



D1.3 Project Handbook (version 2.0)

Project Title	Research Data Alliance facilitation of Targeted International working Groups for EOSC-related Research solutions”
Project Acronym	RDA TIGER
Grant Agreement No	101094406
Instrument	HORIZON-INFRA-2022-EOSC-01
Topic	HORIZON-INFRA-2022-EOSC-01-04
Start Date of Project	1 January 2023
Duration of Project	36 months
Project Website	https://www.rd-alliance.org/rda-tiger

Dissemination Level

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | PU: Public |
| <input type="checkbox"/> | PP: Restricted to other programme participants (including the Commission) |
| <input type="checkbox"/> | RE: Restricted to a group specified by the consortium (including the Commission) |
| <input checked="" type="checkbox"/> | CO: Confidential, only for members of the consortium (including the Commission) |



Work Package	WP1 - Management
Lead Author (Org)	Liise Lehtsalu (RDA Association AISBL)
Contributing Author(s) (Org)	Alexandra Delipalta (RDA Association AISBL)
Due Date	31.12.2024
Submission Date	23.12.2024
Version	2.0
DOI	https://doi.org/10.5281/zenodo.14546683



Versioning and contribution history

Version	Date	Authors	Notes
0.1	13.01.2023	Alex Delipalta	ToC - First draft
0.2	14.04.2023	Alex Delipalta	Chapters 5, 7
0.3	21.04.2023	Alex Delipalta	Chapters 4,6,8
0.4	21.04.2023	Najla Rettberg	Chapters 2,3, Exec Summary
0.5	08.06.2023	Laura Molloy	Proofread, edit, internal review
0.6	21.6.23	Alex Delipalta, Najla Rettberg	Editorial changes, final draft for consortium checking
1.0	29.6.23	Alex Delipalta, Najla Rettberg	Final draft for submission
2.0		Liise Lehtsalu, Alex Delipalta	Major updates to project management structure, minor updates throughout the Handbook to reflect process adjustments that have occurred based on project-internal lessons learned, quality assessment and day-to-day practice.

Disclaimer

RDA TIGER has received funding from the European Commission's HORIZON Coordination and Support programme under the Grant Agreement no. 101094406. The content of this document does not represent the opinion of the European Commission, and the European Commission is not responsible for any use that might be made of such content.



Abbreviations and Acronyms

AI	Artificial Intelligence
AHM	All-hands meetings
CA	Consortium Agreement
CSA	Coordination and Support Action
DoW	Description of Work
EC	European Commission
EC-GA	Grant Agreement with the European Commission
FO	Financial Officer
GA	General Assembly
IP	Intellectual Property
PO	Project Officer
RDA	Research Data Alliance
WP	Work Package
WPL	Work Package Leads



Executive Summary

This Deliverable D1.3 presents the RDA TIGER project handbook. It defines the main management structures, reporting procedures, responsibilities and internal and external project communication processes. Where appropriate the handbook directs the reader to the Grant Agreement, Consortium Agreement, Dissemination, Communication and Exploitation plan as well as the RDA TIGER Data Management Plan (D1.2)¹. This document will guide the RDA TIGER processes across the consortium over the project period and will be updated and/or revised where needed.

This is the updated version 2.0 of the Deliverable D1.3. The updates were completed based on project-internal lessons learned and quality assessment. The original D1.3 can be accessed also in Zenodo.²

¹ Lehtsalu, L., Saldner, S., & O'Connor, R. (2024). RDA TIGER D1.2 Data Management Plan (version 2.0). Zenodo. <https://doi.org/10.5281/zenodo.14536042>

² Delipalta, A., & Rettberg, N. (2023). RDA TIGER D1.3 Project Handbook (Version 1). Zenodo. <https://doi.org/10.5281/zenodo.8058885>



