

# Project CHANGES - Spoke 4

D1 – Spoke coordination guide – v1.1

27 May 2023

## Deliverable information

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Authors(s)	Peroni, Silvio ( <a href="https://orcid.org/0000-0003-0530-4305">https://orcid.org/0000-0003-0530-4305</a> ): Dipartimento di Filologia Classica e Italianistica, Università di Bologna Balzani, Roberto ( <a href="https://orcid.org/0000-0002-5298-8669">https://orcid.org/0000-0002-5298-8669</a> ): Dipartimento di Storia Culture e Civiltà, Università di Bologna Genovese, Gianluca ( <a href="https://orcid.org/0000-0002-1064-2061">https://orcid.org/0000-0002-1064-2061</a> ): Dipartimento di Studi Umanistici, Università Suor Orsola Benincasa Montaldo, Silvano ( <a href="https://orcid.org/0000-0003-0820-8730">https://orcid.org/0000-0003-0820-8730</a> ): Dipartimento di Studi Storici, Università di Torino Pescarin, Sofia ( <a href="https://orcid.org/0000-0002-9529-7083">https://orcid.org/0000-0002-9529-7083</a> ): Istituto di Scienze del Patrimonio Culturale, Consiglio Nazionale delle Ricerche
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v1.1	27 May 2023	Revised version using the new deliverable template and including additional information and links	UNIBO

## Spoke information

### Scientific coordinator

Silvio Peroni – [silvio.peroni@unibo.it](mailto:silvio.peroni@unibo.it) – <https://orcid.org/0000-0003-0530-4305>

Dipartimento di Filologia Classica e Italianistica

Alma Mater Studiorum – Università di Bologna

Via Zamboni 32, 40126 Bologna (BO), Italia

### Scientific co-coordinator

Gianluca Genovese – [gianluca.genovese@unisob.na.it](mailto:gianluca.genovese@unisob.na.it) – <https://orcid.org/0000-0002-1064-2061>

Dipartimento di Scienze Umanistiche

Università degli Studi Suor Orsola Benincasa

Via Suor Orsola 10, 80135 Napoli (NA), Italia

## Spoke partners

No	Name	Acronym	Role
1	Alma Mater Studiorum – Università di Bologna	UNIBO	Spoke leader
2	Università degli Studi Suor Orsola Benincasa	UNISOB	Spoke co-leader
3	Consiglio Nazionale delle Ricerche	CRN	Member
4	DTC Lazio	DTC	Member
5	Engineering	ENG	Member
6	Università degli Studi di Bari Aldo Moro	UNIBA	Member
7	Università degli Studi di Ferrara	UNIFE	Affiliated by “convenzione”
8	Università degli Studi di Firenze	UNIFI	Member
9	Università degli Studi di Parma	UNIPR	Affiliated by “convenzione”
10	Università degli Studi di Torino	UNITO	Member

## Executive Summary

This deliverable introduces the internal organisation of Spoke 4, including operational processes and communication protocols. In particular, it describes the management structure for Spoke 4, which has been designed to mediate efficiently between all the partners to ensure their involvement in management decision-making and to provide management that will keep the project performing to time, quality and budget. This deliverable also illustrates the process for the preparation of deliverables, the internal review procedures and the calendar of revisions completed with the submission of the final version according to the deadlines set out in the Project Changes proposal. Finally, it presents the communication channels used and all dissemination and communication requirements the members of the Spoke must follow.

This deliverable is a living document and will be updated whenever necessary to comply with additional information and requirements from the Project Changes coordinator.

## Table of content

DELIVERABLE INFORMATION	1
DELIVERABLE HISTORY	2
SPOKE INFORMATION	3
SPOKE PARTNERS	3
EXECUTIVE SUMMARY	4
TABLE OF CONTENT	5
1. INTRODUCTION	7
2. SPOKE ORGANISATION, ROLES AND RESPONSIBILITIES	7
<b>2.1. Spoke partners and responsibilities</b>	7
<b>2.2. Spoke coordination</b>	8
<b>2.3. Work package leaders' group</b>	9
<b>2.4. Work package technical groups</b>	10
3. DELIVERABLES AND REPORTS	10
4. INTERNAL AND EXTERNAL COMMUNICATION	11
<b>4.1. Work package leaders' group</b>	11
<b>4.2. Mailing lists</b>	12

