



Ref. Ares(2020)6525767 – 10/11/2020

[logo DEMOTEC]

31 March 2021

DEMOTEC WP1 **Quality Assurance Plan**

Vasilis Manavopoulos / Paschalia (Lia) Spyridou
Cyprus University of Technology

Project Number:	962553
Project acronym:	DEMOTEC
Project title:	Democratising Territorial Cohesion: Experimenting with deliberative citizen engagement and participatory budgeting in European regional and urban policies
Contract type:	H2020-SC6-GOVERNANCE-2020
Start date of project:	01/03/2021
Duration:	36 months

Title:	Quality Assurance Plan
Work Package:	WP1 – Project Management
Due date of deliverable:	Month 1
Submission date:	31/03/2021
Author(s):	Vasilis Manavopoulos, Paschalia (Lia) Spyridou
Reviewer(s):	
Lead partner:	CUT
Dissemination level of this deliverable:	Confidential, only for members of the consortium (including the Commission Services)



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 962553

Document history

Version	Date	Author(s)/ Organization	Description	Distribution
1.0	31/3/2021	Vasilis Manavopoulos (CUT) Paschalia (Lia) Spyridou (CUT)	Draft	Confidential

Peer reviewed by:

Partner/Body	Reviewer

Table of Contents

List of figures	6
List of tables	6
Abbreviations.....	6
Project overview.....	8
Executive Summary.....	9
1. Introduction.....	10
2. Governance and Management Structure.....	11
2.1 Management plan	11
2.2 Governance Structure	13
2.3 Governing Bodies and Roles.....	14
2.3.1 Project Coordinator (PC) and Project Office	14
2.3.2 Project Management Group (PMG)	15
2.3.3 Work Package Leaders (WPLs) and Task Leaders (TLs)	16
2.3.4 External Expert Advisory Board (AB)	18
2.3.6 Ethics Expert.....	20
2.3.7 Data Protection Officer (DPO).....	20
2.4 Project Decision Making and Conflict Resolution	21
2.4.1 Decision-making.....	21
2.4.2 Conflict management.....	22
3. Internal Communication within the consortium.....	23
3.1 Internal Communication Strategy.....	23
3.2 Communication Channels	23
3.2.1 Regular communication.....	23
3.2.2 Project calendar.....	24
3.2.3 File sharing	24
3.2.4 Meetings and teleconferences	25
4. Quality Assessment and Project Monitoring.....	27
4.1 Reporting.....	27
4.1.1 Internal Management Reporting	27
4.1.2 Reporting to the European Commission	27
4.2 Deliverable review process	29
4.3 Risk Management.....	31
4.4 Evaluation strategy	31
4.4.1 Horizon 2020 Key Performance Indicators	32
4.4.2 DEMOTEC performance indicators.....	32

5. Dissemination, communication and exploitation.....	33
5.1 Dissemination strategy	33
5.2 Objectives.....	34
5.3 Dissemination & Communication targets	35
5.4 DEMOTEC visual identity	35
5.5 Dissemination practice	36
5.5.1 Materials	36
5.5.2 DEMOTEC Website	36
5.5.3 Social media.....	37
5.5.4 DEMOTEC newsletter	38
5.5.5 Communication and Dissemination activities connected to the implementation of PB pilot experiments and events (WP3).....	38
5.5.6 Policy workshops & roundtables	40
5.5.7 Scientific publications	41
5.5.8 Scientific conferences/workshops.....	42
5.5.9 Press releases & (non-scientific) publications	42
5.5.10 (Non-scientific) Conferences	44
5.5.11 Other networking events	44
5.6 Exploitation.....	45
6. Data issues: Data Protection & Ownership	48
6.1 Data Protection	48
6.2 Data ownership	48
6.2.1 Ownership.....	48
6.2.3 Rights of non-owners	49
7. Ethics.....	51
8. Concluding remarks.....	52
9. Annexes	53
9.1 DEMOTEC Deliverables in chronological order	53
9.2 DEMOTEC Milestones in chronological order	56
9.3 Cloud Drive structure.....	57
9.4 Mailing Lists	59

List of figures

Figure	Page
Figure 1. DEMOTEC Governance Structure	15

List of tables

Table	Page
Table 1. DEMOTEC Consortium members	12
Table 2. DEMOTEC main themes & partner expertise	13
Table 3. Work effort per WP and partner	14
Table 4. PMG members	17
Table 5. WP Leaders	18
Table 6. Task Leaders	19
Table 7. External Expert Advisory Board	22
Table 8. Communication and dissemination plan	51

Abbreviations

AB	Advisory Board
CA	Consortium Agreement
CUT	Cyprus University of Technology
DemSoc	The Democratic Society AISBL
DPO	Data Protection Officer
EC	European Commission
EE	Ethics Expert
EUR	Erasmus Universiteit Rotterdam
EURACTIV	EURACTIV Media Network BV
GA	Grant Agreement
GBC	Gender Balancing Committee
M(x)	Month (x)
PC	Project Coordinator
PMG	Project Management Group
PO	Project Officer

PWR	Politechnika Wrocławska
QAP	Quality Assurance Plan
TL	Task Leader
UBB	Universitatea Babeş-Bolyai
USTRAT	University of Strathclyde
WP	Working Package
WPL	Working Package Leader

Project overview

Democratising Territorial Cohesion: Experimenting with deliberative citizen engagement and participatory budgeting in European regional and urban policies

The EU-funded DEMOTEC project will probe the role of Participatory Budgeting (PB) in fostering greater and more informed citizen participation in policy-making in a period of increased polarization and alienation from the political process. DEMOTEC involves a multidisciplinary methodological approach, applying innovative methods including experiments, computational text analysis of big data, representative surveys, framing and discourse analysis and case studies in seven urban communities across Europe: Cyprus, Greece, Ireland, the Netherlands, Poland, Romania and Scotland.

In short, the project's objectives are:

1. to analyse the determinants of effective citizen engagement in PB for regional and urban development policies (EU and domestic);
2. to investigate the discourse on PB of regional and urban development policies in the public sphere, via its representation in online news and social media;
3. to apply different deliberative methods in practice, including piloting PB experiments and conducting PB events in seven urban authorities across Europe;
4. to facilitate the sharing of knowledge and exchange of experience on democratic innovations among practitioners between countries and authorities at different levels;
5. to offer recommendations and guidance to policy makers for applying deliberative methods supporting replication across Europe at EU, national, regional and urban levels;
6. to promote awareness around the PB process and project results among EU citizens and stakeholders through effective communication and dissemination.

To achieve these aims, DEMOTEC's work is organized in seven different working packages:

WP1 – Project Management

WP2 - Mediated deliberation of participatory budgeting

WP3 - Participatory budgeting experiments and events

WP4 - Understanding citizen engagement and deliberation

WP5 - An agenda for democratic renewal through territorial cohesion

WP6 - Communication and Dissemination

WP7 - Ethics requirements

Executive Summary

The Quality Assurance Plan (QAP) for the DEMOTEC project is written to serve as a handbook for all management processes that are to be followed during the course of the DEMOTEC project, in order to ensure the quality and timely submission of the produced results.

The purpose of this document is to set thorough standards and directions for management procedures, roles, and responsibilities and to establish processes for deliverable preparation and peer reviewing. It additionally describes guidelines for internal communication within the Consortium, procedures for quality assessment, a draft dissemination plan and discusses issues of data protection and ownership.

The QAP is an internal document for the Consortium, intended to be used by the Project Coordinator and Project Partners for reference to the project's processes and outputs in order to enable better collaboration among consortium members, ensure quality standards and prevent deviations from the agreed work, as described in the Description of Action Grant Agreement (GA), Annex 1.

This document is to be regularly updated and improved, according to decisions of the Project Management Group, and added to, as different aspects of the project's planning are finalized, with the inclusion of information on the Data Management Plan (D1.1), Risk Management Plan (D1.2), Ethics Standards Plan (D1.4) and Gender Management Strategy (D1.3) in the early months of the project.

1. Introduction

The document at hand is the Quality Assurance Plan (QAP) for the Horizon 2020 DEMOTEC project, authored in the beginning of the project, as part of Task T1.1 – Project management and coordination. It is written to serve as a handbook for all management processes that are to be followed during the course of the DEMOTEC project, in order to carry out work effectively and ensure the quality and timely submission of the produced results. The Project Coordinator (PC) and Project Management Group (PMG) are responsible for implementing and verifying compliance with the various quality evaluation policies and procedures, updating them as the project progresses.

The QAP is an internal document for the Consortium, intended to be used by the Project Coordinator and Project Partners for reference to the project's processes and outputs in order to enable better collaboration among consortium members, ensure quality standards and to prevent deviations from the agreed work, as described in the Description of Action Grant Agreement (GA), Annex 1.

This document is to be regularly updated and improved, according to decisions of the Project Management Group, and added to, as different aspects of the project's planning are finalized with the inclusion of information from the Data Management Plan (D1.1), Risk Management Plan (D1.2), Ethics Standards Plan (D1.4), and Gender Management Strategy (D1.3) in the early months of the project.

The QAP is the third document where information concerning the project's governance, management etc. is described, along with the Grant Agreement (GA) and Consortium Agreement (CA) and is an elaboration on the latter two. Both the GA and the CA can be found in the shared drive for the project, and, being legal documents, in every instance take precedence over this handbook of operations.

2. Governance and Management Structure

2.1 Management plan

Crucial to DEMOTEC's success, as an interdisciplinary research project with strong innovative content and ambitious goals, is a management plan built upon processes and structures that allow operational, technical and administrative collaboration and supervision of the various activities.

The DEMOTEC consortium is composed of seven partners, listed in Table 1 and is coordinated by the Cyprus University of Technology (CUT) in Limassol, Cyprus. It involves an interdisciplinary team of five academic institutions (CUT, USTRAT, PWR, UBB, EUR), an independent, non-profit membership organisation (DemSoc) and EURACTIV, a Europe-wide media organisation.

Table 1. DEMOTEC Consortium members		
Institution	Acronym	Country
Cyprus University of Technology	CUT	Cyprus
University of Strathclyde	USTRAT	UK
Politechnika Wrocławska	PWR	Poland
Universitatea Babeş-Bolyai	UBB	Romania
The Democratic Society AISBL	DemSoc	Belgium
Erasmus Universiteit Rotterdam	EUR	Netherlands
EURACTIV Media Network BV	EURACTIV	Netherlands

Table 2 provides a summary of the main themes covered in the DEMOTEC project and the relevant expertise and complementarities between the various partners.

