



IRISCC

D6.3 Guidelines on proposed harmonisation measures for TA policies and procedures for the service provision



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Abstract**Key words**


Access, policies, procedures, harmonisation

This deliverable provides the guidelines for harmonizing policies and procedures for physical, remote, and hybrid service provision within the IRISCC project. Based on a preliminary analysis of current access modalities across various Research Infrastructures (RIs) involved in the project, it aims to support establishments of common access practices to optimize Transnational Access (TA) management in Work Package (WP) 8 and TA provision in WP10, ensuring user's to experience uniform, simplified, and efficient access to advanced RIs' services.

The five key areas in which harmonisation is advisable and should be implemented are identified in access policies, application and selection processes, evaluation criteria, user support services, and user obligations. Possible harmonisation measures are suggested for each area and an implementation plan is proposed to guide the integration with WP8, outlining the timetable and procedures, including defining the IRISCC Access Program, creating an International Assessment Panel, optimizing the TA management tool, defining the TA user support and feedback system, and customizing the TA management tool.

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Terminology / Acronyms

Term/Acronym	Definition
Access	The legitimate and authorised physical, remote and virtual admission to, interactions with and use of Research Infrastructures and to services offered by Research Infrastructures to users
Access mode	<p>Access modes regulate the conditions for the selection of users, acknowledging the different purposes of access, and in function of possible contractual and legal obligations. The access modes identified in the EU Charter of access to Research Infrastructures are:</p> <ul style="list-style-type: none"> - Excellence-driven, dependent on scientific excellence and quality, - Market-driven, when access is oriented to meet the needs of industrial or commercial users and can be defined through an agreement between the User and the Research Infrastructure - Wide, which guarantees the broadest possible free and open Access to scientific data and digital services (Virtual Access)
D	Deliverable (of the project)
FAIR	Findable, Accessible, Interoperable and Reusable
KPI	Key Performance Indicators, major quantifiable indicators of progress toward an intended result that create an analytical basis for decision-making supporting strategic and operational improvement.
MS	Milestone (of the project)

PASS	Platform for managing user Access to ACTRIS Services (PASS), an online, centralised access management platform operated by the ACTRIS Service and Access Management Unit and made available to IRISCC to manage physical, remote and hybrid access to the research facilities.
RASCI	Responsible, Acknowledging, Supportive, Consulted, Informed (RASCI) matrix, a chart used to help clearly identify roles and responsibilities within a team or organisation on a project.
RI	Research Infrastructure, defined in the EU Charter of access to Research Infrastructures as “facilities, resources and services that are used by the research communities to conduct research and foster innovation in their fields. They include: major scientific equipment (or sets of instruments), knowledge-based resources such as collections, archives and scientific data, e-infrastructures, such as data and computing systems and communication networks and any other tools that are essential to achieve excellence in research and innovation. They may be 'single-sited', 'virtual' and 'distributed’”.
SAMU	Service and Access Management Unit of the ACTRIS ERIC Head Office
SLA	Service Legal Agreement
TA	Transnational access (physical, remote, hybrid)
<i>TA – Physical access</i>	Physical access is “hands-on” access when users physically visit an infrastructure/facility/equipment/installation. Physical access means access to services offered by IRISCC through an installation of the participating RIs. The available services or resources are not unlimited, and a competitive, peer-reviewed process is required following a defined procedure with well-defined criteria and call conditions for the selection of users.
<i>TA – Remote access</i>	Remote access is access to resources and services offered by IRISCC through participating RIs without users physically visiting the infrastructure/facility/equipment/installation. Similar to physical access, the services or resources are not unlimited, and a competitive, peer-reviewed process is required following a defined procedure with well-defined criteria and call conditions for the selection of users.
<i>TA – Hybrid access</i>	Hybrid access combines multiple types of access to IRISCC resources and services, including virtual, physical and remote access. As hybrid involves resources for which the IRISCC facilities have limited capacity, a

	competitive selection of users similar to that described above for physical and remote access is required.
User	A person, a team, or an institution from any sector, including the public and private sector making use of RI data or other services, including access to the RI facilities.
VA	Virtual access (VA) is free access to users provided by a facility or infrastructure through communication networks; an unlimited number of users can simultaneously use the available services or resources, and the users are not selected. Virtual access within IRISCC concerns access to scientific data, digital tools and/or integrated online services related to climate change risks.
WP	Work Package, a component of the project work breakdown representing a manageable unit of work within a project, including a major group of project activities targeting common specific objectives.

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Executive summary

This document offers guidelines for harmonising policies and procedures for physical, remote and hybrid service provision in the IRISCC project. It is released in Work Package (WP) 6 “Integrated Knowledge Service assessment”, Task 6.3 “Harmonisation of procedures for transnational access”. The work is based on a preliminary mapping and analysis of the access modalities adopted by the different distributed Research Infrastructures (RIs) involved in the project. It seeks to formulate common access practices and mechanisms to prepare optimal conditions for Transnational Access (TA) management in WP8 “IRISCC TA and VA access management” and TA provision in WP10 “AO01 – Transnational access provision for climate change risk services”. As a result, users from all the different, close or less close research communities, are expected to experience uniform, simplified and more efficient transnational access to the wider and integrated set of advanced RIs’ services developed in IRISCC.

Following the analysis realised, five key areas for harmonisation were identified and described along with the harmonisation measures proposed for each: i) harmonised access policies, ii) application and selection procedures, iii) evaluation criteria, iv) user support services, and v) user duties, which together provide the common concept for TA management in the IRISCC project. This common concept is intended to serve as a major input to help prepare and arrange TA activities in WP8, specifically for Tasks 8.1 “Centralized TA management” and 8.3 “Transnational and virtual access related service user and service provider support”.

Not all the RIs in IRISCC were found to have a dedicated, official document establishing their access policy. For those RIs not having a formal access policy, the recommendation is to formalise it in a document. For those who already have policy documents, it is advised to update them according to the latest indications from EU strategic documents and to include more operational principles to guide access management.

The EU guidance documents call for considering and introducing new access modes (priority-driven and crisis modes, and reference to access for education/training); extensive experience in TA management suggests that flexibility, effectiveness and efficiency, transparency, and accountability should be key operational principles to include in the policies as well.

Concerning the second key area — application and selection procedures — the main harmonisation measures address, on one hand, the steps in the selection process and their sequence, and on the other, the detail and type of information required for a valid access application and selection based on a suitable scientific review. Recommendations are towards simplifying the process, which should consist of a lean eligibility check, feasibility

or plausibility check, and merit evaluation phases as well as simplifying the forms needed in the various steps.

Evaluation criteria for assessing and selecting user TA proposals represent a third key area needing harmonisation between the IRISCC RIs. Harmonisation efforts here mainly concern the number of criteria and their weight in the overall assessment. These should be a maximum of around six and could include scientific/technical value and relevance, impacts, novelty and innovation, and quality and efficiency of the implementation, which are currently widely shared among the RIs.

User support services represent the fourth key area. The proposed harmonisation for this strategic aspect regards the implementation of a helpdesk service involving multiple players at different levels for optimal management of support requests, also to give detailed input to WP8.

The last key area for harmonisation is identified in the duties selected users for TA need to comply with, both before access begins and occurs at the facility, and once access is complete. Recommendations are to reduce these tasks as much as possible, simplify the forms and documentation the users need to complete, and mainly harmonise the content of the paperwork to produce, which is recommended to be as simple as possible.

Finally, an implementation plan for the proposed harmonisation measures is provided to base and guide interlinkages with WP8 and inform interactions, according to the main steps and phases already identified in the IRISCC project:

1. Initial customisation of the TA management tool in WP8;
2. Definition of the strategic IRISCC Access Programme in WP7;
3. Establishment of International Assessment Panel in WP8;
4. Optimisation of the TA management tool in WP8;
5. Definition of the TA User support and feedback system in WP8.

All these phases and steps shall ideally be completed with the collaboration and supervision of WP6.

1. Introduction

This document is developed in the framework of the IRISCC project (Integrated Research Infrastructure Services for Climate Change risks), which aims to foster challenge-driven and interdisciplinary research on climate-change-related multi-hazard risks. This deliverable D6.3 is the product of the work carried out in Work Package (WP) 6 “Harmonization and Technical Interoperability” for Task 6.2 “Harmonization of Procedures for Transnational Access.”

