Project, Data and Quality Management Plan

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Project Acronym:	**SORTEDMOBILITY**

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Dissemination Level		
PU	Public	**X**
RE	Restricted to a group specified by the consortium and funding agencies	
CO	Confidential, only for members of the consortium and funding agencies	

Revision control / involved partners

Following table gives an overview on elaboration and processed changes of the document:

Revision	Date	Name / Company short name	Changes
1	30/09/2021	Egidio Quaglietta / TU Delft	First draft of Data Mangement Plan
2	15/10/2021	Vito Trianni	First draft of Quality Management Plan
3	29/10/2021	Paola Pellegrini / univEiffel	First complete issue
4	01/11/2021	Nathalie Botticchio / univEiffel	Quality check
5	15/11/2021	Johan Victor Flensburg, Carlos Lima Azevedo, Felipe Rodrigues, Georges Sfeir / DTU	Corrections and additions to Data Management Plan concerning demand data
6	20/11/2021	Vito Trianni / ISTC-CNR	Corrections

Following project partners have been involved in the elaboration of this document:

Partner No.	Company short name	Involved experts
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4	BDK	-
5	ISTC-CNR	Vito Trianni
6	RFI	-
7	TUDelft	-

Executive Summary

The objective of D7.1 is to describe the project, data and quality management plan of SORTEDMOBILITY.

Chapter 1 deals with project management plan.

Chapter 2 reports the data management plan.

Chapter 3 describes the quality management procedures implemented.

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CC-BY   Creative Commons Attribution

EEAB   External Expert Advisory Board

FAIR   Findability, Accessibility, Interoperability, and Reusability

1 PROJECT MANAGEMENT PLAN

The project management plan is based on the principles defined in the Consortium Agreement signed by all consortium partners.

1.1 General structure

The organizational structure of the Consortium shall comprise the following Consortium Bodies:

- The General Assembly is the decision-making body of the consortium.

- Steering Committee as the supervisory body for the execution of the Project which shall report to and be accountable to the General Assembly.

- The National Coordinator is the legal entity acting as the intermediary between the Parties and the Funding National Agency in each country.

- The Coordinator is the legal entity that shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Project Proposal and this Consortium Agreement.

1.2 General operational procedures for all Consortium Bodies

1.2.1 Representation in meetings

Any Party which is a member of a Consortium Body (hereinafter referred to as "Member"):

- should be present or represented at any meeting;

- may appoint a substitute or a proxy to attend and vote at any meeting;

- and shall participate in a cooperative manner in the meetings.

1.2.2 Preparation and organization of meetings

1.2.2.1 Convening meetings

The chairperson of a Consortium Body shall convene meetings of that Consortium Body.

	Ordinary meeting	Extraordinary meeting
General Assembly	At least twice a year	At any time upon written request of a Member of the General Assembly
Steering Committee	At least every two months	At any time upon written request of any Member of the Executive Board

1.2.2.2 Notice of a meeting

The chairperson of a Consortium Body shall give notice in writing of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

	Ordinary meeting	Extraordinary meeting
General Assembly	45 calendar days	15 calendar days
Steering Committee	14 calendar days	7 calendar days

1.2.2.3 Sending the agenda

The chairperson of a Consortium Body shall prepare and send each Member of that Consortium Body a written (original) agenda no later than the minimum number of days preceding the meeting as indicated below.

General Assembly	21 calendar days, 10 calendar days for an extraordinary meeting
Steering Committee	7 calendar days

1.2.2.4 Adding agenda items

Any agenda item requiring a decision by the Members of a Consortium Body must be identified as such on the agenda.

Any Member of a Consortium Body may add an item to the original agenda by written notification to all of the other Members of that Consortium Body up to the minimum number of days preceding the meeting as indicated above.

During a meeting, the Members of a Consortium Body present or represented can unanimously agree to add a new item to the original agenda

1.2.2.5 Teleconference

Meetings of each Consortium Body may also be held by teleconference or other telecommunication means.