Table of contents

Executive Summary	5
1. Project management	8
1.1. Overview	8
1.2. General Assembly (GA)	8
1.3. Project coordination	8
1.3.1 Project Coordinator	8
1.3.2 Deputy Project Coordinator	9
1.3.3 RDA Association AISBL Communications Manager	9
1.3.4 RDA Association AISBL Senior Facilitator	9
1.3.5 RDA Association AISBL RDA Financial Officer	10
1.3.6 Work Package Leads	10
1.4. Project Administration	10
1.4.1 Financial Administration	10
1.5. Work Package management	10
1.6. Quality control (internal review process)	11
2. Project reporting	12
2.1. Types of reporting	12
2.1.1 Formal Continuous Reporting by Project Coordinator to the EC (per Milestone / Deliverable)	12
2.1.2 Formal periodic reporting by Beneficiaries and Project Coordinator to the EC	13
3. Deliverables and other project documents	14
3.1. Formatting, referencing and writing style	14
3.1.1 Deliverables and Milestones	14
3.2. Presentations and Code	15
3.3. Informed consent	16
4. Internal communications	16
4.1. Tools	16
4.1.1 Mailing lists	16
4.1.2 Zoom	17
4.1.3 Asana	17
4.1.4 Google Drive and Sharepoint	18
4.2. Meetings	18
4.2.1 Project meetings	18
4.2.2 Work Package meetings	19
4.3. Contacting the project administrator	19
5. Innovation management and intellectual property	19
6. Logos and branding	20
6.1. Research Data Alliance branding	20



6.2. RDA TIGER logos	21
6.3. Use of the European Commission (EC) Emblem	22
7. Code of Conduct	23



1. Project management

1.1. Overview

The RDA TIGER project consortium is composed of four project partner beneficiaries, all of whom have significant experience in European Commission (EC) funded projects and a trusted track-record in project delivery as partners and as EC project coordinators in their own right. There are no linked third parties involved in the project. The work carried out is based on the grant agreement with the European Commission (EC-GA) and the consortium agreement (CA) which are the legal bases among partners for the project for the action. The consortium has a lightweight management structure partly due to the small number of beneficiaries and also due to it being a Coordination and Support Action (CSA), tasked with a focused set of support activities across the RDA community.

The General Assembly (GA) is the main formal channel for project decision-making. Day-to-day consortium decisions are made in the monthly All-Hands meetings (AHM), where the work package (WP) exchanges information across the consortium. Monthly work package leads (WPL) meetings that alternate on a two-week basis with AHM were added from October 2024 to support further coordination of work between work packages and address any urgent matters in between AHM. The RDA Association team, as coordinating partner, complements this work by attending WP meetings and holding weekly internal coordination meetings to ensure appropriate information flow.

1.2. General Assembly (GA)

The GA is the highest level of meeting of consortium partners and is responsible for consortium decision-making. One delegate per consortium beneficiary is delegated to take part in the GA. Details of the GA meetings can be found below in Section 5.2.

1.3. Project coordination

The internal project coordination consists of a team of staff all based at the RDA Association AISBL. Together they ensure the smooth running of the project and manage successful project delivery. Internal coordination meetings among RDA Association AISBL team members on RDA TIGER issues are held weekly. The coordination team is kept abreast of all consortium activities via the project AHM, WPL meetings and members of the coordination team attending regular WP meetings. WP leads are also part of the coordination effort.

1.3.1 Project Coordinator

The RDA TIGER Project Coordinator is based at the RDA Association AISBL. They act as the intermediary between the project beneficiaries and the European Commission and EC Project Officer. The Project Coordinator is responsible for:

- The overall coordination of the RDA TIGER project;
- The quality of the continuous reporting processes and Deliverables and Milestones;
- Coordinating the formal periodic reporting processes;



- Chairing of the All-Hands meetings (AHM).

In terms of communication with the EC, the Coordinator undertakes correspondence with the Project Officer (PO)/Financial Officer (FO) on matters concerning:

- The preparation, completion and submission of periodic reports and financial statements for the consortium;
- The preparation, completion, and submission of Deliverables;
- Project- and funding-related questions raised by the consortium that need explicit feedback from or agreement with the PO/FO.

1.3.2 Deputy Project Coordinator

The project Coordinator is supported by the Deputy Project Coordinator, based at the RDA Association AISBL. The responsibilities of the Deputy Project Coordinator are:

- Ensuring smooth day to day management of the project;
- Setting up the All-Hands meetings (AHM);
- Setting up and chairing the WPL meetings;
- Taking minutes of the GA;
- Leads the formal reporting activities for all the WPs and ensures the consortium in advance of project reporting mechanisms;
- Takes formal lead of Work Packages where necessary.

1.3.3 RDA Association AISBL Communications Manager

The Communications Manager is responsible for the internal and external communications of the project consortium. Other responsibilities are to:

- Develop and maintain up to date a dissemination and communication strategy for the project
- Coordinate the processes around communication e.g., communications toolkits and visuals;
- Coordinate WP2 and promote project outputs;
- Coordinate communication via RDA channels and keeping the project's key target audiences, including RDA Foundation, the RDA community, and EOSC informed on RDA TIGER's activities, communications and events.

