



Academic dissemination plan, internal website and repository, meeting organisation, and risk management (M6)

**D6.2**

**June 30, 2024**

|                                      |   |
|--------------------------------------|---|
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### Statement of Originality

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## Executive summary

Deliverable 6.2 of the FABRIX project outlines key components crucial for effective project management and academic dissemination. This document integrates the academic dissemination strategy, quality assurance procedures, communication frameworks among partners, and risk management approaches. Developed under the auspices of Task 6.1 and Task 6.2, it ensures alignment with TU Delft's Innovation and Impact Centre standards, reflecting established methodologies within the project's organisational framework. By adhering to these practices, FABRIX aims to enhance the visibility, accessibility, and impact of its research outputs within both academic and professional communities.

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# 1. Introduction

## 1.1 Purpose of this document

Deliverable 6.2 defines the academic dissemination strategy, the Quality Assurance (QA) project procedure, the communication setup between partners, and the risk management approach for FABRIX. It is part of WP6 - Project Management and is specifically connected to Task 6.1: General Project Coordination and Task 6.2: Scientific and Technical Coordination and Risk Management, which TUD is leading as the Project Coordinator.

This document has been prepared based on the standard processes and procedures utilized within the Innovation and Impact Centre (IIC) of TU Delft. The content herein is consistent with similar documents submitted in other projects within TUD. Therefore, any resemblance to other documents is due to the adherence to these standardised methods.

## 2. Academic Dissemination

According to the Description of Action of FABRIX, the academic results of the FABRIX project will be compiled into an open-access edited book focusing on the development of local production value chains, ecosystem improvement, and spatial design. In addition to this book, a minimum of nine open-access academic publications will be published in relevant disciplinary and interdisciplinary journals. The coordination of these publications, including the selection of impactful journals, will be strategically managed by TU Delft (TUD) to ensure the highest academic quality. The working papers and research will also be presented and discussed at both academic and professional conferences whenever possible.

### Academic Dissemination Strategy

Effective academic dissemination practices are essential for maximising the reach and impact of research findings. Good academic dissemination strategies involve several key components and measures. Firstly, adopting an open-access policy ensures that research outputs are freely available to the public, thereby increasing accessibility and fostering a wider dissemination of knowledge. Additionally, leveraging digital platforms such as institutional repositories, project websites, and dedicated repositories helps centralise and organise research outputs, making them easily accessible and trackable.

FABRIX project will implement the following measures:

- **Open Access Publication:** All scientific contributions will be published with open access, either through a gold or green route. Full manuscripts will also be made available on the project website and published in Zenodo. The [FABRIX Zenodo community](#), established by TU Delft, will centralise papers, reports, and publications, facilitating tracking and accessibility. The FABRIX team is committed to adhering to Horizon Europe guidelines by including all peer-reviewed publications in a public repository.

- **Research Data Management Plan (DMP):** The implementation of a comprehensive Research Data Management Plan (see D6.3 Data Management Plan) to ensure proper handling of research data.

Furthermore, active collaboration with stakeholders, including policymakers, industry partners, and the general public, is vital. This helps to ensure that the research is relevant, applicable, and has a tangible impact on society. Regularly updating stakeholders on progress and findings through newsletters, workshops, and webinars can maintain interest and support for the research. The utilisation of these means and strategies will be conducted as described in Deliverable 5.1/5.2 Communication, Dissemination and Exploitation and D5.3/D5.4 External Communication - Project identity, website and social media. These documents provide comprehensive guidelines and principles to ensure the effective and ethical dissemination of the research outputs.

## Publications and conference participation

Engaging with a diverse audience is another critical aspect of good dissemination practices. This includes presenting research at academic conferences, professional meetings, and public forums to facilitate knowledge exchange and collaborative opportunities. Utilising social media and professional networks like LinkedIn can also enhance visibility and engagement with a broader audience.

The FABRIX team will participate in several national and professional relevant conferences to present their findings and to disseminate FABRIX results more broadly.

Examples of conferences that will be attended are:

- The Regional Studies Association Annual Conference
- The Association of European Schools of Planning Conference

By engaging in these activities, the FABRIX project aims to ensure broad dissemination and impactful dialogue surrounding its research findings.