The structure of this document is as follows: Section 1 provides an introduction that describes the objectives and scope of the work realized, as well as the methodology followed. Section 2 provides the background, presenting the Transnational Access (TA) concept, the current policies and procedures adopted by the Research Infrastructures (RIs) in IRISCC, and, finally, the reasons for harmonisation. Section 3 comprehensively describes the key areas where the harmonisation efforts should be concentrated and the proposed measures for each. Section 4 offers a plan for implementing harmonised access procedures in IRISCC. References are included in Section 5.

Finally, the Annexes include an exemplary TA workflow for the project and a set of exemplary forms showing the possible structure and level of detail of the information required for a TA project in the different phases of its lifecycle. The basic standard forms are provided as starting points for further discussions and developments before the final implementation in WP8.

1.1 Purpose and scope of the document

According to Task 6.2’s purpose, this deliverable provides the guidelines for harmonising the procedures for transnational access within the IRISCC project, adapting RIs’ existing access policies and processes to prepare for TA management in WP8 “IRISCC TA and VA access management”. The document presents the result of the first joint attempt to harmonise access between the IRISCC RIs seeking to make access to various distributed facilities and services seamless and more efficient, to provide valuable input and help to WP8 for the design and implementation of sound TA management.

Further to that, the scope of the document encompasses the principles guiding the provision of physical, remote and/or hybrid access to research facilities, as well as the rules, procedures, tasks and activities to put into practice the principles for access stated in the policy documents.

Virtual access (VA) to data and digital tools is addressed in Deliverable D6.6 “Recommendations for data policy and procedures for digital service provision”, and is, therefore, not further tackled in this document.

1.2 Methodology

The main phases of the methodological approach adopted are summarized in **Figure 1**.

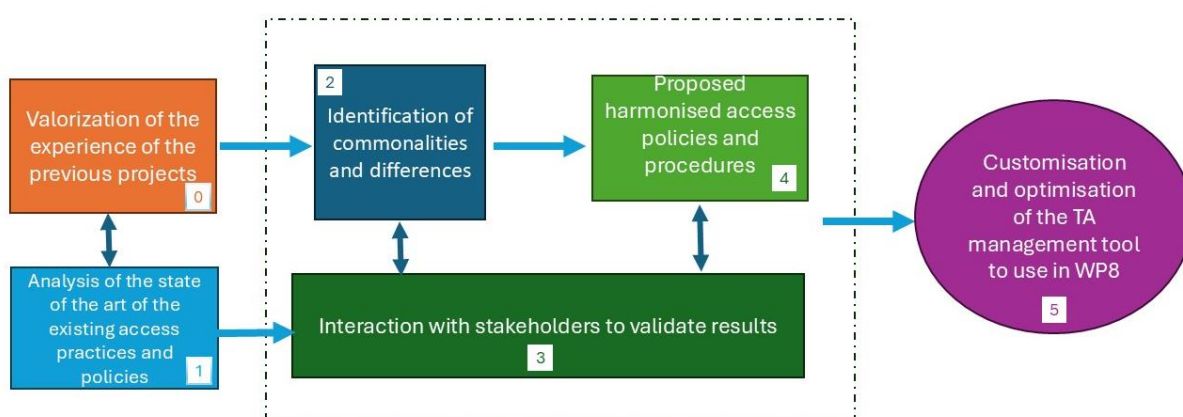


Figure 1. Methodological approach used.

The work capitalises on the significant experience accumulated by the IRISCC RIs in numerous projects¹ involving the implementation and management of procedures for TA to research infrastructures (step 0). In line with this, and as a first step, an analysis of the state of the art of the existing access practices and modalities adopted by the RIs was carried out. Fourteen RIs contribute to IRISCC, ten out of which are listed in the Grant Agreement as providing TA access through the project: ACTRIS, AnaEE, eLTER, EMBRC, EIRENE, GESIS, ICOS, IS-ENES, OPTED and SeaDataNet.

A desk analysis was conducted for these RIs to obtain the information necessary to characterise their existing access policies, processes and management (step 1). The information collected was organised in an easily queryable Excel table providing the inventory of existing access practices, modalities and monitoring tools, and the analysis proceeded to identify commonalities and main differences (step 2).

¹ ACTRIS in the ATMO-ACCESS (GA No.), the ACTRIS PPP (GA No.) and ACTRIS IMP (GA No.) projects; AnaEE in the AgroServ project (GA No. 101058020); EIRENE in the EIRENE PPP project (GA No. 101079789); eLTER in the eLTER PPP (GA No. 871126) and eLTER PLUS (No. 871128) projects; EMBRC in the ASSEMBLE Plus (GA No. 730984), AgroServ (GA No. 101058020), canSERV (GA No. 101058620) projects, among others; IS-ENES in the IS-ENES3 project (GA No. No. 824084).

To ascertain the accuracy and appropriateness of the collected information and integrate it, the table was shared in Google Drive to allow for fruitful and constant interaction with the RIs' reference people (step 3).

GESIS, OPTED, and SeaDataNet were found to mainly provide VA and not have their own policies or processes for TA. The same also applies to ICOS, which nevertheless has been experiencing TA provision in its facilities co-located with other RIs (ACTRIS, eLTER), following their practices. In line with the scope of D6.3, the analysis focused only on the six RIs in IRISCC regularly providing TA (Table 1). The RIs in IRISCC only or mostly providing VA were not further analysed as they are addressed and studied in Deliverable D6.6.

Based on the insights gathered, the fourth step was attempting a harmonisation of the access policies and practices to propose a common, harmonised and compatible access management concept to guide the design of processes and tools for TA calls management in WP8 (step 5).

2. Background

2.1 Overview of Transnational Access (TA)

In the frame of the EU policies and programmes for research and innovation, TA is commonly defined as access to a Research Infrastructure provided to selected (via a scientific merit-based competitive procedure) researchers/research teams usually working in a country other than the country where the RI is located.

Transnational access, provided to users free of charge in the frame of EU-funded projects, can be:

- a) Physical, in-person ("hands-on") to users visiting the infrastructure, e.g. access to a research installation or a vessel;
- b) Remote, in case scientific services are provided to users with no visit needed, e.g. performance of sample analysis from a laboratory, instrument calibrations, or specific measurements performed by the facility staff following the instructions of remote users.
- c) Hybrid, in case a combination of physical and remote access is involved, with some activities carried out by the user visiting the facility and others with the user remotely following their completion.

Acknowledging its different purposes, physical and remote access can be provided in various access modes, which basically attain the way users are selected and, as defined in the EU Charter for access to research infrastructures [R1], hereinafter referred to as the EU Charter], are:

- Excellence-driven Access, that is access granted based on the scientific excellence, originality, quality and technical and ethical feasibility of the proposed work to be carried out at the infrastructure,
- Market-driven access, which involves collaboration with users from the private sector, can be defined through an agreement between the User and the Research Infrastructure.

It is worth noting that, based on their experience of providing services to users, some RIs introduced peculiar access modes for particular types of services, going beyond the minimum indications of the Charter².

2.2 Current TA policies and procedures in the IRISCC RIs

This Section describes the current TA policies and procedures in the IRISCC RIs that provide physical, remote and hybrid access. The following indicators are characterized: type of facilities, access policy documents, access governance, tools, access process, selection modes, review criteria, access types, access modalities, access monitoring tools, user duties, and special access. The results are shown in [Table 1](#), which accommodates these indicators in the rows and the RIs in the columns. The description of the RIs' facilities providing access to resources and services for the research communities is placed at the top of the table, as preliminary information to understand and appreciate differences in the practices and policies, and, if necessary, consider special harmonisation requirements/conditions.

To date, only two RIs have stand-alone access policy documents clarifying access conditions, defining key principles for providing access, specific access modalities and support measures that facilitate access. All the other RIs have also stated these principles but in documents describing the various access schemes, in specific call texts and guidelines, not in formal policy documents.

Each RI has implemented processes to provide user access and identified rules, roles and tools. As shown in Table 1, in almost all the RIs, it is the Head Office staff that centrally manages the access processes. All RIs have provided themselves with reference

² For instance the technical/training need-driven access modes, see for example ACTRIS in Table 1.

documents for managing these processes and presenting the RI's services, in some cases through more elaborate tools, such as online service catalogues, or vice versa through simple lists.

The tools for submitting access proposals range from access management platforms with dedicated web interfaces for compiling application forms and managing all the other steps of the workflows, to simple templates that can be downloaded from the websites and returned via email.

