SLAIN – Saving Lives Assessing and Improving TEN-T Road Network Safety

Deliverable D8.1 – Project Handbook

V1.1
Revision log

<table>
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<th>Date</th>
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<td>18/06/2019</td>
<td>Document creation</td>
<td>Steve Lawson</td>
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<td>V0.2</td>
<td>27/06/2019</td>
<td>ODj (OR) comments</td>
<td>Olivera Rozi</td>
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Abbreviation list

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>AF</td>
<td>Application Form</td>
</tr>
<tr>
<td>CEF</td>
<td>Connecting Europe Facility</td>
</tr>
<tr>
<td>SLAIN</td>
<td>SLAIN – Saving Lives Assessing and Improving TEN-T Road Network Safety</td>
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</tbody>
</table>
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1 Introduction

The Project Handbook is the document that sets out the project management and quality assurance procedures for the SLAIN project. Its aim is to ensure that the partnership functions in a well-established framework and that the results and Deliverables of the project are of high quality and meet the specifications set out in the project Application Form and Grant Agreement. Once accepted by the Consortium, the Project Handbook becomes an official project document, which should govern all the Beneficiaries and the consortium's actions. It will be a living document subject to revision on an ad hoc basis.

The Handbook includes a description of the necessary managerial and quality procedures that will be implemented throughout the SLAIN project duration. All critical processes of reporting, communicating and administrating the project research activities are described in detail, while reference templates will be provided for the project reporting. This document is to be approved by the SLAIN Technical Committee to be then followed by all Beneficiaries-under the supervision of the Technical Coordinator who is responsible for all quality related issues.

1.1 General

The SLAIN Project Handbook is intended to be used as a reference for the key project procedures and will be useful in facilitating the communication between the members of the consortium.

This Handbook is to be used by:

- All SLAIN Beneficiaries who are responsible for preparing and amending Deliverables as well as personnel involved in management, evaluation, quality assurance and delivery of outcomes.
- The Co-ordination Team consisting of the EuroRAP Secretary General, Project Manager, Project Officer, Financial Manager, Communications Officer and Technical Coordinator.
- The Technical Coordinator.
- Any nominated person of a Beneficiary for approving works to be undertaken by third parties, in order to complete Deliverables.

1.2 Contribution to the SLAIN Objectives

The SLAIN Project Handbook will facilitate the communication between the members of the consortium to allow for a more efficient cooperation between them and to ensure that all the project’s procedures comply with the Connecting Europe Facility (CEF) rules and requirements. Therefore, the achievement of the SLAIN objectives will be made easier and valuable project resources will be preserved, while conflicts will be avoided.

1.3 The Coordination Team

This team includes the EuroRAP Secretary General, the Project Manager, the Project Officer, the Financial Manager, the Communications Officer, the Technical Coordinator and any co-opted members of the Technical Committee required.

1.4 The Technical Committee

This committee includes one or more representatives from each of the Beneficiaries. It is chaired by the Technical Coordinator. If any voting is required, one vote per Beneficiary is permitted.
1.5 Methodology

The Handbook has the following objectives:

1. Making the potential users of the project outcomes confident in the quality of the work that the project team will perform by showing how the project will be measured, monitored, evaluated and safeguarded during and after development;

2. Presenting how any emerging problems and any necessary changes with regards to the project execution plan can be identified and reported;

3. Identifying clearly the content, format, sign-off and review process, as well as the responsibilities for each Deliverable;

4. Providing the Technical Coordinator with information that allows organisation of quality assurance and control activities which includes transfer of information, verification actions, etc.

1.6 Field of Application

The Project Handbook is applicable to all project management aspects and quality assurance activities of the SLAIN project. Particularly, it defines project requirements, project organisation and communication, standards, tools and methodologies, quality control and assurance, progress monitoring and assessment practices, information exchange practices, information flow channels, reporting practices, quality assurance and control tools and approach as well as several distinctive project team members’ roles and responsibilities.

The Handbook describes all the main processes that are necessary for the SLAIN activities to be carried out. It includes details on various issues such as document naming and layout, communication processes etc. This Deliverable will be accompanied by a set of templates for use during all planned project communications.

All SLAIN project document templates will be found on Seafile “seafile.irap.org” where all Beneficiaries have been granted access, together with all documents that will be produced within the project life, carefully categorized to allow easy access.

Quality planning is an integral part of management planning; as a pre-requisite to its preparation, the Technical Coordinator has reviewed all requirements in order to determine the necessary activities that need to be planned. This Handbook has been prepared early in the project to demonstrate and provide the consortium with the assurance that:

a) the contract requirements and conditions have been reviewed;

b) effective quality planning is taking place; and

c) the quality system is appropriate.

