

OpenRiskNet

RISK ASSESSMENT E-INFRASTRUCTURE

Deliverable Report D5.2

Final report on the management
process



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the European Union

OpenRiskNet: Open e-Infrastructure to Support Data Sharing, Knowledge
Integration and *in silico* Analysis and Modelling in Risk Assessment

Project Number 731075

www.openrisknet.org

Project identification

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SUMMARY

This report is a continuation of the first report on the management of the OpenRisknet e-infrastructure project (Deliverable 5.1) [1] and refers to the overall management process adopted for the entire duration of the OpenRiskNet project: coordination and tracking, meetings and reporting.

This process envisaged the implementation of the best project management practices to ensure the effective execution of the work plan, tracking and documentation of task progress, effective communication between partners on technical and administrative matters, as well as the communication with the EC office, associated partners, SAB and other stakeholders.

A set of tools (e.g. Google Drive, mailing list, Calendar, Slack, GoToMeeting, Freedcamp, GitHub, etc.) were implemented in order to facilitate the communication and work of the technical/scientific Work Packages (WPs) and ensure effective information and knowledge exchange internally and externally. The management process was lead by the project coordinator office at Edelweiss Connect GmbH and was supported by the WP leaders, deputy leaders and the Executive Board. Several meetings (virtual and face-to-face) were organised involving the WP leaders, executive board members or all members of the consortium. A Project Handbook was prepared and updated periodically, in which the project management process was described. This ensured an effective communication of the process to all project members, as well as an efficient transfer of information to new project members.



H2020-EINFRA Call



2016-2019 3 years project



3 mil Total funding



11 Partner Organisations



14 Associated Partners



7 Case studies

INTRODUCTION

OpenRiskNet is a 3 year project funded under the Horizon 2020 EINFRA-22-2016 Programme. The main objective was to develop an open e-Infrastructure providing resources and services to a variety of communities requiring risk assessment. The OpenRiskNet consortium is formed by 11 Organisations from 8 countries (**Table 1** and **Figure 1**), and also works with a network of partners, organised through an Associated Partners Programme (see **Deliverable 1.2** [2] and **Deliverable 1.4**).

Table 1. Partner organisations involved in the OpenRiskNet consortium

Organisation	Country	Acronym	Website
Edelweiss Connect GmbH	Switzerland	EwC	https://edelweissconnect.com/
Johannes Gutenberg-Universität Mainz	Germany	JGU	https://www.uni-mainz.de/
Fundacio Centre De Regulacio Genomica	Spain	CRG	http://www.crg.eu/
Universiteit Maastricht	Netherlands	UM	https://www.maastrichtuniversity.nl/
The University Of Birmingham	United Kingdom	UoB	http://www.birmingham.ac.uk/
National Technical University Of Athens	Greece	NTUA	https://www.ntua.gr/
Fraunhofer Gesellschaft Zur Foerderung Der Angewandten Forschung E.V.	Germany	Fraunhofer	https://www.fraunhofer.de/
Uppsala Universitet	Sweden	UU	https://www.uu.se/
Medizinische Universität Innsbruck ¹	Austria	MUI	https://www.i-med.ac.at/
Informatics Matters Limited	United Kingdom	IM	http://www.informaticsmatters.com/
Institut National De L'environnement Et Des Risques	France	INERIS	http://www.ineris.fr/
Vrije Universiteit Amsterdam ²	Netherlands	VU	https://www.vu.nl/

The activities of the project were organised into six work packages (WPs):

- WP1 - Requirement Analysis, Outreach and Case Studies
- WP2 - Interoperability, Deployment and Security
- WP3 - Training, Support, Dissemination
- WP4 - Service Integration
- WP5 - Coordination and Management
- WP6 - Ethics requirements

WP1 coordinated the requirements analysis and the testing of the infrastructure functionality on defined case studies. Within WP1, the interactions with the Associated Partners and the Implementation Challenge were also established. **WP2** and **WP3** included all technical and scientific developments, user support and dissemination activities, while

¹ Until 2 Oct 2017

² From 1 Jul 2017

WP4 was responsible for implementing the various services into the e-infrastructure. **WP5** was responsible for the project management and coordination and **WP6** oversaw the requirements related to ethics and the data protection officer (DPO) feedback. Each of the WPs was coordinated by a WP leader and deputy leader according to the Description of Action (DoA).



Figure 1. Countries and organisations represented within the OpenRiskNet consortium³

Further, the management team coordinated and facilitated the processes needed to fulfill the formal requirements of the project, in terms of tracking of tasks, meeting organisation, internal and external communication, amendments, preparation of reports, etc. These tasks, formally included in WP5, included:

- Coordination and tracking of progress;
- Meeting planning and coordination;
- Reporting (financial and technical).

Also, two deliverable reports were assigned to WP5, a first report on the management processes (**Deliverable 5.1** [1]) and the current document, as the final report on the management processes (**Deliverable 5.2**). Additionally, this WP coordinated the periodic technical and financial reporting at month 18⁴ and the follow-up actions, and also the final reports at month 36.

³ Map created with mapchart.net

⁴ <https://cordis.europa.eu/project/rcn/206759/reporting/en>

MANAGEMENT PROCESS

Coordination and tracking

The measures implemented at the beginning of the project (and shown in **Deliverable 5.1**) assured an effective project management process and tracking of all activities, tasks and deliverables was implemented. This includes facilitating of information exchange, documentation collection and submission, as well as communication on the project progress within the consortium, with the EC and with other stakeholders. Thus, a set of tools for communication, task tracking and documentation were proposed, agreed and implemented (**Figure 2**). In the second part of the project, the overall approach was continued, and some of the tools implemented were further developed and enhanced (e.g. project website that was further developed in order to track even better project activities and facilitate dissemination of project outputs (see also Deliverable report D3.5), the Slack communication tool was continuously used for an effective and fast communication between partners and also with the associated partners).