## 3. Internal Website and Repository

### Microsoft TEAMS

A Microsoft TEAMS workspace has been established by the Coordinator, TU Delft, as an internal communication platform to facilitate the day-to-day operations of the FABRIX consortium, including file sharing and project reporting.

[LINK](#) to the 'General' FABRIX Channel [accessed upon request]

Microsoft TEAMS provides an environment for digital collaboration internally with colleagues and externally with consortium members. By creating collaborative teams, it is possible to communicate, share documents or keep track of schedules within a project. TEAMS is part of Microsoft 365 and works together with other components within this package, such as

SharePoint, OneNote, Outlook, Planner and Word, Excel and PowerPoint. The main features and functionalities of Microsoft TEAMS are:

- Creating new collaborative teams and managing existing ones
- Conducting digital conversations related to specific topics
- Collaborating on documents
- Discussing with colleagues
- Hosting digital (video) meetings
- Using OneDrive for personal storage, providing unlimited cloud storage that can be synced with mobile or desktop devices (Windows or Mac)
- Creating polls and quizzes via the 'Forms' section
- Synchronizing the Teams calendar with personal Outlook calendars

Each consortium member has received access to the Microsoft TEAMS workspace. All partners have the same level of access.

For an introduction video to Microsoft TEAMS, the website can be checked [HERE](#).

### **Teams and OneDrive Integration**

All TU Delft colleagues and other partner organisations have their TEAMS integrated with OneDrive, allowing them to share files via links with appropriate permissions. Unlike personal OneDrive accounts, which lose files when an account holder leaves the organization, TEAMS is designed for team storage, ensuring that files remain accessible to the team even if a member leaves.

In addition to Microsoft TEAMS, Listserv mailing lists have been set up for communication among the General Assembly, the Work Package Leaders, as well as the working teams within each Work Package.

### **Structure of the Microsoft Teams workspace in FABRIX**

The Microsoft Teams storage in FABRIX is organised into the following sections:

#### **Communication Templates & Logos**

- Logos and Project templates

#### **Contact Details**

- An Excel list with contact details to all consortium members

#### **Contracts**

- Legal documents: the Grant Agreement and the Consortium Agreement

#### **Meetings & Teleconferences**

- Minutes from the meetings and teleconferences
- Agendas of the meetings and teleconferences
- Signed attendee lists
- Travel guides to the meeting locations

- Presentations
- Photos

### **Proposal and Negotiations**

- Archive of the Grant Agreement Preparation phase

### **Reporting**

- Documentation of the Project's Internal and EC reporting
- Guidelines on a Periodic Reporting
- Template of Part A – Summary and Questionnaire
- Template of Part B – Narrative part of the Periodic Reporting
- Excel file for collection of the financial data
- Reports submitted to the EC
- Comments received on the Periodic Reporting

### **Work Packages - Shared workspaces**

- Documents related to specific WPs
- Final deliverable reports submitted to the EC accompanied by their sources (e.g. Word file)
- Draft deliverables for the review of the Consortium/internal reviewers (optional)

Additional (restricted access) channels can be created if needed.



| Name                                       | Modified          | Modified By   |
|--|-------------------|---------------|
| Communications templates & logos           | April 10          | Adrian Hill   |
| Contact Details                            | November 23, 2023 | Eva Kassotaki |
| Contracts                                  | November 23, 2023 | Eva Kassotaki |
| Meetings & Teleconferences                 | November 23, 2023 | Eva Kassotaki |
| Proposal and Negotiation                   | November 23, 2023 | Eva Kassotaki |
| Reporting                                  | November 23, 2023 | Eva Kassotaki |
| WP1 Theory and methodology                 | November 23, 2023 | Eva Kassotaki |
| WP2 Mapping and tailoring                  | November 23, 2023 | Eva Kassotaki |
| WP3 MANTEL                                 | November 23, 2023 | Eva Kassotaki |
| WP4 Platform implementation and ecosyst... | November 23, 2023 | Eva Kassotaki |
| WP5 Dissemination, communication and ex... | November 23, 2023 | Eva Kassotaki |
| WP6 Project Management                     | November 23, 2023 | Eva Kassotaki |