1.7 Updating Procedure

The preparation of this document is the responsibility of EuroRAP as the Coordinator of the SLAIN project and responsible Beneficiary for Activity 8 which includes project management. Two weeks before its delivery to the SLAIN Technical Committee, this document will be delivered to Beneficiaries to allow a feedback round. The consolidation of the Beneficiaries’ feedback, its incorporation into the current document, and the delivery of that will be the responsibility of the Technical Coordinator.
# 2 Roles and Responsibilities

There are a number of governance roles in the SLAIN project which are specified below, together with their responsibilities.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>EuroRAP Secretary General</td>
<td>Strategic leadership - will oversee the project and lead on the Communications package. Ultimately responsible for delivering a quality project on time and to budget</td>
</tr>
<tr>
<td>Finance Manager</td>
<td>Accountable for ensuring that the project stays within budget and that legal framework conditions are adhered to.</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Day-to-day management of Tasks and Deliverables, liaising with the Technical Coordinator, the Finance Manager and reporting to the EuroRAP Secretary General.</td>
</tr>
<tr>
<td>Project Officer</td>
<td>Responsible for the administration of the project and providing accurate and timely administration management information to the EuroRAP project team. Will support full compliance of project activities with the EC INEA and financial, procurement and administrative rules and regulations in Belgium. Will liaise with the Finance Manager on financial issues and reporting.</td>
</tr>
<tr>
<td>Communications Officer</td>
<td>Working in close cooperation with the EuroRAP Secretary General, the Communications Officer is responsible for SLAIN’s communication with different target groups, including member organisations, road safety organisations at EU-level, road authorities, journalists and policy makers. In particular, the CO is responsible for the preparation, editing and distribution of multilingual written, video and web-based programme materials including newsletters, case studies, brochures, infographics, posters, banners, website content and other promotional and information-based collateral</td>
</tr>
<tr>
<td>Technical Coordinator</td>
<td>Provision of technical advice and management of individual activities</td>
</tr>
<tr>
<td>Activity Leads - Various</td>
<td>Management of the activities and tasks within them to time, cost and quality.</td>
</tr>
</tbody>
</table>
Figure 1: Project Management Organigram
3 Quality Policy

The SLAIN project is dedicated to producing high grade processes and products. At all stages of the project, the EuroRAP Secretary General and Technical Coordinator will work in close and continuous contact with the Project Manager, the Project Officer, the Financial Manager and the Communications Officer to ensure that both the project objectives and activities as well as Deliverables are of a high standard. All the above-mentioned managing functions will be assigned by October 2019 (with interim management in place before then).

They, with selected members of the Technical Committee, form the ‘Coordination Team’ of the SLAIN project. This team is responsible for administrative, dissemination and communication tasks, implementation of the project plan, establishing and maintaining a budget and schedule-monitoring system, assurance of the quality system and communication and reporting activities.

3.1 Quality policy and activities within the Project

The consortium’s quality policy is to ensure that all Deliverables comply with the SLAIN Grant Agreement latest Application Form and project rules and procedures as well as with all project documents.

This Project Handbook specifies the activities to be implemented, including their sequence, in order to ensure that the Consortium quality policy is followed.

The Beneficiaries responsible for ensuring that the required activities are carried out are identified within the Grant Agreement. The Project Handbook includes all necessary explanations to show how the quality requirements for all activities are met. A list of such activities is given below:

1. Definition of the responsibilities of the Technical Coordinator;
2. Quality system review;
3. Document name and layout control;
4. Internal Communication Strategies;
5. Communication Procedures;
6. Deliverables Quality Assurance process;
7. Main Performance processes;
8. Dissemination Event Scheduling and Reporting;
9. Corrective and Preventive Actions;
10. Common software and tools definition.

The Project Handbook is applicable to all the activities which are related to the project. Hence, compliance with all executed activities in the Project Handbook is mandatory for all project Beneficiaries.

3.2 Definition of the Responsibilities of the Technical Coordinator

With respect to the quality of project Deliverables, the Technical Coordinator is responsible for

- reviewing all the project Deliverables and providing feedback to the partnership;
- validating the Deliverables before submission; and
- informing INEA about any obstacles/ problems encountered during the process.

The Technical Coordinator will prepare and sign the Quality Reports for all project Deliverables.
In addition, the SLAIN partnership agreed on the following additional tasks for the Technical Coordinator, so that, in addition to Deliverables, all project objectives and activities are of a high standard.

1. The Technical Coordinator signs off on the **project progress and financial reports** prepared by the Project Officer and Financial Manager for both reporting periods.

2. The Technical Coordinator, together with other qualified staff supports administering any **project change**.

3. The Technical Coordinator supports the Project Manager and Communications Officer, in their responsibility for setting up and maintaining the regular **communication** among the Beneficiaries via traditional and electronic channels.

4. The Technical Coordinator, together with the Project Manager and Communications Officer, are responsible for drafting D8.1 (this **Project Handbook**) as well as its implementation, and the adherence to procedures stipulated within.

