo](#), being that the former is used for inner communications and working documents, and the latter will be used for results, deliverables and other external communications.

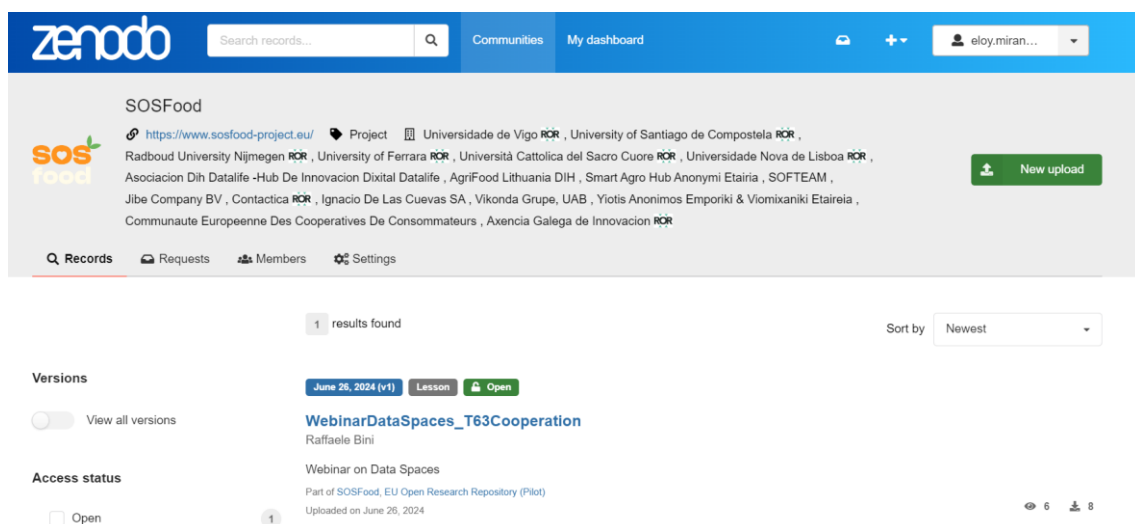


Figure 6. View of SOSFood Community at Zenodo repository

The project Sharepoint is the main repository for working documents and general project administration, such as contact information, research files, etc. All partners can find there the

contributions of the rest of the consortium members and provide their own inputs (through Tracking Edits or Comments instead of destructive editions).

All partners count with the required privileges for read and/or edit, and they can all contact PC for granting new privileges. The structure of folders is set as follows:

- WP1_Data-Driven_Analysis_(EUROCOOP).
- WP2_Impact_Analysis_(SRU).
- WP3_AI-based_services_(USC).
- WP4_Decision-Making_tools_(JIBE).
- WP5_Validation_within_communities_(DATAlife).
- WP6_Dissemination_(AFL).
- WP7_Project_Management_(UVIGO).
- WP8_Ethics_(UVIGO).

As observed, the name structure corresponds to the format WPNumber_WP_Name_WPL, in an attempt to clarify the best possible what are the contents and who are responsible to organize the folder.

In order to keep the repository well-structured and easy to navigate, the following recommendations are set to be observed:

- Avoid creation of folders in the “root” folder of the repository. All subfolders must belong to one of the WPs.
- The use of underscores instead of space characters is highly recommended for all subfolders and documents for the sake of shortening the URLs in the links that will be shared.
- Try to name documents and folders with abbreviated versions of the names registered in the GA. As short as possible, without being confusing. Suggested guideline for naming documents: ShortNameDoc_YYMMDD_version — D71PMPcedures_240703_v1.
- Avoid redundancies and repetition of documents. If you want to preserve older or obsolete versions, make a specific subfolder for them.

Work Package Leaders (WPLs)

WPLs are the ultimate responsible for monitoring, coordinating and overseeing the successful implementation and delivery of results associated with the Work Package under their responsibility. The WPL are expected to:



- Coordinate the activities and tasks within their WP, ensuring the alignment with the project objectives.
- Ensure the timely completion of tasks within the WP, with special focus on the coordination among co-dependent tasks.
- Provide regular updates to the Coordinator regarding the WP progress, including technical and financial matters.
- Ensure all deliverables within the WP follow the process of peer review and completion prior to their final submission.
- Identify and prevent possible blockades, delays or deviations from work plan, reporting in time to PC to work out possible solutions.
- Work collaboratively with other WPLs to ease cross-communication and facilitate the process of seamless integration of tasks when dependencies appear.
- Collaborate with WPLs from associated projects to coordinate the possible cooperation between similar Work Packages.