Table 2. DEMOTEC main themes and partner expertise							
	CUT	USTRAT	PWR	UBB	DEM	EUR	EURACTIV
Participation / Civic engagement		X	X	X	X	X	
Deliberation	X		X		X		
EU / local / urban policy		X	X	X		X	
Survey design / Citizen attitudes		X		X		X	
Internet technologies	X				X		X
Public policy / Administration		X		X		X	
Social Media / Polarisation	X	X					
Big data analysis	X						
Media / Communication / Journalism	X		X				
Visualisations / Infographics	X						X

Work effort and resources are broken down as seen in Table 3. WP7 falls completely within the purview of CUT. An external Ethics Expert/Data Protection Officer will be the party mainly responsible for WP7 deliverables, overseen by the Project Coordinator and with the contribution of WP leaders.

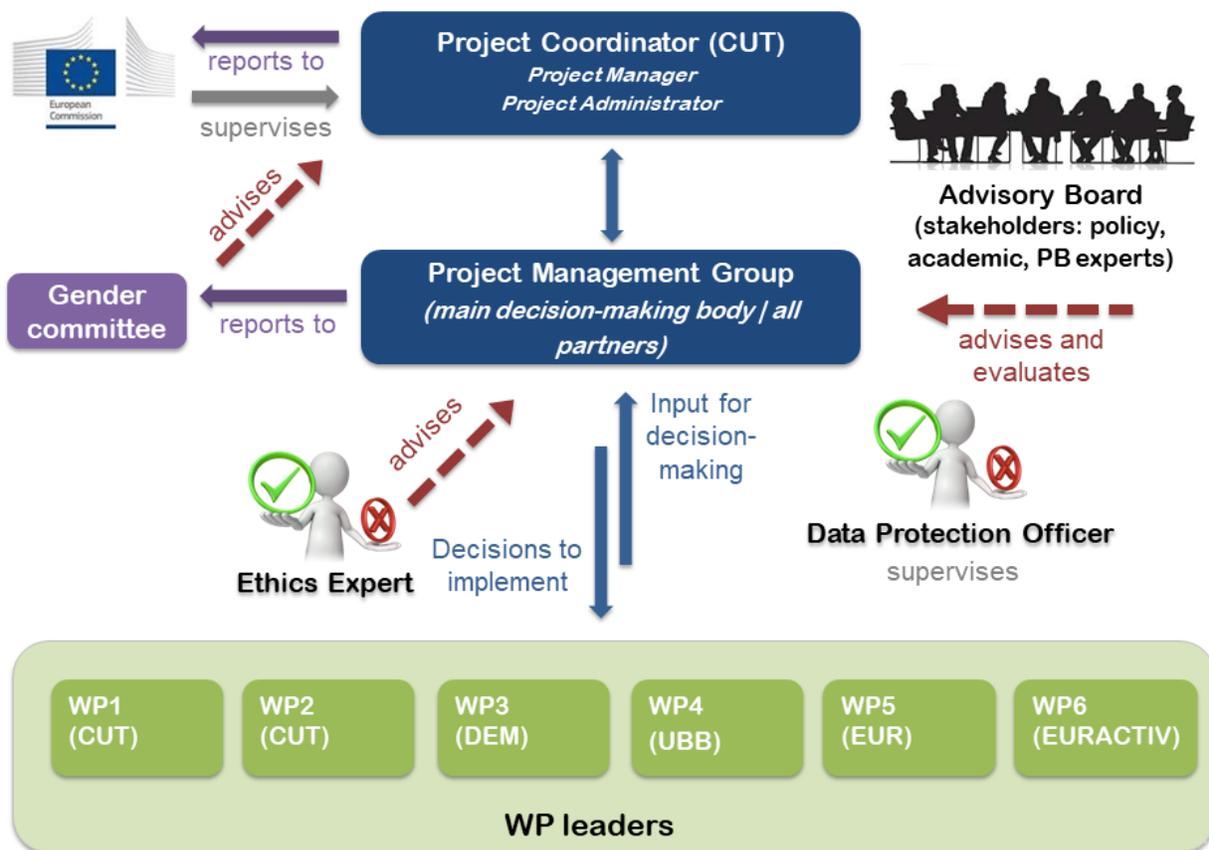
Table 3. Work effort (person-months) allocated per WP and Partner									
	Months	CUT	USTRAT	PWR	UBB	DemSoc	EUR	EURACTIV	Total
WP1	1-36	28	3	3	3	2	4,5	7	50,5
WP2	2-35	23	6	6	1	0	6	0,5	42,5
WP3	3-36	9	10	10	12	33	17,5	1	92,5
WP4	6-31	8	7	21	10	1	9	1	57
WP5	18-36	5	8	5	6	1	9,5	1	35,5
WP6	1-36	6	3	3	2	2	4,5	52.5	73
WP7	1-36								
Total		79	37	48	34	39	51	63	351

2.2 Governance Structure

The organizational structure of the Consortium includes clearly defined governing bodies, outlined in Annex 1 of the Grant Agreement (Description of the action). The aim is to coordinate and manage the complex and multi-disciplinary activities of the project in the best possible way through the establishment of an effective project management structure that allows for flexibility and creativity, as shown in the following Figure.

The following sections describe the composition of the governing bodies, their function, responsibilities and rules of operation.

Figure 1: Governance structure



2.3 Governing Bodies and Roles

Successfully carrying out the work promised by the DEMOTEC project will require the concerned effort by the various partners, who will need to work as an integrated team. In the hopes of enabling harmonious collaboration, the DEMOTEC management plan involves multiple levels of oversight and the following section provides a description of the main roles involved in the project, including persons already appointed to these roles.

2.3.1 Project Coordinator (PC) and Project Office

The overall project and financial management falls within the competence of the **Project Coordinator**, Assistant Professor Paschalia (Lia) Spyridou (Cyprus University of Technology – CUT) and the Project Office that is established at the Cyprus University of Technology. The Project Coordinator is supported by the **Project Manager**, Vasilis Manavopoulos, and is in charge of the management, communication and coordination for the entire project. The Project Coordinator and Project Office are responsible for the coordination of work packages, reporting to the European Commission and planning and monitoring an evaluation strategy that ensures high quality project outcomes.

A more specific but non-exhaustive list of tasks for the PC and Project Office includes:

- fostering communication amongst consortium bodies and Commission (EC)
- reporting to the Project Officer (PO) and the European Commission (EC) on all matters related to the project
- submitting deliverable project outcomes to the EC
- organising and overseeing meetings for the project
- preparing all necessary contracts with partners and assuring that these are signed and secured
- managing and administering financial resources and budget
- monitoring the quality of project outcomes and
- planning for risk assessment and the existence of contingency plans

In addition, the **Project Administrator** is in charge of the project's financial administration. The Project Office will be assisted by the legal, finance and other administrative services of the Cyprus University of Technology. In particular, Cyprus University of Technology has a central unit (Research & International Relations Services), which provides dedicated resources, managerial support and consultative services for EU projects.

2.3.2 Project Management Group (PMG)

The PMG is the body responsible for the overall direction of and collective decision-making regarding the overall strategy and progress of the project. Chaired by CUT, it consists of one representative from each partner institution. More members of a partner organisation can participate in PMG meetings, without the right to vote.

Among others, PMG is responsible for:

- monitoring the project's progress,
- approving its management plan and amending it, as deemed necessary,
- planning the implementation of the project's work,
- assessing and mitigating risks,
- reviewing and approving of any crucial modification to the promised work,
- reviewing the strategy for dissemination and exploitation,
- monitoring financial progress,
- identifying under- or over-spending and take action to bring spending back on track,
- facilitating good communication and information exchange.

The PMG meets via teleconference once every month and holds in-person meetings every six months, hosted by a different partner each time (for details on meetings see Section 3.2.4), in addition to any extraordinary meeting requested by consortium partners. The monthly teleconferences are to be held on a pre-specified time each month (e.g. the first Monday of each month), though details are, as of this writing (M1) being negotiated.

In order for the PMG to deliberate and decide, two-thirds (2/3) of its members will need to be present (quorum). While for any decision the goal of the PMG is to achieve consensus, where this is not possible a two-thirds (2/3) majority vote will apply (see section 2.4.1 for details).

The current PMG members are listed in table 4.

Table 4. PMG members		
Partner	Partner representative	Contact information
CUT	Fernando Mendez	fmendez72@gmail.com
USTRAT	Carlos Mendez	carlos.mendez@strath.ac.uk
PWR	Łukasz Damurski	lukasz.damurski@pwr.edu.pl
UBB	Gabriel Bădescu	badescu@fspac.ro
DemSoc	Annie Cook	amc10@demsoc.eu
EUR	Hans Joosse	joosse@essb.eur.nl
EURACTIV	Josephine Hannay	josephine.hannay@euractiv.com
PC (no vote)	Paschalia (Lia) Spyridou	lia.spyridou@gmail.com

2.3.3 Work Package Leaders (WPLs) and Task Leaders (TLs)

WPLs and TLs are responsible for leading and coordinating individual work packages, specific tasks, deliverables and outputs. Coordination responsibilities within the WPs have been allocated according to the partners' expertise and in a way to ensure that all partners work efficiently towards maintaining a rigorous management, academic excellence and effective dissemination throughout the project duration. WPLs evaluate the scientific and technical integrity of the process and outcomes (deliverables) and ensure coordination between the different teams that collaborate in the exchange of intermediate results, assuring the timely execution of tasks within WP.

More specifically, the responsibilities of WPLs are to:

- ensure that the WP meets the objectives set as milestones and deliverables
- plan and monitor the progress of the WP with regard to timelines
- guide all WP members when necessary
- deliver progress reports to the PC in order to be discussed at PMG meetings
- approve deliverables produced in the WP they lead
- inform the PC or PMG of potential risks or issues that may arise and formulate mitigation plans
- propose the agenda in the meetings with their team
- contribute to periodic reports to the European Commission

At the moment of writing the WP leaders are shown in Table 5.

WP	WP Name	Lead inst.	WP leader	Contact information
WP1	Project management	CUT	Lia Spyridou	lia.spyridou@gmail.com
WP2	Mediated deliberation of participatory budgeting	CUT	Fernando Mendez	fmendez72@gmail.com
WP3	Participatory budgeting experiments and events	DemSoc	Hanne Bastiaensen	hba10@demsoc.eu
WP4	Understanding citizen engagement & deliberation	UBB	Gabriel Bădescu	badescu@fspac.ro
WP5	An agenda for democratic renewal through territorial cohesion	EUR	Arwin van Buuren	vanbuuren@essb.eur.nl
WP6	Communication and Dissemination	EURACTV	Ian Teunissen van Manen	ian.teunissenvanmanen@euractiv.com
WP7	Ethics requirements	CUT	Lia Spyridou	lia.spyridou@gmail.com

Task leaders (TLs)

Work done in the project is globally divided in seven work packages. Each WP is composed of Tasks. For each Task, a Task Leader should be designated with sufficient scientific expertise and relevant experience in order to accommodate for the highly interdisciplinary nature of the project and the thematic organizational logic of Work Packages.