Figure 1: FABRIX “General” TEAM’s channel structure

### Document Management and Version Control

To ensure easy identification of all documents in Microsoft TEAMS, uploaded files should be named according to the guidelines outlined in the Document Titles section (see D6.1 Project Handbook, chapter 5.3.1 Document Titles). Changes made directly in Microsoft TEAMS are automatically saved unless a new document name is chosen. The FABRIX team is advised to always work in 'track changes' mode by selecting 'Review' in Word, then clicking 'Track Changes' and choosing 'For Everyone'. If a new document with an existing file name is uploaded, Microsoft TEAMS will prompt for a new name or file version. Multiple users can access and edit the same document simultaneously. If a file is deleted unintentionally, it can be retrieved from the Recycle Bin in Microsoft TEAMS.

## Internal Document Release

All final versions of internal documents will be released in PDF format and uploaded to the FABRIX workspace, accompanied by their source files (e.g., Word documents). Documents that need to be public will also be made accessible through the FABRIX project website.

## 4. Meeting Organization

Regular project update meetings are organized to ensure smooth alignment and execution throughout the entire project. These meetings are deemed crucial for the discussion of challenges, risks, and technical needs, thereby facilitating effective communication and collaboration among all consortium members. Documentation of each meeting is systematically maintained through agendas, attendance lists, and minutes to ensure transparency and accountability. Below, the main meetings essential to the project's success are described.

| <b>Project Executive Group meetings</b>       | <b>Advisory Board meetings</b>                           | <b>Executive Board meetings</b>                                | <b>Progress meetings</b> |
|---|--|--|--------------------------|
| Every 6 months (online & on-site in rotation) | Once or twice per year                                   | WP leaders, other partners as needed                           | Each WP leader initiates |
| With key events                               | Can be combined with GA                                  | Every month online   | Regularly within WPs     |
| One representative per partner                | Around critical milestones, preparations, workshops etc. | Short overview of the status of key activities on the WP level | Technical discussions    |
|   |  | One hour   |                          |

Table 1: Key meetings in FABRIX

## 5. Risk Management

### 5.1. The Fabrix Management approach

#### 5.1.1. Quality Management

The integrated quality management of the project operates on three levels:

##### *Systems level*

At the systems level, the total project structure is encompassed within key documents such as the Grant Agreement, Consortium Agreement, Project Handbook, and Quality & Risk Management document. These documents and deliverables outline the cooperative processes within the project aimed at achieving the project objectives. The Project Coordinator closely monitors the implementation and compliance at this level.

##### *Process level*

The process level addresses the organisation and monitoring of result generation to comply with the Description of Action (DoA) implementation outline and quality standards. This involves the timely and operational review of Milestones and Deliverables by the project management team during monthly Work Package Leader (WPL) online meetings and by the Progress Executive Group every six months.

##### *Product level*

At the product level, specific quality procedures are established for each deliverable. Quality control activities include the review of the scientific content of deliverables and publications. Deliverables undergo a two-stage approval process: initial review at the work-package level followed by a review from another consortium partner, and final approval by the Coordinator.

#### 5.1.2. Progress Monitoring

The progress of the project is periodically analysed to ensure alignment with objectives. Progress monitoring involves evaluating results data and reviewing progress reports to assess project advancement.

#### 5.1.3. Risk Assessment and Management

Risk assessment and management involve identifying, controlling, and documenting risks, including the consequences, mitigation plans, and associated managerial actions. Effective risk control is essential to ensure the project meets its objectives on time and within budget. Preliminary risk analyses and contingency plans are detailed in the "List of Critical Risks" in the Description of Action. The Coordinator, along with WP leaders and the Project Executive Group (PEG), will continuously monitor and update the risk matrix throughout the project. Each partner is responsible for promptly reporting any emerging risks that may affect the project's objectives or successful completion.