Task Leaders (TLs)

The Task Leaders have the responsibility for implementation within the Work Packages, managing the specificities of the Task under their scope and working closely with the WPL to ensure their work is coherent with the rest of the WP implementation. Their responsibilities can be described as:

- Planning and executing the implementation of the task under their responsibility, reporting regularly to WPL.
- Allocation and management of resources required for the task, including staff, equipment(s) and any other requirement.
- Participate in all WP meetings to coordinate with WPL and other TL.
- Document and report any issues and/or blockades.
- Contribute to the preparation of deliverables and progress reports.

Contributors to work packages, tasks, deliverables

Contributors to each task are conveniently appointed in the Grant Agreement. Any Partner might contribute to any task, even if not registered in the GA as a required participant in a particular matter, and contributions are valued specially on aspects such as review of deliverable of results. On top of this, contributors are expected to:

- Conduct the activities appointed to them by the Task Leader, following the project plan and specifications as per the Grant Agreement.



- Ensure quality of their contribution.
- Participate in regular meetings of the Task and/or the Work Package whenever required.
- Allocation and management of resources required for the task, including staff, equipment(s) and any other requirement.

Risk Management

The project partners have proven experience in the management and implementation of similar projects, which provides a foundation for a correct risk identification, prevention and management, helping to damage control and significant reduction in the impact of any casualty or contingency, expected or not.

The following table represents a summary of the foreseen risks during the project implementation:

Number	Description (Risk level, Probability, Impact)	WP	Proposed Mitigation Measure(s)
1	Required data not available at start of the project (R: MEDIUM; P: Likely I: Moderate)	WP1	Validation scenarios have been chosen due to initial data availability and existing funded projects to increase data-sharing. Developments can start with data already in the public domain and be improved as further data sources become available. Industry partners have been chosen as large data holders and willingness to share data.
2	Lack of common ground/vision among different stakeholders on the understanding and/or expectations of a sustainable food system (R: MEDIUM; P: Likely I: Moderate)	WP1	The stakeholders will be divided into 2 main categories: economic (i.e., farmers, food producers, whole sellers and retailers) and non-economic actors (i.e., environmental and consumer organizations). The comparison of the two SWOT analysis conducted by each of them will help identifying the actions that strike a better cost/benefit balance that can eventually be considered by the economic stakeholder to adapt their activities to meet the SFS requirements.
3	Lack of significant results from the meta-analysis (R: MEDIUM; P: Moderate I: Moderate)	WP2	Systematic reviews without meta-analysis may be conducted; panels of experts to obtain consensus on the

	Moderate)		impact of environmental, social and health aspects will be gathered.
4	Potential attack to AI-services, particularly Digital Twins, might violate the integrity of the predictions and assessment results (R: HIGH; P: Moderate I: Extreme)	WP3	Security services developed as part of T.4.4 will be integrated as part of the Digital Twin architecture to minimize the impact of potential attacks. Moreover, continuous checks of data integrity and frequent penetration tests conducted by JIBE will allow rapid detection of intrusion or a security breach.
5	Delay in the implementation and/or launch of technical solutions in T4.2. (R: MEDIUM; P: Moderate I: Moderate)	WP4	The partners will develop a detailed plan with frequent development milestones to enable more frequent monitoring of progress. The plan will highlight clear backup plans to accommodate any delays in the implementation of the solutions.
6	Integration of all desired features by end users in the Web/App is not feasible (R: MEDIUM; P: Moderate I: Major)	WP4	End users will participate in the requirement analysis tasks, at different time points during the project, further taking an active part in designing and validation activities.
7	Lack of acceptance of sustainable recommendations in the food industry (R: MEDIUM; P: Unlikely I: Moderate)	WP5	Food system actors will be listened carefully to elaborate tailor-made recommendations to each of the actors. Support in form of educational workshops, informative material, transparent data, etc. will be provided.
8	Optimized systems do not receive a positive response/adherence from food system actor and/or citizens (R: LOW; P: Likely I: Minor)	WP5	The proposed optimized system prototypes will be tested accompanied by strong communication activities to maximize its impact to raise awareness on its benefits as decision-making tools for food system actors and citizens.
9	Difficulty ensuring the future sustainability of the results after the project ends (R: MEDIUM; P: Unlikely; Impact: Moderate)	WP6	The project plan includes an exploitation strategy to be developed and discussed among partners. Final project meeting and the last events will be dedicated to sustainability issues. All results will remain publicly available for 3 years after the project ends.