Task Leaders are responsible for coordinating work on the assigned task, continuous monitoring of quality and reporting of risks to implementation to the respective WP Leader. Each task has a responsible person that monitors its progress, takes decisions about work distribution at that level, informs about its status to the upper level, transfers actions from the upper level and assigns them to the proper entity. Details about WP and task leaders are given in Annex 1 of this QAP.

If deemed necessary, WP leaders can appoint a WP co-leader for their WP with responsibilities agreed between the two parties. It is suggested that in cases where the Task is assigned to an institution different than the institution leading the WP, a person from the institution leading the task is assigned as Task Leader and WP co-leader.

As of this writing (M1) of the project, the list of Task Leaders is being compiled. When the process is completed, Table 6 will list this information in full at this point of the text.

Table 6: Task Leaders			
WP	Task	Task Leader	Partner
WP1	Task 1.1 Project Management and Coordination	Lia Spyridou	CUT
	Task 1.2 Communication with the European Commission	Lia Spyridou	CUT
	Task 1.3 Knowledge and Data management	Lia Spyridou	CUT
	Task 1.4: Ethics compliance	Lia Spyridou	CUT
WP2	Task 2.1 Designing a participatory budgeting data-gathering toolkit	Fernando Mendez	CUT
	Task 2.2 Data collection and processing	Fernando Mendez	CUT
	Task 2.3 Analysis of online media content	Fernando Mendez	CUT
	Task 2.4 The role of journalists in participatory budgeting	Lia Spyridou	CUT
...			

2.3.4 External Expert Advisory Board (AB)

The EEAB is an independent international body that offers strategic advice, expertise and an external perspective, overall providing guidance for the project and ensuring the relevance of project outcomes. It includes representatives of all project stakeholders (policy-makers, leading scholars and Participatory Budgeting experts).

Its main responsibilities include:

- receiving public deliverables and participating in the review process,
- receiving an annual report on the project's progress and outcomes
- submitting their reviews periodically and presenting their recommendations annually at PMG meetings,
- providing feedback to WP leaders on different aspects of the project when needed (approximately every four months)

Additionally, the AB is expected to provide non-binding but valuable strategic advice, offer the opportunity for linkages with communities and groups that stand to benefit from the project's results and overall serves as the core mechanism for external quality assurance.

The PC will be responsible for the establishment and operation of the AB, overseeing the engagement of AB members through meetings and deliverables reviews. Additionally, every effort will be made to ensure that each partner engages with the AB (mainly through WP leaders) to maximise the use of the board's knowledge and expertise. AB members shall be allowed to participate in Project Management Board meetings upon invitation but have not any voting rights.

The following members form the External Expert Advisory Board (Table 7). At the moment of writing (M1), the AB is being formed as a body; this information to be updated.

Table 7. External Expert Advisory Board members			
Name	Organisation	Expertise	Status
Andrew Davies	OECD: Directorate for Public Governance and Territorial Development.	Senior counsellor, incl. responsibilities for open government, innovative citizen participation, public communication	Confirmed
Agnès Monfret	European Commission	DG Regional and Urban Policy Head of Communication unit, expert in communication and citizen engagement. Responsible for	Confirmed

		INFORM network of communication managers across EU28	
dr. Sjoerdje van Heerden	Joint Research Centre Scientific Officer	Scientific Officer, expert on urban development policies. PhD on immigration and populism	Confirmed
Thomas Wobben	European Committee of the Regions	Director for Legislative Works, Regional Policy, Economic Affairs, Employment and Innovation.	Confirmed
Sabina de Luca	Ministry of Finance, Italy	NGO Forum Inequality and Diversity Citizen engagement and participatory budgeting expert. Previously Director of EU Cohesion Policy in Italian government.	Confirmed
Josh Lerner	Participatory Budgeting Global Hub	Executive Director of People Powered- a global hub for participatory democracy and who also founded https://www.participatorybudgeting.org .	Confirmed

2.3.5 Gender Balance Committee (GBC)

The GBC establishes the Gender Management Strategy of the project and ensures that gender equality is safeguarded and endorsed across all project activities. Chaired by Dr. Dimitra Milioni (Cyprus University of Technology) with extensive expertise on gender issues, the GBC will oversee the application of good practices in terms of gender equality, including of payment for work of equal value, and in decision-making bodies, in line with European Union policy.

The main responsibilities of this body are:

- to oversee the writing of deliverable D1.3 (Gender Management Strategy) and monitor its implementation,
- to report annually to the PMG and periodically to the PC
- to conduct meetings, minimally, every six months,
- ensure that the gender dimension is addressed in the research content by employing gender-sensitive processes in all stages and by conducting gender-specific research

The operation of the GBC will be organised and monitored by the PC. At the moment of writing (M1), the composition of the GBC is not finalised.

2.3.6 Ethics Expert

An external Ethics Expert (EE) will be appointed to ensure that ethical standards and guidelines of H2020, as well as national legal requirements are respected during the project's implementation. The EE will help establish these ethical guidelines, formulated into Deliverable D1.4 Ethics Standards Plan (M6) of the project and a summary of this information will be incorporated in the relevant section of this document. Moreover, the EE will be consulted prior to engaging in research activities for the purposes of the project and offer training when necessary.

At the moment of writing (M1), CUT is in the process of receiving offers via public tender for the position of the EE. Contact details will be added in this section, as they are made available.

2.3.7 Data Protection Officer (DPO)

An external Data Protection Officer (DPO) will be appointed to supervise all issue related to data protection concerns and ensuring compliance with the personal data protection EU framework and the EU's General Data Protection Regulation (GDPR). The DPO will, moreover, help formulate the project's Data Management Plan, a report deliverable on M2 of the project (D1.1). A summary of the information included in D1.1 will be incorporated in the relevant section 6 of this document.

At the moment of writing (M1), CUT is in the process of receiving offers via public tender for the position of the EE. Contact details will be added in this section, as they are made available.

2.4 Project Decision Making and Conflict Resolution

Processes for decision-making and conflict resolution are based on the values of open deliberation, transparency and (informed) consent, to safeguard a fair and efficient process whereby all parties involved are engaged and offered ample opportunity to provide input and express their position. When it comes to decision-making processes specifically, an effort has been made to offer participants every opportunity to express their positions, concerns and proposals and to protect their ability to dissent.

2.4.1 Decision-making

In order for any consortium body to deliberate and make decisions that are considered valid, two-thirds (2/3) of the body's members need to be present or represented. In cases where this quorum is not reached, the body will have to convene again within 15 calendar days. If the quorum is not met for a second time, an extraordinary meeting can take place even if less than the quorum of members are present or represented.

For each meeting of any body, the PC shall produce written minutes to serve as formal record of all decisions taken. These draft minutes will be sent to all participating members of the respective body within 10 calendar days of the meeting, which will be considered accepted if, within 15 calendar days from sending, no member has objected in writing the accuracy of the minutes. Decisions are only considered final and binding once the relevant part of the meeting's minutes has been reviewed and accepted.

For any decision to be discussed during a meeting, formal notice will have to be given to participants through its incorporation in the meeting's agenda which will be sent no later than 10 calendar days prior to the ordinary meetings (21 days for in-person meetings), where the relevant item will be explicitly identified as requiring a decision. Any consortium body member can request the addition of a decision or action item in the agenda.

While achieving consensus should be the target of any meeting, for any matter where this proves non-feasible, the default option should be to defer the matter to the next PMG or to further discussion through electronic communication, unless the decision cannot be postponed. Should the matter not be resolved in this consecutive meeting a two-thirds (2/3 rounded) majority vote will be triggered. If the decision cannot be postponed the vote can be triggered within the first meeting. If the issue under decision is brought by a consortium partner, rather than the PC, they will have the opportunity to decide whether to defer the issue to the next meeting or trigger a vote.

In cases of voting, each member of the body will be able to vote either in favour or against the given motion or abstain from voting. Votes will be cast (announced) in the open (as opposed to e.g. a secret ballot), the voting process being coordinated by the chair of the meeting, usually the PC or the Project Manager. Consortium members declared officially as defaulting will lose the right to such votes.

Any motion will be considered successful if it achieves 2/3s (rounded) of the votes of those present in the meeting. In those situations where no clear 2/3s majority is achieved for or against the motion, the issue should be deferred to the following PMG meeting.

For any given decision, a consortium member who can show that its own work, costs, legitimate interests etc. would be severely affected by the decision, they have the right to exercise a veto with respect to the corresponding decision or relevant part of the decision. The conditions and prerequisites for this veto right are detailed in the project's Consortium Agreement section 6.2.4. In general, a member can exercise a veto only during a meeting or within 15 calendar days after the draft minutes have been sent, duly justifying the veto. In case of exercise of veto, the members shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all involved.

2.4.2 Conflict management

Conflict resolution for DEMOTEC will be based on the general principle that any dispute should be resolved by consent and as near the source as possible, thus, conflicts at a "local" level should be managed by the people involved (e.g. a dispute arising between members of a WP should be addressed by the respective WP team). Should this not prove possible, the matter should be brought up to the PC and the PMG.

Any problems involving conflicts between partners should be reported as early as possible to the PC in order to attempt to define and apply any necessary mitigating actions; similarly, any member of the Consortium can contact the PC or other respective boards if they identify actual or potential conflict.

In case of such disputes, informal means of negotiation and reaching agreement will be applied, followed by formal approval via e-mail or written minutes, under the supervision of the PC or PMG. Although a formal process for the settlement of disputes can be found in the Consortium Agreement (Article 11.8, p. 28), the project's conflict management strategies will focus on prevention rather than resolution. Simultaneously, contingency plans will be developed in the project's Risk Management Plan, deliverable on month three (M3) of the project.

3. Internal Communication within the consortium

3.1 Internal Communication Strategy

Ensuring proper communication is an important quality assurance mechanism for the project, as it involves a number of members and stakeholders from six different countries. DEMOTEC will adopt a flexible and efficient internal communication strategy, aiming at keeping all members of the project regularly informed on the project's developments.