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<b>4.3. Meetings and minutes</b>	<b>13</b>
<b>5. DISSEMINATION AND COMMUNICATION REQUIREMENTS</b>	<b>14</b>
<b>5.1. Open Science</b>	<b>14</b>
<b>5.2. Logos</b>	<b>15</b>
<b>6. CONCLUSIONS</b>	<b>15</b>

## 1. Introduction

The Spoke 4 initial meeting organised online (via Microsoft Teams) on 9 January 2023 and the Project Changes kick-off meeting scheduled in Rome on 24 January 2023 were the first occasions for the Spoke 4 partners to discuss the planning of activities in each work package (WP) to guarantee an efficient and smooth running of activities. One of the aspects presented and discussed was the internal organisation of Spoke 4, including operational processes and communication protocols. The following sections summarise mainly the outcomes of these initial meetings. This deliverable is a living document and will be updated once the Project Changes coordinator provides additional information.

## 2. Spoke organisation, roles and responsibilities

The management structure for the Spoke 4 is designed to mediate efficiently between all the partners involved, which include commercial interests and public and private sector cultures. Therefore, the management structure has some primary purposes: to ensure the involvement of all the partners in management decision-making and to provide management that will keep the project performing to time, quality and budget.

### 2.1. Spoke partners and responsibilities

No.	Name	Acronym	Responsibilities
1	Alma Mater Studiorum – Università di Bologna	UNIBO	Spoke leader, WP1-WP2 leader, WP3-WP5 member, deliverable leader
2	Università di Suor Orsola Benincasa	UNISOB	Spoke co-leader, WP5 leader, WP1-WP4 member, deliverable leader
3	Consiglio Nazionale delle Ricerche	CNR	WP3 leader, deliverable leader, WP1-WP2/WP4-WP5 member, deliverable leader

4	DTC Lazio	DTC	WP1/WP3-WP5 member
5	Engineering	ENG	WP1/WP3-WP5 member
6	Università di Bari	UNIBA	WP1/WP4-WP5 member
7	Univerità di Ferrara	UNIFE	Affiliated by "convenzione"
8	Università di Firenze	UNIFI	WP1-WP5 member
9	Università di Parma	UNIPR	Affiliated by "convenzione"
10	Università di Torino	UNITO	WP4 leader, WP1-WP3/WP5 member, deliverable leader

## 2.2. Spoke coordination

The coordinating institution is the Alma Mater Studiorum – Università di Bologna (UNIBO), and the Spoke 4 leader is Silvio Peroni. The responsibilities of the project coordinator include:

- monitor that the action of the Spoke 4 is appropriately implemented;
- supervise the scientific, technical, financial and administrative progress of the Spoke;
- submit to the Spoke reports;
- following the integration and application aspects of the project to prevent fragmentation of results and inconsistency between research and use cases;
- coordinate the cross-evaluation of deliverables before their submission;
- promoting early checks of critical situations given project deadlines and milestones;
- coordinating review presentation planning and narrative;
- making sure that the scientific progress of the project corresponds to obligations.

The Spoke leader is supported in these activities by the co-coordinating institution, the Università di Suor Orsola Benincasa, having Gianluca Genovese as the Spoke 4 co-leader.



### 2.3. Work package leaders' group

The work package leaders' group is the collective board responsible for the management of the work packages of Spoke 4. The responsibilities of the work package leaders' group include:

- monitor that the action of the work packages is adequately implemented;
- supervise the scientific, technical, financial and administrative progress of the work packages;
- monitoring compliance by the partners with their progress in the project tasks, and in case, invite them to devise alternative plans or change/merge/reassign duties when appropriate;
- monitoring the concurrent evolution of the state-of-the-art to maintain the project's currency and fine-tune its tasks and results when applicable.
- Table 1 lists the names of all the work package leaders' group members.

