

# D1.2 PROJECT MANAGEMENT HANDBOOK

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## TABLE OF CONTENTS

Executive Summary .....	4
1 Introduction .....	4
2 Contract .....	4
3 Project organisation .....	4
3.1 Governance structure .....	5
3.2 Project coordinator .....	5
3.3 General Assembly .....	5
3.4 Project manager .....	6
3.5 Innovation Manager and Innovation Management Board .....	6
3.6 Data Manager .....	7
3.7 Executive board .....	7
4 Plan of meetings .....	7
5 Participating institutions and persons .....	8
6 Management process .....	10
6.1 Reporting periods .....	11
6.2 Report writing .....	11
7 Research and development process.....	12
7.1 Work package procedure .....	12
7.2 Invention process .....	12
7.3 Conflict management .....	12
8 Instructions for exploitation and dissemination.....	12
8.1 Internal dissemination .....	12
8.2 External dissemination .....	13
8.2.1 Public website .....	13
8.2.2 MAPWORMS logo .....	13
8.2.3 MAPWORMS leaflet and public presentation .....	13
8.2.4 MAPWORMS presentation and deliverables templates.....	14
8.2.5 Publication policy.....	16
8.2.6 Confidentiality procedure .....	17
9 Conclusions.....	17

## EXECUTIVE SUMMARY

The MAPWORMS Handbook is an important document that contains the instructions concerning the project procedures and other useful information to be used during the project lifetime.

The Handbook includes official information about the project contract, the description of the project organization (governance structure, project coordinator, scientific coordinator, general assembly, and so on), indications about the tentative plan of meetings during the whole duration of the project and a complete list of participating institutions and persons involved in the MAPWORMS project. By means of this information the Handbook is intended as an aid to beneficiaries of the project, but also as a useful management tool for the project coordinator. According to this, the following parts of the Handbook describe the management process concerning the reporting process, periods and writing, the research and development process, the instructions for internal and external dissemination and exploitation process. The Handbook also encourages smooth relations between the parties involved by setting out an operational framework for the project.

## 1 INTRODUCTION

MAPWORMS is a challenging collaborative research project. The achievement of the expected objectives requires commitment and dedication from all project partners. This document contains the instructions concerning the project procedures and other useful information to be used during the project lifetime. It is important to note that this handbook does not constitute a legally binding document, so if discrepancies between the signed Grant Agreement, the Consortium Agreement and the handbook should occur, the official signed documents prevail.