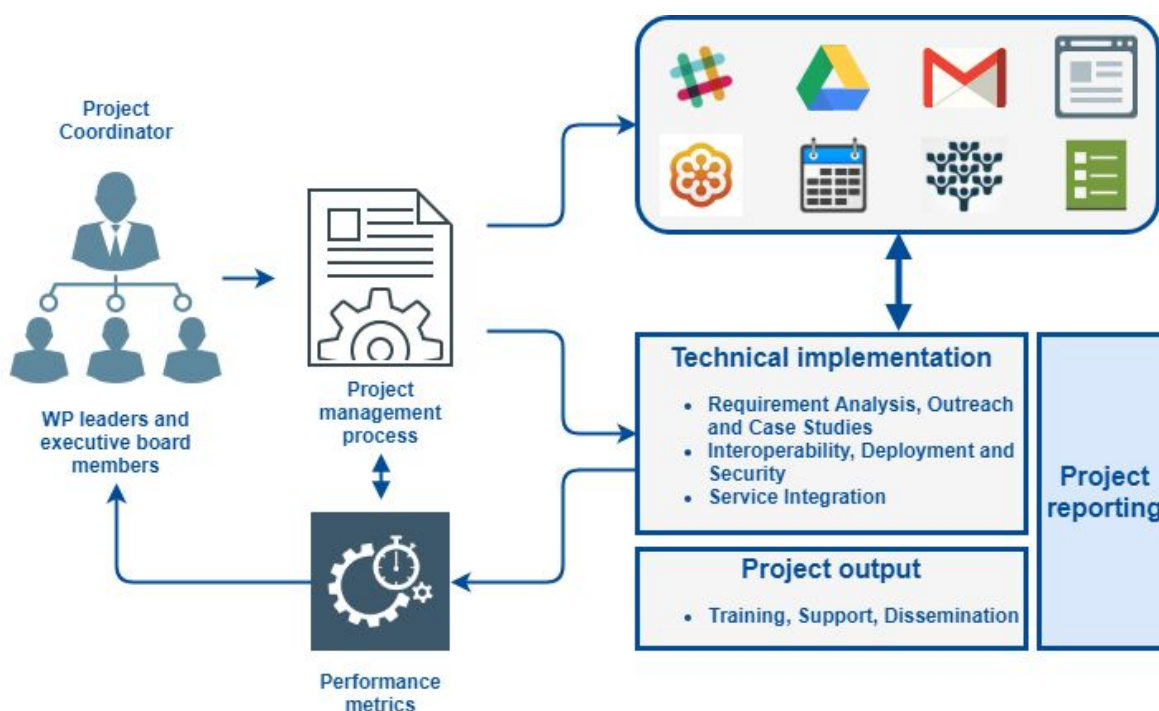


Figure 2. The coordination and progress tracking approaches utilised in OpenRiskNet

The use of the tools and the overall process was described for the project partners in the OpenRiskNet project management handbook (see **Annex 1**), ensuring an effective information transfer between all project members. Additionally, several other summary documents or spreadsheets were implemented, e.g.:

- OpenRiskNet Structure: Summary of WPs, Tasks, Deliverables, Milestones, project member contacts, etc.

- OpenRiskNet Performance Metrics: tracking of performance metrics for all WPs
- OpenRiskNet Budget: tracking of costs summary per partner and per WP.

The **Executive Board** of the project was established following internal discussions and by vote by each partner. The board has 7 members, including the project coordinator and representatives of each WP:

- Barry Hardy (Outreach (partner projects, regulators), dissemination);
- Paul Jennings (Case studies (involvement of external partners));
- Ola Spjuth (Infrastructure, API development);
- Danyel Jennen (Ethics issues of datasets);
- Iseult Lynch (EU NanoSafety Cluster, training, dissemination);
- Thomas Exner (Associated partner programme, training);
- Tim Dudgeon (Infrastructure, API development).

Also, a **Scientific Advisory Board** (SAB) was established earlier in the project, including experts in the related fields (pharmaceuticals, toxicology, modelling, risk assessment, alternatives to animal studies, data management) and representatives from different stakeholders groups:

- Vladimir Lobaskin (University College Dublin), expert in modelling and simulation services;
- Clemens Wittwehr (European Commission, DG Joint Research Centre), expert in mechanistic toxicology and the acceptance of new-approach methods;
- Philippe Rocca-Serra (Oxford e-Research Centre), expert in data management and sharing, file formats and the FAIR principles;
- Rex FitzGerald (Swiss Centre for Applied Human Toxicology SCAHT), expert in risk assessment and regulatory reporting;
- Ramyaroban Kanapathywasam (Unilever), expert in computational toxicology.

Besides advising on specific tasks and joining Consortium meetings, an important role played by the SAB members was providing an assessment and feedback on the OpenRiskNet services and input to the selection of winners within the Implementation Challenge programme.

Different tools were used for internal communication and project task and deliverable tracking, including services for storage of internal documents and communication between contributors to each document. In summary, the following tools were implemented and used throughout the project duration:

- **Documentation and management tools:** Google Drive, Google Calendar, Freedcamp, Google Forms, GitHub, handbook, templates for reporting and dissemination;
- **Communication tools:** Mailing list, Slack, GoToMeeting, GoToWebinar;
- **Project website:** information resource for project members and stakeholders.

Detailed instructions and the list of various tools implemented, were included in the project management handbook, a document that helped project members to identify and use all management tools (see **Annex 1**).

Besides, the amendment to the Grant Agreement requested, finalised and reported during RP1, no other similar actions were needed.

Documentation and management tools

Google Drive⁵ service was used as the main sharing place for collaborative working and for storage of final versions of the project files (e.g. documents, spreadsheets, slides, other files, etc.). All project members have full editing access to all folders and files. The structure included subfolders for each WP, in which the WP leaders and members are organising the WP structure based on their specific activities. When necessary and on request, some of the subfolders were shared with external members (e.g. SAB members, associated partners, data protection officer, experts/reviewers, etc.).

A **Google Calendar**⁶ was set-up, visible to all project members and used for scheduling meetings and listing of deadlines concerning the whole consortium or specific tasks in the project.

Freedcamp⁷ tool aimed to support the project managers, WP leaders and project members to follow the project progress. The tool facilitates top level task tracking and reporting. It was also used for tracking different management issues, and importantly for the review and approval of dissemination materials or activities (see the “Review and approval process of dissemination materials” described in the PEDR).