1.3.4 RDA Association AISBL Senior Facilitator

The Senior Facilitator is responsible for the facilitation service of RDA TIGER. They are also responsible for:

- Coordinating the RDA Facilitation Service and assigning facilitators to RDA TIGER supported WGs
- WP5 coordination and meetings;
- Playing a key role in the RDA TIGER Selection Committee.



1.3.5 RDA Association AISBL RDA Financial Officer

- Financial payments: ensures that payments are made to the beneficiaries;
- Reviews all financial reporting.

1.3.6 Work Package Leads

- Responsible for the coordination of the WPs, scheduling and setting up WP meetings;
- Reporting on WP activities at the AHM and WPL meetings;
- Initiating and planning related WP Deliverables and Milestones;
- Collating and Delivering periodic reports.
- WP6 Lead also acts as the coordination of the RDA TIGER Selection Committee.

1.4. Project Administration

1.4.1 Financial Administration

All financial reporting matters will be administered by the RDA Association's Financial Officer (FO). The FO is responsible for the timely payments to the beneficiaries. The FO receives the pre-project financing from the EC and administers it to the project partners according to the consortium agreement³.

The FO must check the financial statements from each beneficiary for completeness, but will not check eligibility. Individual beneficiaries are responsible for their own use of resources and funds allocation and are responsible for ensuring their own costs are declared and dealt with correctly. All partners must keep any receipts for eligible expenses (such as project travel, invoices for workshops and other direct costs). All project partners should inform and discuss with the project coordination in the event of any foreseen larger costs on their RDA TIGER budgets (e.g., long-haul travel trips, workshop costs over Eur 2,000). All consortium partners are responsible for their own audits and should ensure retention of all relevant documentation as indicated in Article 20 of the EC's Annotated Grant Agreement.⁴

1.5. Work Package management

WP Leads are responsible for managing their WP and ensuring the smooth running and delivery of WP outputs. WPL are expected to hold regular weekly or fortnightly meetings according to the needs of the WP tasks. Due to the structure of the WP there is no need for individual task meetings unless required by the WP members. Each WP meeting is scheduled in advance and has a shared rolling minutes document. Minutes are expected to be recorded along with corresponding actions. Each WPL reports in a formal section of the agenda during the monthly AHM and WPL meetings and is

³

https://docs.google.com/document/d/122SQNsNk9HJh43kBgScmfbSkn0ehT1pl/edit?usp=share_link&ouid=111521945150577311206&rtpof=true&sd=true

⁴ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf

expected to raise any issues relating to Deliverables, delays, or deviations in the project activity that arise in their WP.

1.6. Quality control (internal review process)

All RDA TIGER Deliverables undergo two internal review processes:

- An initial internal review by at least one project member internal, or in some cases external, to the WP who has not been directly involved in the drafting of the Deliverable. The role of the reviewer here is the following:
 - Check the overall Deliverable corresponds to the description in the Description of Work (DoW)
 - Quality of content: Check for accuracy and appropriate referencing where necessary. The report should be evidence-based where relevant and the conclusions meaningful;
 - Clarity and format of presentation: Check for a clear structure and clear visuals and tables. Inform Deliverable author if any restructuring is needed, or if rewriting of certain sections is needed;
 - English language proof-reading: Ensure language is clear and the use of grammar is correct. Style should be coherent and punctuation should be used correctly;
- A second and final internal review by the entire project consortium.

Each review period lasts two weeks, unless agreed otherwise with the reviewers.

Table 1: Workflow for Deliverable authoring, review and submission.

Step	Task	Timeline	Who	Notes
1	Draft Deliverable to be shared with the corresponding WP members four weeks before submission.	4 weeks before submission date	Lead Beneficiary of Deliverable	
2	Confirmation of internal reviewer(s) (check tab 'review schedule).	1 month before the due date, the Lead Deliverable Beneficiary checks the schedule and confirms with the indicated internal reviewer	Lead Beneficiary of Deliverable	Scope for reviewer: quality and language review and fits into the context of RDA TIGER. Secondary reviewer where necessary for thematic expert input.
3	Feedback from Internal reviewer(s)	2 weeks before submission date the feedback on the Deliverable is due back to the WP lead.	Internal reviewer(s)	