3.2 Communication Channels

The DEMOTEC internal communication includes provisions for four avenues of communication:

- regular, day-to-day communication, conducted through standard means, such as email or telephone/teleconference
- the project's calendar
- file sharing
- meetings, in-person or via teleconference

3.2.1 Regular communication

Day-to-day communication for non-critical information is expected to be conducted principally via email, and when necessary via telephone/teleconference. For ease of reference, it is suggested that all email communication concerning the project employs an explicit Subject title that additionally is always preceded by the phrase "DEMOTEC – [...]".

Moreover, and as a general rule, if communication is to involve attachment files larger than 50kB, it should be preferable to upload the file in the project's dedicated cloud (see Section 3.2.3 below) and inform others of the location of the file. This is especially relevant when communicating to mailing lists, as even modest sized attachments can exceed email quotas or trigger filters, particularly for institutional email accounts.

In order to facilitate this kind of communication, the DEMOTEC Project Office will create, maintain and update a number of mailing lists as necessary, made available through the shared cloud repository. The most relevant lists are also included in the present document and will also be kept up-to-date. Any changes to these mailing lists on the partners' end should be promptly communicated to the Project Office to keep these lists accurate.

3.2.2 Project calendar

The project calendar is kept in an excel file, which lists that tasks that need to be implemented regarding: deliverables, input needed (e.g. reviews), outputs, internal documents, and events. For all entries, a specific deadline is set, along with the partner(s) responsible, and the respective WP. Completed tasks are marked with a strikethrough line and delayed tasks are displayed with red fonts. The file is read-only to avoid accidental deletions and contains filters for easier navigation (see Figure 2). The calendar is updated by the Project Coordinator each time there is a change, otherwise on a weekly basis. WP and Task leaders send to the Project Coordinator new or updated information about the tasks at hand regarding the WP they lead. The calendar file is accessible in the shared cloud project repository.

The Project Manager will monitor the project calendar and communicate frequently with all project members to ensure that established guidelines and timetables are followed, to monitor the progress of deliverables and give early warnings for forthcoming actions, and project audit requirements.

3.2.3 File sharing

Work conducted for DEMOTEC will require the sharing of files for the exchange of information and ideas, collaborative production of reports and analyses of data. For this purpose a dedicated "MS One-drive" folder has been created, which can be accessed using the following link:

<https://alucutac->

my.sharepoint.com/:f:/g/personal/l_spyridou_cut_ac_cy/EnnRM7Zl0oNPKGvuJEIPfeEBFzZaZNSCspE4NwdQbDUOQOQ?e=KAgaAso

This shared drive will act as a repository for all project deliverables, outputs and other relevant documents (e.g. mailing lists), split into different directories for the various WPs. Members of the DEMOTEC project will have access to the relevant parts of the drive necessary to complete their allocated tasks.

If any partner does not have full access through a Microsoft account, they should contact the PC or PM and CUT will create a dedicated account with full privileges for the duration of the project.

To allow easy identification and clustering the following file naming convention should be used when uploading a file on this shared drive:

- i) Area type (e.g. WP1),
- ii) Subject of document,
- iii) Document version

each followed by an underscore ("_"), e.g. WP1_QAP_v1.docx

3.2.4 Meetings and teleconferences

Project meetings are the basis for ensuring full cooperation between partners and progress for the project, as they can serve to exchange information and ideas, for problem-solving and any conflict resolution.

The Project Coordinator is responsible for organizing ordinary and extraordinary meetings for all bodies involved in the project at pre-specified time intervals, a responsibility which includes giving ample notice, preparing the meeting agenda to all involved, chairing the meeting and preparing and sending meeting minutes.

As a general rule, as noted above in section 2.4, for any meeting to be able to take decisions a quorum of two thirds ($2/3$ rounded) is required, and all partners should be given every opportunity to be present and/or represented in these meetings. There are four types of meetings projected for DEMOTEC:

- Project Management Group ordinary teleconference meetings, once a month,
- Project Management Group ordinary meetings, once every six (6) months,
- Gender Balance Committee ordinary teleconference meetings every six (6) months,
- Advisory Board meetings.

The following sections detail procedures for these different types of meetings, information is also available in section 6.2 (p.9) of the Consortium Agreement.

Also as a general rule, for any meeting the agenda should be made available to participants at an appropriate time (see below), any item where a decision is required should be made explicit and the necessary information be summarised.

Meeting minutes will be sent within ten (10) calendar days of the meeting to allow for objections and should always include information on the following key points:

- Participants,
- Agenda,
- Key points of discussion,
- Decisions
- Projected actions (WHO does WHAT, WHEN).

Meeting participants can object in writing to any item described in the minutes within 15 calendar days from their sending. The minutes and any decisions described therein will be considered final and accepted and will be archived if no such objection occurs within this time frame.

3.2.4.1 PMG ordinary teleconferences

Ordinary PMG meetings are expected to be held monthly with a maximum duration of three hours at a pre-specified time, as yet undetermined at the moment of this writing. The teleconference tool used for this purpose will be MS Teams.

The PC is responsible for giving notice by sending a draft agenda 15 calendar days prior to the meeting and a final agenda at least 10 calendar days in advance, clearly indicating items that will require decision-making. Any partner can add an item to this agenda up to 5 calendar days prior to the teleconference by directly communicating this intention to the other members. New agenda items can also be added to the agenda during the meeting through unanimous consent.

3.2.4.2 PMG ordinary in-person meetings

The PMG is expected to meet in person biannually, hosted by each of six project partners (except EURACTIV); these events are included as Milestones in the GA. Should COVID-19 related restrictions apply, these meetings will be replaced by teleconferences, as per the CA 6.2.2.1 (p.9).

Similar rules to those for ordinary PMG teleconferences apply, with the difference being that notification of these meetings will be 45 calendar days prior to the meeting and that the draft agenda will have to be sent 3 weeks prior to the meeting. At the moment of writing (M1) the location and time of none of these meetings has been determined.

3.2.4.3 Gender Balance Committee meetings

The GBC is expected to hold a teleconference meeting every six months of the project. The PC will be responsible for organising and taking minutes for this meeting chaired by a representative from CUT. The aforementioned rules for these meetings, concerning notification and agenda-setting will apply, albeit within a more limited timeframe (14 calendar days for notification; 7 days for sending the agenda; 2 days for members to unilaterally add new agenda items).

3.2.4.4. External Experts Advisory Board meetings

The GA predicts meetings (p.92) or dedicated webinars (p. 176) approximately every four months between AB and Consortium members to maximise the use of the AB's expertise. As, at the moment of writing (M1) the AB has not been instituted as a body, no rules concerning such meetings have been established.

3.2.4.5 WP- and Task-related meetings

WP leaders are encouraged to arrange any work-specific meetings as they deem necessary, the only constraint being the travel budget of partners, if these are in-person.

4. Quality Assessment and Project Monitoring

The DEMOTEC project's quality management to ensure that deliverables are of acceptable quality and submitted in a timely fashion consists of three independent processes:

- i. Quality assurance: procedures to ensure that the project achieves to a satisfactory degree the aims for which it was funded by establishing rules for reporting, reviewing and risk management.
- ii. Quality control: measures to assess and verify the results of the project, primarily achieved through the development of an Evaluation strategy and the monitoring of dissemination activities.
- iii. Monitoring progress toward the achievement of the project's Milestones as described in the GA.

4.1 Reporting

4.1.1 Internal Management Reporting

The Project Manager will provide monthly updates to the Project Coordinator, which will indicate the progress of the project, based on communication with Work Package Leaders, monitoring the Gantt chart and checking alignment of activities with the Consortium Agreement and Technical Annex. The PMG will meet approximately every six months with the times set out as milestones allowing the PMG to monitor how the important steps along the project are proceeding. To ensure that the project's administrative and financial progress reports are timely submitted to the European Commission, CUT will collect every six months internal reports by the project partners on WP progress, including implemented activities, milestones achieved, dissemination actions, deviations from the plan, risks and issues affecting timely delivery, cost or quality, planned next steps and actions. These reports will enable proper internal organisation and communication.

4.1.2 Reporting to the European Commission

CUT will manage communication and information exchange with members of the European Commission. Official reporting to the EC consists of:

- Continuous reporting
- Periodic reports (a technical and a financial one)
- Final report

Considering continuous reporting, for each project action, such as deliverables, milestones etc., project members in collaboration with the PC must use the continuous reporting section of the EC Participants portal, as soon as the relevant action is implemented. This information will be automatically compiled to create "part A" of the periodic and final technical report.

Concerning the Periodic and Final reports, the coordinator must submit to the Agency periodic reports and a final report within 60 days following the end of each reporting period. As described in the GA article 20.2 (p. 29 - 30) the reporting periods are:

Reporting Period 1: from month 1 to month 12

Reporting Period 2: from month 13 to month 36

An additional progress report is projected for month 26 of the project (deliverable D1.5 Progress Report).

The partners must contribute to the regular financial and final reporting to the Commission in accordance with their contributions to the project work plan. CUT will ensure that templates and schedules are distributed to all partners and External Expert Advisory Board members, especially financial reporting templates and requirements (including project timesheets and budgets) and project audit requirements.

The **Periodic Report** consists of:

- the **Periodic Technical report**, which includes:
 - i. an explanation of the work carried out by the beneficiaries,
 - ii. an overview of the progress including milestones, deliverables and dissemination and communication activities
 - iii. a summary for publication by the European Commission and
 - iv. answers to a Horizon 2020 questionnaire
- the **Periodic Financial report**, which includes:
 - i. an individual financial statements from each beneficiary
 - ii. an explanation of the use of resources
 - iii. a periodic summary financial statement.

The **Final Report**, deliverable within 60 days following the end of the project involves:

- the **Final Technical Report** with a summary for publication containing:
 - i. an overview of the results and their exploitation and dissemination
 - ii. the conclusions of the action, and
 - iii. the socio-economic impact of the action
- the **Final Financial Report** containing:
 - i. a final summary financial statement, and
 - ii. a certificate on the financial statements.

Regarding the financial management in particular, administrators from all partner organisations will support the Project Coordinator in safeguarding sound financial management according to European and national legislation and Horizon 2020 requirements. Particular attention will be paid to keeping sound financial records to account for all expenditure in accordance with Article 18 (GA) allowing availability of supporting documentation and technical reports upon request (Article 17) or when checks, reviews, audits or investigations are required (Article 22). The Research Office and the Department of Finance Services in CUT will monitor budget spending and assist with the project financial reporting and audits. They will also monitor the expenditure of each beneficiary through the life of the project and advise the Project Management Group of any trends that may indicate issues as evidenced by under- or over-spending.