Various **templates** were available for project reports, milestones, meeting agendas and presentations. Generally, these templates were set-up to be used online (e.g. as Google docs or slides) but they could also be formatted for offline use.

During the project, **Google Forms** were used to vote on various issues or to collect feedback externally.

Communication tools

An **OpenRiskNet Google mailing list** was created and included all project members and organisations. It was used for general communication related to the project, meeting announcements, deadline reminders, etc. Currently, the group has 58 members.

The **Slack** service was used for daily communication in the project, discussions on issues related to specific technical and/or administrative tasks, etc. Different channels (currently 28 public channels) were used (e.g. for WPs or task discussions, or for notifications on the github commitments, case studies, events, etc.). Currently, Slack has 61 members (**Figure 3**).

Additionally, several apps were installed to Slack (**Figure 4**), in order to facilitate the integration of communication in one place. These integrations allowed the technical or scientific teams to react and communicate rapidly whenever issues were raised.

The **GoToMeeting** application was used for internal and external online meetings but also to broadcast and record training sessions organised by the project. Additionally, the **GoToWebinar** service was used for the external webinar sessions. This facilitated a professional dissemination activity and establishment of interactions with the registrants at the webinars organised during the project (see details of the 14 dissemination webinars in **Deliverable 3.5**).

⁵ <https://drive.google.com/>

⁶ <https://www.google.com/calendar>

⁷ <https://freedcamp.com/>

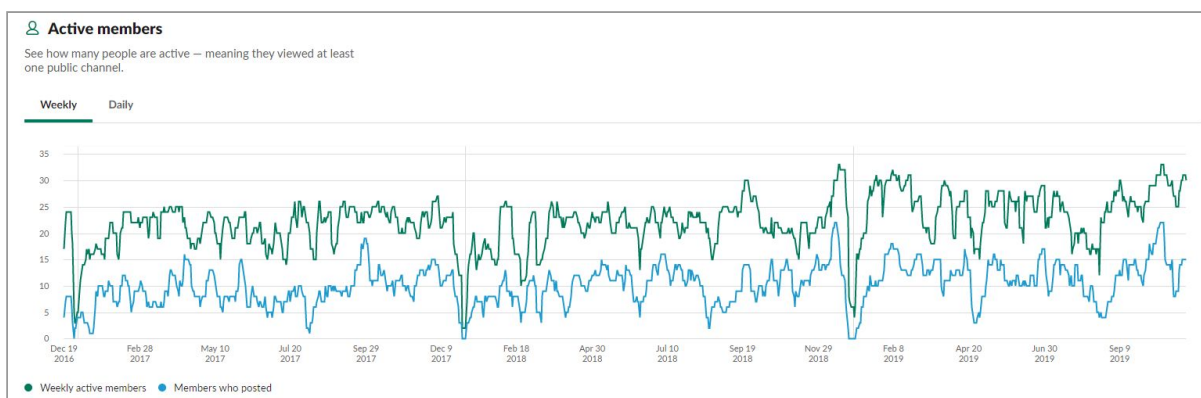


Figure 3. Overview of the members activity in Slack over the 36 months of the project

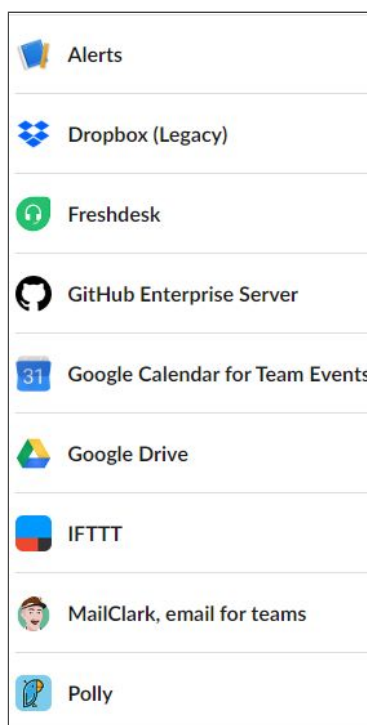


Figure 4. Apps and integrations installed into Slack to facilitate communication in the OpenRiskNet project

Project website

As shown in detail in **Deliverable 3.5** and also in the **PEDR**, the public website⁸ played an important role in the dissemination and documentation of the project status, outputs and results. These activities were included in WP3 but a permanent communication and coordination with all members was needed, in order to keep the information up to date. Therefore, the webpage was continuously developed and enhanced in order to enable presentation of project work and outputs (e.g services) to its stakeholders, the scientific community and to the general public. Recent analytics are presented also as an Annex to

⁸ www.openrisknet.org

Deliverable 3.5.

Project performance metrics

Each of the WPs had a set of performance metrics or indicators (**Table 2**) that were assessed and updated during the project. The plan and targets, the achievements at M18 and M36 respectively, are shown in **Tables 2-5** and **Figures 5-8**. The metrics are quantitative or qualitative, depending on the specific activity developed by the respective WP.

Table 2. Performance metrics for all WPs included in the DoA

WP	Title
WP1	Feedback for all communities to survey
	Number of interviews (≥ 10)
	Number of associated partners (≥ 10)
	Integration of external tools as result of the Implementation Challenge (≥ 5)
	Completed case studies (≥ 5)
WP2	Existence of reference virtual instances of the e-infrastructure
	Status report from regularly executed automatic testing procedures of core and services
	Generation of list of all available services using the discovery service with all relevant information
WP3	Number of workshops and hackathons (Successful delivery ≥ 2 (until M18) and ≥ 5 (until M36) training workshops or hackathons)
	Acceptance of support facilities
	Positive feedback from external participants at the workshops and hackathons
	Active participation to conferences and meetings (Successful delivery ≥ 5 (until M18) and ≥ 10 (until M36) participation in conferences)
WP4	T4.1: Successful integration of ≥ 6 (until M18) and ≥ 10 (until M36) services
	T4.2: Successful integration of ≥ 2 (until M18) and ≥ 4 (until M36) services
	T4.3: Successful integration of ≥ 4 (until M18) and ≥ 10 (until M36) services
	T4.4: Successful integration of ≥ 1 (until M18) and ≥ 2 (until M36) services
	T4.5: Successful integration of ≥ 4 (until M18) and ≥ 6 (until M36) services
	T4.6: Successful integration of ≥ 6 (until M18) and ≥ 10 (until M36) services
	T4.7: Successful integration of ≥ 2 (until M18) and ≥ 3 (until M36) services
WP5	Public webpage created (by M3)
	Tracking and documentation systems implemented (by M3)
	Number of face-to-face consortium meetings (≥ 4)
	Number of management meetings (virtual or f2f) (≥ 2 /year)
	Number of virtual project meetings (≥ 4 /year)
	Number of virtual technical meetings (≥ 12 /year)