4	Shared with wider consortium	2 weeks before submission date and after the reviewer(s) have returned the document, the lead author circulates to the wider Consortium for further comment.	Lead Beneficiary of Deliverable	
5	Submit to WP1 Coordination	On or before the submission date, the lead author sends the completed document to WP1.	Lead Beneficiary of Deliverable	If the date falls on a weekend or bank holiday, the lead author needs to submit the complete document to WP1 by end of the business on the previous Friday.
6	Send to all Consortium	On submission date, the final version is circulated to the consortium	WP1 Coordination	
7	Submit to the European Commission	On submission date, the final version is submitted to the European Commission via Continuous Reporting	WP1 Coordination	
8	Publish Deliverable in Zenodo	After submission, a copy is uploaded to the RDA TIGER Community in Zenodo	WP1 Coordination	

A review schedule has been compiled by the Project Management team, aiming to structure and coordinate the process. The schedule can be found on the shared Google Drive folder⁵, as well as on Asana, the team's project management tool.

2. Project reporting

2.1. Types of reporting

2.1.1 Formal Continuous Reporting by Project Coordinator to the EC (per Milestone / Deliverable)

As per the EC instructions for Horizon Europe and corresponding Work Programme Annexes⁶, Continuous Reporting is expected from the consortium partners in the form of Deliverables and

⁵ https://docs.google.com/spreadsheets/d/1F18UJxLz1MezkazXNyBNXtmCXgp_Zen5OCN0u8zVUgY/edit#gid=1486809838

⁶ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2023-2024/wp-13-general-annexes_horizon-2023-2024_en.pdf



Milestones. The Coordinator uploads via the Continuous Reporting tool in accordance with the timing and conditions agreed with the granting authority.

Deliverables: Each Deliverable has been assigned a responsible author and lead beneficiary. Their responsibility is to initiate the authoring of the Deliverable in close collaboration with the corresponding WP lead. An overview of each Deliverable, reviewer and deadlines is available in the shared drive (see footnote 4). The workflow for deliverable preparation is included in Table 1 above.

Milestones: Each WPL is responsible for the planning and delivery of milestones in their WP. The Deputy Project Coordinator maintains an overview of reporting requirements, including milestones, coordinates with WPLs and reports on progress at AHM and WPL meetings. Starting from the second reporting period of the project, i.e., from January 1, 2024, milestone completion must be recorded with a Milestone Verification Report⁷ that briefly describes how a milestone was achieved.

2.1.2 Formal periodic reporting by Beneficiaries and Project Coordinator to the EC

The technical report consists of:

- The beneficiaries are expected to report on the progress of the action (e.g. Deliverables, Milestones, outputs/outcomes, critical risks, indicators). They pass this information to the coordination who uploads the scientific report to the EC portal.
- This narrative explanation includes:
 - A summary of the work undertaken to date. This includes highlights of the overall project activities and a summary of WP outcomes;
 - An overview of the progress to date, the Deliverables and Milestones submitted and any deviations from the plan;
 - A list of outreach, workshops or conferences attended and any reports (beyond the Deliverables) or publications uploaded to Zenodo or any peer-reviewed publications;
 - Any deviations and delays within the WP activity;
 - A table of Deliverables and milestones and their status.

The timetable for the formal reporting will be as follows:

Table 2: Timetable for formal reporting.

When	Action	Responsibilities
2 months before reporting period due	Project Coordinator informs WP leads to start drafting inputs	Project coordination team: Provide template for reporting that should be compiled by the WP lead.

⁷ Milestone Verification Report template

<https://docs.google.com/document/d/1lkjQSEkju4pxUSSmJzenaNGm7plxjIBzrULQKTCmnnE/edit?tab=t.0>

1 month before the reporting period due	Consortium is made aware of upcoming reporting period.	WP leads inform relevant partners of their input needed
10 days before reporting period due	WP leads to deliver project reports	WP leads deliver project reports
Reporting period due	Final report is compiled and delivered to the EC	Project coordination provide authoring and ensure coherence of the whole report

Frequency of reports: The project consists of two formal reporting periods, which will be confirmed by the EC project officer and this will be communicated well in advance by the project Coordinator to the consortium.