### 5.2. Quality Management

Effective management and quality assurance of deliverables are critical for the successful implementation of the project. To ensure high quality, the following procedures are established:

D. 6.2 Academic dissemination plan, internal website and repository, meeting organisation, and risk management (M6)

## 5.2.1. Approval process of deliverables

The quality review process adheres to the following timeline:

1. **Initiation:** The Project Coordinator requests the relevant WPL to inform the responsible person/author to begin preparing the final deliverable six weeks prior to the submission deadline.
2. **Draft Preparation:** The responsible person/author has three weeks to prepare the final deliverable and send the draft version (v0.1) to the WPL and Project Coordinator. Input from partners may be collected as needed.
3. **First Review:** The responsible person/author forwards the draft to a second reviewer, who has one week for initial review. The WPL also reviews the draft during this time.
4. **Feedback:** Feedback from the WPL, second reviewer, and Project Coordinator is sent to the responsible person/author at least two weeks before the due date.
5. **Revision:** The responsible person/author has two weeks to revise the draft and return it to the WPL, who double-checks it and forwards it to the Scientific Coordinator and Project Coordinator for final approval two days before the deadline.
6. **Submission:** The Project Coordinator submits the final deliverable to the Funding Portal and TEAMS and informs the consortium of its submission.

Adjustments to this timeline may be arranged in advance to accommodate public holidays or other constraints. The review process ensures the highest level of quality assurance.

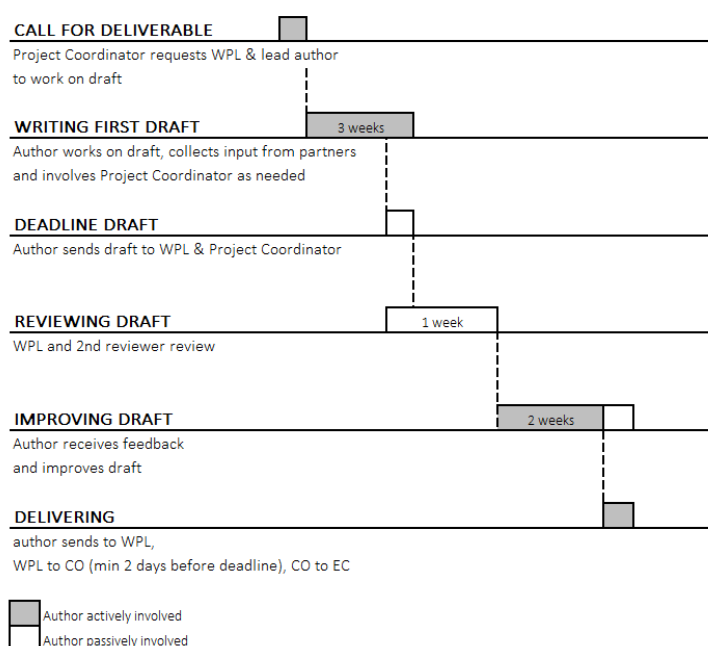


Figure 2: FABRIX deliverables approval process

### 1.2.2. Timetable of Quality Review Process

Linked to the deadlines of the project deliverables, the above review process has been established to ensure the highest level of quality assurance. The following table illustrates the allocated reviewers per deliverable.