10	Change of key staff in the partner organisations during project development (R: LOW; P: Likely; Impact: Minor)	All	All partners agree on involving more than one person in the project technical implementation, being fully aware of what the needs and requirements are in each of the specific activities, events or results under development. Partners agree to immediately notify PC about any change in staff.
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Table 2. List of Risks and Mitigation Measures

2.4 Consortium meetings

The consortium will meet regularly online, once every six months. Exceptions might include cancelling an online project meeting if an in-person Project Meeting is close enough to the chosen date.

The online meetings will always be held on the link [SOSFOOD Consortium Meeting | Jitsi Meet](https://meet.jit.si/SOSFOODConsortiumMeeting) (<https://meet.jit.si/SOSFOODConsortiumMeeting>).

The minutes of the consortium meetings will be available to all partners at the project Sharepoint, in the folder “[Consortium Meetings](#)” (...\\WP7_Project_Management_(UVIGO) \Meetings\03-Consortium meetings).

2.5 Conflict resolution

Any technical nature conflict (regarding on how to address a particular task or how to combine the results of two different tasks) will be addressed at Work Package level, either at a Work Package meeting or, if needed, by mediation of the Work Package Leader, being that the assigned partners to lead each work package are: WP1 — Eurocoop; WP2 — SRU; WP3 — USC; WP4 — JIBE; WP5 – DIH DATALIFE; WP6 – AFL DIH; WP7 and WP8 — UVigo.

In case any conflict of technical nature cannot be satisfactorily solved at WP level, it will be mediated by the Project Coordinator (UVigo). If this question was not possible to be addressed by UVigo due to conflict of interest, an independent referee committee of three different partners will be appointed by the consortium, and their judgment will be considered conclusive. Alternatively, if agreed and/or necessary, partners will make use of the External Advisory Board of the project.

If the nature of conflict was not technical but regarding ethical aspects, the procedure will consist of the following steps:

1. Reaching to Project Coordinator and explain the situation to be denounced.
2. Project Coordinator to start a mediation process between the partners involved, consisting of a private audience with the parties and a final deliberation. If the process cannot resolve the situation in a satisfactory way, the Ethical Advisor will be appointed as the impartial party to try and deal with the situation. Finally, if the conflict remains unsolved, the Project Officer will be contacted.
3. All minutes and notes from all parties involved in this process must be transmitted to all consortium and with both Ethical Advisor and Project Officer if the process reaches to them.

Code of conduct

All partners commit to keep fluent and constant communication with the partners involved in the tasks where their own contributions are expected, and especially with the WPL and PC when required.

The works delivered will need to match the expected quality by the rest of partners and, in case of possible lack of understanding or conflicts, the conflict resolution procedure described above will be applied.

The iteration of faults on this matter may result in exclusion of the project and/or termination/cancellation of the grant for the beneficiarie(s) involved, as per Article 32 of the [Annotated Grant Agreement for EU Funding Programmes 2021–2027](#).

2.6 External Advisory Board (EAB)

The External Advisory Board (EAB) serves as a capital aid to provide independent, expert advice and guidance to ensure not only the alignment of the project implementation with its objectives but also the enhancement of new lines of work and possible improvements in the practices being developed.

The Board must function as a tie between the consortium and the external scientific, industrial and policy-making communities, thus assuring the project stays relevant in front of the most recent



trends on innovation; and guaranteeing its impact is well aligned with the latest advancements and societal needs.

Upon request, EAB might evaluate project milestones, deliverables or results, suggesting areas of improvement and helping to enhance the project visibility and credibility.

Name	Institution	Country
Jessica Fanzo	Bloomberg School of Public Health	USA
Isabel Peña-Rey	Agencia Española de Seguridad Alimentaria y Nutrición [AESAN]	Spain
Pawel Zylka	Collaborating Centre for Sustainable Consumption and Production [CSCP]	Germany
Susana Barrachina	Vegalsa — Eroski	Spain
Reinout Heijungs	University of Leiden	Netherlands
Marc Bonazountas	Epsilon International, LTD	Greece
Andreia Matos Oliveira	University of Porto	Portugal

Table 3. Members of the External Advisory Board in SOSFOOD

2.7 Ethics Advisor (EA)

The Ethics Advisor will be responsible for the ethical assessment of the project from an independent point of view, ensuring that the use of personal and protected data will be kept to acceptable standards within the FAIR principles. Other aspects to be considered in the ethics assessment will be the conditions of research when including human participation and the use of Artificial Intelligence in an ethical way¹.

¹ At the time of publication of the first version of the D7.1. Project Management Procedures, European AI Act has entered the trilogues stage. Despite no major modifications being expected, the Act has not been approved yet and it will not be enforced until later stages of the project implementation.