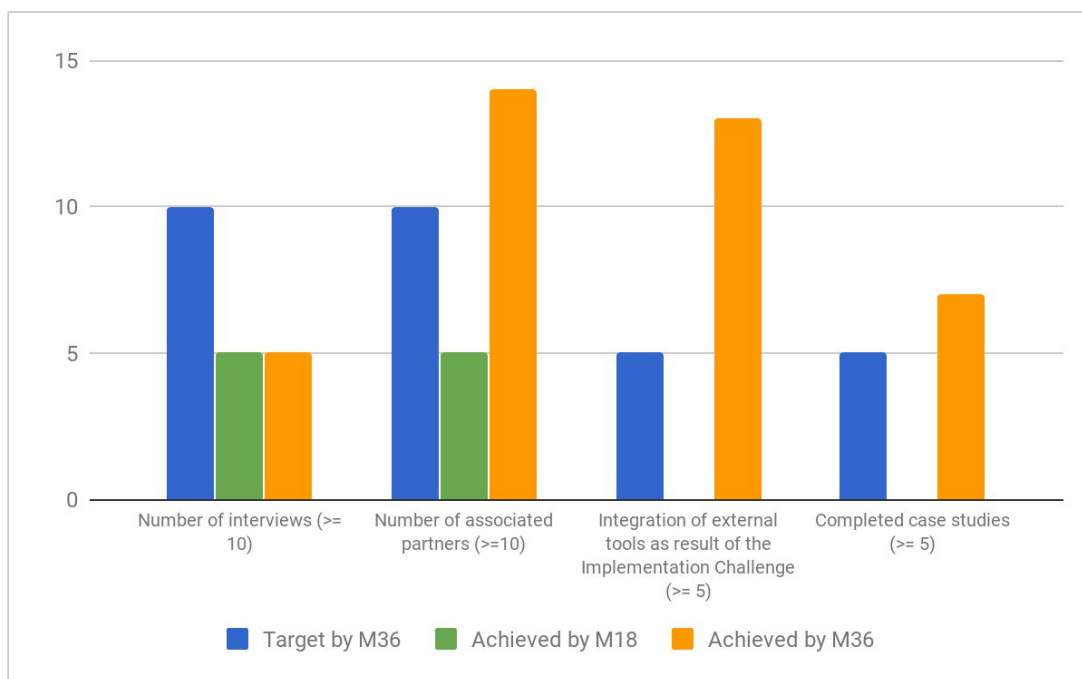


Figure 5. Status at M36 of the performance metrics in **WP1** (Requirement Analysis, Outreach and Case Studies); the conclusions on the feedback received from different communities were included in the PEDR and Deliverable 1.1 version 2 [3]

All performance metrics in WP1 were achieved except one. The number of associated partners and especially integrated external tools highly exceed the expected number. Only the interviews showed not to be beneficial in the way they were anticipated during the proposal writing and were thus kept at the level of the midterm review and the resources re-directed to more effective mechanisms as described below. The interviews were only able to cover very individual views and even the anticipated number of ten interviews would not have provided a general picture of the community's needs. Therefore, the requirement analysis and community feedback was organised in a different way as already detailed in the updated version of **Deliverable 1.1** [3]. Interviews were held with the SAB members and participants of the implementation challenge since they are the stakeholders most familiar with the OpenRiskNet infrastructure and could point to specific issues they saw during the use of the platform and the integration of their services. These interviews were not performed in the formal setting as per the first three interviews but were conducted over multiple sessions at the beginning and during the integration of the services (Implementation Challenge winners) or at multiple locations in connection with the general assemblies (Scientific Advisory Board) and are, therefore, not included in the performance metric. Additionally, feedback from larger groups was collected during panel discussions on specific issues at the workshops and hackathons organised by OpenRiskNet, in which the auditorium was invited to participate in addition to the panel itself. In this way and combined with the survey, kept online and was updated throughout the project (more than 80 responses were collected), and discussions at conferences and with larger groups of partners from other projects, we were able to address all stakeholder group and obtain a representative picture of the requirements and needs in the community without requesting an extensive amount of time from individual interviewees.

Table 3. Status at M36 of the performance metrics in **WP2** (Interoperability, Deployment and Security)

Metric	Status
Existence of reference virtual instances of the e-infrastructure	The core components of a VRE have been defined and a set have been created, in a production website accessible by end users at: https://home.prod.openrisknet.org/ This production site is described in detail in Deliverable 2.3 report, and updated in Deliverable 2.6.
Status report from regularly executed automatic testing procedures of core and services	Cluster monitoring has been set up via Grafana and Prometheus that offers a dashboard with status information about the system and services, and this is used as an alerting system for reporting problems to the responsible persons.
Generation of list of all available services using the discovery service with all relevant information	A list of all services generated from the OpenRiskNet registry is available at http://registry.prod.openrisknet.org/ . Also, the OpenRiskNet catalogue include a description of all available services: https://openrisknet.org/e-infrastructure/services/ Beyond what was anticipated, OpenRiskNet services are also listed in the EOSC catalogues: http://catalogue.eosc-portal.eu/service/openrisknet.openrisknet_e-infrastructure

Table 4. Status at M36 of qualitative performance metrics in **WP3** (Training, Support, Dissemination)

Metric	Status
Acceptance of support facilities	The support functions for OpenRiskNet are functional and available, consisting of a helpdesk, a wiki, and an issue tracker (see Deliverable 3.3 report [4]).
Positive feedback from external participants at the workshops and hackathons	The participants at the hackathons, workshops and webinars (see Deliverable 3.4 [5] and 3.5) had the opportunity to learn, test and directly interact with the developers of different ontology and modelling applications or services. Positive feedback was received, expressed as answers to the survey questions after the final workshop (see more details in Deliverable 3.5) and comments during the workshops, hackathons and especially following the services webinars, as well as being inferred from the continuous participation of users in the webinar series.