The access processes include comparable steps that are: the publication of calls, an eligibility check to verify formal regularity (minimum requirements respected), a feasibility check, a scientific review, access provision, post-access requirements (scientific activity report, user feedback and dissemination). It is worth noting that only AnaEE provides for the feasibility verification phase after the scientific review.

Regarding the selection modes, i.e. how TA proposals and user groups are selected, the scientific merit review (excellence-driven) is the prevalent one, with the technical merit included in the feasibility/plausibility check from the providers and not as a specific mode for external evaluation (as in ACTRIS). Concerning the review criteria, scientific excellence, novelty and innovation, quality of the work plan and the user background are the most common.

Monitoring is the responsibility of the Access Management Unit/Head office staff for almost all RIs; ACTRIS manages monitoring as well as metrics and Key Performance Indicators (KPI) collection via the access management platform (PASS) while the others use Excel databases.

Finally, all RIs require users to perform certain duties before and after access, such as acknowledging and accepting the access terms and providing final activity reports and feedback.

Table 1. Overview of the current TA management practices in the IRISCC RIs providing physical, remote and/or hybrid access.

IRISCC RIs	Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
Facilities	<ul style="list-style-type: none">- Topical Centres,- Observation Facilities,- Atmospheric simulation chambers,- Mobile facilities	<ul style="list-style-type: none">- Open-air platforms- Enclosed platforms- Analytical platforms- Modelling platforms	<ul style="list-style-type: none">- eLTER Sites (up to 10 km², comprising mainly one habitat type and form of land use)- LTSE Platforms representing the main habitats, land use forms and practices relevant for broader regions (up to 10000 km²)	<ul style="list-style-type: none">- Marine biological stations and institutes in EMBRC member countries	Laboratories equipped with state-of-the-art gas chromatography (GC) instruments and mass spectrometers (MS), supporting large-scale research for the interdisciplinary assessment of Human Exposome, the environmental determinants of human health, including indoor and outdoor	<ul style="list-style-type: none">- services on climate model data from international WCRP experiments for global and regional experiments and supports the European contribution to the international Earth System Grid Federation database.	

IRISCC Ris Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
					environment factors, lifestyle, socioeconomics, and the individual's ability to cope with various stressors such as infection or disease.	
Access policy document	- ACTRIS Access and Service Policy	-	-	- Access Policy	-	-
Access governance	- Service and Access Mgmt Unit (SAMU) of the Head Office, responsible for the access centralized mgmt.	- Central Hub, responsible for the central management of the access - AnaEE Project Review	- eLTER Head Office - eLTER PLUS Access Team - eLTER PLUS selection panel, consists of representatives of	"Access Unit" based at the HQ	- Service and Access Management - responsible for the central management of the access	Brief description of the project by e-mail

<div>IRISCC Ris</div> <div>Key Access aspects</div>	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
	<ul style="list-style-type: none"> - Access evaluation board 	<p>Committee (PRC, independent from AnaEE ERIC) entrusted with review of requests</p>	<p>the institutions which own or operate the sites made accessible through the access scheme. Fairness is guaranteed by the rule that nobody may evaluate proposals requesting access to their own site, nor by users from their own country.</p>		<ul style="list-style-type: none"> - RI evaluation board 	
Tools	<ul style="list-style-type: none"> - Access Management Plan 	<ul style="list-style-type: none"> - Searchable list of facilities (in the RI web portal) 	<ul style="list-style-type: none"> - Service portfolio (initial development) 	<ul style="list-style-type: none"> - EMBRC service catalogue 	<ul style="list-style-type: none"> - Service and Access - online request 	<p>Dedicated VRE to facilitate pre-processing and</p>

IRISCC RIs Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
	<ul style="list-style-type: none"> - Catalogue of services - PASS Platform for managing user Access to ACTRIS Services - Science and User Access Forum and Knowledge-base, Helpdesk 	<ul style="list-style-type: none"> - allowing basic search of the facilities, with descriptive, static facilities presentations - Dedicated web interface (in the RI web portal) for application submission. Very basic form (similar to a Google form) to collect the main idea and objectives. - Possibility of specific calls for access to AnaEE platforms 	<ul style="list-style-type: none"> - eLTERs Digital Asset Registry - eLTER PLUS TA-RA Proposal Template (MS Word document) - Password-protected file store, to serve as database of proposals - eLTER PLUS TA-RA Proposal Evaluation Form (MS Word document) - eLTER PLUS TA Agreement template (MS Word document) 	<ul style="list-style-type: none"> - Application submission portal 	<ul style="list-style-type: none"> - Searchable list of facilities allowing basic search of the facilities, with descriptive, facilities presentations 	<ul style="list-style-type: none"> - extracting digital services. D4Science e-infrastructure platform

IRISCC Ris Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
		<ul style="list-style-type: none"> - Platform service legal agreements (SLA) 	<ul style="list-style-type: none"> - eLTER PLUS TA Reporting template (MS Word document) 			
Access process	a) Publication of the Call for TNA (annual, semestral, topical) b) User request, via PASS c) 3-step selection, via PASS c.1 eligibility, by SAMU c.2 feasibility, by the Facility provider c.3 independent merit review, by ad-hoc panels of up to 3 reviewers, one of	a) Application, consisting of a short Pre-proposal b) 2-step selection: - Scientific evaluation and, upon positive review - provider's confirmation of the technical feasibility, and quotation of the service costs	a) Publication of TNA Calls (in the frame of EU funded projects). 2 types of calls: - bottom-up (topic chosen by the user) - top-down (thematic framework set) b) Application, submitting via email the PDF form c) 4-step Evaluation, (10-12	<ul style="list-style-type: none"> - Access request - Check of compliance with EMBRC mission - Ethical compliance - Feasibility check - Scientific excellence (only in case of "excellence-driven" access) - Experiment preparation - Service provision 	<ul style="list-style-type: none"> - Applications for access are available via the Open Access proposal online submission form - Users are asked to provide a short proposal outlining what they would like to do, the problem it addresses and 	<ul style="list-style-type: none"> - Access calls (the last one published was for OASIS dedicated User Support³) - User application: Brief description of the project by e-mail - Selection made by members of the OASIS Advisory Board.

³ Details in the table came from the general info on this call.

<div>IRISCC</div> <div>RIs</div> <div>Key Access aspects</div>	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
	<p>whom acts as Rapporteur. Reviewers' scores are averaged, then Rapporteur summarizes results and produces recommendations</p> <p>d) access provision</p> <p>e) post-access requirements, including user scientific activity report, user feedback questionnaire,</p>	<p>c) project optimization, following suggestions from reviewers and providers. The optimized project proposal is then submitted to a funding body (external)</p> <p>d) Access provision (for funded projects): AnaEE processing and scheduling on the relevant platforms. If the funded project proposal was changed compared to the</p>	<p>weeks from the deadline):</p> <p>c.1 Eligibility check, by the eLTER PLUS Access Team</p> <p>c.2 Plausibility check by site owners</p> <p>c.3 Scientific evaluation: 1 or 2 individual evaluations depending on:</p> <ul style="list-style-type: none"> - availability of TNA budget at the requested site/provider (1 evaluation). - the requested site/provider has exceeded the TA 		<p>how it is linked to their ongoing activities.</p> <ul style="list-style-type: none"> - The evaluation process. All applications are evaluated on a quarterly basis in a two-step process: - Once the evaluation is completed, its results are presented to the RECETOX Extended Executive Board for final approval. 	