## 2 CONTRACT

**Grant Agreement number:** 101046846

**Project acronym:** MAPWORMS

**Project title:** Mimicking Adaptation and Plasticity in WORMS

**Type of Action:** HORIZON-EIC

**Call:** HORIZON-EIC-2021-PATHFINDEROPEN-01

**Start date:** May 01, 2022

**Project duration:** 48 months

**Estimated Project Cost:** €2,896,750.00

**Requested EU Contribution:** €2,896,750.00

## 3 PROJECT ORGANISATION

### 3.1 GOVERNANCE STRUCTURE

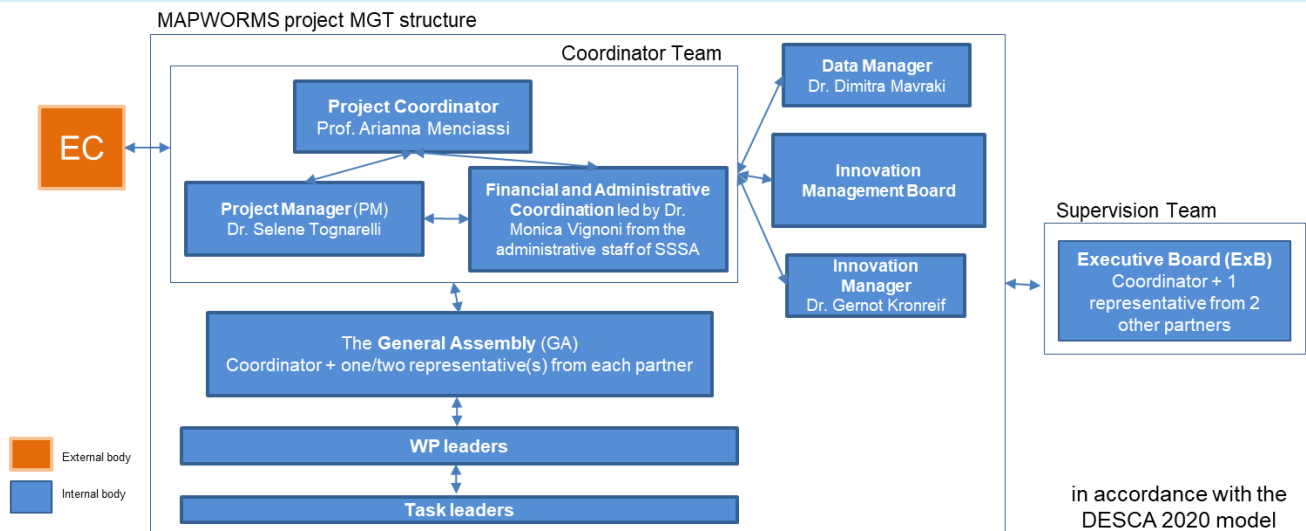


Figure 1 MAPWORMS governance structure

### 3.2 PROJECT COORDINATOR

The Coordinator of the MAPWORMS project is Professor **Arianna Menciasci** from SSSA and she is the entity acting as the intermediary between the Parties and the Granting Authority. The Coordinator shall, in addition to her responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and Consortium Agreement.

### 3.3 GENERAL ASSEMBLY

The **General Assembly (GA)** will act as the ultimate decision-making body of the Consortium and will be composed of one/two representative(s) from each partner. Each GA member shall be deemed to be duly authorised to deliberate, negotiate and decide on content, finances and intellectual property rights.

Following the Article 6.3.4 of the Consortium Agreement, within the GA, decisions shall be taken by a majority of two-thirds (2/3) of the votes cast. GA shall not deliberate and decide validly in meetings unless two-thirds of its members are present or represented (i.e., quorum). If the quorum is not reached, the chairperson of the GA shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of members is present or represented.

The following decisions shall be taken by the GA:

- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Granting Authority
- Changes to the Consortium Plan
- Entry of a new Member to the Consortium and approval of the settlement on the conditions of the accession of such a new Member
- Withdrawal of a Member from the Project and the approval of the settlement on the conditions of the withdrawal
- Identification of a breach by a Member of its obligations under the Consortium Agreement or the Grant Agreement

- Declaration of a Member to be a Defaulting Party
- Proposal to the Granting Authority for a change of the Coordinator
- Proposal to the Granting Authority for suspension of all or part of the Project
- Proposal to the Granting Authority for termination of the Project and the Consortium
- Agree on the Project Manager, upon proposal by the Coordinator

On the basis of the Grant Agreement, the GA manages the appointment, if necessary, of the:

- Innovation Manager (IM) and Innovation Management Board (IMB)
- Data Manager
- Executive Board

The Coordinator shall chair all meetings of the GA.

The GA partner's representatives, as defined during the MAPWORMS Kick-off meeting, are reported below:

- Coordinator: Prof. **Arianna Menciassi**,
- Members:
  - CoNISMa: Prof. **Luigi Musco**
  - HCMR: Dr. **Kleoniki Keklikoglou**
  - HUJI: Prof. **Itamar Willner**
  - VEXLUM: Dr. **Jussi-Pekka Penttinen**
  - ACMIT: Dr. **Gernot Kronreif**.

### 3.4 PROJECT MANAGER

The **Project Manager** (PM) shall be proposed by the Coordinator. It shall be appointed by the GA and shall assist and facilitate the work of the GA. The PM shall provide assistance to the Coordinator for executing the decisions of the GA

The MAPWORMS PM is **Dr. Selene Tognarelli** from the SSSA and she is responsible for managing the Project on a day-to-day basis working in close coordination with the Coordinator. The PM takes care of:

- progress reports, milestones and deliverables reports, cost statements, budgetary overview and review meeting preparation;
- preparing RTD activity reports to be forwarded to the Commission, by requesting contributions to the Consortium;
- tracking dissemination activities, being informed before submission of the scientific articles, presentation and posters related to FUTURA. After acceptance, the PM will collect the contributions, to be inserted on the website, basing on copyright regulations;
- maintain and update the project website.