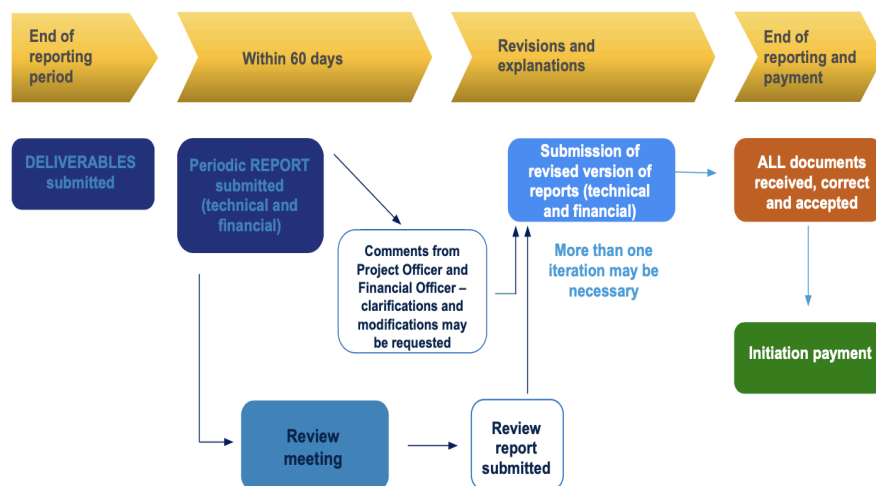


Figure 1. Overview of EC Formal Periodic Reporting Timeline

3. Deliverables and other project documents

3.1. Formatting, referencing and writing style

3.1.1 Deliverables and Milestones

Standard templates have been created for Deliverables and Milestone reporting. These templates are available on the Google Drive⁸.

⁸ <https://drive.google.com/drive/folders/1p6AFmORBbTMqoqk7lhVRctp2Elm-7aaD>

Deliverables: Each Deliverable has been assigned a beneficiary to lead the authoring. Their responsibility is to initiate the authoring of the Deliverable in close collaboration with the corresponding WPL.

Milestones: Each milestone in the 2nd reporting period, i.e. from January 1, 2024 onwards, must be verified by a Milestone Verification Report that has to be prepared by the relevant WPL.

It is mandatory that Deliverables and Milestones reports are prepared using the formatting as indicated in the templates provided, i.e. correct use of headings, font, font sizes etc. This will avoid the need for in depth (re)formatting later by the Coordinator. For Deliverables, please also note the limitations of length for both the Abstract and Executive Summary sections; deliverables should not be longer than 30 pages, excluding appendices. For Milestones, the Milestone Verification Reports are expected to be up to a page long.

Writing Style

In order to facilitate a standardised approach to referencing and writing style in Deliverables and Milestones, please consult the official EC Style Guide⁹. This document is particularly useful for more detailed writing concerns, including advice on inclusive language.

For standardisation purposes, all official project reporting and documentation should follow British English spelling conventions. It is important that one reference and citation style is selected and used consistently throughout all official reporting documents. It is a good practice to adjust the program you use to edit these documents to use English (UK) spelling.

3.2. Presentations and Code

All presentations prepared about and by the project should be created using the standard RDA TIGER slide deck and stored on the shared Google Drive¹⁰.

Some tasks (in particular in WP4) may involve the generation of code. RDA TIGER will use RDA GitHub Organisation.¹¹ The Github Organisation is intended both for internal and external project collaboration (e.g. with the supported RDA working groups) involving the development and use of Code. Public repositories are strongly encouraged. If a project member needs to be added to the RDA Github Team to create and manage Public repositories or if they need a Private repository under RDA Organisation, the Project Coordinator should be contacted. Full documentation for using the RDA GitHub Organisation for RDA TIGER project related work will be available in Spring 2025.

⁹

https://wikis.ec.europa.eu/download/attachments/6824833/commission_style_guide.pdf?version=1&modificationDate=1594633342434&api=v2

¹⁰ https://drive.google.com/drive/folders/1TdKyF9H_NkfIX-vIPVkohuPaNadhRGMw

¹¹ <https://github.com/rd-alliance>

3.3. Informed consent

The Coordinator provides an informed consent template to be used for any interviews conducted within the RDA TIGER project (e.g., user feedback interviews, interviews with supported RDA WGs for communication purposes). This template is stored on the shared Google Drive¹². The template can only be used in combination with an information sheet about the RDA TIGER project, which has to be set up individually by the partner responsible for conducting interviews.

4. Internal communications

The project partners have a number of tools available to them for internal communication purposes. The tools are mostly virtual, though in-person meetings will also be held if required. There will be regular communications and updates shared by the Coordinator and project management staff with regards to administrative and coordination matters as needed.