1.2.2.6 Decisions

Decisions will only be binding once the relevant part of the Minutes has been accepted.

Any decision may also be taken without a meeting if the Coordinator circulates to all Members of the Consortium Body a written document, which is then agreed by the defined majority of all Members of the Consortium Body. Such document shall include the deadline for responses.

Decisions taken without a meeting shall be considered as accepted if, within the period set out in the Consortium Agreement, no Member has sent an objection in writing to the chairperson. The decisions will be binding after the chairperson sends to all Members of the Consortium Body and to the Coordinator a written notification of this acceptance.

1.2.3 Voting rules and quorum

Each Consortium Body shall not deliberate and decide validly unless two-thirds (2/3) of its Members are present or represented (quorum). If the quorum is not reached, the chairperson of the Consortium Body shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of Members are present or represented.

Each Member of a Consortium Body present or represented in the meeting shall have one vote.

A Party which the General Assembly has declared to be a Defaulting Party may not vote.

Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

1.2.4 Veto rights

A Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of a Consortium Body may exercise a veto with respect to the corresponding decision or relevant part of the decision.

When the decision is foreseen on the original agenda, a Member may veto such a decision during the meeting only.

When a decision has been taken on a new item added to the agenda before or during the meeting, a Member may veto such decision during the meeting and within 15 calendar days after the draft minutes of the meeting are sent. A Party that is not a Member of a particular Consortium Body may veto a decision within the same number of calendar days after the draft minutes of the meeting are sent.

When a decision has been taken without a meeting, a Member may veto such decision within 15 calendar days after written notification by the chairperson of the outcome of the vote.

In case of exercise of veto, the Members of the related Consortium Body shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all its Members.

A Party may neither veto decisions relating to its identification to be in breach of its obligations nor to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the consortium or the consequences of them.

A Party requesting to leave the consortium may not veto decisions relating thereto.

1.2.5 Minutes of meetings

The chairperson of a Consortium Body shall produce written minutes of each meeting which shall be the formal record of all decisions taken. He/she shall send the draft minutes to all Members within 21 calendar days of the meeting.

The minutes shall be considered as accepted if, within 15 calendar days from sending, no Member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

The chairperson shall send the accepted minutes to all the Members of the Consortium Body and to the Coordinator, who shall safeguard them. If requested the Coordinator shall provide authenticated duplicates to Parties.

1.3 Specific operational procedures for the Consortium Bodies

1.3.1 General Assembly

In addition to the rules described in Section 1.2, the following rules apply:

1.3.1.1 Members

The General Assembly shall consist of one representative of each Party (hereinafter General Assembly Member). More than one member can be identified for each Party.

The Coordinator shall chair all meetings of the General Assembly, unless decided otherwise in a meeting of the General Assembly.

The Parties agree to abide by all decisions of the General Assembly. This does not prevent the Parties to submit a dispute to resolution in accordance with the provisions of Settlement of disputes.

1.3.1.2 Decisions

The General Assembly shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein. In addition, all proposals made by the Steering Committee shall also be considered and decided upon by the General Assembly.

The following decisions shall be taken by the General Assembly:

- Content and intellectual property rights
- Changes to the work plan described in the Project Proposal

Evolution of the consortium

- Entry of a new Party to the consortium and approval of the settlement on the conditions of the accession of such a new Party
- Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal

- Identification of a breach by a Party of its obligations under this Consortium Agreement or the Project Proposal
- Declaration of a Party to be a Defaulting Party
- Remedies to be performed by a Defaulting Party
- Termination of a Defaulting Party's participation in the consortium and measures relating thereto
- Proposal to the Funding Coordinator for a change of the Coordinator
- Proposal to a Funding National Agency for a change of the National Coordinator
- Proposal to a Funding National Agency for suspension of all or part of the Project
- Proposal to a Funding National Agency for termination of the Project and the Consortium Agreement

Appointments

- On the basis of the Project Proposal, the appointment if necessary of Steering Committee Members

1.3.2 Steering Committee

In addition to the rules in Section 1.2, the following rules shall apply:

1.3.2.1 Members

The Steering Committee shall consist of the Coordinator and the Parties leading a Work Package.