### 3.5 INNOVATION MANAGER AND INNOVATION MANAGEMENT BOARD

An **Innovation Manager** (IM) and an **Innovation Management Board** (IMB) will be appointed for strengthening the IP management. IM and IMB will follow-up the intellectual property protection and actions to support commercialization of MAPWORMS results. Every 9 months, IMB members summarize the status of exploitation efforts and identify actions in order to expand exploitation opportunities. The IM and IMB will systemize the innovation work of the Consortium, implement and operate the innovation management system and identify areas of improvement as the project progresses. The IM and IMB will work closely the Partners' Technology Transfer Offices or IP departments.

The main tasks of the IMB include:

- assessment of the Project activities feasibility;
- the patentability and the market potential of an invention;
- follow-up of patent procedures and costs;
- negotiating and drafting of Non-Disclosure Agreements (NDA);
- negotiating and drafting of license agreements.

From the MAPWORMS Kick Off meeting, the IM and the IMB were appointed:

- IM: Dr. **Gernot Kronreif** from ACMIT
- IMB Members:
  - Dr. **Selene Tognarelli** from SSSA,
  - Dr. **Jussi-Pekka Penttinen** from VEXLUM,
  - Prof. **Adriano Barra** from CoNISMa.

### 3.6 DATA MANAGER

The **Data Manager (DM)** will take care of the design and update of a Data Management Plan (DMP), which will be delivered in the form of a report. In this document, the DM will define the protocols and policies to inform and guide researchers in properly managing their data (and software). The DMP will follow all the technical activities. The DMP will define strict protocols in handling and transferring data during the project. For this purpose, the organization of several Data Management Team meetings among the different partners is crucial, through which the data delivery and standardisations will be discussed and finalised. The DMP will follow FAIR Data Principles.

From the Kick Off Meeting, the DM was appointed:

- DM: Dr. **Dimitra Mavraki** from HCMR

### 3.7 EXECUTIVE BOARD

The Executive Board, including the Coordinator and a representative from two other partners, will act as the supervisory body for the execution of the project, reporting and being accountable to the Grant Agreement. The Executive Board shall monitor the effective and efficient implementation of the project. In particular, the Executive Board shall collect information on the progress of the project, examine that information to assess the compliance of the Project and, if necessary, propose modifications.

- Coordinator: Prof. **Arianna Menciassi**,
- Members:
  - Prof. **Itamar Willner** from HUJI
  - Dr. **Mircea Guina** from VEXLUM
  - Prof. **Luigi Musco** from CoNISMa

## 4 PLAN OF MEETINGS

A preliminary plan of project meetings for the whole duration of the project was envisaged. Each academic partner will host two meetings and each industrial partner will host one meeting. The dates of the meetings will be decided – with the majority of the presences and guaranteeing, at least, one participant for each partner – by using the free on-line service [www.doodle.com](http://www.doodle.com). The PM will invite the participants to vote and comment the selected dates. All the schedule about meetings, teleconferences and online meetings will be intended in CET (Central European Time) time.

In addition, internal meetings will be properly organized, when necessary, by the Coordinator with the partners involved in specific activities/Tasks in the form of teleconference, for sharing ideas, materials or just for defining together the most appropriate manner to proceed or to solve any issues. A professional videoconference system – Microsoft TEAMS (purchased by the Coordinator and free of charge for all of Partners) – will be used for making smooth the discussion.

Finally, monthly project meetings will be organized for updating the entire consortium about the status of the activities and for discussing any open issues.

## 5 PARTICIPATING INSTITUTIONS AND PERSONS

The up-to-date list of participant contacts is available on the internal Microsoft TEAMS project folder. The following table summarises the current list.