IRISCC Ris Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
		optimized and validated project proposal (in step b), step b is repeated	budget (2 evaluations) - Multi-site proposals (2 independent evaluations). In the case of discordant evaluations, a third is performed. c.4 Final Selection, by eLTER PLUS Access Team. d) Post-access: Metadata entry in eLTERs Digital Asset Registry + Report completion			
Selection modes	- Excellence-driven	- Scientific review (exc.-driven)	Scientific review (excellence-driven)	- Excellence-driven	- Scientific review (exc.-driven)	N/a

IRISCC Ris Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
	<ul style="list-style-type: none"> - Technical need-driven - Market-driven - Training need-driven 	<ul style="list-style-type: none"> - Technical review (feasibility + pricing) - Review for private sector users 		<ul style="list-style-type: none"> - User-financed access 	<ul style="list-style-type: none"> - Technical review (feasibility) - Review for private sector users 	
Review Criteria	<ul style="list-style-type: none"> a. Excellence-driven access (<i>Scientific and technical value, Novelty and innovation, Quality and efficiency of implementation</i>) b. Technical need-driven access (<i>Technical and scientific relevance, Technical need</i>) 	<ul style="list-style-type: none"> - Scientific excellence and novelty - Scientific expertise of the project consortium members - Potential impact of expected results - Usage of national access, TNA, and VA 	<ul style="list-style-type: none"> - For bottom up calls: <ul style="list-style-type: none"> o Scientific quality (up to 5 points, weight 2) o Approach and methodology (up to 5 points, weight 2) o Relevance for eLTER (up to 5 points, weight 1) - For top-down calls: 	<ul style="list-style-type: none"> - Excellence-driven <ul style="list-style-type: none"> a. scientific excellence b. feasibility - User-financed access <ul style="list-style-type: none"> a. feasibility 	<ul style="list-style-type: none"> - Technical feasibility - Scientific excellence 	<ul style="list-style-type: none"> - Conciseness and good definition of the required enhancements or modifications. Developments focused on the OASIS software (instead of model interfaces) will be preferred - Quality of the methodology proposed

IRISCC Ris	Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
		<p>c. Market-driven access (<i>Scientific/Technical value and Innovation, Quality and efficiency of the implementation</i>)</p> <p>d. Training need-driven (<i>Scientific/learning objectives and motivation, Quality of the applicant</i>)</p> <p>Bonus points are given to all applications for Gender balance, Collaboration and access to new Users,</p>	<ul style="list-style-type: none"> - Scientific feasibility - Technical and scientific compliance and complementarity with the long-term integrity of the platform(s) - Carrying capacity of platform(s) - Compliance of the DMP with the platform's and AnaEE criteria - Usage of national access, TNA, and VA. - For private user review: 	<ul style="list-style-type: none"> o Scientific quality (up to 5 points, weight 1,5) o Approach and methodology (up to 5 points, weight 1,5) o Relation to the chosen framework (up to 5 points, weight 2) - Final selection: evaluation outcomes + H2020 prioritization criteria 			<ul style="list-style-type: none"> - Expected scientific impact of the target coupled system and its long-term support by the applicant group - Development of cooperation with communities outside ENES - Potential training aspects for new or young users - Synergy with the OASIS3-MCT development plan - Originality of the problem: e.g. new physics (ice sheets, hydrology,

IRISCC RIs	Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
		and Involvement of students / young scientists)	<ul style="list-style-type: none">- Rules for scientific and technical evaluation, access to the data, and IPR are defined in a prior agreement made with AnaEE.				atmosphere/ocean boundary layer, regional modelling, ...), increased task parallelism (extraction and concurrent running of sub-components e.g. sea-ice), etc.
Access types	<ul style="list-style-type: none">- Physical, remote, virtual- transnational (mostly EU-funded projects)	<ul style="list-style-type: none">- Physical, remote, virtual- national, transnational	<ul style="list-style-type: none">- Physical, remote, and combination- Virtual access to data- Transnational (TNA)	<ul style="list-style-type: none">- On-site- Remote	<ul style="list-style-type: none">- Physical, Remote		
Access modalities	<ul style="list-style-type: none">- Standard: single facility,	<ul style="list-style-type: none">- .Standard: single facility,	<ul style="list-style-type: none">- single-site access	<ul style="list-style-type: none">- Single-site- Multi-site	<ul style="list-style-type: none">- Single-site- Multi-requests		

IRISCC Ris	Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
		simultaneous access; - non-standard: multiple facilities, in person/ remote - Free	simultaneous access; - non-standard: multiple facilities, in-person/ remote - NO FREE access, access is paid with funds the users get elsewhere (AnaEE is not a funding body for the user projects to be realized on its platforms)	- multiple-site access - FREE TNA funded by EU projects			
Access monitoring tools		Monitoring is carried out by SAMU with monitoring tools embedded in PASS.	Monitoring is a responsibility of the Central Hub and covers the quantity	Standard project-based monitoring. Password-protected file store	Monitoring is a responsibility of the EMBRC HQ, the EMBRC Nodes and	Monitoring is a responsibility of the Service and Access	

IRISCC Ris	Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
		PASS enables both collection of the main access metrics and gathering of the user feedback needed to measure KPIs on the users, quantity and quality of access provided, type of services requested, user satisfaction. Customized Access KPIs & Service Provision Activity reports are produced at specific intervals of time.	and quality of Access granted, type of User, geographic distribution, and User satisfaction, etc. KPIs, to be monitored by the Platforms, will be defined in the SLAs.	serving as database of proposals, from which data are extracted for monitoring purposes	their Operators. It covers the quantity and quality of Access granted, type of User, geographic distribution, and User satisfaction, etc, according to the EMBRC Key Performance Indicators for user access (https://www.dropbox.com/scl/fi/ducfj3lluydsw8k44zyg2/EMBRC-KPIs-implementation-manual-ver-1.3.1.pdf?rlkey=99ht0bryrds0ketur8l5n42ty&dl=0)	Management and covers the quantity and quality of access granted, type of services, type of user, geographic distribution, user satisfaction, type of results, etc. Service Provision Activity progress and final reports are produced every year.	

IRISCC RIs	Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
User duties	<ul style="list-style-type: none">- Acknowledgement of the access terms- Feedback provision- Scientific activity report	<ul style="list-style-type: none">- Acceptance of the access terms- Acceptance of the user duties in appendix to platform service legal agreement (SLA)- Activity report	Enter metadata in eLTERs Digital Asset Registry for each of the variables they monitored / measured / observed during the visit, within two weeks after the visit	<ul style="list-style-type: none">- Acknowledgement of the access provision of the RI in any resulting research outcome- User Feedback provision- Scientific activity report, in case of "Excellence-driven" access	<ul style="list-style-type: none">- Sign the "General access conditions" agreement, stipulating the terms of access as specified by local regulations, safety procedures, IPR rules and rules for publishing results.- Acknowledgement of RI is required in all published outcomes originating from the open-access projects		

IRISCC Ris	Key Access aspects	ACTRIS [R2, R3]	AnaEE [R4, R5, R6]	eLTER [R7]	EMBRC [R8, R9]	EIRENE_MU	IS-ENES
						- Submission of project implementation report and an evaluation questionnaire	
Special Access	Plans for private sector access and Fast-track / crisis access	None	None	None	None		

2.3 Need for harmonisation

Harmonisation is understood as the effort and the process of making the policies, rules and requirements of different authorities or organisations on the same domain compatible, close or at least not patently divergent. In the case of access to RIs, this effort seems easier than in other domains, because the current access policies and practices in the European RIs follow or are largely inspired by the EU Charter of Access to Research Infrastructures [R1] and access provision is mostly funded by EU funding for Research Infrastructures, which require alignment with EU TA rules and regulations. Published in 2016, the EU Charter encouraged RIs, particularly distributed RIs, to fully define their access policies (or redefine them, where they already existed) based on the principles contained therein. Although it has started to show its age and requests for updates/revisions are multiplying [R10, R11] the Charter remains fundamental for the harmonisation of access policies. Indeed, the analysis of current access policies and practices confirmed that no matter the specific scientific domain, the IRISCC RIs share many aspects of access because of this common inspiring document. However, some noticeable differences were also found. Hence, further harmonisation of certain rules and prescriptions setting how certain steps and tasks within the access process are performed is needed for at least three main reasons.

First, harmonised policies and practices generate a positive effect of common ground where the rules of the game are shared, evident and predictable for all the stakeholders involved. This is ideal within a project involving different RIs with their distributed facilities, which will design, optimise and provide joint services to serve not only the traditional reference user community but interdisciplinary, inter-community groups of users. In that sense, harmonisation helps strengthen the IRISCC research network and the collaboration between different research communities, better exploit the facilities, share knowledge and resources, and ultimately develop and support excellent science. Hopefully, this will also pave the way for a common improvement of the IRISCC access services.

Secondly, harmonisation is key for distributed RIs jointly providing access in a common project like IRISCC, as it ensures consistency in the principles and process for access provision while allowing flexibility and differences due to the distributed nature of the RIs and the variety of components and requirements for providing different services to different users.

Third, closely connected to the previous point, harmonisation is particularly important for the users themselves because it guarantees them common and standard procedures across different RIs and different facilities, the same evaluation criteria, and the same quality of access and service provision.