4.1. Tools

This section outlines internal communications tools that have been selected and describes best practice and use.

4.1.1 Mailing lists

This section outlines the mailing lists, their purpose and provides instructions on list and membership management.

Internal mailing lists

Two mailing lists have been set up for the purpose of internal communications:

- 1) rd-tiger-all@rd-alliance.org: This mailing list includes all project partners and staff. New project members should contact the Project Coordinator (alexandra.delipalta@rda-foundation.org) who manages this mailing list. This mailing list can be used for project-wide communications and announcements of relevance to all partners.
- 2) rd-tiger-wp5@rd-alliance.org: This mailing list can be used for all communications regarding WP5 - Facilitation. As above, new project members should contact Project Coordinator alexandra.delipalta@rda-foundation.org in order to be added to the list. Note: While this mailing list exists, it is currently not actively used. The RDA TIGER Senior Facilitator uses the bi-weekly WP5 meetings to coordinate communication between RDA TIGER Facilitators and the group of facilitators is small enough (1 Senior Facilitator, 5 Facilitators at the time of writing in December 2024) that the use of the mailing list has not been considered necessary.

¹² https://docs.google.com/document/d/1INGLGXCSiW0pgo2oFpQ_mzp6P57IJ9ae/edit

The mailing lists above are private (i.e., only members can post to them). The creation of further mailing lists will be considered should the need arise and requested to the RDA TIGER Communications Manager.

External mailing list

The following external-facing mailing list has been created:

- 1) rdatigerinfo@rd-alliance.org: This mailing list is the first point of contact for enquiries regarding RDA TIGER services. This list is available to the general public, or anyone wishing to enquire about RDA TIGER services. Emails are moderated and approved for distribution by the RDA Association AISBL Communications Manager (Genevieve.Halbert@rda-foundation.org).

4.1.2 Zoom

The project's video conferencing will be conducted via Zoom. Zoom accounts have been procured for the use of the RDA Association staff members for the purposes of coordinating the activities of the RDA TIGER project, and to enable the facilitation of meetings both internal and externally as part of the project services.

If the need for additional accounts, rooms or other functionalities becomes apparent this will be addressed as required.

4.1.3 Asana

Asana¹³ is a project and work management software. The tool has been procured by the Project to track project output progress against submission deadlines.

Asana structures the work in 'teams' (i.e., the project members), projects (i.e., the various streams of activity) and 'tasks' (self-explanatory). The TIGER 'team' has been shared with the project partners using the email addresses provided to the Project Coordinator. For any changes to your account or for support with Asana please contact the Project Coordinator (Alexandra.Delipalta@rda-foundation.org).

For tracking project output progress against submission deadlines, a project called 'Internal TIGER outputs' has been created, listing all Deliverables, milestones and other relevant deadlines of importance.

Project members should ensure that they are aware of their assigned WP Deliverable and milestone schedule. Tracking Deliverables and milestones on Asana is an additional functionality meant for convenience. It is NOT intended as a way to report delays on official deadlines to the Coordinator. In the case where you may not be able to meet your deadlines, please contact Alexandra.Delipalta@rda-foundation.org as soon as you become aware of the deviation.

¹³ <https://app.asana.com>

4.1.4 Google Drive and Sharepoint

A new Google account and associated Google Drive¹⁴ has been created for the purposes of RDA TIGER. All project documents including official documentation, Deliverables, branding information, etc., are stored and shared in this Google Drive. The Google Drive has been shared with the email accounts requested by project members. For any enquiries regarding the Google Drive please contact the RDA Association AISBL Communications Manager (Genevieve.Halbert@rda-foundation.org).

Where a document includes sensitive information (for example in the case of applications for funds where there is financial information involved) the documents will be stored in the Coordinator's (RDA Association AISBL) institutional Sharepoint.

The project's approach to data storage in different storage locations is outlined in the RDA TIGER data management plan.¹⁵

4.2. Meetings

4.2.1 Project meetings

All-Hands Meetings (AHM)

All project partners meet monthly. During the AHM, each WP lead presents their progress and has the opportunity to raise any issues or concerns. The agenda and collaborative notes are shared with the project consortium prior to the meeting. If new project members need access to these meeting invites, the WP Lead should contact the RDA TIGER Project Coordinator (Alexandra.Delipalta@rda-foundation.org), who is the owner of these meeting invites.