4.2 Deliverable review process

DEMOTEC work involves the submission of a total of 37 deliverables (plus five for WP7) – see Annex 1. In order to achieve the maximum quality of deliverables, DEMOTEC adopts an Evaluation Strategy that is based on self-assessment and external assessment.

Self-assessment will be an iterative process that will be based on inputs from internal and external peer reviewers, the Risk Management Plan, the Gender Management Strategy, and the scientific community feedback through conferences and other scientific events.

DEMOTEC deliverables can be categorised into two types depending on dissemination level: Confidential documents for use by the consortium (incl. the EC) and public deliverables.

Regarding **Public deliverables**, the review process involves the following steps:

- i. For each deliverable the PMG will appoint two reviewers, preferably not from the institution responsible for the deliverable.
- ii. 8 weeks to deadline: the PC will send a reminder to the respective WP Leader and reviewers concerning the deliverable, along with a relevant template.
- iii. 4 weeks to deadline: a final draft version of the deliverable will be submitted by the WP Leader to the reviewers and Advisory Board, who will have two weeks to complete their review. Additionally, the PC will inspect the document to ensure that the scope and content of the deliverable is consistent with its stated aims in the GA.
- iv. 2 weeks to deadline: the author(s) of the deliverable will collect the feedback and produce a revised version and respond to reviewer comments, where necessary.
- v. 1 week to deadline: the final version of the deliverable is submitted to the PC, who will submit it to the SyGMa portal.

Regarding **deliverables produced for use by the consortium**, the process is similar, although the timeframe is less strict:

- i. 8 weeks to deadline: the PC sends reminder to the respective WP leader,
- ii. 3 weeks to deadline: a final draft version of the deliverable will be made available for review,
- iii. 2 weeks to deadline: the author(s) collect feedback and revise as necessary,
- iv. 1 week to deadline: the final version is forwarded to the PC who submits the deliverable.

Reviews for all deliverables should be conducted using the full deliverable text as input; only supporting parts (e.g. references, annexes etc.) may need completion, with appropriate placeholders for each.

4.2.1 Reviewing purview

Reviews will focus on five different aspects of the deliverable:

- i. Superficial elements such as format style, uniform use of fonts, appropriate annotation of tables etc. will be primarily the responsibility of the PC.
- ii. Linguistic elements, i.e. appropriate use of English and use of the terminology collectively agreed by the consortium concerning ambiguous terms (e.g. "experiment"). Moreover, reviewers should ensure that the language is appropriately clear and at the level of the intended audience (particularly in summary sections and conclusions/recommendation).
- iii. Structural elements: e.g. whether the text is well-structured for the purpose, whether chapters have local introduction/purpose and local conclusions/recommendations etc. Importantly, reviewers should check that any conclusions are sufficiently supported by the preceding arguments/text.
- iv. Scope: whether the content of the deliverable is consistent with the intent and objectives described in the DoA section of the GA. The PC will inform WP Leaders and provisional authors well in advance of the relevant sections of the GA to be covered. However, it is certain that judging any deviations will fall outside the expertise of the Project Office, so reviewers should be careful to ensure that the objectives for the related outcome (WP, Task, Deliverable) are covered.
- v. Technical/Substantive content: Obviously variant depending on each deliverable, the most substantive part of the review should be guided by the WP Leader or reviewers.

In addition, when reporting on an event involving participants from outside the consortium, the following points should be taken into account:

- vi. The report should make clear what the intended audience was and how the project's outputs/results relate to that audience.
- vii. The report should include supplementary material as annexes (list of participants, pictures, minutes etc.), as appropriate.

4.3 Risk Management

One of the most significant quality assurance processes involves assessment and prevention of potential risks, the development of mechanisms to respond proactively and the formulation of relevant contingency plans. Therefore, among the first actions taken by the Project Management Group and the Project Coordinator is to establish a distinct and thorough Risk Management Plan (Deliverable D1.2) by month three of the project (M3). Besides listing potential threats, putative response mechanisms and mitigating plans this plan will additionally outline the roles and responsibilities of all governing bodies involved in the process of risk management and the processes for identifying, analyzing, resolving and monitoring potential risks to the project. The implementation of a continuous probability analysis will help to manage an overview of the most critical issues among all identified risks. The risk control will identify strategies to mitigate occurring risks, while the monitoring of effectiveness will help to operate the whole risk management strategy.

The PMG will be in charge of the overall risk management strategy, with the Project Coordinator undertaking the operational role for day-to-day tasks. This includes risk management supervision and overall responsibility for the risk mitigation progress. The PC will ensure, through continuous contact and dedicated support, that all project partners are aware of the possible risks and the planned actions for mitigation.

As soon as deliverable D1.2 becomes available, a summary of all risks noted will be included in this section of this document.

4.4 Evaluation strategy

As described in the Description of Action of the GA, the PC will be responsible for developing an Evaluation Strategy early in the project (M2) in order to formulate a plan for ensuring the maximization and measurement of the impact of the project's results. As soon as the Evaluation Strategy report is finalized the information in this section will be updated accordingly.

4.4.1 Horizon 2020 Key Performance Indicators

The EU Council and the European Commission set specific indicators and standards in order to assess the performance of projects funded under Horizon 2020. Concerning projects funded under the priority "Societal Challenges" EU Council decision 2013/743/EU mentions:

- Publications in peer-reviewed high impact journals in the area of the various societal challenges
- Patent applications and patents awarded in the area of the various societal challenges
- Number of prototypes and testing activities
- Number of joint public-private publications.

4.4.2 DEMOTEC performance indicators

Additionally, the project's GA specifies the following as impacts and assessment indicators:

Impact 1: Increased understanding of deliberative and participatory democratic processes and how they can be improved across Europe (GA p.32)

- 4-6 meetings organised with other relevant H2020 projects (e.g. in same call) to share methods and findings
- 2 scientific conferences organised during project duration in leading academic discipline networks with DEMOTEC participants
- Minimum of 5 scientific articles co-authored by DEMOTEC participants submitted to leading international journals before the end of the 3-year project
- Engaging approximately 500 policy-makers at the international/European, national and local levels (WP3, WP6)
- Project impact evaluation including testimonials of learning from 7 PB city/town authorities and from EU institutions (WP1, WP6)

Impact 2: Creating spaces for deliberation that are open to the public

- Implementing 7 pilots PBs followed by 7 real world PBs with approx. 900 citizens (WP3)
- 7 local journalists moderate 7 pilot PBs generating wide media coverage picked up in local/regional, national and European media (WP3)

Impact 3: methods and policies for strengthening democratic practices and rebuilding public trust in institutions

- 7 PBs implemented effectively and evaluated positively by citizens, PB practitioners and policymakers (WP3)
- Training activities targeting 14-21 PB practitioners and representatives of public authorities (2-3 per city/town) (WP3).
- 4 open access datasets created relating to PB in the media (WP2), the role of journalists in PB (WP2), PB deliberations (WP4) and the PB citizen survey (WP4)
- Interactive DEMOTEC data platform established to share data openly and in a user-friendly way with academics, policymakers, journalists and wider stakeholders (WP2).

5. Dissemination, communication and exploitation

In order to manage and coordinate its dissemination activities, DEMOTEC will implement a central communication strategy as described in the dedicated Work Package (WP6) of the GA. Dissemination activities will focus on achieving the maximum visibility for the project results and raising public awareness on Participatory Budgeting among communities at the local, national and EU levels.

This dissemination strategy will be thoroughly detailed in deliverable D6.1 - Dissemination and exploitation plan, due on month 12 (M12) of the project. However, as a number of dissemination activities will have to be planned and arranged in the first year of the project, the draft dissemination strategy described below will act as a substitute until its finalised version on month 12.

The plan described here will be continuously developed during this phase to clearly distinguish between processes aimed at communication (with key target groups through two-way exchanges), dissemination (of project results and outcomes), monitoring and exploitation. Starting this process early in the project (M1) is hoped to set a solid basis for future activities and ensure that project actions and activities are communicated to appropriate stakeholders throughout the project, while allowing for reassessment during the various project meetings and as project outcomes are achieved.

5.1 Dissemination strategy

DEMOTEC dissemination activities will be carried out following a multi-faceted strategy making use of both classic and new communication channels to ensure a constant dissemination flow throughout the project to engage both key stakeholders and the general public. Although the communication effort will be coordinated and implemented by the EURACTIV partner, all partners are expected to contribute to this effort by providing expertise regarding the countries involved, by adapting the core messages of the activities to the local contexts and by helping engage with a wide range of stakeholders and citizens. Of particular note is the complementarity between Work Packages 6 and 3, the latter involving heavy interaction with citizens and local municipalities for the implementation of PB experiments and events.

For all disseminating activities, the following rules will apply, adhering to the relevant articles of the GA (articles 28, 29 and 38):

- project results will need to be disseminated as soon as possible following their production,

- advance notice (45 days) needs to be provided to the PC or PMG prior to any dissemination activity
- any relevant material employed will need to carry the EU emblem in addition to the phrase “This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 962553”, along with a disclaimer noting that the information presented does not necessarily reflect the Agency’s views.

5.2 Objectives

The strategy described herein considers dissemination a continuous process of providing information concerning the project to a number of key stakeholders and achieving maximum visibility for the project’s outcomes. As such, the key objectives for DEMOTEC’s dissemination strategy are:

- to generally promote the use of democratic innovations and Participatory Budgeting in particular;
- to actively promote widespread awareness of the project, its objectives and benefits for stakeholders in participating cities to an as broad as possible audience (including the media and the general public) through both static (e.g. website) and dynamic (e.g. newsletter, social media) channels;
- to maximise the visibility of the project’s results and achievements particularly among specific audiences (e.g. policy makers, the scientific community, PB practitioners) that can make use of the project’s outputs;
- to identify and engage key stakeholders in the development of shared visions and priorities for citizen engagement through PB;
- to successfully engage citizens, key actors and the media of target cities in the implementation of the PB pilots and events, through continuous, active involvement and a supportive and inclusive approach;
- to pursue feedback from and active involvement of the various stakeholders in the development of the PB activities;
- to help establish and deepen cooperation between project partners and the urban authorities and between the authorities themselves concerning citizen engagement, through knowledge exchange activities;
- to establish cooperation with EU and international Participatory Budgeting and policy networks (e.g. the Global PB Hub, the European Regional Policy Research Consortium etc.), with the aim of maximising the uptake of the main project results by EU and national policy communities responsible for regional and urban development policies;

- to create synergies and collaboration agreements with other European and Horizon 2020 (R&I) projects and initiatives;
- to achieve high quality standards for all dissemination activities that are tailored to resonate with the relevant community they are addressed to;
- increase the visibility and networking capacity of DEMOTEC members among their respective communities.