However, the Consortium has agreed on considering the most relevant aspects of this new Regulation since the beginning of the project.

The Ethics Advisor will issue three different reports that will be included within D8.4 Other Ethical Issues: M18 (July 2025), M36 (January 2027), and M48 (January 2028). These reports will be highly taken into consideration by all partners and might affect to the procedures recorded in this document.

The Ethics Advisor will be Dr. Ulises Cortés, who is a Full-Professor and Researcher at the Universitat Politècnica de Catalunya (UPC) since 1982 (tenured since 1988 and habilitated as Full-Professor since 2006). Dr. Cortés' work focuses on several areas of Artificial Intelligence (AI) in the Computer Science, including knowledge acquisition and formation of concepts in knowledge-based systems, machine learning and autonomously intelligent agents. Among other honours, Ulises Cortés has been awarded with an Honoris Causa mention by the Universitat de Girona in 2023.

3. Project management and implementation

The success of SOSFOOD relies on the high quality of its deliverables, the achievement of the previously set goals and milestones and the efficiency on management of the different resources the partners will have under their responsibility.

This section outlines the key aspects of project management, guiding the consortium efforts on the implementation of the different tasks and phases of the project.

3.1 Project deliverables

Project deliverables are the main tangible results produced alongside the project lifecycle. The standards for quality, timeliness, and main aspects to be considered on each deliverable are clearly stipulated in the Grant Agreement, which serves of reference in most disputes about how to proceed to elaborate any deliverable.

Each Deliverable has a designated responsible partner, who will be the leading its production process, coordinating the activity of the tasks related to the accomplishment of the final result.

The partner in charge of the deliverable will work together with the respective TLs and WPLs that might be involved in the process to ensure that each deliverable complies with requirements and needs of other tasks (especially when laying foundation for further developments in posterior



phases of the project), attains the project objectives that were set on its design and suits seamlessly within the logic of the rest of the project.

Each deliverable must be ready at least two weeks prior to the deadline set in the GA to facilitate peer review process and possible modifications if required.

Guidelines on software and app development

Two of the most remarkable project outputs are highly technical tools that will need of integration and cooperation between different partners (specifically D4.5, D4.6 and D4.7, all of them related to the predictive dashboard and the consumer app), involving different software methods and applications to obtain the end result.

The importance of these tools is such that the whole project has been designed with an Agile methodology of continuous report, self-assessment and improvement of the implementation, similar to those of Scrum teams. Therefore, the importance of testing, cooperation and distribution of tasks is key when developing the software technologies for the app and dashboard, and communication must be frequent, direct and continuous in between all sides.

3.2 Milestones: achievement and report

As detailed in the Grant Agreement, all beneficiaries must report the progress of the different actions related to Milestones.

Milestones will be considered achieved whenever the process reaches to the stage in which the related task produces a result, independently of the time at which occurs. The WPL are responsible to communicate PC about the achievement of the milestones, PC will monitor all requirements are met and all means of verification are set to be evaluated, and then report it in the Continuous Reporting Tool.

The declared milestones for SOSFOOD are:



Milestones						
Nr.	Name	WP Nr.	Lead Beneficiary	Means of Verification	Due Date (month)	Comments (if any)
1	Website (landing page) and Social Media	WP6	7-AFL	Website and social media up and ready (communicated to REA)	1	Achieved and reported
2	Communication and Dissemination Plan	WP6	11-CTA	Report	6	Wrongly assigned to CTA, will be switched to 7-AFL
3	SOSFood multi-actor network establishment	WP1	15-EUROCOOP	SOSFood multi-actor network (D1.1)	6	Achieved but not reported yet at the time of edition
4	Pre-test: Integration of the first version of the developed algorithms with the dashboard and the app	WP3, WP4	2-USC	Software available for the first cycle of test and validation activities	8	
5	Identification of stakeholders needs and means (10 characteristics per stakeholder)	WP1, WP2	15-EUROCOOP	Collection of existing data, surveys and additional investigation reports	10	
6	Data collection strategy, including harmonization measures	WP1, WP2	6-DIH DATALIFE	SOSFood data collection strategy (D.1.4)	12	
7	Identification of 10 sustainability	WP2	5-UNL	Setup of a strategy for	12	