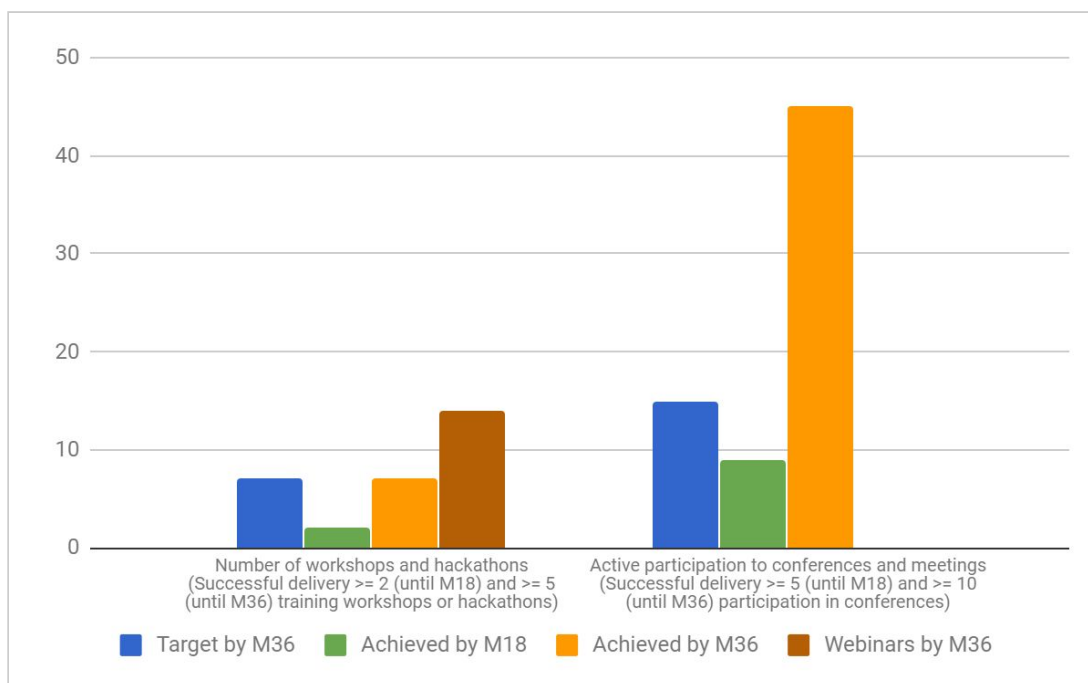


Figure 6. Status at M36 of quantitative performance metrics in **WP3** (Training, Support, Dissemination). Additionally, two internal workshop/hackathon sessions were organised, not shown in the chart.

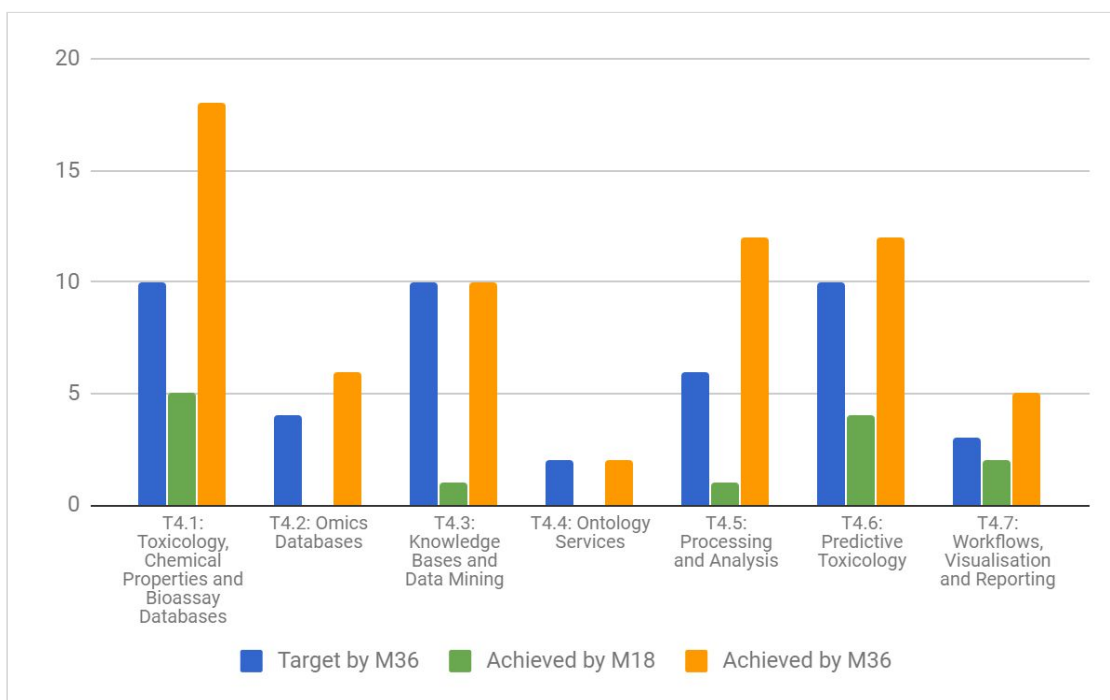


Figure 7. Status at M36 of quantitative performance metrics in **WP4** (Service Integration)

Additionally, 17 others services were integrated (including API Definitions for OpenRiskNet applications and data, and Site management) into the OpenRiskNet e-infrastructure platform. Some of the tools serve multiple functions or tasks (details are included in **Deliverable 4.3**).