| Deliverable Related No | Deliverable Name   | Lead Beneficiary | Internal reviewer 1  | Internal reviewer 2       | Draft V0.1 ready for internal review | Reviewers feedback on Draft V0.1 | V1.0 ready for submission | Due Date  |
|------------------------|--|------------------|----------------------|---------------------------|--------------------------------------|----------------------------------|---------------------------|-----------|
| D6.1                   | Project handbook   | TUD              | Karel Van den Berghe | Oana Trifan               | 25-feb-24                            | 6-mrt-24                         | 27-mrt-24                 | 31-mrt-24 |
| D5.1                   | Communication, dissemination, and exploitation strategy and plan M6                                      | TCBL             | Frédérique Thureau   | Eva Kassotaki             | 26-mei-24                            | 5-jun-24                         | 26-jun-24                 | 30-jun-24 |
| D5.3                   | External Communication: Project identity, website and social media M6                                    | TCBL             | Frédérique Thureau   | Eva Kassotaki             | 26-mei-24                            | 5-jun-24                         | 26-jun-24                 | 30-jun-24 |
| D6.2                   | Academic dissemination plan, internal website and repository, meeting organisation, and risk management  | TUD              | Karel Van den Berghe | Alexandra Korey           | 26-mei-24                            | 5-jun-24                         | 26-jun-24                 | 30-jun-24 |
| D6.3                   | Data Management Plan (DMP) M6  | TUD              | Karel Van den Berghe | Adrian HILL               | 26-mei-24                            | 5-jun-24                         | 26-jun-24                 | 30-jun-24 |
| D1.1                   | Theoretical and conceptual frameworks  | TUD              | Karel Van den Berghe | Amanda Brandellero        | 26-aug-24                            | 5-sep-24                         | 26-sep-24                 | 30-sep-24 |
| D1.2                   | Methodological framework   | TUD              | Jesse Burgess MARSH  | Mariangela Lavanga        | 26-aug-24                            | 5-sep-24                         | 26-sep-24                 | 30-sep-24 |
| D2.3                   | Identification and improvement of indicators for the circular and social system self-assessment tool M12 | AIDI             | Mariangela Lavanga   | Joan Pau PLAZA Villanueva | 26-nov-24                            | 6-dec-24                         | 27-dec-24                 | 31-dec-24 |
| D2.5                   | Identification of what is needed to tailor the existing interactive platforms M12                        | EUR              | Adrian HILL          | Thomas Blumenfeld         | 26-nov-24                            | 6-dec-24                         | 27-dec-24                 | 31-dec-24 |
| D2.7                   | Framework for the functional aspects of the platform M15   | OSMO             | Mariangela Lavanga   | Alexandra Korey           | 24-feb-25                            | 6-mrt-25                         | 27-mrt-25                 | 31-mrt-25 |
| D3.1                   | Digital platform architecture and front-end interface M15  | OSMO             | Thomas Blumenfeld    | Angel MARCOS Vicente      | 24-feb-25                            | 6-mrt-25                         | 27-mrt-25                 | 31-mrt-25 |
| D2.1                   | Analyses of the spatial and ecosystem characteristics of the T&C sector in R'dam and Athens M15          | EUR              | Fiori Zafeiropoulou  | Karel Van den Berghe      | 24-feb-25                            | 6-mrt-25                         | 27-mrt-25                 | 31-mrt-25 |
| D3.3                   | Platform backend structure M18   | RM               | Thomas Blumenfeld    | Angel MARCOS Vicente      | 26-mei-25                            | 5-jun-25                         | 26-jun-25                 | 30-jun-25 |
| D2.2                   | Analyses of the spatial and ecosystem characteristics of the T&C sector in R'dam and Athens M24          | EUR              | Karel Van den Berghe | Alexandros Papalexandris  | 26-nov-25                            | 6-dec-25                         | 27-dec-25                 | 31-dec-25 |
| D3.5                   | Low- and high-fidelity prototyping M24   | TCBL             | Thomas Blumenfeld    | Adrian ANIORTE            | 26-nov-25                            | 6-dec-25                         | 27-dec-25                 | 31-dec-25 |
| D3.7                   | MANTEL toolkit and training M24  | AIDI             | Thomas Blumenfeld    | Frédérique Thureau        | 26-nov-25                            | 6-dec-25                         | 27-dec-25                 | 31-dec-25 |