**Table 1.** Members of the work package leaders' group.

WP	Institution Acronym	Member	Email
1	UNIBO	Silvio Peroni	silvio.peroni@unibo.it
2	UNIBO	Roberto Balzani	roberto.balzani@unibo.it
3	CNR	Sofia Pescarin	sofia.pescarin@cnr.it
4	UNITO	Silvano Montaldo	silvano.montaldo@unito.it
5	UNISOB	Gianluca Genovese	gianluca.genovese@ unisob.na.it

## 2.4. Work package technical groups

Each work package is associated with a group of people forming a technical group for that work package. All the people involved in such technical groups work to reach the objectives and goals of the work package, coordinated by the work package leaders.

## 3. Deliverables and reports

Table 2 illustrates the process for the preparation of deliverables, the internal review procedures and the calendar of revisions completed with the submission of the final version according to the deadlines set out in the Project Changes proposal.

**Table 2.** The timetable for organising the reviewing phase before the submission of the final version of the Spoke 4 deliverables.

Who	What	When
Deliverable leader	Draft first version of deliverable (in .docx format) and sent it to internal reviewer(s)	28 days before the delivery date
Internal reviewer(s)	Discussion with deliverable leader and send revised version to deliverable leader	21 days before the delivery date
Deliverable leader	Send second version (in .docx format) to partners involved for final feedback	14 days before the delivery date
Deliverable leader	Send final version (i.e. v1.0, in .docx format) to all partners (via the Spoke 4 mailing list)	7 days before the delivery date
Spoke leader	Check and submit final version (in .pdf format)	Before the delivery date

The deliverable leader is responsible for finding at least two people among the partner of Spoke 4 to involve as reviewers. All reviewers must be specified in the [deliverable list](#) available in the Spoke 4 cloud. It is also possible to find other metadata for each deliverable (number, title, and deadline).

The final version of a deliverable (v1.0) and all the other draft versions (v0.1, v0.2, etc.) of the same deliverable must be stored in separate documents in the [Deliverable folder](#) of the Spoke 4 cloud. Each document must be named with the deliverable number, followed by its title and version, according to the following scheme:

```
D<deliverable number> - <deliverable title> - v<version number>.docx
```

For instance, the first draft of this deliverable is named as follows:

```
D1 - Spoke coordination guide - v0.1.docx
```

All the deliverables of the Spoke 4 will be published in Open Access and uploaded by the Spoke leader to [Zenodo](#) using a CC-BY license. A [template for deliverables](#) is available in the Spoke cloud and must be used for preparing all the deliverables of the Spoke.

## 4. Internal and external communication

### 4.1. Work package leaders' group

All the Spoke 4 partners have access to the [Member Area](#), the reserved cloud we will use to share all the documents related to the Spoke 4. The repository is handled by UNIBO using Microsoft SharePoint and will be available for the project partners during the project's lifetime and beyond.

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The Member Area is organised in different folders (i.e. *Deliverables*, *Documents*, *Meetings*, *Templates*, and *Work Packages*), allowing Spoke 4 partners to store, quickly find and work collaboratively on project documents and keep track of revisions and versions released. It also includes a dedicated folder where the standard project templates are stored (templates for deliverables, minutes, presentations etc.). The templates include indications and instructions on how each template should be used and filled out, including versioning, history of changes, formats etc.

To guarantee efficient communication among all project partners and ensure that the communications reach the correct people involved in different parts of the Spoke 4, UNIBO has prepared a Spoke 4 contacts list file that identifies all people involved in the Spoke 4 activities (formally and informally), their involvement in work packages and contact details. The [contacts file is stored in the Members area](#), in the *Documents* folder and is updated directly by the partners. The Spoke leader, who is responsible for keeping the file up to date, must be informed about all modifications done by partners, e.g. to update the various mailing lists correctly.

## 4.2. Mailing lists

UNIBO has created seven mailing lists allowing partners to convey information to different groups efficiently. Five are dedicated to the related work packages of the Spoke, while the other two are, respectively, the mailing list including only the work packages leaders and the general one to contact all the people involved in the Spoke 4.