Table 5. Status at M36 of qualitative performance metrics in **WP5** (Coordination and Management)

Metric	Status
Public webpage created (by M3)	The website https://openrisknet.org/ was released on 23 June 2017. The delay did not cause issues to the partners or to the project implementation, instead at the time of webpage release, sufficient materials were available from the technical WPs as well as on dissemination to populate the website with useful information. Major updates to the website were performed in 2018 (https://openrisknet.org/news/10/), which was continuously used to promote and collect information on the project achievements and outputs. The online catalogues were successfully used for Services, Events and Training Resources.
Tracking and documentation systems implemented (by M3)	In the management process, several systems were implemented by M3: Google Drive including subfolders to satisfy all requirements of WPs, tasks or organisations. Also, a Freedcamp account for tracking of tasks, deliverables and other activities status was set-up. For technical documentation a GitHub (https://github.com/OpenRiskNet) account was set-up (including a Wiki section).
Number of virtual technical meetings (>=12/year)	Recurrent meetings were organised (e.g. bi-weekly by WP2 focused on technical aspects of the infrastructure development and deployment, as well as weekly meetings focused on case studies or management issues). Additional meetings on specific topics (e.g. ontology annotation, specific case studies were also held as needed.

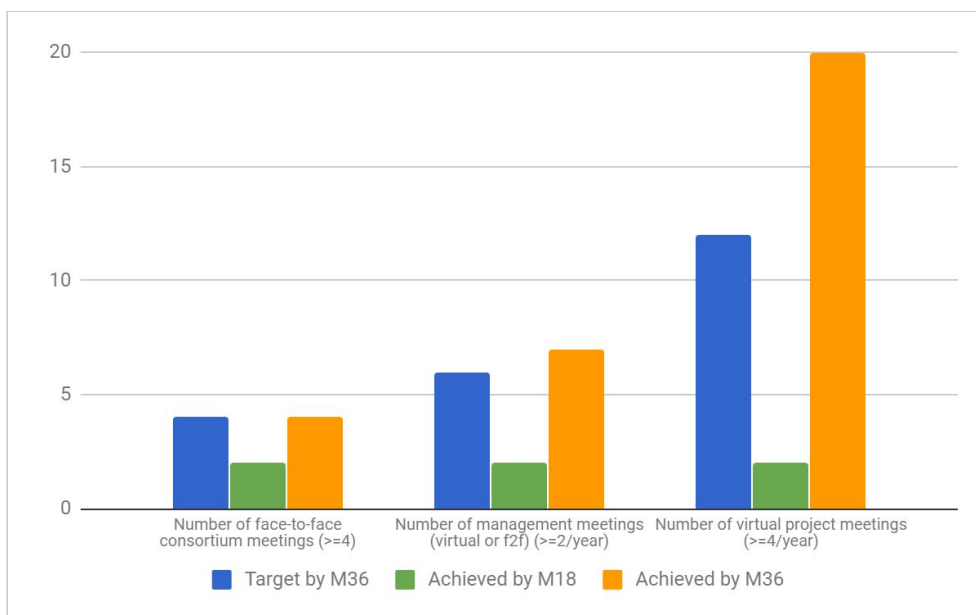


Figure 8. Status at M36 of quantitative performance metrics in WP5 (Coordination and Management); The number of virtual project meetings (3rd block) is approximative (more online meetings were held, combined with other technical and scientific topics).

Budget and costs tracking

The OpenRiskNet project is 100% funded by the EU contribution with a contribution of about 2.9 mil EUR⁹. The distribution per partner is shown in **Figure 7**.

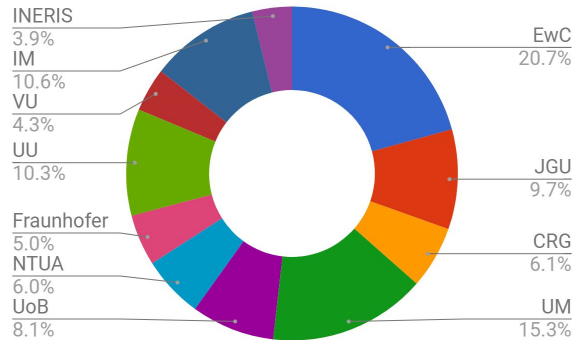


Figure 7. Budget distribution among Organisations

Besides the official budget reporting requested by EC at M18 and M36, the management team has collected periodically from partners updates on their applied effort and incurred costs using a budget reporting template. Thus, details on the person-months and the budget used per category of costs could be tracked and analysed. Below, we present the estimation at month 30 (**Figure 8**) that were available at the moment when this report was written, while the final numbers (at month 36) will be included in the final financial report.