The Coordinator shall chair all meetings of the Steering Committee, unless decided otherwise by a majority of two-thirds.

1.3.2.2 Minutes of meetings

Minutes of Steering Committee meetings, once accepted, shall be sent by the Coordinator to the General Assembly Members for information.

1.3.2.3 Tasks

The Steering Committee shall prepare the meetings, propose decisions and prepare the agenda of the General Assembly.

The Steering Committee shall seek a consensus among the Parties.

The Steering Committee shall be responsible for the proper execution and implementation of the decisions of the General Assembly.

The Steering Committee shall monitor the effective and efficient implementation of the Project.

In addition, the Steering Committee shall collect information at least every 6 months on the progress of the Project, examine that information to assess the compliance of the Project with the work plan in the Project Proposal and, if necessary, propose modifications of this plan to the General Assembly.

The Steering Committee shall:

- support the Coordinator in preparing meetings with the Funding Coordinator and in pre-paring related data and deliverables
- prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding National Agencies or the Funding Coordinator.

In the case of abolished tasks as a result of a decision of the General Assembly, the Steering Committee shall advise the General Assembly on ways to rearrange tasks and budgets of the Parties concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions, which cannot be cancelled.

1.4 National Coordinator

The National Coordinator shall be the intermediary between the Parties and the Funding National Agency in a specific country and shall perform all tasks assigned to it in the Consortium Agreement.

In particular, the National Coordinator shall be responsible for:

- monitoring compliance by the Parties with their country-specific obligations
- collecting, reviewing to verify consistency and submitting country-specific reports, other deliverables (including financial statements and related certifications) and specific requested documents to the country Funding National Agency
- administering the financial contribution of the country Funding National Agency and ful-filling the financial tasks
- providing, upon request, the Parties with official copies or originals of documents that are in the sole possession of the National Coordinator when such copies or originals are nec-essary for the Parties to present claims.

If one or more of the Parties is late in submission of any country-specific project deliverable, the National Coordinator may nevertheless submit the other 'Parties' project deliverables and all other documents required to the country Funding National Agency in time.

If the National Coordinator fails in its coordination tasks, the General Assembly may propose to the country Funding National Agency to change the National Coordinator.

The National Coordinator shall not be entitled to act or to make legally binding declarations on behalf of any other Party or of the consortium, unless explicitly stated otherwise the Consortium Agreement.

The National Coordinator shall not enlarge its role beyond the tasks specified in the Consortium Agreement.

1.5 Coordinator

The Coordinator shall be the intermediary between the National Coordinators and the Funding Coordinator and shall perform all tasks assigned to it as described in the Project Proposal and in the Consortium Agreement.

In particular, the Coordinator shall be responsible for:

- monitoring compliance by the Parties with their non-country-specific obligations

- keeping the address list of Members and other contact persons updated and available
- collecting, reviewing to verify consistency and submitting non-country-specific reports, other deliverables (including financial statements and related certifications) and specific requested documents to the Funding Coordinator
- transmitting documents and information connected with the Project to any other Parties concerned
- providing, upon request, the Parties with official copies or originals of documents that are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims.

If one or more of the Parties is late in submission of any project deliverable, the Coordinator may nevertheless submit the other 'Parties' project deliverables and all other documents required to the Funding Coordinator in time.

If the Coordinator fails in its coordination tasks, the General Assembly may propose to the Funding Coordinator to change the Coordinator.

The Coordinator shall not be entitled to act or to make legally binding declarations on behalf of any other Party or of the consortium, unless explicitly stated otherwise in the Project Proposal or the Consortium Agreement.

The Coordinator shall not enlarge its role beyond the tasks specified in the Consortium Agreement and in the Project Proposal.