D. 6.2 Academic dissemination plan, internal website and repository, meeting organisation, and risk management (M6)

|      |  |      |                      |                           |           |          |           |           |
|------|--|------|----------------------|---------------------------|-----------|----------|-----------|-----------|
| D4.1 | Framework of FSTP calls, communication plan for open calls First & Second call opened and awarded                  | TCBL | Fiori Zafeiropoulou  | Karel Van den Berghe      | 26-nov-25 | 6-dec-25 | 27-dec-25 | 31-dec-25 |
| D1.3 | Synthesis research report  | TUD  | Karel Van den Berghe | Amanda Brandellero        | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D2.4 | Identification and improvement of indicators for the circular and social system self-assessment tool M36           | AIDI | Fiori Zafeiropoulou  | Joan Pau PLAZA Villanueva | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D2.6 | Identification of what is needed to tailor the existing interactive platforms M36                                  | EUR  | Mariangela Lavanga   | Thomas Blumenfeld         | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D2.8 | Framework for the functional aspects of the platform M36   | OSMO | Mariangela Lavanga   | Alexandra Korey           | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D3.2 | Digital platform architecture and front-end interface M36  | OSMO | Thomas Blumenfeld    | Angel MARCOS Vicente      | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D3.4 | Platform backend structure M36   | RM   | Adrian HILL          | Adrian ANIORTE            | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D3.6 | Low- and high-fidelity prototyping M36   | TCBL | Thomas Blumenfeld    | Konstantinos Kostopoulos  | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D3.8 | MANTEL toolkit and training M36  | AIDI | Thomas Blumenfeld    | Marion Real               | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D4.2 | Selection of facilitators and businesses for FSTP, and setting-up the co-creation and implementation               | AUEB | Fiori Zafeiropoulou  | Karel Van den Berghe      | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D4.3 | Ecosystem capacity building support to enhance the T&C ecosystems and the area development in the selected cities. | AUEB | Fiori Zafeiropoulou  | Karel Van den Berghe      | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D5.2 | Communication, dissemination, and exploitation strategy and plan M36   | TCBL | Frédérique Thureau   | Viktoria Kostantini       | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D5.4 | External Communication: Project identity, website and social media M36   | TCBL | Frédérique Thureau   | Viktoria Kostantini       | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D5.5 | Scientific publications or conferences   | TUD  | Alexandra Korey      | Karel Van den Berghe      | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D5.6 | FABRIX Academy   | TCBL | Karel Van den Berghe | Fiori Zafeiropoulou       | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |
| D5.7 | (end) Conference(s), series, events, handbook(s), policy briefs, videos, and strategies                            | OSMO | Alexandra Korey      | Karel Van den Berghe      | 26-nov-26 | 6-dec-26 | 27-dec-26 | 31-dec-26 |

Table 2: Peer review timeline and reviewers in FABRIX

The above overview is also available in TEAMS in excel format for all partners. The Project Coordinator will maintain this document based on the actual situation.

## 1.3. Progress Monitoring

Within FABRIX, progress monitoring involves tracking the status of project tasks, identifying issues that may impact progress, and implementing corrective actions to keep the project on track.

### 6.3.1. Key elements of progress monitoring in FABRIX

The table below outlines the six key elements of progress monitoring within the project, along with means of verification and compliance.

| No | Progress monitoring elements              | Compliance monitoring means  | Monitoring moments   |
|----|---|--|--|
| 1  | Defined objectives and milestones         | Interim reporting, periodic reporting  | Every six months   |
| 2  | Established project timeline              | EB meetings, PEG meetings, Interim reporting, periodic reporting                               | Every month  |
| 3  | Tracking progress against the timeline    | Interim reporting, periodic reporting, PEG meetings, EB meetings                               | Every month & regularly as needed during implementation from the Coordinator               |
| 4  | Identify and manage risks                 | Interim reporting, periodic reporting, PEG meetings, EB meetings                               | Every six months & regularly as needed during implementation EB reports to the Coordinator |
| 5  | Communicating progress to stakeholders    | WP level meetings, PEG meetings, and regular e-mail communication based on the project's needs | Regularly as needed during implementation & at least every month in EB meetings            |
| 6  | Adjusting the project plan as needed (if) | EB meetings, PEG meetings (upon approval of PO)  | Regularly  |

Table 3: Overview of key progress monitoring elements within FABRIX and its compliance means of verification

## 6.4. Risk Assessment and Management

### 6.4.1. Risk identified at the outset of the project

At the outset, risks were identified in the project plan. In addition, regular assessments are conducted to identify new risks promptly, anticipate consequences, and develop appropriate mitigation measures and contingency plans.

These risks are reassessed every six months during PEG meetings and are a recurring agenda item in monthly WP leader calls.

#### *Foreseen risks as in DoA (Annex I)*

All partners are expected to continuously evaluate the status of the identified risks and to identify new risks. This assessment is conducted every six months.

D. 6.2 Academic dissemination plan, internal website and repository, meeting organisation, and risk management (M6)

## Unforeseen risks identified during the project lifetime

Any new risks are discussed every six months during PEG meetings and are a recurring agenda item in monthly WP leader calls.