- Work package 1: [pe5-spoke4-wp1@live.unibo.it](mailto:pe5-spoke4-wp1@live.unibo.it)
- Work package 2: [pe5-spoke4-wp2@live.unibo.it](mailto:pe5-spoke4-wp2@live.unibo.it)
- Work package 3: [pe5-spoke4-wp3@live.unibo.it](mailto:pe5-spoke4-wp3@live.unibo.it)
- Work package 4: [pe5-spoke4-wp4@live.unibo.it](mailto:pe5-spoke4-wp4@live.unibo.it)
- Work package 5: [pe5-spoke4-wp5@live.unibo.it](mailto:pe5-spoke4-wp5@live.unibo.it)

- Work package leaders' group: [pe5-spoke4-wpleader@live.unibo.it](mailto:pe5-spoke4-wpleader@live.unibo.it)
- All Spoke 4 members: [pe5-spoke4@live.unibo.it](mailto:pe5-spoke4@live.unibo.it)

### 4.3. Meetings and minutes

The Spoke leader will organise four plenary meetings every year (one every three months) to keep track of the Spoke's evolution and schedule the deliverables' submissions. Ideally, one of these yearly meetings should be held physically and hosted by one of the partners of Spoke 4. The dates of all the plenary meetings of the Spoke 4 are as follows (all times are CET/CEST):

- 14 April 2023, 11:00 - 13:00
- 19 July 2023, 11:00 - 13:00
- 10 October 2023, 11:00 - 13:00
- 18 January 2024, 11:00 - 13:00
- 12 April 2024, 11:00 - 13:00
- 17 July 2024, 11:00 - 13:00
- 11 October 2024, 11:00 - 13:00
- 22 January 2025, 11:00 - 13:00
- 8 April 2025, 11:00 - 13:00
- 16 July 2025, 11:00 - 13:00
- 8 October 2025, 11:00 - 13:00
- 21 January 2026, 11:00 - 13:00

In addition to plenary meetings, each work package leader is responsible for organising periodically (e.g. one every month or whenever needed) specific coordination meetings between all the members of the work package to track the current status of the work within each work package and to gather updates to be presented in the plenary meetings.

All the meetings that will be organised during the lifetime of the Spoke 4 must be documented by appropriate minutes that summarise the main points of discussions and the decisions taken by Spoke 4 members. In addition, all material (slides, minutes, etc.) from each meeting must be uploaded to the [folder Meetings](#) of the Member Area.

## 5. Dissemination and communication requirements

### 5.1. Open Science

Following the [guidelines of current European Research and Innovation programmes](#), Spoke 4 applies a strict Open Science policy. In particular, it is mandatory to publish open-access publications and follow open science principles throughout the research done in the context of Spoke 4. Indeed, it is required to have immediate open access to all scientific publications responsible for research data management so that data are Findable, Accessible, Interoperable and Reusable (FAIR). Data must be made as open as possible but will be allowed to stay as closed as necessary, safeguarding legitimate interests or constraints.

The basic Open Science principles to follow are summarised in the following list:

- open access to research outputs such as publications, datasets, software, models, algorithms, workflows, etc.;
- early and open sharing of research, for example, through preregistration, registered reports, pre-prints, and crowd-sourcing of solutions to a specific problem;
- use of open research infrastructures for knowledge and data sharing;
- participation in open peer review;
- measures to ensure reproducibility of results; and
- open collaboration within science and with other knowledge actors, including citizens, civil society and end-users, such as in citizen science.

Additional guidelines for all the materials used and research outputs produced in the context of the Spoke 4 will be detailed in the Data Management Plan of Spoke 4 (to be introduced in D2, D8, and D10).

## 5.2. Logos

All communication and dissemination material produced in the Spoke 4 (for internal and external use) must show both the Project Changes logo. The Project Changes logo, prepared by the project coordinator (Università Sapienza di Roma), is available in the [Logo folder](#) within the *Documents* folder in the Member Area, and it is shown in Figure 1.



Figure 1. Logo of the Project Changes.

## 6. Conclusions

The general principle of implementation of the Spoke 4 is that each partner undertakes to take part in the efficient implementation, and to cooperate, perform and fulfil, promptly and on time, all of its obligations in a manner of good faith. This document is a guide providing all partners with a common and agreed framework of rules, procedures and tools that guarantee a smooth and collaborative implementation of the Spoke 4 goals and outcomes.