SSSA		
<b>Arianna Menciacchi</b>	<a href="mailto:a.menciacchi@santannapisa.it">a.menciacchi@santannapisa.it</a>	Project Coordinator, member of the General assembly and member of the Executive board
<b>Antonio De Simone</b>	<a href="mailto:a.desimone@santannapisa.it">a.desimone@santannapisa.it</a>	Scientific staff
<b>Linda Paternò</b>	<a href="mailto:linda.paterno@santannapisa.it">linda.paterno@santannapisa.it</a>	Scientific staff
<b>Veronica Iacovacci</b>	<a href="mailto:v.iacovacci@santannapisa.it">v.iacovacci@santannapisa.it</a>	Scientific staff
<b>Selene Tognarelli</b>	<a href="mailto:s.tognarelli@santannapisa.it">s.tognarelli@santannapisa.it</a>	Project Manager
<b>Irene Mannari</b>	<a href="mailto:i.mannari@santannapisa.it">i.mannari@santannapisa.it</a>	Scientific staff
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<b>Erika Gulino</b>	<a href="mailto:erika.gulino@santannapisa.it">erika.gulino@santannapisa.it</a>	Social Manager
<b>Monica Giagheddu</b>	<a href="mailto:monica.giagheddu@santannapisa.it">monica.giagheddu@santannapisa.it</a>	Administrative staff
<b>Antonia Tripodi</b>	<a href="mailto:antonia.tripodi@santannapisa.it">antonia.tripodi@santannapisa.it</a>	Administrative staff



<b>Luigi Musco</b>	<a href="mailto:luigi.musco@unisalento.it">luigi.musco@unisalento.it</a>	CoNISMa coordinator, member of the General assembly and member of the Executive board
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<b>Matteo Putignano</b>	<a href="mailto:matteo.putignano@studenti.unisalento.it">matteo.putignano@studenti.unisalento.it</a>	Scientific staff
<b>Joachim Langeneck</b>	<a href="mailto:langeneck@conisma.it">langeneck@conisma.it</a>	Scientific staff
<b>Maddalena Laggini</b>	<a href="mailto:laggini@conisma.it">laggini@conisma.it</a>	Administrative staff

<b>HCMR</b>		
<b>Kleoniki Keklikoglou</b>	<a href="mailto:keklikoglou@hcmr.gr">keklikoglou@hcmr.gr</a>	HCMR coordinator and member of the General assembly
<b>Eva Chatzinikolaou</b>	<a href="mailto:evachat@hcmr.gr">evachat@hcmr.gr</a>	Administrative staff
<b>Dimitra Mavraki</b>	<a href="mailto:dmavraki@hcmr.gr">dmavraki@hcmr.gr</a>	Data manager

<b>HUJI</b>		
<b>Itamar Willner</b>	<a href="mailto:willnea@vms.huji.ac.il">willnea@vms.huji.ac.il</a>	HUJI coordinator and member of the General assembly and member of the Executive board
<b>Gilad Davidson-Rozenfeld</b>	<a href="mailto:giladd87@gmail.com">giladd87@gmail.com</a>	Scientific staff
<b>Tamar Shimron</b>	<a href="mailto:tamargiv@savion.huji.ac.il">tamargiv@savion.huji.ac.il</a>	Administrative staff
<b>Yaara Rimer</b>	<a href="mailto:yaarar@savion.huji.ac.il">yaarar@savion.huji.ac.il</a>	Administrative staff
<b>Erik Sklar</b>	<a href="mailto:eriks@savion.huji.ac.il">eriks@savion.huji.ac.il</a>	Administrative staff

VEXLUM		
<b>Jussi-Pekka Penttinen</b>	<a href="mailto:jp@vexlum.com">jp@vexlum.com</a>	VEXLUM coordinator, member of the Innovation Management board and member of the General assembly
<b>Mircea Guina</b>	<a href="mailto:mg@vexlum.com">mg@vexlum.com</a>	Scientific and administrative staff, member of the Executive board

ACMIT		
<b>Gernot Kronreif</b>	<a href="mailto:gernot.kronreif@acmit.at">gernot.kronreif@acmit.at</a>	ACMIT coordinator, Innovation Manager and member of the General assembly.
<b>Laszlo Jaksa</b>	<a href="mailto:laszlo.jaksa@acmit.at">laszlo.jaksa@acmit.at</a>	Scientific staff