1.6 External Expert Advisory Board (EEAB)

An External Expert Advisory Board (EEAB) will be appointed and steered by the Steering Committee. The EEAB shall assist and facilitate the decisions made by the General Assembly. The Coordinator will ensure that a non-disclosure agreement is executed with each EEAB member. The Coordinator shall write the minutes of the EEAB meetings and prepare the implementation of the EEAB's suggestions. The EEAB members shall be allowed to participate in General Assembly meetings upon invitation but have not any voting rights.

2 DATA MANAGEMENT PLAN

2.1 Data Summary

Data will be collected to design and assess the self-organizing mechanism for railway traffic.

Specifically, a first set of data collection will concern the current functioning of the railway traffic management system, necessary to envisage its evolution in the definition of new operational principles. Moreover, data will be collected to assess, both throughout the project and at its conclusion, the mechanisms proposed for traffic self-organization, demand forecasting, and railway and mobility simulation. The final assessment will be the basis for the development of guidelines and recommendations produced by SORTEDMOBILITY.

Collected supply data will be supplied by the three industrial project partners of the project.

Simulation data will be produced during the SORTEDMOBILITY project including: numeric description of train speed-time and speed-distance diagrams during nominal and perturbed traffic conditions, train delays at stations/junctions, as well as simulated passenger travel times for the considered railway case studies.

The data will be contained in .txt, .csv and .xml files.

The produced supply data files will be in line with open and standard formats recommended by the 4TU.ResearchData. Specifically, text and numeric supply data will be contained in plain text files, xml and/or pdf. Tables and spreadsheets will be instead stored in .csv format.

We expect that the size of the supply data will not exceed 10GB.

The demand data will be pseudo-anonymized before sharing it with DTU and only project participants will be allowed to work with the demand data which will be contained in .csv, .txt, and/or .xml files.

2.2 FAIR data

The FAIR Data Principles are a set of guiding principles to make data findable, accessible, interoperable and reusable (Wilkinson et al., 2016). In this section, we explain how these principles are implemented in SORTEDMOBILITY.

2.2.1 Making data findable, including provisions for metadata

The supply data will be accompanied by a detailed description of their fields, variables, characteristics, and units of measurement. The description will also provide an explanation of the sources and the methods used to collect the data.

The supply data description document will be uploaded on the 4TU.ResearchData centre alongside with the supply data in the form of 'readme' text file provided for each of the different categories of produced data.

Input and output supply data will be made findable, accessible, interoperable and reusable (FAIR), by adopting the DublinCore (https://dublincore.org/) metadata standard. Specific headers

will be provided to describe content, context, variables and characteristics for each of the data categories.

The supply data will be stored on the certified 4TU.ResearchData repository in the Netherlands which fully satisfies international FAIR data policies.

Preliminary drafts of supply data and metadata will be stored in the TU Delft project drive (https://bit.ly/2RYnU3D) which is a FAIR data archive having a storage limit up to 5 TB. For data exchange with the other project partners, the Surfdrive cloud repository (https://www.surf.nl/en) will instead be adopted which has a storage size of 500 GB. A password or encrypted code will be shared with the other project partners to allow the access to raw and preliminary supply data during the progress of the project.

Revised and verified supply data and metadata will be then made publicly available at the end of each related task and/or work package by means of the 4TU.ResearchData (https://data.4tu.nl/info/) repository which is a trusted certified data storage centre in the Netherlands complying with international FAIR data policies. The 4TU.ResearchData repository has a storage size of up to 1 TB in total per year with a limit of 100 GB per project partner.

As for the demand data, four main types of data will be considered:

1. Observed disaggregate demand (trip records) data
2. Demand-related context data
3. Simulated disaggregated demand data
4. Simulated aggregated data

The first two types of demand data (Observed disaggregate demand (trip records) and demand-related context data) are confidential and cannot be shared. They will be stored on the DTU O: drive and an encrypted server at the Machine Learning for Smart Mobility (MLSM) group at DTU Management will be used for calculations. The encrypted server is connected to DTU's internal network and only project partners will have access to the computing locations. No other machines will have access to these types of demand data. Both machines, the O: drive and the encrypted server, are monitored by IT experts for security.