WPL Meetings

WP Leads meet monthly, on a two-week alternating schedule with the AHM. During the WPL Meetings, WPLs discuss progress of their WPs and ensure coordination of work between WPs. The agenda and collaborative notes are shared with WPLs prior to the meeting; the collaborative notes are included in the same Google Doc file as the AHM ensuring transparency towards the project consortium. If new WPLs need access to these meeting invites, they should contact the RDA TIGER Deputy Project Coordinator (Liise.Lehtsalu@rda-foundation.org) who is the owner of these meeting invites.

Selection Committee

As outlined in D6.1¹⁶, the RDA TIGER Selection Committee meets quarterly to assess and review submitted applications. The meetings are managed and organised by WP6 Lead. Due to the sensitivity of the topics discussed and the need for full transparency, minutes will be produced by the

¹⁴ <https://drive.google.com/drive/folders/14qInjiXbPCRHgIv7zkWK8qSUoxBsQlu>

¹⁵ Lehtsalu, L., Saldner, S., & O'Connor, R. (2024). RDA TIGER D1.2 Data Management Plan (version 2.0). Zenodo. <https://doi.org/10.5281/zenodo.14536042>

¹⁶ RDA TIGER D6.1 Rules of Operation for the Selection Committee. Zenodo. <https://doi.org/10.5281/zenodo.11218371>

WP6 Lead with support of the Communications Manager and stored in the WP6 folder within the shared Google Drive.

General Assembly Meetings

Annual GA meetings are organised by the project Coordinators in WP1. The GA meeting will be prepared by the project coordinator and announced 30 days in advance. An agenda will be sent at least 14 days in advance.

Agenda: Agenda items can be added up to 14 calendar days before the meeting

Ad hoc GA meetings: Beneficiaries can call for an ad hoc GA meeting. These are also possible upon written request to the project Coordinator. These meetings should be announced at least 14 days in advance. An agenda will be sent at least seven days in advance.

Minutes: Minutes for all types of GA meetings will be taken by the project manager and circulated for approval no later than 14 days after the meeting.

4.2.2 Work Package meetings

Work Package meetings are being held fortnightly and on an ad-hoc basis as deemed needed by the Work Package Lead.

4.3. Contacting the project administrator

The project administrator for RDA TIGER is the RDA Association Financial Officer, who can be contacted at eu.financial.officer@rda-foundation.org. For all administrative matters please also include Alexandra.Delipalta@rda-foundation.org.

5. Innovation management and intellectual property

The Deliverables are published on Zenodo in the RDA TIGER Community collection. All the outputs of RDA TIGER are openly available and licensed under a Creative Commons Attribution 4.0 International License. Issues around innovation management and intellectual property (IP) are regulated in three sections of the Consortium Agreement:

- 8. Results
- 9. Access rights
- 10. Non-disclosure of confidential information.

Although all of the outputs from the project will be open unless specified otherwise, where exploitable IP is developed, IP management will follow the Consortium Agreement. The PCO and the EXC will monitor the IPR of the project, with the GA taking responsibility for setting the appropriate parameters for the use of IPR.

The consortium partners are encouraged to work in the culture of open science practices for example:



- All data will be collected in a FAIR manner, according to the FAIR principles, where necessary it will be openly licensed, aligning with the RDA's recommendations to make the outputs available via CC-BY licence. This is outlined in D1.2 the RDA TIGER Data Management Plan¹⁷;
- Any peer-reviewed papers or pre-prints will be published in open access journals with no APCs, and not hybrid journals, preferably in Open Research Europe¹⁸ to support the EC's open access policy with regard to project outputs.

Some of the key points from the Consortium Agreement can be summarised in simplified form as follows:

- There is a commitment to open dissemination of results;
- Parties that contributed to results shall be joint owners of the results;
- Access rights to results and background IP needed for the performance of the work of a party shall be granted on a royalty-free basis, unless otherwise agreed in the attachment;
- Results and background must be used only for the purpose for which access rights have been granted;
- Information specifically marked as confidential must not be disclosed or used other than for the purpose for which it was disclosed.

6. Logos and branding

6.1. Research Data Alliance branding

The RDA TIGER project utilises the existing RDA brand. The RDA Communication Kit can be found on the RDA website¹⁹, and may be used for the following:

- Colour palette;
- Flyers and banners.

The Communication Kit will be expanded; the plan and process for the creation of additional is included in the Deliverables 2.1²⁰ and 2.2²¹.