5.3 Dissemination & Communication targets

Broadly speaking, the relevant targets of the various dissemination activities can be split into:

- citizens and the general public, with the aim of increasing awareness and encouraging active participation in policy decisions that affect their lives;
- policymakers responsible for regional and urban policies at EU (European Commission – DG Regio, DG Empl etc.), national (e.g. ministries for economics/local government) and regional levels (e.g. development agencies) who are responsible for the policy objectives, implementation frameworks and budgets of the policies, as well as the status and resources accorded to citizen engagement;
- practitioners in urban authorities, in the first instance of the seven case-study cities, but also the national and international urban and local authority networks of which they are part (e.g. URBACT, CPMR, CEMR etc) and which are critical to ensure the wider dissemination and application of the lessons;
- knowledge communities with a mission, policy mandate or research interest to understand and promote citizen engagement – including PB hubs, non-governmental and civil society organisation (NGOs, CSOs);
- the academic and scientific community engaged in researching citizen engagement, democratic innovations and regional and urban development policies;
- media organisations, in order to ensure the interest and active involvement of citizens and the spread of lessons from the project.

5.4 DEMOTEC visual identity

Establishing a strong visual identity and brand story for the project is a key component of task T6.1 in order to ensure consistency and familiarity in internal and external communication. The Consortium will collectively develop key communication tools (logo, colour palette, identity guidelines, templates, press kit, promotional video) and conduct social media activities throughout the project.

At the moment of writing (M₁), EURACTIV has undertaken the creation of the project's logo and this section will be updated with the relevant information, as soon as that becomes available, including information on the rationale behind the logo, the process of its creation, its relation to dissemination materials etc.

5.5 Dissemination practice

5.5.1 Materials

To help ensure that all relevant information is provided to stakeholders and the general public in a presentable, uniform and informative manner a dissemination kit for the structured presentation of the project will be prepared and made available to all DEMOTEC partners through the shared drive. This dissemination kit will include:

- a project factsheet including the DEMOTEC name, logo, work summary and objectives and contact information, including the project's website and social media information to serve as an easy way of introducing outsider stakeholders to the project,
- the project logo in high resolution,
- templates for promotional materials (e.g. letterheads) and presentations (e.g. templates for slideshows, banners for use in conferences, public events etc.)
- the information required for any dissemination activity by the EC (EU logo, disclaimer etc.)

The overall approach concerning the use of DEMOTEC-related material will be to use the provided information to create kits tailored to the occasion and audience for each use, where such material is to be displayed or distributed.

Target audience(s):	All stakeholders involved
Monitoring and evaluation:	Number of dissemination material (e.g. flyers, posters etc.) printed and distributed; number of events in which DEMOTEC material is used.

5.5.2 DEMOTEC Website

The DEMOTEC website is expected to be the main source of permanently available information for most external stakeholders. As such, the website will be created early (M₂) in the project (MS₃), by the coordinating partner CUT with EURACTIV offering advisory support on content, although all partners are expected to provide regular content to disseminate research objectives, plans and results. The website will be maintained and updated regularly with project results, publications etc.

The overall purpose of the website will be to ensure public awareness and provide readily available introduction, updates and contact details to any interested party in the ultimate hope that it will help provide on-going coverage on the topic of participatory budgeting and a platform to promote citizen-participation in policy decisions, particularly among citizens of the case-study cities. It will additionally contain all public deliverables for the project and a list of scientific publications tied to the work of DEMOTEC or authored by researchers and scientists from participating institutions.

The public section of the DEMOTEC website will:

- provide a project summary, highlighting its aims and vision,
- clearly outline the project's objectives
- provide information about participating institutions and Consortium members
- contain a "News and events" section updated with information about past and future events and relevant activities undertaken by the various beneficiaries
- include a contact information section to facilitate communication between DEMOTEC and any interested parties.

Target audience(s):	General public; media; NGOs & CSOs; research institutes and organisations
Monitoring and evaluation:	Google analytics: number of visitors and unique visitors to the website; engagement with the website

5.5.3 Social media

With an ever increasing share of informal, everyday communication taking place through social media, online promotional campaigns will exploit the wide outreach of modern social networks to spread news, progress and results. Posts will be published to actively encourage dialogue with followers; a specific hashtag will be created, and any request or question promptly answered.

Dedicated pages for DEMOTEC will be created on a number of social media (e.g. Twitter, Facebook, LinkedIn) with the relevant links included in this section, as they are made available (M2) and be continuously updated throughout the project's life.

Additionally, all DEMOTEC public deliverables will be shared and disseminated on at least 7 social media accounts in 3 languages:

- 3 social media channels in English – Twitter, Facebook and Instagram accounts of euractiv.com;

- 2 social media channels in French – Twitter and Facebook accounts of euractiv.fr;
- 2 social media channels in German – Twitter and Facebook accounts of euractiv.de

Target audience(s):	General public; media; NGOs & CSOs
Monitoring and evaluation:	Twitter analytics or other relevant tool: Number of friends/followers, page comments/replies, mentions, re-tweets, likes, number of video views

5.5.4 DEMOTEC newsletter

Brief newsletters (1-2 pages) will be produced periodically (every six months) enabling the sharing of information among consortium members, ongoing project and project member activities, raising awareness of upcoming events and ensuring a steady stream of news concerning the project.

As of this writing (M1), a dedicated list is being compiled and be included as an annex to this document and through the shared cloud.

Target audience(s):	Consortium members; media; NGOs & CSOs; local and regional authorities
Monitoring and evaluation:	Number of contacts to whom the newsletter is sent, number of requests to join mailing list for the duration of the project

5.5.5 Communication and Dissemination activities connected to the implementation of PB pilot experiments and events (WP3)

A main component of the DEMOTEC project is the design and implementation of real-world participative approaches to PB with the involvement of seven case-study local authorities. The successful implementation of the relevant tasks will depend heavily on a number of different dissemination activities:

Preparatory meetings with key people in the respective municipality and at least **one workshop** in each place to determine the specific objectives, criteria for proposals, timeline and approach for each PB process, co-designing elements of the plan where possible. The lead partner(s) on pages 20-21 of the GA will be responsible for all PB events/workshops with guidance from DEMSOC. Additionally, EURACTIV journalists will offer their experience and expertise in various areas to the Workshops organised in the context of the project.

In each target city, citizens and local actors, including local politicians, decision makers, administrative personnel, will be informed about the opportunities of EU Cohesion Policy and EU R&I policies as part of PB processes. These events serve as platform for discussion with local actors on funding and investment of projects and initiatives in target cities.

Target audience(s): Training activities targeting 14-21 PB practitioners and representatives of public authorities (2-3 per city/town).

Monitoring and evaluation: number of participants; types of organisations represented; feedback from participants

Task T5.3 – Learning and sensemaking describes **international webinars for the city/town authorities and partners** to enable collective learning through an international learning exchange, bringing them together in person to discuss the process and outcome. This information will be synthesised into deliverable D5.4, facilitating the sharing of knowledge and exchange of experience on democratic innovations among practitioners between countries and authorities at different levels.

Target audience(s):	PB practitioners and representatives of public authorities
Monitoring and evaluation:	Number of participants; types of organisations represented; feedback from participants

14 PB-themed events (2 per city) to promote the study.

Target audience(s):	General public
Monitoring and evaluation:	Number of attendees; feedback from attendees; number of mentions in local media

7 PB events (one per case-study city) engaging approximately 900 citizens

Target audience(s):	General public
Monitoring and evaluation:	Number of attendees; feedback from attendees; feedback from practitioners and policy makers; number of mentions in local media

5.5.6 Policy workshops & roundtables

Bringing together stakeholders and policy makers to exchange views on democratic innovations, and PB in particular, and provide feedback to the project is the core for task T6.3. Within the purview of T6.3 the following activities are envisioned:

Mid-term Conference (D6.7)

EURACTIV will organise a Mid-term Conference, halfway through the project lifecycle. Its aim is to ascertain the current project success rate, and to further promote the ongoing results to relevant stakeholders. The Conference will be organised in Brussels by EURACTIV with around 70-100 participants and 4-6 high-level speakers. Relevant stakeholders will include; representatives of European institutions, public authorities, business, numerous organisations, associations, NGOs. A EURACTIV journalist will moderate the debate and an article will be written by another journalist in order to provide readers who could not attend the event with a relevant report. The Conference will also provide the project partners an opportunity to reassemble and share their experiences so far. Feedback questionnaires are also distributed to all the attendees in order to monitor the impact of the event.

Target audience(s):	EU policy makers
Monitoring and evaluation:	Number of speakers participating; types of organisations represented within speaker's panel; number of participants; feedback questionnaires; number of content retakes from media outside the network

Workshop in Brussels (D6.8)

EURACTIV will organise a DEMOTEC Workshop in Brussels, moderated by a relevant EURACTIV journalist, inviting at least 100 participants and projected to gather between 20 and 40 participants, including key stakeholders, such as: European Commission officers, Members of the European Parliament, business representatives, industry organisations and NGOs. Every discussion will be organised in a roundtable format having about 5 speakers and an in-house journalist moderating the debate. After some statements provided by each speaker, the core discussion will consist of a Q&A session in order to involve as many attendees as possible. Moreover, an event video with highlights of the speakers will be produced by the video team and then published online. The discussion and debate is hoped to increase awareness of the impact of citizen engagement on society in economic, social and environmental aspects.

Target audience(s):	EU policy makers
Monitoring and evaluation:	Number of participants; types of organisations represented; feedback questionnaires; number of content retakes from media outside the network

Final Forum & Event Video (D6.9)

EURACTIV will organise a final feedback forum in Brussels to present the results and recommendations of the DEMOTEC project to EU officials and policymakers, accompanied by live tweeting of the event. The forum will take place during the final month of the project and will invite at least 250 people, in the hopes of attracting between 70 and 100 participants. Through conference and the debates, participants will become more aware of some of best practices on PB and how to democratise territorial cohesion across Europe, emphasising the main achievements reached during the project's lifecycle.

The Community Team will post photos and key quotes from the conference on EURACTIV's social media accounts, and EURACTIV's Multimedia Team will film the event and conduct interviews with the speakers. Shortly after the event, this video will also be published on the EURACTIV website and social media channels, as well as the project website.