No new metadata will be produced for the demand data. The original metadata for the demand data or the one produced by previous projects that collected the demand data will be used. The metadata will be uploaded to DTU O: Drive.

The simulated disaggregated data will be stored on the DTU O: drive and shared upon request due to data size limitations of the 4TU.ResearchData repository in the Netherlands.

Finally, the simulated aggregated data will be stored on the certified 4TU.ResearchData repository in the Netherlands.

2.2.2 Making data openly accessible

Data and corresponding metadata will be owned by the partners which produced them.

Simulation input data owned by industrial partners will be used after previous authorisation by the owner if the data are confidential or have restricted access policies. The use of those data

will be limited to the conditions set by the data owner in order not to infringe legal and/or privacy rights.

Data produced by partners within the project will be openly shared and made available to project partners for their use within the context of the SORTEDMOBILITY project. Data will remain available and usable to project partners for a total time period that goes from the start of the project until 4 years after the formal project end.

Publication of data and metadata will be agreed by all the project partners involved in their production/use.

When data are covered by Intellectual Property Rights (IPR) then specific agreements will be made with the corresponding partner to authorise access and use of those data and within the conditions set by the IPR owner.

Data and metadata which will be stored and made publicly available will not be subject to access restrictions.

Supply data and metadata stored on the 4TU.ResearchData repository will be available for a period of 15 years after the end of the SORTEDMOBILITY project.

The content of supply data and metadata made available during and after the project duration will be described in detail to enable other users to understand fields, variables, measurement units and characteristics of the different data categories. To re-use the data, no specific software or tool is deemed necessary.

In case of encrypted supply data being produced due to peculiar agreements/events during the project, the corresponding software to correctly interpret the data will be stored alongside the data to allow correct supply data re-use to the general public. A GitHub control will be implemented to monitor and update the different versions of the software produced. Any software made available will be compliant with the FAIR software policies by means of a license of use, a registration in a community registry, a quality checklist as well as a corresponding reference to allow scientific citations.

Software which includes existing copyrighted libraries or algorithms will be made available upon explicit request of the user to the software developer/owner who might impose specific conditions of use according to pre-existing copyright rules in place for that software. Scripts and algorithms which will be instead entirely developed in SORTEDMOBILITY and based on opensource libraries and/or algorithms will be made publicly available by uploading the final release version of those software tools on the 4TU.ResearchData repository.

The observed disaggregate demand (trip records) data and demand-related context data are confidential and cannot be shared with third parties. Discussions with the other projects using these types of demand data will take place at the end of each project for data preservation for maintenance. These types of demand data will keep their original formats and will be stored for a minimum of five years after the end of all related projects on the DTU O: drive. The simulated disaggregated data will be also stored on the DTU O: drive due to data size limitations of the 4TU.ResearchData repository in the Netherlands but it will be shared upon request. Finally, the simulated aggregated data will be stored on the certified 4TU.ResearchData repository in the Netherlands.

2.2.3 Increase data re-use (through clarifying licences)

Data in output from rail traffic simulation such as distance-speed train diagrams, train delay statistics, and simulated passenger travel times will be made publicly available for potential re-use by the scientific community, the transport industry and/or any other interested body. All data and metadata underpinning published research papers will also be made available for re-use to researchers.

Supply data presented in published research articles will be made publicly available at the moment of the publication.

Supply data produced by project tasks and/or work packages will be instead made publicly available at the end of the corresponding task/work package and after a process of data revision and verification.

At the end of the project, all supply data produced by any work package will be hence made available alongside with those underpinning published scientific papers.

The supply data will be stored and made publicly available via the 4TU.ResearchData repository in the Netherlands which is certified and satisfies the FAIR data policies. The data will be stored for a period of 15 years after the end of the SORTEDMOBILITY project.