3. Key Areas for harmonisation

Some key areas where harmonisation is needed to ensure that TA in IRISCC is provided on a common ground emerged from the survey and the analysis carried out on the policies and practices related to access in use in the different RIs involved in IRISCC. These are:

1. Access policies: the main principles for TA provision
2. Application and selection procedures: the process for requesting access and selecting user groups
3. Evaluation criteria: the criteria to base the selection of successful user groups for TA to the IRISCC facilities
4. User support services: assistance provided both at the centralised level for the general access process and at the level of the distributed facilities for the services accessed there
5. Post-access duties: responsibilities both for the users and the providers after the access at the facility is completed.

These five areas together and the harmonisation proposed for each provide the common concept for TA management in the IRISCC project, described in detail in the following Sections 3.1–3.5.

3.1 Access Policies

Although, as seen in Section 2.2, the key general access principles are largely the same⁴ for the IRISCC RIs providing physical, remote and hybrid access⁵, whether explicitly affirmed in their access guiding documents or not, it is advisable to include in the harmonisation effort also the policies, essentially to:

⁴ As these are affirmed for all RIs in the EU Charter: Non-discrimination, Legal conformity, Ethical conduct and research integrity, User instruction, Acknowledgement and co-authorship.

⁵ Whether through their own access programmes or within the framework of EU or nationally funded projects.

- Promote updating of the RIs' access policies to follow up on the recommendations for possible modifications of the EU Charter for Access to Research Infrastructures proposed by the ESFRI [R1, R1], anticipating the Charter revision.
- Agree on more operational principles that need to be shared regarding how access should be organised and managed.

Regarding the first point, the main harmonisation measures that can be proposed to follow the ESFRI recommendations for the revision of the Charter [R10, page 18] directly related to the physical, remote or hybrid access, are to include:

- a '*priority-driven access*' mode, considering access granted based on own RI's research or technical needs (e.g., technical need-driven access in some of the IRISCC RIs), selected areas with high impact (for instance, priority-driven access for green transition), challenge-driven (to support research aimed at addressing socially relevant challenges and finding practical solutions).
- a '*crisis access*' mode, when access to research facilities and services is needed to conduct essential experiments, measurements, or analyses to contribute effectively to addressing severe events.
- a *reference to access to education/training*, for example considering a training need-driven access, with specific criteria for evaluation.

As shown in the overview in Section 2.2, some of these recommendations reflect choices that certain RIs have already implemented in their own access policies/practices. RIs in IRISCC can benefit from their experience and easily adopt similar solutions at the project level and, in case, for their own policies and practices. Recommendations for priority-driven access and crisis access are ideally to be considered in the TA calls programme to be defined in WP7.

Regarding the operational principles to inform access management, these are easily identified in:

1. **Flexibility** to adapt processes, documents, activities, and tasks based on the project or users' particular needs. That includes, for instance, shortened and simplified processes for crisis-driven access, specific categories of users (public authorities, private sector users) or activities, etc.
2. **Effectiveness and efficiency** to ensure that access management activities are performed without lengthy processes and optimising time and efforts while producing the expected outcomes. That demands for:
 - optimising the call's programme and the timeline for each call, considering the need to avoid activity peaks and distribute the workloads in a balanced way,

- adjusting and simplifying to the extent possible the application and review forms (see Section [3.2](#) below), as well as forms and templates for the post-access duties (see next Section [3.5](#))
 - drafting precise instructions, checklists, and self-explanatory templates to inform and prepare applicants and providers and reduce helpdesk tickets (see Section [3.4](#))
3. **Transparency and Accountability**, requiring clear attribution of roles and responsibilities in the access process, the establishment of the access evaluation and approval criteria, including rules and possible exceptions, and all documentation made publicly available and accessible.
 4. **Continuous improvement**, based on the feedback received from all the participants in the access process (users, providers, reviewers).

3.2 Application & selection procedures

Application and selection procedures were found to vary somewhat between the involved RIs and that largely depends on the peculiarity of the facilities concerned and the services provided.

The main harmonisation measures proposed here regard:

- the detail and type of information required for a valid access application
- the steps in the selection process, and their order

As for the application, the indication is to go for simplification to the maximum extent of the fields the users will be required to fill in the application form (AF) while allowing for a suitable review to ascertain the scientific quality of the proposed work at the facilities. That will make users concentrate really on the key aspects of their project at the facilities to describe them at their best without dispersing energies on unnecessary details where these can be better defined in the subsequent phases (for instance, when arranging the approved access at the facility with the provider).

As a starting point towards simplification, [Annex 1](#) provides a very general AF template preliminarily adapted to suit the IRISCC project and intended to provide a framework for discussions and further customisation in WP8.

Regarding the phases of the selection, these were found to be almost identical across the different RIs, and that allows for safely proposing a harmonised process consisting of the following:

1. *Eligibility check*, carried out by the SAMU-TA management team in WP8, regarding the standard eligibility conditions required for TA in EU-funded projects⁶ and the specific requirements of the TA call, if any.
2. *Feasibility or plausibility check* by the TA provider, to ascertain whether the work proposed by the user can be beneficially and satisfactorily carried out at the facility, in the terms proposed and in the period requested, requesting providers also, in case, to give additional useful details for the external evaluators to grasp better and evaluate the TA project. Where appropriate and required by the type of facility or service involved, the provider's check also extends to the ethical compliance considerations.
3. *Scientific merit evaluation*, entrusted to ad hoc panels composed of experts in the fields touched by the TA application, for the majority independent of the IRISCC beneficiaries. Possible harmonisation of the evaluation criteria is handled in following Section **3.3**.

In this proposed harmonised scheme, feasibility is assessed before the external scientific merit evaluation as, following the operational principles of effectiveness and efficiency, it is considered as a preliminary, potentially blocking step for the merit review, enabling the project to spare external reviewers' efforts, especially, but also TA management efforts in case of TA applications that cannot be accommodated at the facilities.

However, the final harmonisation and configuration of the sequence of steps in the TA selection process will be set in WP8. To prepare for that and help start considerations, **Annex 2** provides a very general TA workflow to be further customised and developed in WP8.

3.3 Evaluation criteria

The criteria for assessing and selecting user TA proposals is a key area that apparently requires less harmonisation efforts, given that the evaluation largely follows the access modes set out in the EU Charter. The analysis showed that all the IRISCC RIs implement the excellence-driven mode; some also use market-driven access; all rely on specific criteria against which to evaluate the proposals that seem largely convergent.

⁶ Namely transnationality, dissemination of results, 20% access quantity limit for TA provided to users from not EU Member States or Horizon Europe associated countries. See for that the specific rules for access to research infrastructure reported in the standard Annex 5 to the Grant Agreement for Horizon Europe projects.

Considering this, the aim of the IRISCC project and TA provision within it, and the need to simplify the process and forms, the possible harmonised criteria distilled from the current practices are necessarily general, to be valid and applicable for each type of service. These are likely to be:

1. *Scientific / Technical value and relevance* of the proposal
2. *Impacts*, considering both the broader impact on society and the market potential
3. *Novelty and Innovation*, to assess the potential of a TA proposal to explore creative, original, or potentially transformative concepts
4. *Quality and efficiency of the implementation*, considering the user expertise and evaluating the rationale, approach and methodology.

These four criteria can be broad as such, or understood as categories of criteria to be further detailed in sub-criteria. However, considering effectiveness and efficiency, it is highly recommended to contain the number of criteria to a maximum of five to six.

3.4 User support services

The availability of a TA management function specifically dedicated to supporting TA users and providers, walking them through the process, forms and services is a must for projects like IRISCC, which span different scientific domains and aim to serve varied research communities that need to work together to tackle challenging, composite risks.

TA user support functions in IRISCC RIs are apparently mostly performed by the centralised access management unit/staff. Based on the information collected in the desk analysis (which did not receive specific additions after iterations with the representatives of the RIs), there are no full, structured descriptions of this support as a function, or at least these are not public.

Hence, the proposed harmonisation for this relevant aspect of the TA process calls for organising a helpdesk service that, considering the peculiarities of the participating RIs and their different facilities, should involve multiple actors and be structured with various levels to ensure proper handling of all the possible, different requests for support coming from users and providers. The harmonisation measures proposed here are meant to offer input specifically to Task 8.3 in WP8, for the implementation of the TA-related service user and provider support.