Target audience(s):	EU policy makers
Monitoring and evaluation:	Number of speakers participating; types of organisations represented within speaker's panel; number of participants; feedback questionnaires; number of content retakes from media outside the network; views of the video posted on social media

5.5.7 Scientific publications

Adding to the understanding of deliberative and participatory democratic innovations, and PB in particular, is among the main impacts expected by the project. As such, increasing the number of high impact scientific publication of DEMOTEC consortium members is included as a key performance indicator in the project's proposal with a minimum of 5 scientific articles co-authored by DEMOTEC participants submitted to leading international journals before the end of the 3-year project. Simultaneously, providing the opportunity for consortium members to publish individually authored articles will also be a measure of the project's success.

In order to facilitate this process, relevant metrics will be used to identify the most influential venues in the areas of democratic innovations, participatory democracy and public deliberation; once compiled, the relevant list will be added to this section of the document.

All scientific publications will have to adhere to article 29.2 of the GA that enforces that open access (free of charge online for any user), including the data used for the publication (article 29.3 GA, p.48)

Target audience(s):	Scientific community
Monitoring and evaluation:	Number of journal reports and scientific articles submitted and published, journal impact factor

5.5.8 Scientific conferences/workshops

Attending high impact scientific conferences will ensure that DEMOTEC results are widely disseminated across the scientific community, while simultaneously participating members stand to benefit from learning current research trends and from the opportunity to network and enhance the visibility of their own work.

Simultaneously DEMOTEC will attempt to organise 2 scientific conferences during project duration in leading academic discipline networks with DEMOTEC participants.

Target audience(s):	Scientific community
Monitoring and evaluation:	Number of conference papers and presentations, number of conference workshops, conference impact indicators

5.5.9 Press releases & (non-scientific) publications

A key tool to reach local communities and the general public is via news articles, publications, blog posts, and online media and DEMOTEC partners will utilize this channel of communication by publishing up to 40 articles (a minimum of two per year per partner). Partners will also make direct contact with the European Commission's communication officers, to feature the project on their channels (e.g.: research*EU magazines, Cordis Wire, etc.). In addition, online press releases will be produced linked to major milestones of the project and shared to a database of media contacts for publication. Press releases will be published on both the project and Euractiv websites.

Moreover, the DEMOTEC proposal explicitly includes multimedia activities to engage with different publics and stakeholders on the topic of citizen participation and participatory budgeting, with an in-depth, yet still easily-understood look at the topic (Task T6.2 - Multimedia products to illustrate the participatory budgeting process), an area where DEMOTEC partner EURACTIV has considerable experience. The following deliverables are expected to be produced in English and translated into 7 languages (FR, DE, RO, PL, GR, NL), with English subtitles where relevant:

Six Special Reports (D6.2)

EURACTIV's Special Reports - week-long publications containing in-depth reporting about a specific subject, with one article published every working day, with a different angle, for a total of usually 5 news items. EURACTIV's offices in Brussels, Paris and Berlin will contribute to the articles in the Special Reports. It is hoped that readers will be able to better understand how PB works and how citizen participation impacts on different areas of their lives.

All Special Reports will remain online after the end of the project, becoming a point of reference for stakeholders. A PDF document collecting all the articles will be published on EURACTIV for free consultation and download.

Seven Vox Pops (D6.3)

A Vox pop is a video with short interviews with passers-by in the streets/public spaces. In the DEMOTEC project, EURACTIV will conduct vox pops in all 7 participating cities and gauge their awareness of and favourability towards the topic of participatory budget. Viewers of these Vox pops will get different perspectives on how PBs benefit citizens based on interviews with citizens and actors operating at different levels.

Target: 1500 page views 500 total users

Eight Video Reportages (D6.4)

A video reportage is a short video with stories on the ground including interviews with local actors. In all participating cities, EURACTIV will film the PB process and interview participants, allowing them to reflect upon their experience. These video reportages will also include interviews with other local stakeholders including mayors, other elected officials, and NGOs. Viewers will get an accurate idea of what has been implemented at national and local level in concrete terms, while being provided with engaging visuals.

Target: 2500 page views; 1000 total users

Three Video explainers

(animation and traditional shots) to create interesting and comprehensive videos. Through animation, video explainers are a way to provide a prompt visual understanding of a particular complex issue, like PB and its EU dimension through cohesion policy. It is also an excellent way to present a project to the wider audience and use it as a dissemination tool.

Target: 3500 page views; 1000 total users

Three infographics

EURACTIV infographics convert data into easily digestible illustrated images. Infographics will be a crucial tool for the DEMOTEC project, as they facilitate a better understanding of the complex and dense PB process. For this project, EURACTIV's Multimedia Team will produce the infographics and disseminate them on the EURACTIV website and social media channels. They will also be available for publication on the project website.

Target: total page views: 500 users 350.

Monitoring and evaluation: EURACTIV's dedicated team will track the outreach of the stories published beyond the channels owned by the media partners /subcontractors using specialised tools for tracking media mentions online. In this way EURACTIV is able to quantify the larger footprint of published stories, including conversations on social media and articles quoting project's content in other outlets.

5.5.10 (Non-scientific) Conferences

DEMOTEC partners already regularly attend conferences and events gathering policy communities active in the field of citizen engagement, regional and local urban policies, and media and journalism studies. Participating in such events is central to the dissemination of the project results, in order to further engage key actors, share lessons learned, best practices and policy recommendations with policy-makers. Potential participation mechanisms could include presentations or panel discussions within the event's agenda; organising a poster session or networking workshops.

Target: Participation in up to 12 events (8 with local/urban stakeholders and 4 with PB organisations)

Target audience(s):	Policy makers; PB practitioners
Monitoring and evaluation:	number of events DEMOTEC members participated or presented in

5.5.11 Other networking events

A half day roundtable meeting/discussion in Brussels between the project coordinator (or other beneficiary), the Policy Officer of the parent Unit and possibly additional Policy Officers from other EC Services on lessons and recommendations will be organised.

Finally, to ensure that the information resources, knowledge and expertise gained is monitored, assessed and exploited, CUT will link the project with other research projects, communication initiatives and interest groups, relevant DGs of the European Commission, and EU Cohesion policy stakeholder groups and interested parties. To this end, a database of external stakeholders will be maintained by the project manager and contributed to by all partners. In particular, DEMOTEC will attempt to organise 4-6 meetings with other relevant H2020 projects (e.g. in the same call) to share methods and findings.

5.6 Exploitation

DEMOTEC partners participate in the project with clear strategies to exploit DEMOTEC outcomes after the end of the project to increase their organisations' knowledge, expertise, competitiveness and growth. The networks and knowledge of the Consortium partners will be utilised to successfully exploit the project's results. The team is well connected to both academic and policy communities and networks in Europe, as well the Global PB hub. The organisations and individuals in the team have high profiles in their respective research fields, and all academic partners will publish results in scientific journal and enhance their interdisciplinary cooperation with project partners.

The Consortium will address a wide range of potential users of the research including researchers, city authorities, policy-makers, journalists, facilitators and trainers offering PB skills and educational learning and development. The main exploitation activities concern four products with high potential for exploitation: (1) knowledge about PB in European cities; (2) the contextual, strategic and operational factors shaping the effectiveness of PB; (3) the data produced during the project's research activities; and (4) training materials for partners, city authorities and wider stakeholders. The theoretical and practical results generated by DEMOTEC will inform all four types of exploitation activity.

Table 8 (GA, p.165) summarises the overall Communication and Dissemination plan for DEMOTEC

Table 8: Communication and Dissemination plan				
	Year 1: M1-M12	Year 2: M13-M24	Year 3: M25-M36	Beyond EU funding
CDP Objectives	Project website, Communication and Dissemination Plan, Preparation and launch of PB.	PB successfully ongoing in each target region, Social Media, Dissemination activities, Capacity building on funding, R&I cooperation activities.	PB successfully ongoing in each target city for the development, roadmaps etc. Social Media, Diss. activities, R&I cooperation activities, International DEMOTEC events.	Future oriented governance structure for each target city involved in PB, active Social Media, self-sustained DEMOTEC website.
Target groups	General Public, research and education institutions, public sector bodies at different territorial levels, CSOs, NGOs.	General Public, research and education institutions incl. young researchers, public sector bodies at different territorial levels, CSOs, NGOs	General Public, research and education institutions including young researchers, public sector bodies at different territorial levels, CSOs, NGOs	General Public, research and education institutions, public sector bodies at different territorial levels, CSOs, NGOs

Main channel	Project logo, flyer, poster, website, social media accounts, press releases, continuous social media activities, networking, PB.	PB, capacity building events on funding, study tours, field visits, Participation in conferences, networking.	PB (stakeholder interviews, workshops, etc.), study tours, field visits, Participation in scientific conferences, networking, workshop, final policy conference	Self-sustained permanent PB network with 5-10 members.
Expected CDP	The general public learns about the project, other stakeholders are identified and mobilised in each target city.	Citizens strongly involved in project activities, active citizen engagement cooperation among target cities	target city stakeholders involved in PB development, active cooperation among target cities, synergies with EU funding and networks (notably in Cohesion Policy)	Continued collaboration of DEMOTEC city network to mobilise further funding, PB development and learning.

6. Data issues: Data Protection & Ownership

6.1 Data Protection

Ensuring that the data generated through the project is protected in accordance with European and national laws is the core aspect of task T1.3 - Knowledge and data management. The relevant deliverable D1.1 - Data management plan, which will secure that data handling will be methodologically, legally, and ethically sound in accordance with the guidelines on data management in Horizon 2020 ('FAIR Data Management in Horizon 2020') and the FAIR DMP template, is due to be submitted on month two (M2) of the project.

As an additional safeguard, DEMOTEC will appoint an external Data Protection Officer (D7.1) who will contribute to the creation of the project's Data Management Plan and monitor adherence to it throughout the project.

A summary of the information in D1.1 will be included in this document upon completion.

6.2 Data ownership

6.2.1 Ownership

Article 26.1 of the GA (p.43) governs the issue of ownership of data generated through the project, namely that Results (including data) "are owned by the beneficiary that generates them", except in cases of joint ownership, where article 26.2 applies.

In order for data to be considered jointly owned two conditions need to be met:

- a) the beneficiaries need to have jointly generated them and
- b) it is not possible to:
 - I. establish the respective contribution of each beneficiary, or
 - II. separate them for the purpose of obtaining or maintaining their protection.

Additionally, joint ownership involves an obligatory written agreement on the allocation and terms of this joint ownership. Article 8.2 of the CA describes additional provisions for joint owners.

6.2.2 Owner obligations

As per article 31.2 (GA p.50), the owners of data must provide access to other Consortium members for the purpose of implementing their own tasks.