The 4TU.ResearchData is a trusted digital repository which provides a persistent identifier to the stored data.

Supply data and metadata will be made available for re-use under the terms of a Creative Commons Attribution (CC-BY) (https://creativecommons.org/licenses/by/4.0/).

Logbooks on demand data experiments will provide all necessary information for secondary users. Readme files explaining the name codes for files and folders as well as the types of data, may be used for modelling result. The description will also provide an explanation of the sources and the methods used to collect the demand data in the form of 'readme' text file provided for each of the different categories of files with data.

However, the observed disaggregate demand (trip records) data and demand-related context data are confidential, they will stay in the DTU O: drive and will not be shared with third parties.

2.3 Allocation of resources

In the project plan, a time period of 0.5 PM has been considered in WP1-WP6 to account for activities related to data preparation, revision, verification and management. A specific task in WP7 (i.e., Task 7.1) lasting for the entire project duration (hence 36 months) will be responsible for the quality and management of the data produced within the project. Task 7.1 will ensure that all produced data and metadata will align to international data quality standards and be compliant with policies of Findable, Available, Interoperable and Reusable data, as mentioned in Chapter 3.

The strategy adopted to ensure compliance to those policies will be to revise, verify and upload the data and metadata once a corresponding task/WP has finished. Verified data and metadata will then be stored on the certified and trusted 4TU.ResearchData repository.

The data management plan and the implemented strategies will be updated throughout the entire project duration.

2.4 Data security

The supply data produced are not considered as sensitive since they do not contain any private/confidential or personal information.

Supply data and metadata collected and produced within SORTEDMOBILITY will be stored in the 4TU.ResearchData (https://data.4tu.nl/info/) repository which is a trusted certified data storage centre in the Netherlands complying with international FAIR data policies.

The Surfdrive cloud repository that will be used for supply data sharing among project partners will also be working as an additional backup storage for the supply data and metadata used and produced in SORTEDMOBILITY.

The observed disaggregate demand (trip records) data will be pseudo-anonymized before sharing it with DTU. It will be hosted in the DTU O: drive and an encrypted server at the Machine Learning for Smart Mobility (MLSM) group at DTU Management will be used for calculations. No other machines will have access to this type of data. Both machines, the O: drive and the encrypted server, are monitored by IT experts for security. The demand-related context data is also confidential and will be stored on the DTU O: drive. As for the simulated disaggregated data and the simulated aggregated data, they are not considered as sensitive since they do not contain private/confidential or personal information. The former will be stored on the DTU O: drive but will be shared upon request while the latter will be stored on the certified 4TU.ResearchData repository in the Netherlands.

3 QUALITY MANAGEMENT PLAN

This plan specifies the quality monitoring and supervising activities for SORTEMOBILITY. The Co-ordinator leads this activity in close dialogue and cooperation with the Steering Committee.

3.1 Quality approval of deliverables

The project coordinator is ultimately responsible for the quality control of the deliverables, co-ordinating closely with the project steering committee.

Every contractual deliverable, prior to its publication on the project website, will be the subject to a review within the respective work package and a peer review by persons not directly in-volved in either the subject matter or the creation of that deliverable

A member of the project management team will make a final check of the deliverable for con-sistency and readability before sending it to the coordinator for final approval. Where necessary, the coordinator can request further work of the partners on a deliverable, to ensure that it com-piles with the project's contractual requirements.

To ensure that this process can be followed through, the following time plan has been agreed:

1. A relatively complete draft of the deliverable should be made available by the respons-ible partner at least 4 weeks before the due date. A nominated partner outside the work package shall complete its review within 3 working days.

2. If the reviewer approves the deliverable, it will be passed on to the steering committee which will either approve or disapprove of the deliverable (within 6 days).

3. If the reviewer demands changes, the responsible WP has to address those. This proced-ure can be repeated. Then, however, the deliverable will be passed on to the steering committee. The latter has the final say about the deliverable.