An RDA TIGER Communication Toolkit is also available and can be accessed in the shared RDA TIGER Google Drive.²² The toolkit builds on the RDA brand and outlines the marketing and communications materials that will be used over the course of the project to promote service awareness and to

¹⁷ Lehtsalu, L., Saldner, S., & O'Connor, R. (2024). RDA TIGER D1.2 Data Management Plan (version 2.0). Zenodo.

<https://doi.org/10.5281/zenodo.14536042>

¹⁸ <https://open-research-europe.ec.europa.eu/>

¹⁹ <https://www.rd-alliance.org/about-rda/communication-kit>

²⁰ RDA TIGER D2.1 Communications Toolkit (Version 1). Zenodo. <https://doi.org/10.5281/zenodo.8058923>

²¹ RDA TIGER D2.2: Updated Plan for dissemination and exploitation including communication activities. Zenodo.

<https://doi.org/10.5281/zenodo.14386006>

²² <https://docs.google.com/document/d/1miA7rTdf5K0tudur6XfdOuVaCoHnrV0Lf/edit>



support the RDA TIGER individual services. The RDA TIGER Communication Toolkit defines the project's visual identity, colour palette, and logos. It also lists the collaterals including:



- Digital posters
- Leaflets/flyers
- Business cards
- Graphics for use in physical and digital assets
- Promotional materials including notebooks, stickers, badges, and water bottles

In 2024, RDA TIGER webpage²³ was revised to reflect better the standard Horizon Europe project website format.

6.2. RDA TIGER logos

All versions of the project logo are available on the shared Google Drive²⁴. RDA TIGER has co-branded with the EOSC Association, and are seen below for convenience:

Table 3: RDA TIGER logos and use guidance.

	<p>The colour version of the RDA TIGER logo with the EOSC co-branding should be used in all digital and printed project documentation and collaterals.</p> <p>The logo should be readable, in at least comparable size to other logos. It should not be distorted in any way.</p>
	<p>The monochrome version of the RDA TIGER logo (in black or white) may be used as an alternative stylistic choice when:</p> <ul style="list-style-type: none"> - Co-branding requires it - Materials are printed in greyscale


An RDA TIGER 'mascot' illustration has been produced for marketing purposes and it can be found on the shared Google Drive²⁵.

²³ <https://www.rd-alliance.org/rda-tiger/>

²⁴ https://drive.google.com/drive/folders/1-RQkRc_N5JV67lnOnb9Wq9yW1AfwwyQ

²⁵ <https://drive.google.com/drive/folders/1X0zduluMU5m509vYIR6872K-7l0dgUpY>

Table 4: RDA TIGER illustration and use guidance.

	<p>The illustration can be used:</p> <ul style="list-style-type: none"> - Standalone on unofficial digital and printed materials - Alongside the official EOSC co-branded logo in any official digital or printed materials. <p>Please note that the illustration is a marketing product and not a replacement for the official project logo.</p>
---	---

6.3. Use of the European Commission (EC) Emblem

All project outputs, presentations, communications and online presence should reference the EC emblem, as per the RDA TIGER Grant Agreement. The official requirements are stated as:

- 1) *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).*
- 2) *The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text. Apart from the emblem, no other visual identity or logo may be used to highlight the EU support. 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).*

Please include the information alongside the EC Emblem in all uses. The emblem must be the same size as other logos, including the RDA TIGER logo.

EC emblem - example 1



RDA TIGER “Research Data Alliance facilitation of Targeted International working Groups for EOSC-related Research solutions” is funded by HORIZON-INFRA-2022-EOSC-0 Project: 101094406. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union.



RDA TIGER “Research Data Alliance facilitation of Targeted International working Groups for EOSC-related Research solutions” is funded by HORIZON-INFRA-2022-EOSC-0 Project: 101094406.

EC emblem - example 2



RDA TIGER “Research Data Alliance facilitation of Targeted International working Groups for EOSC-related Research solutions” is funded by HORIZON-INFRA-2022-EOSC-0 Project: 101094406. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union.

7. Code of Conduct

RDA TIGER operates primarily within RDA, its values and processes. Therefore, the RDA Code of Conduct²⁶ should always be considered as the overarching statement of the standards of behaviour expected within the project. Meetings should also take into account the RDA Guidance on AI Tools usage²⁷.

²⁶<https://www.rd-alliance.org/code-of-conduct/>

²⁷<https://www.rd-alliance.org/rda-guidance-on-ai-tools-usage/>