Moreover, as per article 29.3 (p. 48) the data must be deposited in a research data repository and measures must be taken to make it possible for third parties to access, mine, exploit or disseminate the data free of charge, unless the provision of article 27.1 applies (i.e. there is expected commercial interest or if protecting the data is “possible, reasonable and justified”).

Moreover, they have the obligation to take measures to ensure dissemination (article 29) and exploitation (use outside the confines of the project’s work) of any results, most relevantly here, by using the in further research activities (Article 28.1).

Note that when disseminating results (e.g. publishing to a journal), the beneficiary must give advance notice of at least 45 days to the PMG or PC, who notifies all partners, along with sufficient information on the results to be disseminated. This allows for a 30-day period when another member can object, if they can show that its legitimate interests would be significantly harmed (GA article 29.1; the process is further elaborated in the CA, under article 8.4.2 and 8.5), although such objections will need to include a precise request for necessary modifications. This process needs to be followed for a period of one year after the end of the project (article 8.4.2.1 of the CA).

The Project Manager will keep a record of any such procedure and of all publications submitted by the Consortium members for the purposes of establishing the impact of the project.

6.2.3 Rights of non-owners

Article 31 of the GA (p.50) describes the rights of all consortium members on data who are not owners including the provision under article 31.3 to exploit these results after requesting permission to do so from the owner, who is obliged to do so “under fair and reasonable conditions” - i.e. only following an agreement between the two parties. The restriction not to use another party’s results without prior approval is repeated in article 8.5.1 of the CA.

In cases where such permission is granted it is advised that it takes written form and specifies expressly the parts of the dataset to be used, how they will be credited, outputs planned etc.

In such cases, partners are encouraged to consider joint publications, co-authored by the two groups, or inviting other members to collaborate on multiple-case publications; the proposal includes a minimum of five such cases of co-authorship of scientific articles by DEMOTEC participants.

In summation, for the purposes of DEMOTEC:

- the partner responsible for the collection of data in each of the seven countries/cases should be considered the owner of this data across work packages.
- in order to exploit (e.g. publish in a scientific journal) data belonging to another partner, written permission from the owner of the data needs to be sought.
- The resolution of any disputes arising from these guidelines is the responsibility of the Project Management Group.

7. Ethics

Ethics considerations are an integral part of responsible research and all work conducted for this project will have to comply with the provisions of article 34 of the GA (p.52), i.e.

- will need to comply to ethical principles and research integrity
- and all applicable international, EU and national laws.

Additionally, prior to engaging in any activity raising ethical issues, consortium members must have obtained any ethics committee opinion and authorisation required under national or European law. These documents will need to be kept on file and can be requested by the funding Agency.

The DEMOTEC strategy describing the ethics standards to be followed and the processes for ensuring compliance will be completed by month six (M6) of the project (D1.4 Ethics Standards Plan) and a summary of this information will be added in this section of the present document.

The development of the DEMOTEC ethics standard will be made in close collaboration with the project's external Ethics Expert to be appointed in M1 of the project, who will additionally monitor adherence to the guidelines described in D1.4.

8. Concluding remarks

The QAP presents the overall approach and management plan at the beginning stages of the project (M1). It should be considered as a reference document to be used as a guide to activities related to the project for its duration, as a repository of often-used information or as an introduction to new consortium members. This document will be updated and changed to reflect decisions made by the Project Meeting Group or new conditions for the duration of the project.

9. Annexes

9.1 DEMOTEC Deliverables in chronological order

Deliverable	Description	Month	WP	Lead	Dissemination level ¹
D7.1	POPD - Requirement No. 2	1	WP7	CUT	CO
D1.1	Data Management Plan	2	WP1	CUT	CO
D1.2	Risk Management Plan	3	WP1	CUT	CO
D2.1	Keyword and source toolkit	3	WP2	CUT	CO
D7.2	POPD - Requirement No. 3	3	WP7	CUT	CO
D7.3	H - Requirement No. 8	3	WP7	CUT	CO
D7.4	H - Requirement No. 9	3	WP7	CUT	CO
D7.5	H - Requirement No. 10	3	WP7	CUT	CO
D1.3	Gender Management Strategy	6	WP1	CUT	CO
D1.4	Ethics Standards Plan	6	WP1	CUT	CO
D2.2	Country/regional datasets of news stories	7	WP2	CUT	CO
D2.3	Participatory budgeting framing analysis report	9	WP2	CUT	PUB
D2.4	Interactive DEMOTEC data platform	9	WP2	CUT	CO
D3.1	Methodological framework for participatory budgeting	9	WP3	DemSoc	CO
D2.5	Comparative analysis report and national/ regional profiles	10	WP2	CUT	CO
D4.1	Survey questionnaire and codebook	12	WP4	UBB	CO
D6.1	Dissemination and exploitation plan	12	WP6	EURACTIV	CO
D3.2	Needs assessment for each city/town	14	WP3	DemSoc	CO

¹ Dissemination levels: CO: Confidential, only for members of the consortium (including the Commission Services)
PU: Public

D2.6	Report on the role of media in participatory budgeting	18	WP2	CUT	PUB
------	--	----	-----	-----	-----

Deliverable	Description	Month	WP	Lead	Dissemination level ²
D5.1	Interim Policy Brief on Lessons and Recommendations	18	WP5	EUR	CO
D6.7	Mid-term Conference and Event video	18	WP6	EURACTIV	PUB
D3.4	Report on design and specification of PB experimental pilots	20	WP3	DemSoc	PUB
D3.5	Tailored methodological framework for each city/town	21	WP3	DemSoc	CO
D4.2	Report on results from the PB experimental pilots	22	WP4	UBB	PUB
D4.3	Report on quantitative analysis of PB attitudes and determinants	22	WP4	UBB	PUB
D1.5	Progress Report M24	26	WP1	CUT	CO
D5.2	Case studies of citizen engagement in territorial cohesion policies	30	WP5	EUR	PUB
D4.4	Report on qualitative analysis of PB attitudes and determinants	31	WP4	UBB	PUB
D5.3	Comparative analysis of case studies and recommendations	33	WP5	EUR	PUB
D5.4	Report/output from webinars and knowledge exchange	35	WP5	EUR	PUB
D6.3	7 Vox Pops	35	WP6	EURACTIV	PUB
D6.4	8 Video Reportages	35	WP6	EURACTIV	PUB

² Dissemination levels: CO: Confidential, only for members of the consortium (including the Commission Services)
PU: Public

D6.5	3 Video Explainers	35	WP6	EURACTIV	PUB
D6.6	3 Infographics	35	WP6	EURACTIV	PUB
D3.3	Manual for government and academic practitioners, and associated training	36	WP3	DemSoc	PUB

Deliverable	Description	Month	WP	Lead	Dissemination level³
D3.6	Final report and case studies from city/town processes	36	WP3	DemSoc	PUB
D5.5	Policy Brief on lessons and recommendations (for a non-scientific audience)	36	WP5	EUR	PUB
D5.6	Handbook of Participatory Budgeting	36	WP5	EUR	PUB
D5.7	Policy Report on Lessons and Recommendations	36	WP5	EUR	CO
D6.2	6 Special Reports	36	WP6	EURACTIV	PUB
D6.8	Workshop and Event video	36	WP6	EURACTIV	PUB
D6.9	Final Forum and Event Video	36	WP6	EURACTIV	PUB

³ Dissemination levels: CO: Confidential, only for members of the consortium (including the Commission Services)
PU: Public

9.2 DEMOTEC Milestones in chronological order

MS	Title	Lead	Month
MS1	Project launch	CUT	1
MS2	Data Management Plan	CUT	2
MS3	Project identity, guidelines and website	EURACTIV	2
MS4	Media dataset created	CUT	6
MS5	Survey procurement launched	UBB	7
MS6	Second project meeting	CUT	9
MS7	Survey implementation	UBB	10
MS8	Training for PBs	DemSoc	14
MS9	Third project meeting	CUT	15
MS10	Fourth project meeting	CUT	21
MS11	Implementation of Pilot PBs	DemSoc	22
MS12	Webinar on PB learning	DemSoc	23
MS13	Real world PBs initiated	DemSoc	24
MS14	Fifth project meeting	CUT	27
MS15	Agreement on Handbook structure	EUR	27
MS16	Sixth project meeting	CUT	33

9.3 Cloud Drive structure

URL:

https://alucutac-my.sharepoint.com/:f/g/personal/l_spyridou_cut_ac_cy/EnnRM7Zl0oNPkGvuJEIPfeEBFzZaZNSCspE4NwdObDUOQQ?e=KAqAso

Description	Folder level	Access rights	Access type
DEMOTEC project	0	PC	view & edit
Contracts	1	all	view only
Templates	1	all	view only
Gantt chart - Calendar	1	all	view only
Progress Reports	1	WP Leaders	view only
Meetings	1	all	view & comment
Publications- Presentations	1	all	view
WP1	1	WP leaders & designated researchers	view (WP leader can edit)
WP1_finalisedFiles	2	WP leaders, authors & reviewers	view & comment (WP leader and authors can edit)
WP1_workingFiles	2	WP leaders & designated researchers	edit
WP2	1	WP leaders & designated researchers	view (WP leader can edit)
WP2_finalisedFiles	2	WP leaders, authors & reviewers	view & comment (WP leader and authors can edit)
WP2_workingFiles	2	WP leaders & designated researchers	edit
WP3	1	WP leaders & designated researchers	view (WP leader can edit)
WP3_finalisedFiles	2	WP leaders, authors & reviewers	view & comment (WP leader and authors can edit)
WP3_workingFiles	2	WP leaders & designated researchers	edit

Description	Folder level	Access rights	Access type
WP4	1	WP leaders & designated researchers	view (WP leader can edit)
WP4_finalisedFiles	2	WP leaders, authors & reviewers	view & comment (WP leader and authors can edit)
WP4_workingFiles	2	WP leaders & designated researchers	edit
WP5	1	WP leaders & designated researchers	view (WP leader can edit)
WP5_finalisedFiles	2	WP leaders, authors & reviewers	view & comment (WP leader and authors can edit)
WP5_workingFiles	2	WP leaders & designated researchers	edit
WP6	1	WP leaders & designated researchers	view (WP leader can edit)
WP6_finalisedFiles	2	WP leaders, authors & reviewers	view & comment (WP leader and authors can edit)
WP6_workingFiles	2	WP leaders & designated researchers	edit
WP7	1	WP leaders & designated researchers	view (WP leader can edit)

9.4 Mailing Lists

Currently (M1) placeholders; information to be updated

- i. General mailing list (for newsletter)
- ii. Consortium members (full list)
- iii. Other similar projects (PB, H2o2o SC6 etc.)
- iv. Case study local authorities