	driving factors			waste/loss assessment and use of bio-informatics to study food systems influence on ecosystems (D2.7, D2.8)		
8	Identification of at least 1 interaction between each system	WP2, WP3	3-SRU	New model with hierarchy of complexity, scope levels, coupling and interaction applied to the new data (D2.10)	20	
9	New ECO-HEALTHY fingerprinting	WP2	15-EUROCOOP	Analysis of different ECO-HEALTHY FINGERPRINTING systems and suggestion of new one (D.2.11)	30	
10	Pre-test: Integration of the third version of the developed algorithms with the dashboard and the app	WP3, WP4	2-USC	Software available for the third cycle of test and validation activities	33	
11	Ethics Plan	WP5	6-DIH DATALIFE	Report	33	
12	Creation of 1 prediction algorithm per stakeholder	WP3	2-USC	New AI-based techniques to adapt the model to each	36	

				situation (D3.2, D3.3, D3.4, D3.5)		
13	Pre-test: Integration of the final version of the developed algorithms with the dashboard and the app	WP3, WP4	2-USC	Software available for the final cycle of test and validation activities	44	
14	Validation of the green indicator tool	WP4	4-UNIFE	Use of a calibrated multi-criteria decision analysis Method	44	
15	Final validation of the predictive dashboard and App, incl. eco- healthy fingerprint plot, in validation in case studies	WP4, WP5	10-JIBE	Final predictive dashboard and consumer app description (D.4.7). Testing and feedbacks of case study actors in Galicia, Lithuania and Athens	46	
16	Nutrition and health of new sustainable recipes cookbook	WP4, WP5	1-UVIGO	Testing and feedbacks of the use studies and other EU food initiatives (D.2.5)	48	

Table 4. List of SOSFOOD milestones

3.3 Quantitative and qualitative indicators

Key Performance Indicators are a key element for reporting and evaluation of the technical part of a project, showcasing the relative impact of the project while it is being implemented and ensuring close monitoring of the effectiveness of the carried actions.

Indicators must be reported to the REA through the Continuous Reporting Tool in regular basis, and PC will ensure to monthly update the values in the abovementioned platform.

KPI Number	Description	WP
1	15 different representatives of the food systems and countries in the SOSFOOD multi-actor network	WP1
2	80 datasets (20 per year) from the food, social, political, economic, technological and climate systems in each validation scenario, to be included in a consolidated food dataspace	WP1
3	1 document with guidelines on enhanced data framework and data collection strategy to drive sustainable food system transformation	WP1
4	1 LCA-LCC report representing the improved methods and highlight main gains, hotspots and limitations of the assessments	WP2
5	1200 consumers (400 consumers in each case-study country) surveyed about their needs and preferences	WP2
6	30 popular dishes (10 from each case-study country) reformulated	WP2
7	1 new eco-healthy fingerprint plot	WP2
8	1 new method for predictive analysis based on time-series data; predicting the most relevant factors from the interaction of 7 defined systems (food, social, political, legal, economic, technological and climate) for at least one actor in each stage of the value chain (production, processing, distribution, retail and market, consumption and waste recovery) in each one of the validation scenarios	WP3
9	1 new methodology for deploying digital twins for predicting and optimizing at least 1 sustainability indicator	WP3
10	New explainable AI methods, providing satisfactory explanations adapted to each end user for each and every result from prediction, clustering and causality methods through multimodal, accessible	WP3

	and multilingual interface	
11	1 customized dashboard	WP4
12	1 mobile app and participative network available to consumers from 5 different geographical European zones	WP4
13	3 reports of validation of SOSFOOD results (1 in each case-study area), each in a different stage of the food value chain	WP5
14	Enrolment and participation in at least 3 new food initiatives with at least 30 stakeholders, supported by 3 existing networks	WP5
15	1 green indicator tool to fight greenwashing	WP5
16	1 Exploitation and Business plan for the SOSFOOD platform, considering the strategy for replication in 7 European countries	WP6
17	4 policy recommendations	WP6
18	1 Communication and Dissemination strategy appointing the project visual identity and indicators for measurement of the strategy effectiveness	WP6
19	1 Ethical Advisor	WP8
20	1 External Advisory Board	WP8

Table 5. Key Performance Indicators

3.4 Reports to the EC

All partners are responsible for the continuous reporting of the different activities in progress, therefore TLs and WPLs will constantly update PC to facilitate the upload of information in the platform.

Each partner will keep the “living slides” documents up to date regarding the information on deliverables, milestones, outputs, risks, indicators and any other information that might be of use for the monitoring of the project.

Periodic Reports

As stated on the GA Data Sheet (Point 4.2), the beneficiaries are subject to periodic reports of both technical and financial aspects, which must be issued by using the template available at the portal [Periodic Reporting tool](#). The reports will be produced in English.