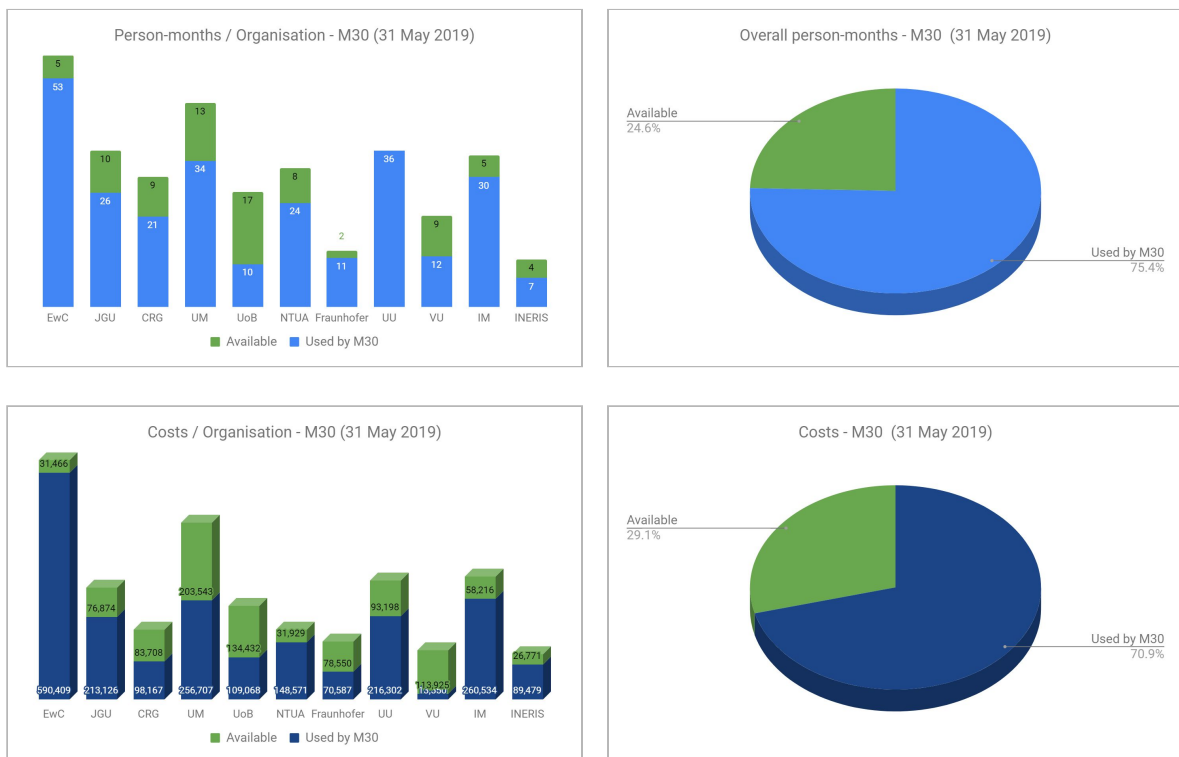


Figure 8. Overall estimation of person-months used at Month 30

⁹ https://cordis.europa.eu/project/rcn/206759_en.html

Meetings

The management process included also the organisation and facilitation of project meetings, including the kick-off meeting and three annual face-to-face General Assembly / Consortium meetings, as well as periodic online meetings. The management meetings with WP leaders and the Executive Board were also organised in order to maintain a permanent communication line inside the consortium and assure that the project progress was aligned with its planning to enable rapid response to any delays or issues as they arose.

All these meetings facilitated the discussion and decision-making processes on various management or scientific-related issues. The consortium meetings included project progress reports (i.e. updates from each WP leader), discussions and planning for future activities. The main meetings organised are listed in **Table 5**. Additionally, different recurrent online technical meetings (using the GoToMeeting tool) were organised:

- **Bi-weekly meetings** (on Thursdays) by WP2 on Interoperability, Deployment and Security of the e-infrastructure;
- **Weekly meetings** (on Mondays) on case studies, involving members across all WPs; these meetings were alternated with project meetings, in order to discuss various management, dissemination, reporting or other activities;
- **Ad-hoc meetings** on specific topics (e.g. ontology annotation, specific case studies, etc.).

Table 5. List of selected project meetings organised by M36

Type	Meeting	Place	Date	Observations
F2F	Kick-off meeting	Basel (CH)	15-16 December 2016	Including General Assembly meeting <ul style="list-style-type: none"> • https://openrisknet.org/events/49/ • https://openrisknet.org/news/8/
Virtual	Consortium meeting	Online	6 April 2017	Tasks and Deliverables progress reports at M4
Virtual	Executive Board and WP leaders	Online	5 September 2017	First meeting of the EB and WP leaders, focused on M12 progress and planning next phase
F2F	GA and 1st Annual Meeting	Basel (CH)	20-21 November 2017	Discussed the achievements at M12 and planning of Year 2 <ul style="list-style-type: none"> • https://openrisknet.org/events/48/ • https://openrisknet.org/news/2/ Included the official launch of the Associate Partner Program, followed by training activities jointly with OpenTox EURO meeting.
Virtual	WP leaders meeting	Online	20 March 2018	Updates on the current activities and planning for the next period
Virtual	Consortium meeting	Online	30 April 2018	Progress of the tasks, deliverables and milestones at M18
Virtual	Review meeting	Online	18 July 2018	Discussed details on the review meeting, WPs presentations and demo session

	preparation			
F2F	Review meeting 1	Brussels (BE)	30 July 2018	The first review session organised by EC with external experts
Virtual	Consortium meeting	Online	25 October 2018	Reply to the experts recommendations after M18 review, discussed M24 deliverables and planning of the next consortium meeting
F2F	GA and 2nd Annual Meeting	Brussels (BE)	12-13 December 2018	Discussed the achievements at M24 and planning of Year 3 <ul style="list-style-type: none"> • https://openrisknet.org/events/44/ • https://openrisknet.org/news/15/ included joint training activities (with NanoCommons) on ontology
Virtual	Principal Investigators meeting	Online	5 February 2019	Discussed the financial aspects, case studies, implementation challenge and project publications
F2F	GA and 3rd Annual Meeting	Amsterdam (NL)	22 October 2019	Discussed the achievements at M36, final reporting <ul style="list-style-type: none"> • https://openrisknet.org/events/68/ • https://openrisknet.org/news/30/ It was followed by the 2-day Final OpenRiskNet workshop (open to all).
F2F	Review meeting 2	Luxembourg (LU)	28 January 2020	Final review session organised by EC with external experts

Consortium meetings

Kick-off meeting, 15-16 December 2016 (Basel, Switzerland)

The project was kicked-off with a meeting at the Technology Park in Basel, including scientific presentations and planning sessions for all WPs. All project partners were represented (20 project members from 9 Organisations)¹⁰. In the discussions it became clear that all partners agreed that the only success criterion is the adoption of the infrastructure by the toxicology community. This can only be reached by integrating as many services as possible in the most accessible way and not by limiting it to the services developed by the partners. Additionally, usability testing by external users is needed during the complete development cycle.



General assembly and 1st annual meeting, 20-21 November 2017 (Basel, Switzerland)

The agenda of this meeting included discussion points on the amendments of the Grant Agreement and the Consortium Agreement due to the partner changes, the Executive Board members and their roles, the Scientific Advisory Board aim and member proposals). Next, the consortium meeting included updates from each WP leader on the task progress

¹⁰ <https://openrisknet.org/news/8/>

at M12. The main focus of the discussions was on the definition of case studies and related services integration, as well as on the documentation of the OpenRiskNet e-infrastructure and its support infrastructure. The consortium agreed on the list of case studies as well as on the next steps to be taken on the infrastructure development to support the case studies and to ultimately achieve the goal of the project. Further, the



details on the Associated Partner Program were discussed and agreed. The Associated Partner Program was then launched officially during the OpenTox Euro conference that followed the consortium meeting. A press release entitled *“OpenRiskNet reveals concepts of harmonised APIs and semantic interoperability, provides first training units, and launches Associate Partner Program”* was also published¹¹.