The helpdesk function for TA shall be shared and involve the WP8/SAMU Team and the Facility providers, who receive support but also offer second-level support for scientific and technological user enquiries, following this scheme:

1. Level 0: consisting of a knowledge base of general documents, instructions and tutorials made available through the IRISCC website for the self-help of applicants

and reviewers, and helpful descriptions of the new services provided in the IRISCC Catalogue of services.

2. Level 1: is managed by the WP8/SAMU Team, which is the primary helpdesk interface for TA users, providers and reviewers giving general information and assistance regarding the access process (applications, Terms of Reference, preliminary checks, evaluation), the access platform (PASS), and any user requests that are not science-related and do not require specialised technical knowledge.
3. Level 2: involves the facilities' PIs acting as second-level, specialist support in case of science-related or specialised requests. Once the WP8/SAMU Team receives such requests, it identifies the relevant RI and provider to whom to direct users to obtain qualified help meeting their needs. Facility providers are also responsible for handling and solving all support requests directly received by users during access.

3.5 User duties

Almost all RIs require users of successful TA projects to perform certain tasks both before access begins and occurs at the facility, and once access is complete.

Before access, users have to formally and officially acknowledge the terms, accepting its conditions, namely:

- Confirmation to have appropriate personal insurance during the physical access.
- Compliance with any applicable national legislations and local health and safety regulations at the research facility concerned, including platform service legal agreement (SLA) where applicable, and any ethical requirements where existing
- Dissemination of results.
- Acknowledgement of the RI/facility's contribution in any output⁷ deriving from research supported by a TA.

The main duties the users have to complete after the access are:

- Preparation and submission of a final activity report
- Provision of feedback
- FAIR (Findable, Accessible, Interoperable and Reusable) Data Management, committing to making data from TA activities fairly available through the Data Centre of the relevant Research Infrastructure.

Proposed harmonisation in this key area mainly relates to the content of the paperwork the users need to produce, which is recommended to be as simple as possible. Tentative harmonised templates for the Final Activity Report and the Feedback questionnaire are reported in [Annex 4](#) and [Annex 5](#), respectively.

⁷ i.e. publication, patent, data, etc.

4. Implementation strategy

The harmonisation measures proposed for each key area of access identified in this document are intended to guide the project activities for the effective organisation, management and provision of TA in IRISCC.

The following sections propose a roadmap for their implementation highlighting the links and collaboration required among all WPs involved with TA provision. Section [4.1](#) illustrates the various steps to be completed with the efforts and involvement of the key roles and responsibilities identified in Section [4.2](#), and according to the timeline proposed in Section [4.3](#) and illustrated in [Figure 2](#).

4.1 Steps for implementation

The main steps for establishing the harmonised TA process are already identified in the IRISCC project, following the relevant Milestones (MS) and Deliverables (D). These have been rationalized and composed within a unified implementation framework to guide activities. This approach ensures that all involved parties are aware of their roles, relevance, and the importance of respecting the given deadlines.

The identified steps are:

1. Initial customisation of the tool for TA management (PASS), **MS10**, with:
 - Creation of the general IRISCC TA programme and the main TA workflow as proposed in [Annex 2](#)
 - Initial configuration of the required forms (application, eligibility, feasibility, merit review, see [Annex 1-5](#) among others)
 - List of TA providers
2. Definition of the strategic IRISCC Access Programme, **D7.2**
3. Establishment of International Assessment Panel, **MS12**, with:
 - Preliminary list of possible experts identified with the help of the IRISCC Consortium:
 - a. Reviewers of past projects with the support of RIs
 - b. Suggestions from TA providers, IRISCC Executive Board

- Invitations to experts and, in case, open call for volunteer experts
 - Nomination (formal) by the IRISCC General Assembly.
4. Optimisation of the TA management tool (PASS), **D8.1**, with:
- Final configuration of the TA process, sequence of steps, roles involved and activation of related roles on PASS
 - Final configuration of the required forms (application, eligibility, feasibility, scientific merit review)
 - Link with the Catalogue of Services
5. Definition and implementation of the TA User support and feedback system, **D8.3**

4.2 Roles and responsibilities

A RASCI (Responsible, Acknowledging, Supportive, Consulted, Informed) matrix was created to help identify the key roles and responsibilities in implementing the harmonised TA management process. The proposed matrix aims to improve communication and collaboration among the relevant actors involved, reducing confusion and duplication of efforts, and ultimately increasing the chances of successful and satisfactory implementation.

The following roles were identified and proposed for attribution:

- Responsible: who does the work and is ultimately accountable for it.
- Acknowledging: who needs to acknowledge and ratify the work
- Supportive: who helps to complete the work
- Consulted: who provides input and advice
- Informed: who needs to be informed about developments and outcomes.

The following relevant actors and stakeholders were identified to distribute roles to:

- WP6 Team, Integrated Knowledge Service assessment
- WP7 Team, IRISCC Catalogue of services
- WP8 Team, IRISCC TA and VA access management
- WP10 Team, TA01 – Transnational access provision for climate change risk services
- WP1 Team, Communication, dissemination, engagement, and exploitation management
- EB, the IRISCC Executive Board
- GA, the IRISCC General Assembly
- RIs, the IRISCC RIs
- PC, the IRISCC Project Coordination

The resulting RASCI matrix is reported in **Table 2**.

Table 2. RASCI matrix for the establishment of the IRISCC TA harmonised process

	WP6	WP7	WP8	WP10	WP1	EB	GA	RI	PC
1. Initial customisation of the TA management tool (MS10)									
Creation of the general IRISCC TA programme	C	C	R	I		A			A
Initial configuration of the required forms	C	C	R	C		I		I	I
List of TA providers			R	S		I			I
2. Definition of the strategic IRISCC Access Programme (D7.2)	C	R	C						
3. Establishment of International Assessment Panel (MS12)									
Preliminary list of possible experts		C	R	C		C		C	C
Invitations to experts and open call for volunteer experts		I	R	I	S	I		I	I
Nomination (formal)		I	R	I	I	I	A	I	S
4. Optimisation of the TA management tool (D8.1)									
Final configuration of the TA process	I		R	I		I		I	A
Final configuration of the required forms	I		R	I		I		I	A
Link with the Catalogue of Services	I	S	R		I	I			A
5. Definition of the TA User support and feedback system (D8.3)	I	S	R	S	C	A		I	A

R	Responsible (Assigned to complete the task. Has final decision-making authority and accountability for completion)
A	Acknowledging (Needs to acknowledge the task or deliverable)
S	Supportive (Provides support during implementation)
C	Consulted (Consulted before an action. Providing input)
I	Informed (Must be informed of progress and actions)