Reporting					Payments	
Reporting Periods			Type	Deadline	Type	Deadline
RP Nr	From Month	To Month				
					Initial prefinancing	30 days from entry into force /10 days before starting date — whichever is the latest
1	1	18	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
2	19	36	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
3	37	48	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

Table 6. Time frames for periodic reporting

3.5 Project amendments

The GA might be amended according to Article 39 of the GA, however no major changes are expected to be made during the project lifespan.

The types of amendments are several: corrections of contradictory information in the contract, alteration of the consortium members or the tasks and timing of the project.

As per the Annex 3 to the GA (“Mandates”), and because major disruptions may lead to the suspension of the funding activity, the PC will be the ultimate responsible to submit amendments

to REA in representation of any partner(s) who request it. However, exceptional cases (as the replacement of PC without authorization of the partner assuming that role) call for direct action from a specific partner.

In any case, the amendment request must include:

- The reasons for the request.
- The appropriate supporting documents.

For the exclusion without agreement of one partner of the project (including coordinator):

- The opinion of the partner to be excluded (or proof that this opinion has been requested in writing).

Force majeure

If a partner is prevented from fulfilling its obligations to the GA by force majeure, cannot be considered in breach of the contract. The definition of “Force majeure” as per Article 35 of the GA falls under any of the following cases:

- A situation or event that prevents either party from fulfilling obligations under the Agreement.
- Any unforeseeable situation, which is exceptional and beyond the control of the parties involved.
- The situation or event is not caused due to error or negligence on the involved party, nor by other participants involved in the action.
- The situation is proven to be inevitable despite all due diligence.

3.6 Reporting costs and expenses

The costs reported must fit the conditions of eligibility briefed at the most recent version of the Annotated Grant Agreement for EU Grants². The general eligibility conditions that apply for SOSFOOD are:

- For actual costs:
 - The beneficiary must actually incur them.
 - They must be incurred in the period set at the data sheet of the grant agreement as duration of the action: from February 2024 to January 2028 (48 months). The

² At the moment of issuing this deliverable, V1.0 — 01.05.2024

costs related to the submission of the final periodic report might become an exception if they were incurred afterwards; as per article 21.

- They must be declared under one of the budget categories set out in article 6.2 and Annex 2.
- They must be incurred in connection with the action as described in Annex 1 and necessary for its implementation.
- They must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices.
- They must comply with the applicable national law on taxes, labour, and social security.
- they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.
- For unit costs or contributions (if any):
 - They must be declared under one of the budget categories set out in article 6.2 and Annex 2.
 - The units must:
 - Be actually used or produced by the beneficiary in the period set out in article 4 (with the exception of units relating to the submission of the final periodic report, which may be used or produced afterwards; see article 21).
 - Be necessary for the implementation of the action.
 - The number of units must be identifiable and verifiable, in particular supported by records and documentation (see article 20).
- For flat-rate costs or contributions (if any):
 - They must be declared under one of the budget categories set out in article 6.2 and Annex 2.
 - The costs or contributions to which the flat rate is applied must:
 - Be eligible.
 - Relate to the period set out in article 4 (with the exception of costs or contributions relating to the submission of the final periodic report, which may be incurred afterwards; see article 21).

4. External communication and dissemination

External communications and dissemination of results are the main topic of WP6 and are under the supervision of AFL DIH as WPL and the corresponding TL: UVIGO for T6.3 (Cooperation with EU and International Platforms), AGADER for T6.4 (Training and educational events for the actors of the food system), EUROCOOP for T6.5 (Engagement of Food Stakeholders) and CTA for T6.6 (Exploitation Plan). This section will not describe the full communication strategy in detail, as D6.1 (Communication and Dissemination Plan) already describes in detail both the project visual identity and the communication and dissemination strategy.

Instead, the information here collected refers to the responsibilities and processes of approval of those matters related to communication from the organizational and structural points of view. For any topic not covered in the following points, the procedure will respect the structure described on sections 2.2 and 2.3.

4.1 Guide of style

SOSFOOD counts with a visual guide style and visual identity developed by AFL DIH within D6.1. Within it, there are rules established for the possible adaptations of the project logos, the fonts to be used, the formatting of images and text, and the use of the EU logos and disclaimers, as per indicated at the [Operational Guidelines for recipients of EU funding: The use of EU emblem in the context of EU programmes 2021–2027](#) and the Article 17 of the GA.

Logotype

The visual identity of SOSFood is designed to encapsulate the essence of the project — a fusion of data-driven technology and sustainable food systems. The logo symbolizes the interconnectedness of technology and nature, depicting elements representing agricultural fields, technology nodes, and the cycle of sustainable practices.