General assembly and 2nd Annual Meeting, 12-13 December 2018 (Bruxelles, Belgium)

During this annual meeting, the progress on project tasks at month 24, the e-infrastructure developments and implementation of case studies were presented and demonstrated. The event was followed by an ontology meeting¹², jointly organised with the NanoCommons infrastructure project.

An important topic discussed was the implementation challenge and its first outcomes. Since, the project was entering its third and final year, the meeting dedicated an important part to the exploitation and sustainability plan and its implementation. All public resources from this meeting were made available on the OpenRiskNet website¹³.



General assembly and 3rd Annual Meeting, 22 October 2019 (Amsterdam, The Netherlands)

The aim of this meeting was to present and discuss the project progress, deliverables and its final reporting at month 36. WP and task leaders presented and lead discussions on the latest updates on the tasks and the status of the final deliverables, including any issues. The General Assembly meeting included discussions on the overall project status, issues



and eventual decisions to be made, planning the final technical and financial reporting period and also for the final review meeting. Further updates on the management and coordination activities were discussed. A calendar of actions for the final period of the project was discussed and agreed by all project members. WP1 discussions were focused

¹¹ <https://openrisknet.org/news/2/>

¹² <https://openrisknet.org/events/45/>

¹³ <https://openrisknet.org/events/44/>

on the Associated Partners and Implementation Challenge programmes and the case studies implementation. WP2 presented the progress and the e-infrastructure status, while several issues were discussed and clarified (e.g. metrics, hosting and migration of the e-infrastructure, reference environment, etc.). This was followed by discussions in WP4 on services integration, alignment with the case studies and associated partners services. The progress of WP3 and WP6 were presented jointly, and included updates on the dissemination and training activities, exploitation and sustainability actions (PEDR), the data management plan and other ethics aspects. The agenda and the slides are available on the project website¹⁴. The consortium meeting was followed by an open 2-day final workshop to ensure hand-over of learning, knowledge, services etc. into ongoing and forthcoming projects¹⁵.

¹⁴ <https://openrisknet.org/events/68/>

¹⁵ <https://openrisknet.org/events/74/>

Reporting

The coordination, planning, completion, internal reviewing and submission of all deliverable reports following EC instructions was included within the management activities. This included also tracking the achievement and documentation of planned milestones. Also, the partners and WP leaders were supported with fulfilling the technical and financial reporting for the period. In total, there are 30 Deliverables and 8 Milestones to be achieved and there are distributed among different WPs as shown in **Figure 9**.

During the first half of the project, 18 Deliverables were submitted and 7 Milestones were achieved while for the second half of the project, 12 Deliverables and 1 Milestone were planned and achieved (**Figure 10**). All Deliverable reports are publicly available (except the Ethics reports) and are published in the Zenodo database.

This task coordinated also the formal reporting to the EC, in two sessions (at Month 18 and Month 36), including the follow up on the recommendations of experts after the first review meeting on how the recommendations were being addressed and/or implemented.

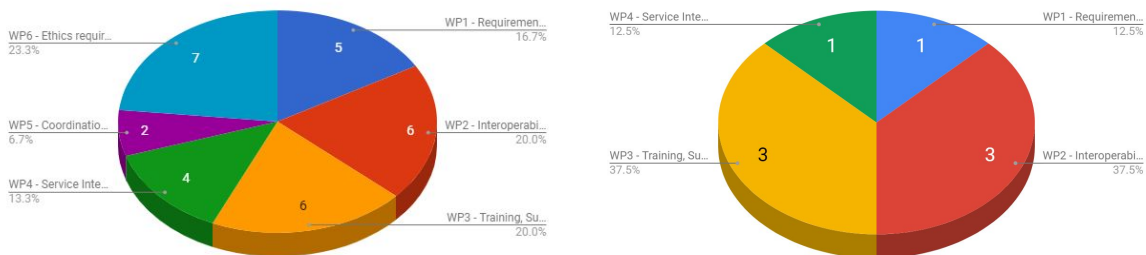


Figure 9. Distribution of Deliverables and Milestones per WP

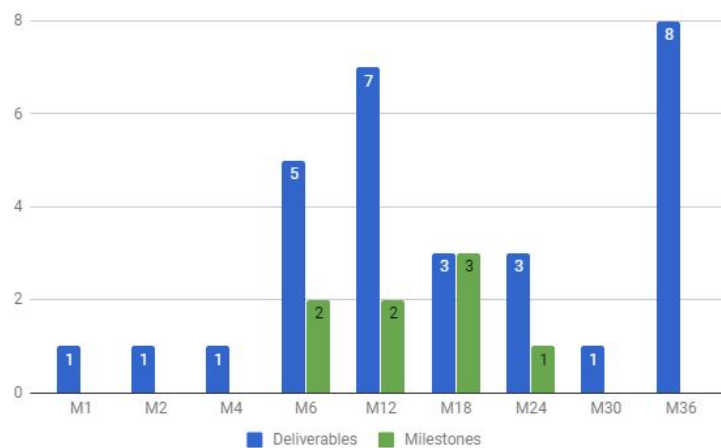


Figure 10. Distribution of Deliverables and Milestones at different months during the project

CONCLUSION

The management processes implemented in OpenRiskNet successfully facilitated the collection, tracking and dissemination of knowledge generated during the project. Efficient measures were implemented for the project progress tracking, monitoring of the status of the tasks and the timely completion of the proposed deliverables.

A permanent and efficient communication with partners, stakeholders and the European Commission office assured good implementation of the tasks and an early identification and resolution of any issues that arose on both the scientific or management sides. Overall, no major issues were encountered by the coordination office. However, additional experience was gained by the management team during the coordination of OpenRiskNet, whereby several processes were improved or new ones were implemented, and these will definitely be transferred further to similar initiatives. Indeed, NanoCommons e-infrastructure is already benefiting from many of these insights and the optimised management processes.

GLOSSARY

The list of terms or abbreviations with their definitions, used in the context of OpenRiskNet project and the e-infrastructure development, is available at:

<https://github.com/OpenRiskNet/home/wiki/Glossary>

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ANNEXES

Annex 1. Project management handbook