4.3 Timeline and Milestones

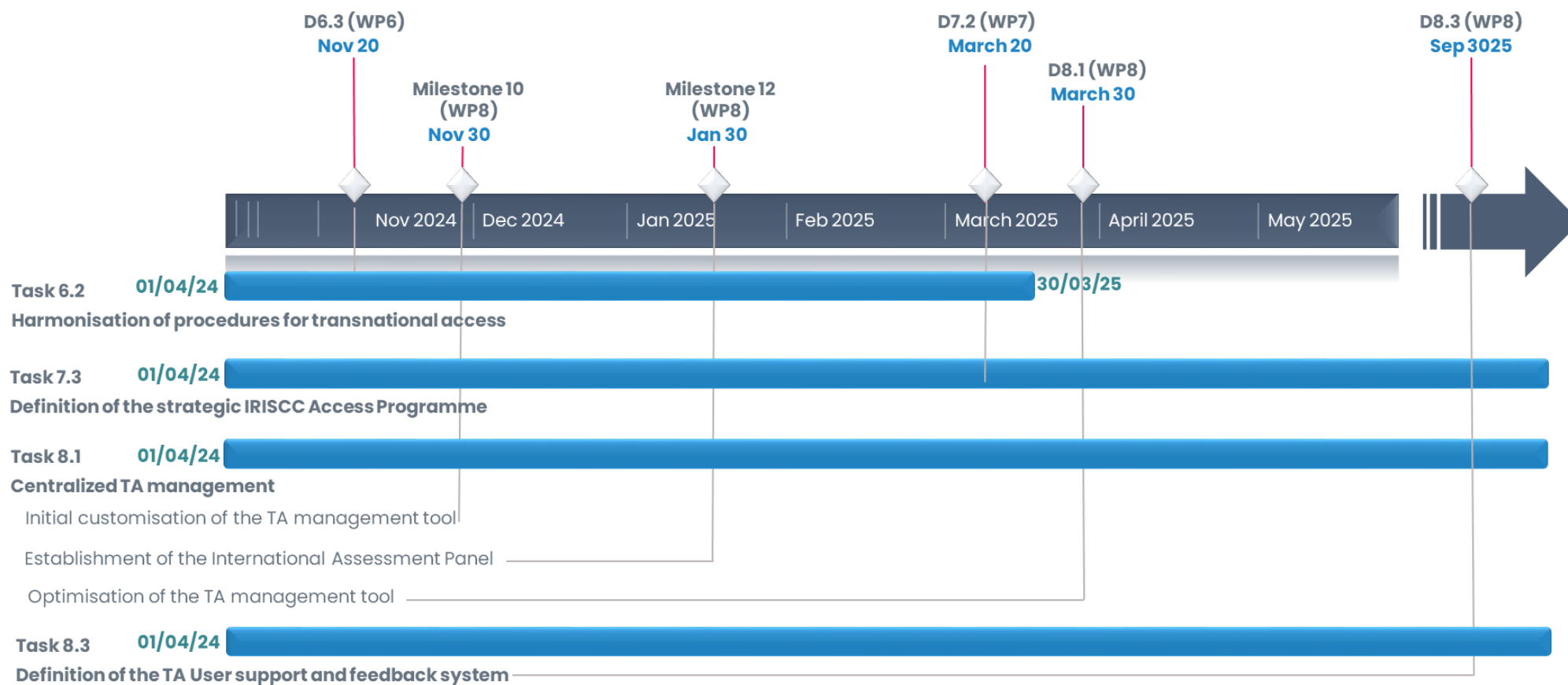


Figure 2. Timeline for the establishment of the IRISCC TA harmonised process.

4.4 Feedback and continuous improvement

The harmonized TA process proposed in the previous Sections is not determined once and for all but needs to be open and agile to changes to the extent deemed necessary to ensure successful and satisfactory access to the IRISCC project's services. In line with the principle of continuous improvement, considering the different RIs involved in IRISCC, their peculiarities, and the different research needs in the domains involved, the TA management team in WP8 shall pursue process improvements based on the feedback collected from users, providers, and reviewers.

Feedback collection and processing will be a particularly important activity in WP8 enabling the TA management team to gain valuable insights into how the process works and where adjustments and changes are needed. This, together with continual monitoring of process performance and effectiveness, will allow the team to take solid action to enhance the access process or prepare enhancements of the services and their provision at the facilities. Specific user feedback on the services obtained at the facilities will be channelled to the relevant RI and facility provider for proper action.

Finally, regular engagement with stakeholders in project meetings, and through workshops and webinars, will also be pursued to gather diverse perspectives and foster a collaborative environment for continuous improvement.

5. References

Reference	
No	Description/Link
R1.	European Commission: Directorate-General for Research and Innovation, <i>European charter of access for research infrastructures – Principles and guidelines for access and related services</i> , Publications Office, 2015, https://data.europa.eu/doi/10.2777/524573
R2.	ACTRIS Access and Service Policy, 2023 https://www.actris.eu/sites/default/files/inline-files/ACTRIS_ERIC_GA_approved_ACTRIS_access_and_service_policy.pdf

R3.	ACTRIS Access Management Plan, 2024 https://www.actris.eu/sites/default/files/inline-files/ACTRIS_ERIC_GA_approved_ACTRIS_Access_Management_Plan%20%281%29.pdf
R4.	AnaEE Description of Access to AnaEE Platforms, 2020 https://www.anaee.eu/sites/default/files/Mediatheque/Resources/PlatformAccess_V11_20200406.pdf
R5.	AnaEE User access policy and procedure https://www.anaee.eu/services/user-access-policy-and-procedure
R6.	AnaEE Description of Access to AnaEE Platforms, 2020 https://www.anaee.eu/sites/default/files/Mediatheque/Resources/Access_document/platformaccess_v1.1_20200406.pdf
R7.	eLTER PLUS, TA-RA Scheme, 2022 https://elter-ri.eu/storage/app/media/eLTER%20PLUS%20TA-RA%20Scheme_ver2.pdf
R8.	EMBRC-ERIC Access Policy, 2021
R9.	EMBRC Guidelines for the access to EMBRC-ERIC services, 2021
R10.	European Strategy Forum on Research Infrastructures (ESFRI). (2024). ESFRI Report on Access to Research Infrastructures and Charter on Access to RIs. DOI 10.5281/zenodo.10533244 .
R11.	Jana Kolar, & Ornela De Giacomo. (2021). Applicability and challenges related to the Charter for Open Access to Research Infrastructures. DOI 10.5281/zenodo.4475207 .

6. Annexes

List of Annexes:

- [Annex 1](#): Standard Basic Application Form Template
- [Annex 2](#): Standard Basic Access Workflow
- [Annex 3](#): Standard Basic Review Form Template (Excellence-driven access)
- [Annex 4](#): Standard Basic Final Activity Report Template
- [Annex 5](#): Standard Basic Feedback Form Template

Annex 1 – Standard Basic Application Form Template

1. Information on the User group

First and last name [LEADER]		
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Prefer not to say
Nationality		
Profile	<input type="checkbox"/>	R1 First Stage Researcher
	<input type="checkbox"/>	R2 – Recognised Researcher
	<input type="checkbox"/>	R3 – Established Researcher
	<input type="checkbox"/>	R4 – Leading Researcher
	<input type="checkbox"/>	Engineer, Technician
	<input type="checkbox"/>	Other
Field of activity	<input type="checkbox"/>	ENV-ATMO – Earth and environmental sciences/Atmosphere
	<input type="checkbox"/>	ENV-HYDRO – Earth and environmental sciences/Hydrosphere
	<input type="checkbox"/>	ENV-LITHO – Earth and environmental sciences/Lithosphere
	<input type="checkbox"/>	ENV-ECOBIO – Earth and environmental sciences/Eco-biosphere
	<input type="checkbox"/>	PHY – Physics astronomy, astrophysics and mathematics
	<input type="checkbox"/>	CHEM – Chemistry and material sciences
	<input type="checkbox"/>	BIO-MED – Biological, medical sciences and biotechnology
	<input type="checkbox"/>	ENG-TECH – Engineering and technology
	<input type="checkbox"/>	EGY – Energy
	<input type="checkbox"/>	ART – Humanities and arts
	<input type="checkbox"/>	ISC – Information science and communication
	<input type="checkbox"/>	SOC – Social sciences

Institution name (employer)				
Institution legal status (employer)	<input type="checkbox"/>	Public research (including international research organizations and private research organization controlled by a public authority)		
	<input type="checkbox"/>	University and higher education		
	<input type="checkbox"/>	Public authority		
	<input type="checkbox"/>	Small Medium Enterprise (SME)		
	<input type="checkbox"/>	Other industrial and/or profit private organization		
<input type="checkbox"/>	Other			
Address (employer)			Country	
Email address				
Planned access dates:	Start date:	dd/mm/yyyy	End date:	dd/mm/yyyy
	Flexibility of access dates? <input type="checkbox"/> Yes (in case of unforeseen/ <input type="checkbox"/> No unexpected events or logistic conflicts) Give details if necessary (e.g., need on specific climatic conditions):			
Does the user group include other members?	<input type="checkbox"/>	Yes (if selected, duplicate below the table as needed)		
	<input type="checkbox"/>	No (if selected, go directly to section 2)		
2. Scientific excellence of the user group				
Expertise of the user group in the domain of the application				
Describe the expertise, listing relevant publications of the user group in the application domain, where available. Otherwise, upload short CVs.				
3. Information on the requested TransNational Access (Project)				
Service(s) requested	To be retrieved from the catalogue selection			

Proposed form of access	<input type="checkbox"/> Access to a single facility <input type="checkbox"/> Access to multiple facilities (Simultaneous, sequential or hybrid)
Host Facility(ies)	<i>To be retrieved from the catalogue selection/selected from a drop-down menu</i>
Is there a facility similar to one/all those you wish to utilize in your country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you discussed the proposal with the access provider/s? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of access requested	<input type="checkbox"/> Physical access (i.e., hands-on access of user at facility) <input type="checkbox"/> Remote access (i.e., the user does not physically visit the facility) <input type="checkbox"/> Hybrid access (Combination of Physical and Remote access)
Title & Acronym of the TA project	
Scientific objectives	
Scientific field(s) and cross-disciplinarity (if any)	
Experimental method and working plan	
Interest for the scientific community/relevance/impact/innovation	
Dissemination: Availability and use of results	

Please describe the plans for disseminating the results and making data available in repositories, and, where applicable, explain the reasons why results are not to be disseminated.