The colour scheme is thoughtfully chosen to reflect growth and vitality, with shades of green and earth tones that resonate with the project's focus on sustainability. The typeface is contemporary, reflecting the innovative and forward-thinking approach of the project.



Together, these design elements coalesce to form a distinctive and memorable visual identity for SOSFood, symbolizing a commitment to reshaping the future of food systems through collaboration, research, and education.



Figure 7. Variations of the colour scheme on the logo from SOSfood project



Figure 8. Depiction of the 'safe zone' to be respected when using SOSfood logo together with other elements

Project colours

The project main colours are indicated below and they must be used in flat mode only, with no shiny nor gradient colours being authorized in the branding materials.

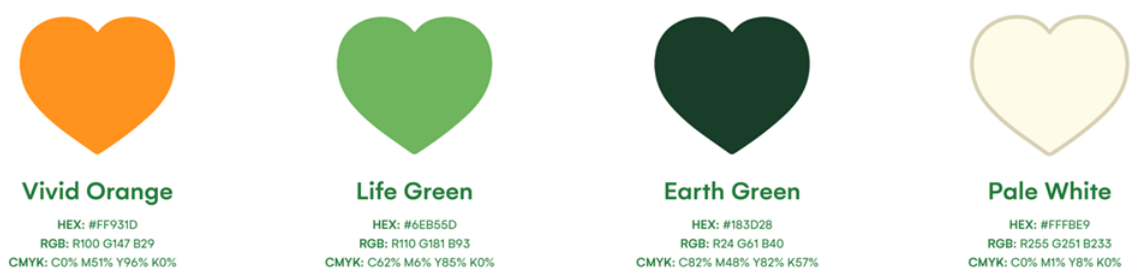


Figure 9. SOSfood main colours

Fonts

- The main font of graphic design elements is Gelion.
- The font used for general texts (information and descriptions) is Gelion.
- Barlow may be used as a substitute text font (alternative) in case a Serif font is required.
- To effectively define SOSFood brand experience, typography must be aligned across every touchpoint, from partner to employee.

Text colour palette

- Light Green #70AD47
- Green #6EB65D
- Orange #FB931C
- Dark Green #173C28
- Black #000000

Table options

Heading	Heading	Heading
Text	Table text 01	Table text
Text	Table text	

Table 7. Table model 1

Heading	Heading	Heading
Text	Table text	Table text
Text	Table text	Table text

Table 8. Table model 2

Heading	Heading	Heading
Text	Table text	Table text
Text	Table text	

Table 9. Table model 3

Heading	Heading		
Text	Table text	Table text	Table text
Text	Table text	Table text	Table text

Table 10. Table model 4

Backgrounds

Background will be used for video calls, being recommended to use the lighter options so that the speakers can appear more contrasted.



Figure 10. Example of videocall backgrounds with SOSfood colours

Project paperwork templates

SOSfood counts with a set of documents' templates to be used by all partners in those events of activities related to SOSfood, thus unifying the visual identity of results that might need to make use of the produced documents (such as meetings minutes or internal reports) and providing partners with a clear guidance on how to structure their works.

In Figure 11 and 13, the templates have been surrounded by an external border, to help the correct visualization of the document format.



XX Meeting minutes

XX Meeting minutes

Meeting minutes

Meeting Title
Month DD, 2024
hh:00 – hh:00 CEST

This is a recurring meeting - every xxx of the month
Join Meeting: [Link](#)

Participants

(Please add your name)

Organisation	Participants
01	Name Surname

Meeting agenda

Time	Session	Leading Partners
10:00-10:10	Intra Agenda, process, rules	Partner
10:10-10:20	Title Subtitle	All partners
10:20-10:25	Title Subtitle	Partner
10:25-10:45	Title Subtitle	All partners
10:45-10:50	Buffer to discuss Subtitle	All partners
10:50-11:00	Closing round Subtitle	All partners
Next meeting: Every xxx of the month → Month DD, 2024		

Progress per Task

Tx1 Title (partner)

Current status:

-
- Next Steps:
-
- Difficulties/ blocking issues:
-
- What we need from the other WPs/partners
-

Upcoming Deliverable(s):



Funded by the
European Union



Funded by the
European Union

Figure 11. Template for meeting minutes

[illegible]