## 6 MANAGEMENT PROCESS

During the course of the project, each partner should submit:

- the **deliverables** identified in the Grant Agreement, according to the timetable specified in the List of Deliverables – pag. 11 of the Grant Agreement;
- the **periodic reports** within 60 days of the end of each reporting period. The reporting periods are defined in Article 4 of the Data Sheet of the Grant Agreement and are listed in the following section. The periodic report comprises:
  - an explanation of the work carried out by the beneficiaries;
  - an overview of the progress towards the objectives of the action, including milestones and deliverables identified in the Annex 1 of the Grant Agreement. This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out.
  - a summary for publication by the Commission;
  - the answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact, notably in the context of the HE key performance indicators and the HE monitoring requirements;
  - an explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary and from each linked third party, for the reporting period concerned.

- a 'periodic summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the request for interim payment.
- the **final technical report** within 60 days of the end of the project with a summary for publication containing:
  - an overview of the results and their exploitation and dissemination;
  - the conclusions on the action, and
  - the socio-economic impact of the action;
- the **final financial report** containing:
  - a 'final summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance & an 'individual financial statement (CFS)' - only if required - from each beneficiary and from each linked third party. The individual financial statement must detail the eligible costs. The CFS is required only if the EU contribution to costs (at beneficiary-level) results  $\geq$  EUR 430.000.

Reports and deliverables have to be in English and have to be submitted to the EC by the Project Coordinator (PC). In order to avoid possible delays, reports have to be submitted to the coordinator no later than 45 days after the end of the reporting period.

## 6.1 REPORTING PERIODS

Following the Horizon Europe guidelines, 3 reporting periods have been defined. Details are reported in the Gran Agreement Data Sheet, specifically in the "4.2 Periodic reporting and payments" article.

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/10 days before starting date – whichever is the latest
1	1	12	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
2	13	30	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
3	31	48	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

Figure 2 MAPWORMS reporting periods and payment details.

## 6.2 REPORT WRITING

Files should be prepared by using Microsoft Word named according to the example below:

Type of document	Name of the file
<b>Work package report or other project</b>	MAPWORMS_WP[xx]_[kindofreport]_[shorttitle]_rev[xx]_yyyymmdd
<b>Deliverable report</b>	MAPWORMS_D[xx]_[shorttitle]_rev[xx]_yyyymmdd

## 7 RESEARCH AND DEVELOPMENT PROCESS

### 7.1 WORK PACKAGE PROCEDURE

- Step 1) The WP leader starts the work package.
- Step 2) The WP leader communicates with the WP partners about the organization and the distribution of duties and responsibilities, timelines, etc.
- Step 3) The WP participants conduct the research work for their respective action items in accordance with the provisions outlined in Annex I.
- Step 4) Research results are then reported to the WP leader, who checks the quality of the research/results and the conformity with standards outlined in Annex I as well as standards defined in the beginning of the WP.
- Step 5) If there are corrections to be made, the WP leader can request revisions.
- Step 6) The results are finally passed on to the neighbouring WPs with related activities.

It is important to keep communicating within the WP about progress as well as about occurring problems or obstacles throughout the process. If advisable, communication should be extended to neighbouring WPs.

### 7.2 INVENTION PROCESS

If research activities within the project result in an invention, design or work, which a partner wants to apply a patent, the partner has to take the following steps:

- Step 1) all partners involved in the creation of the invention have to be identified;
- Step 2) these co-inventors have to be contacted and an agreement has to be found regarding who will apply where for a patent regarding the invention or part(s) of the invention (there is also the possibility of a joint application);
- Step 3) before the application for patent is submitted, the IM of the project has to be informed about the topic of the patent and the status of agreement between the project partners involved into the application;
- Step 4) if the partner chooses not to apply for a patent for some countries, notice has to be given to the IM and the Coordinator.

### 7.3 CONFLICT MANAGEMENT

In case of any disputes arising in connection with this Consortium Agreement, including cases of abuse of powers, which cannot be solved amicably, the Parties shall be regulated as provided in Consortium Agreement, art. 11.8.