### 6.4.2. Risk Matrix

#### Foreseen risks as in DoA (Annex I)

| Risk number | Description   | Applicability                | Likelihood | Severity | Proposed Mitigation Measures  | Status |
|-------------|---|------------------------------|------------|----------|---|--------|
| 1           | (e.g. COVID) lockdown and travel restrictions.  | WP1, WP2, WP3, WP4, WP5, WP6 | Medium     | Medium   | Accept and/or mitigate: the consortium members have experience in successful implementation of large international projects in the context of COVID-19 (e.g. H2020 Ruralization; H2020 REPAIR). All of the face-to-face activities planned can be organized online.                                 | Open   |
| 2           | Personnel or partners drop out from the consortium.<br>Likelihood: low; severity: low | WP1, WP2, WP3, WP4, WP5, WP6 | Low        | Low      | For each task there are more than one partner involved who can take over the lead. Each consortium member consists of a team with the option to replace them with others. Specific thematic, methodological, and technical competences overlap and are shared among the partners                    | Open   |
| 3           | Ambiguity of roles and responsibilities between partners.                             | WP1, WP2, WP3, WP4, WP5, WP6 | Low        | Medium   | Regular and high-quality communication among the partners will be ensured by TUD, especially on the interrelations between tasks and WPs. Active involvement of partners in co-writing the proposal already allowed for developing shared understanding and team spirit.                            | Open   |
| 4           | Delays in meeting the targeted delivery dates for milestones and deliverables.        | WP1, WP2, WP3, WP4, WP5, WP6 | Low        | Medium   | Continuous progress monitoring by lead partners will detect early signs of hindrance, WP leaders will set deadlines early on and procedures to monitor and report progress within WPs to avoid delays. Monthly online WP leaders meetings on progress will help detect and address delays early on. | Open   |
| 5           | Progress stalls due to delays in a particular WP and interdependencies between tasks. | WP1, WP2, WP3, WP4, WP5, WP6 | Low        | Medium   | Most partners are involved in several WPs to facilitate cooperation and the flow of information and outputs between WPs. Also see provision of progress monitoring above. WP1 defines a methodological framework guiding the interrelations and flow of knowledge between the WPs.                  | Open   |
| 6           | Delays or organizational difficulties in  | WP3                          | Medium     | Medium   | Mitigate: The consortium consists of several partners that can help and take over (parts of) the developing of  | Open   |

D. 6.2 Academic dissemination plan, internal website and repository, meeting organisation, and risk management (M6)



|   |   |                              |        |        |  |      |
|---|---|------------------------------|--------|--------|--|------|
|   | developing MANTEL.  |                              |        |        | MANTEL. The risk is rather low as MANTEL builds upon the established platform of tools.  |      |
| 7 | Lack of interest for the FSTP.  | WP4                          | Low    | Medium | Mitigate: Interested parties are involved before the call to create engagement, ensure there is a basic understanding of the project and build enthusiasm for the call. This will ensure that a minimum number of parties will be mobilized and prepared for the call. Opening the call will create necessary competition. | Open |
| 8 | Lack of interest in response to test the existing platforms of tools and what needs to be improved. | WP2                          | Medium | Medium | The consortium consists of several partners that are very close to the relevant actors in Rotterdam and Athens (in)directly related to the T&C sector. Essential is that all relevant document, websites, and information will be provided in the appropriate language (cf. Dutch, Greek, and English).                    | Open |
| 9 | Insufficient quality of scientific reports and outputs.   | WP1, WP2, WP3, WP4, WP5, WP6 | Low    | Medium | Avoid: WP1 sets common conceptual and methodological frameworks for the project ensuring coherence and a shared approach to the research and its outputs. The project leaders, together with the WP leaders, will control and monitor the scientific quality of project activities and results.                            | Open |

Table 4: Foreseen Risks in the Description of Action of FABRIX

### **Unforeseen risks identified during the project's lifetime**

Currently, no critical unforeseen risks have been identified. However, through the ongoing evaluation process outlined above, any such risks will be closely monitored and mitigated as necessary. Updates on risk management activities will be included in the next project reporting cycle.

## Conclusions

In conclusion, Deliverable 6.2 of FABRIX sets forth a robust framework for managing academic dissemination, ensuring quality assurance, fostering effective communication among partners, and mitigating project risks. Through adherence to established processes and collaborative efforts across consortium members, the project endeavours to maximize the reach and impact of its findings. Moving forward, continuous monitoring and adaptation will be pivotal in maintaining alignment with project objectives, thereby contributing to the successful realization of FABRIX's goals in local production value chains, ecosystem enhancement, and spatial design improvement.