Figure 12. Deliverable template

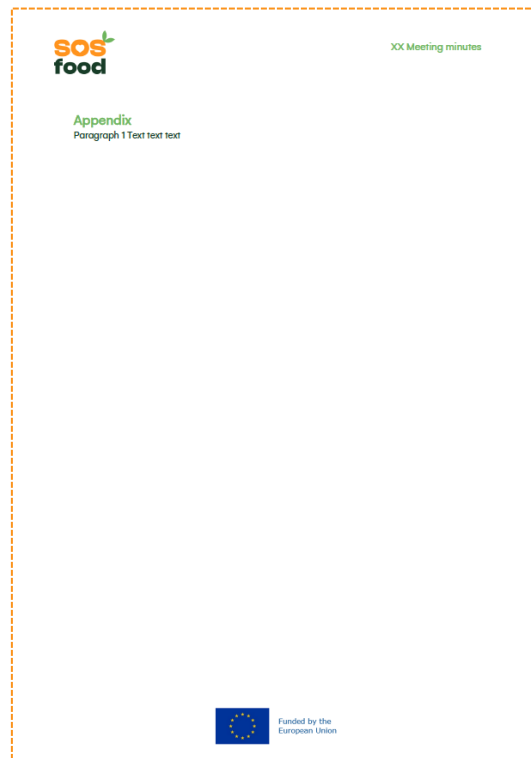


Figure 13. Additional paperwork template for letters and other documents

Visibility — European flag and funding statement³

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.



Figure 14. Emblem for acknowledgement of EU funding

³ Source: [info-geo – Download centre for visual elements \(europa.eu\)](https://info-geo.europa.eu/)

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

Quality of information — Disclaimer

As per stated on Article 17.3 of the Annotated Grant Agreement, any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

“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 [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

Since the granting authority for SOSfood is the Research Executive Agency, all deliverables must include the following text:

“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 the European Research Executive Agency (REA). Neither the European Union nor the REA can be held responsible for them.”

4.2 Approval and responsibilities

AFL DIH is the coordinating entity responsible for any task related under WP6. UVIGO will keep close attention to the situation of dissemination and external coordination and will support AFL DIH in any task related to the coordination of other partners.

The Tasks leaded by AFL DIH will produce 2 different deliverables, which will be reviewed by all partners under the provided deadlines. For the tasks leaded by other partners, activities will be agreed in advance with AFL DIH, so that they can produce dissemination materials if required and approve the fitting of the activity within the general project strategy.



4.3 Participation

Partners must contribute to the “news” section of the project website at least once per month on rotatory basis, as per the [schedule](#) available at the project Sharepoint.

Additionally, all partners must publish and disseminate about the project regularly, either in their own websites and social media news, events or any other activity open to potential SOSFOOD audiences.

Partners commit to [reporting regularly](#) according to the established in the reporting tool available at the project Sharepoint.

4.4 Publication review

All contributions to the news and social media channels of the project will be reviewed and formatted adequately by WPL prior to its publication.

When in doubt of a certain topic suiting up the strategic positioning of SOSFOOD as research project, partners or WPL will contact PC for advice. If necessary, peer review process will be called, with the text or documentation to be disseminated being shared on the project repository until a certain deadline, for no less than one week, so that every partner can participate.

4.5 Authorship and acknowledgement policy, disclaimer

All partners agree to acknowledge the authorship and referral responsibilities of the jobs by them developed and respect the attribution requirements of the third-party contents they may use, independently of these being open source, free to use or copyright materials.

Third-party licenses will be used as intended.

All results derivative from SOSFOOD project will be licensed under free use and open access licenses in compliance with Open Science initiative and Horizon Europe programme recommendations.

EU, REA and European Commission are not responsible of any bad practices.



Citation format

SOSFOOD citation format will be unified to APA 10th edition for any deliverable in which third-party intellectual property needs to be referred.

4.6 Project website

The project website is hosted under the domain name sosfood-project.eu. The website will be accessible during at least 3 years after the project end (scheduled for January 2028) and it will include all public deliverables and results of the SOSFOOD project, as well as news about the project and interesting initiatives the partners may be involved in along the project lifespan.

4.7 Ethical and legal issues in dissemination

For ethical and legal issues in dissemination please refer to ANNEX I — Declaration of honour on non-discrimination and ethical aspects; D6.1 Communication and dissemination plan and the reports of the Ethical Advisor of the project, included on D8.4 Other Ethical Issues.

5. References

- AGA — Annotated Grant Agreement – EU Funding Programmes 2021–2027. Version 1.0. 01 May 2024.
- GRANT AGREEMENT – Project 101134894 — SOSFood
- HORIZON EUROPE (HORIZON) – HE Programme Guide – Version 4.1. 01 May 2024.

6. Annexes

ANNEX I – Declaration of honour on non-discrimination and ethical aspects. Available on the [website](#)





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Neither the European Union nor the REA can be held responsible for them.

All partners declare to comply with the [SQSEFOOD non-discrimination commitment](#).