4. Comments should be integrated and the final version should be made available to the project management team in the week before the deliverable is due, for a final check.

5. The project management team will upload the deliverable as pdf file once it has passed the review and the steering committee check.

6. It is up to the partner responsible for the deliverable to ensure that this schedule is main-tained.

7. If the WP leader knows that his/her team cannot meet the four-week deadline, the WP leader has to notify the project management team six weeks prior to the deadline of the deliverable.

3.2 Milestone reviews

The steering committee will meet every two months unless all WP leaders declare that no prob-lem needs to be discussed with respect to the work plan or any other subject. During meetings, decisions can be made to proceed according to plan if the milestone has been achieved, or to

delay future activities until corrective actions are completed. If the steering committee cancels a meeting, the implicit decision is to proceed according to plan for all milestones.

3.3 Quality control for publications

A coordinated dissemination and exploitation of the project results is a key objective for all partners during all phases of the SORTEDMOBILITY project. In order to maximize the impact of its results, SORTEDMOBILITY will engage in a diverse set of dissemination and exploitation activities throughout and after the duration of the project. These activities encompass open-source contributions, standardization contributions and leadership, knowledge transfer activities, as well as scientific publications, public demonstrations, commercial evaluations and others.

Dissemination quality control focuses on the operational techniques and activities used by those involved in the project to:

- Establish publication rules for the duration of the project (currently under discussion).

- Fulfil the requirements for quality (scientific content, correct English, format).

- Fulfil the rules for acknowledging the funding authorities.

- Fulfil the rules for Open Access.

- Fulfil the requirements for FAIR data.

Disseminations comprise of making any project material available to others outside the project, e.g., in the form of presentations, paper submissions and provision of the underlying data. This is done in coherence with the Data Management Plan detailed in Chapter 2.

For those disseminations where (part of) the costs for the preparation and presentation are claimed under SORTEDMOBILITY, the following rules apply during the duration of the project and three months afterwards.

3.4 Rules for Publication and Presentation

The work package leaders will create a dissemination strategy for each WP.

Key conferences for advertising the SORTEDMOBILITY project and outcomes need to be identified. Partners will have to propose conferences (in writing) they wish to attend using the SORTEDMOBILITY budget. The proposal needs to have the following information:

- Relevance of conference to the SORTEDMOBILITY project

- The organisation's interest in attending

- Plan for promoting the project, e.g., presenting a paper/poster, networking, manning a booth (if used at the event)

- Keep updated records of the dissemination activities (templates are available)

- In the aftermath: provide a summary of the participation via email to the project management team

3.5 Document production

3.5.1 Formats

Reports and Deliverables will be produced in Microsoft Word: working drafts and editable working copies will be supplied to partners as Word documents. The project management team will make a final release version as a PDF file. This PDF version will also be made available to partners and will be regarded as the definitive version of the Report or Deliverable.

All documents produced within SORTEDMOBILITY shall include the document code. The document code is the concatenation of the following information: SY as the acronym of the project; WP[1-7] including the number of the work package which produce the document; a letter indicating the type of document, as reported in the following list, and its number. Possible document types are:

- Communication papers (posters, presentation) (code - C)

- WP reports (code - R)

- Deliverables (code – D)

- Publications (code – P)

- Videos (code – V)

- Other subjects (code – O)

Reports and Deliverables should have a consistently styled cover sheet and structure. For deliverables use the template provided. All pages should be numbered and the document code should be included in the footer.

PowerPoint or beamer presentations should follow the template provided.

3.5.2 Logos and acknowledgements

All documents, reports and deliverables should carry the logo of SORTEDMOBILITY, in one of the three supplied versions.

All publications should acknowledge the SORTEDMOBILITY project in the acknowledgement section.

All publications and public displays produced by the project must carry the EU logo (made available to all partners) and the following text: "This project is supported by the European Commission and funded under the Horizon 2020 ERA-NET Cofund scheme under grant agreement № 875022".

4 REFERENCES

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