## 8 INSTRUCTIONS FOR EXPLOITATION AND DISSEMINATION

### 8.1 INTERNAL DISSEMINATION

MAPWORMS repository web space: A shared web space has been created to share all the MAPWORMS documents.

<b>Web address</b>	<a href="https://www.mapworms.eu/private-area/">https://www.mapworms.eu/private-area/</a>
<b>Username</b>	One different USER NAME for each Partner
<b>Password</b>	To be defined by each Partner's user

The website will be updated by the SSSA management unit. All partners have the rights to read all pages and download the documents related to the project, such as confidential deliverables, working documents, promotional material, communication tools (logo, presentation template, etc.), directly from the "Private Area" page.

## 8.2 EXTERNAL DISSEMINATION

### 8.2.1 PUBLIC WEBSITE

The address of the public website is: <https://www.mapworms.eu>

All partners have to send their contribution to results, people, news, links, press & media, and download pages to the SSSA management unit.

### 8.2.2 MAPWORMS LOGO

The MAPWORMS logo, shown in figures 3 and 4, is downloadable from the internal website.



Figure 3 The MAPWORMS vertical and main logo



Figure 4 The MAPWORMS horizontal logo

### 8.2.3 MAPWORMS LEAFLET AND PUBLIC PRESENTATION

The official MAPWORMS leaflet, roll-up and public presentation were designed to provide a general and attractive overview of the project, the contact information, the website address, and social media links (see Figure 5). The leaflet is downloadable from the public website. They will be updated every 12 months.



Figure 5 The MAPWORMS Leaflet

## 8.2.4 MAPWORMS PRESENTATION AND DELIVERABLES TEMPLATES

A template format for presentations was developed as an essential support for sharing information relative to the project. It was shared with all partners also to support the public image and branding of the project.

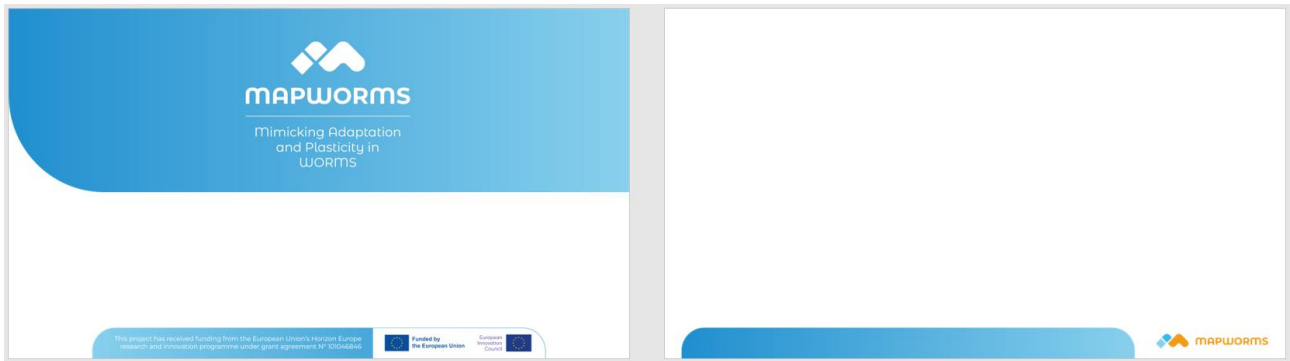


Figure 6 The MAPWORMS Presentation Template – Heading & Content Slide

A template format for deliverables and meeting agenda were also developed and they are shown in Figure 7 and Figure 8.