Estimated user's travel & subsistence costs, in EUR

*Please indicate the cost of travel per person [A], the cost of daily subsistence [B], the number of persons travelling [C], the total travel & subsistence costs $[(A+B)*C]$*

Percentage of co-financing for Travel & Subsistence costs requested to IRISCC

Additional information

Do you agree to comply with any applicable national legislation and local health and safety regulations at the research facility concerned?

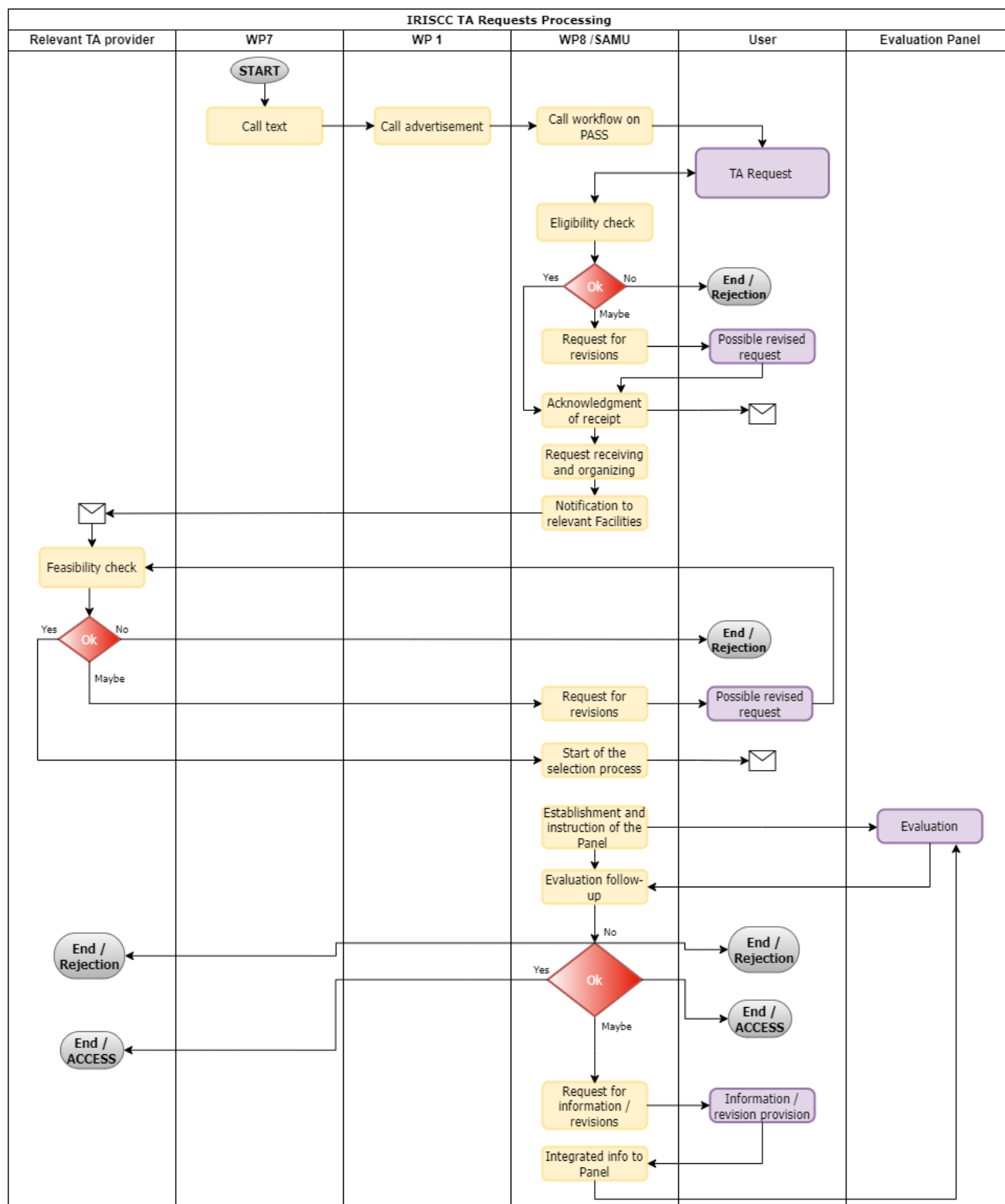
☐ Yes ☐ No

Do you confirm that, in the case of physical access, each user group member has appropriate personal insurance during the access?

☐ Yes ☐ No

Comments and any other relevant information

Annex 2 – Standard Basic Access Workflow



Annex 3 – Standard Basic Review Form Template (Excellence-driven access)

Criterion	Explanation	Score / Points available
1 – Scientific and technical value		X
a) Scientific/technical value and relevance	Clarity and pertinence of the scientific objectives. Appropriateness and rationale of the proposed scientific work. Degree to which it is based on sound scientific and technical principles.	0–X
b) Impact	Degree to which results and the new knowledge are useful and may significantly impact: <ul style="list-style-type: none"> - Science → the academic community, exploring creative, original, or potentially transformative concepts, building X-disciplinary developments. - Society → contributing to better inform decision-making bodies, support and strengthen adaption and mitigation strategies 	0–X
2 – Novelty and innovation		X
a) Use of new technology, methodology, or innovative approaches	Degree to which the proposed work makes use of new technologies and methodologies or explores innovative measurement/data evaluation approaches.	0–X
b) Potential for seeding links with industry and innovation	Degree to which the proposed work shows potential for industrial applications, contributing to new technology development, for prototype testing.	0–X
3 – Quality and efficiency of the implementation		X
a) Quality of the workplan and dissemination plan	Quality and effectiveness of the work plan. Feasibility of the approach and activities to be developed. Recipients of dissemination are clearly identified (stakeholders that could uptake and make use of results) and activities are carefully planned.	0–X
b) Scientific qualification/track record of the user group	Research track record, professional background, references, capabilities, and user group leader's and members' experience.	0–X

Annex 4 – Standard Basic Final Activity Report Template

IRISCC TA Final Activity Report	
User group LEADER	Name & Surname
TA title and acronym	
Facility/ies accessed	
Is the information provided in the report confidential and should not be made available on the IRISCC website?	
<input type="checkbox"/> No, the information can be made public.	
<input type="checkbox"/> Yes, the information should not be made public and access should be restricted to the TA Management Team, the relevant TA providers, and the reviewers concerned.	
Executive Summary	
<i>(can be made available to reviewers and EU experts)</i>	
Scientific objectives	
Activities realised during the TA (research, training, events, ...)	

Preliminary project results and conclusions
Further developments for this research
<i>(where applicable)</i>
Plans for dissemination and publications
<i>(where applicable)</i>

Annex 5 – Standard Basic Feedback Form Template

IRISCC TA User feedback	
User group LEADER	Name & Surname
TA title and acronym	
Facility/ies accessed	
Evaluate the ACCESS services provided by IRISCC	
Please assess the following points rating them on a scale from 'very poor' to 'very good'. (0 = very poor, 1 = poor, 2 = fair, 3 = good, 4 = very good, 5 = excellent).	
Publicity and information about the access opportunities	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Practical information on how to apply (guidelines, FAQs, documentation)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Application form (length, information required, easiness)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Interaction with and support by the TA Team	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Duration of the selection process	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Post-access duties	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Please indicate any comments or suggestions on the ACCESS SERVICES	

Please evaluate the FACILITY/IES' SERVICES

Leave blank when the point is not applicable

Information and support for organizing the access

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Scientific and technical support to conduct your research and interpret the results

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Technical support for your instruments

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Logistic support at the facility (space, computing, libraries, accommodation)

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Administrative support

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Overall appreciation of the services accessed at the facility/ies

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Please indicate any comments or suggestions on the FACILITY/IES' SERVICES

(can be made available to reviewers and EU experts)

Please evaluate the overall service provided by the IRISCC TA

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Please briefly explain the reasons for your overall evaluation