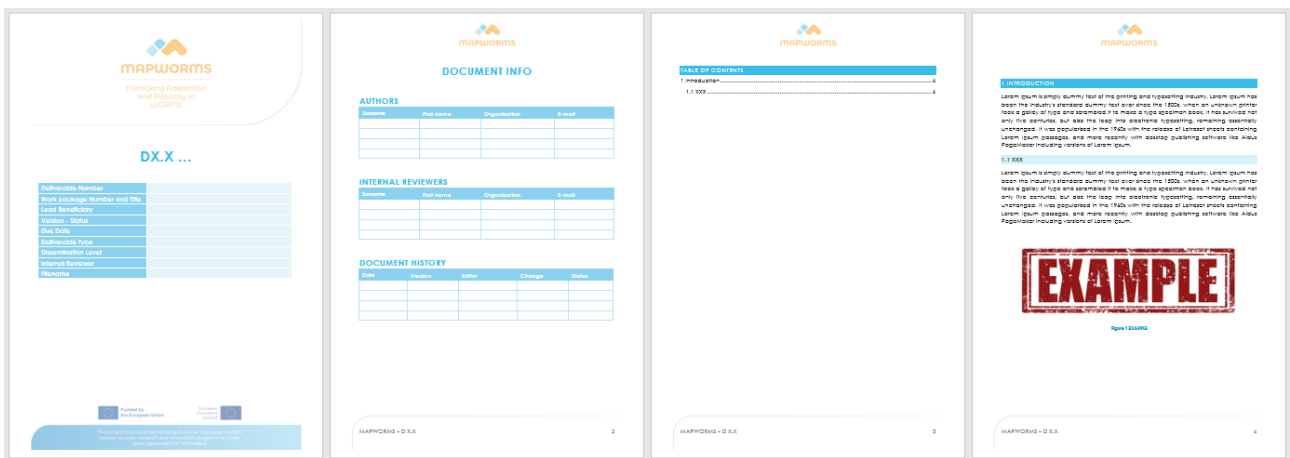


Figure 7 The MAPWORMS deliverable template



Figure 8 The MAPWORMS meeting agenda template

### 8.2.5 PUBLICATION POLICY

Dissemination activities, including but not restricted to publications and presentations, shall be governed by the procedure of Article 8.4 of the Consortium Agreement.

Briefly, when a partner wants to publish (presentation, article, etc.) results which were obtained within a WP, the WP leader, and then the IM, have to be informed. All contributors have to be asked permission for publication. This includes both WP members as well as members of other WPs and/or contractors who contributed to the material in question. The WP leader, together with the IM, has to make sure, that no material, findings, etc. is disclosed, which is not supposed to be published. Only when permission is granted from all persons involved, material can be published. The official MAPWORMS-logo shall be used for conference presentations.

Beneficiaries of EU funding must display the EU flag and funding statement ("Funded by the European Union" or "Co-funded by the European Union") in all their communication and dissemination activities and any infrastructure, equipment, vehicles, supplies or major result results funded by the grant. Acknowledgements to the European Commission to be included in all the publications

**The project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement number 101046846**

Finally, both the EU and European Innovation Council emblems and funding statement must be displayed in a way that is easily visible for the public and with sufficient prominence:





This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement N° 101046946



Figure 9 The MAPWORMS Presentation Template – Heading Slide.

All publication activities have to be documented in the periodic report. Once material is published, it may be used freely in other publications without another request for permission.

#### 8.2.6 CONFIDENTIALITY PROCEDURE

Five types of documents will be produced according to their dissemination and confidentiality level:

- **PU** – Public, fully open, e.g., web (Deliverables flagged as public will be automatically published in CORDIS project's page)
- **SEN** – Sensitive, limited under the conditions of the Grant Agreement
- **Classified R-UE/EU-R** – EU RESTRICTED under the Commission Decision No2015/444
- **Classified C-UE/EU-C** – EU CONFIDENTIAL under the Commission Decision No2015/444
- **Classified S-UE/EU-S** – EU SECRET under the Commission Decision No2015/444

All Partners are strongly invited to write in the front page the confidentiality level of their documents before their releasing. The dissemination will be implemented according to the confidentiality level identified by the Intellectual Property Owner/s.

## 9 CONCLUSIONS

The Project Handbook is one of the most important documents of the MAPWORMS project. It supports the coordinator and the project management unit to manage the project and to clarify matters arising from the grant agreement and its annexes. It provides practical information that may be referred to throughout the project's life and will also be a useful source of reference to the participant partners. Thereby, the Handbook will become a shared resource for all the partners of the project.