5. The Coordination team is responsible for drafting the Action Status Report for the project for the first reporting period.

### 3.3 Continuous Quality System Review

All SLAIN-related **documents** (such as contracts, reports, minutes) have a unique name and version number and are stored on a common filesharing platform which is accessible for all SLAIN project Beneficiaries.

Regular **communication** among the members of the operational group (Coordination Team and Technical Committee) is a key prerequisite to maintain high quality of the project’s processes. Therefore, a teleconference of the operational group will be organised by the Project Manager for all review purposes (60-90 min) every month. Minutes of the operational group’s telcons are prepared within one week of the meeting by the Technical Coordinator and shared by email for discussion.

The following **documents** are the basis for cooperation within SLAIN:

- Grant Agreement
- Application Form with budgets and reallocation tool
- Communication Strategy [to be produced]
- Mission statement(s)
- Minutes and action points from meetings

The following **tools** are the basis for sound execution of the project:

- Budget and schedule-monitoring system (set up by the Coordination Team).
- Tools for internal communication: Seafile, Teams meeting, WhatsApp etc.

### 3.4 Quality criteria for SLAIN Deliverables

The following criteria will be evaluated during the quality review of SLAIN Deliverables:

- Correct SLAIN reporting templates are used
- Deliverable title, type and its contribution to Programme Deliverable Indicators are clearly stated
- The report reflects contents as planned in the Application Form
• A Summary of the Deliverable is given which is coherent, easy-to-read, self-explanatory, and does not refer to other parts of the report, is neither too technical/scientific, nor too specialised (so that it is easily understood by any non-expert) and avoids unfamiliar abbreviations

• The added value of the Deliverable is clearly stated

• The transferability and replicability of the Deliverable are clearly stated

• The whole report is readable and understandable.

3.4.1 Quality Communication among SLAIN Beneficiaries

All SLAIN Beneficiaries will monitor quality and report deviations at monthly meetings of the Technical Committee and to the Technical Coordinator.
4 Document Naming and Layout Control

4.1 Documents in SLAIN

The document Deliverables are listed in Table 1.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Date due by</th>
</tr>
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<tbody>
<tr>
<td>D1.1 Risk Map Croatia and release or launch event</td>
<td>15/01/2020</td>
</tr>
<tr>
<td>D1.2 Risk Map Italy and release or launch event</td>
<td>15/01/2020</td>
</tr>
<tr>
<td>D1.3 Risk Map Greece and release or launch event</td>
<td>15/01/2020</td>
</tr>
<tr>
<td>D1.4 Risk Map Spain and release or launch event, with Catalonia release</td>
<td>15/01/2020</td>
</tr>
<tr>
<td>D1.5 Risk Map Catalonia and release of launch event, with Spain release</td>
<td>15/01/2020</td>
</tr>
<tr>
<td>Activities leading to D1.1-1.5 will be repeated 12 months on</td>
<td>15/01/2021</td>
</tr>
<tr>
<td>D2.1 Star Rating Map for Italy (Anas Core TEN-T network)</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D2.2 Star Rating Map for Croatia Core TEN-T network</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D2.3 Report for Spain on tailoring the methodology to national and regional needs and how to improve and develop the methodology</td>
<td>28/02/2020</td>
</tr>
<tr>
<td>D2.4 Validation Study with Spanish crash data and star rating data</td>
<td>30/06/2020</td>
</tr>
<tr>
<td>D3.1 Report on the technical justification for network-wide road assessment</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D3.2 Flyer leaflet on the technical justification for network-wide road assessment</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D3.3 Webpage (30/09/2020) containing summary of technical justification of network-wide road safety assessment and examples of the application of this tool within crash analysis</td>
<td>30/09/2020</td>
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<tr>
<td>D4.1 A step-by-step guide</td>
<td>31/12/2020</td>
</tr>
<tr>
<td>D4.2 Updates published on the beneficiaries' webpages</td>
<td>31/03/2021</td>
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<tr>
<td>D5.1 Technical report on the global budget for raising the entire TEN-T network to a higher level of safety</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D6.1 Case Study A</td>
<td>28/02/2021</td>
</tr>
<tr>
<td>D6.2 Case Study A</td>
<td>28/02/2021</td>
</tr>
<tr>
<td>D6.3 Case Study A</td>
<td>28/02/2021</td>
</tr>
<tr>
<td>D6.4 Case Study A</td>
<td>28/02/2021</td>
</tr>
<tr>
<td>D6.5 Case Study A</td>
<td>28/02/2021</td>
</tr>
<tr>
<td>D7.1 Report: Quality of horizontal and vertical signs -- &quot;Roads that cars can read&quot;</td>
<td>31/12/2020</td>
</tr>
<tr>
<td>D7.2 Report: Other initiatives to meet the needs of automated cars</td>
<td>31/12/2020</td>
</tr>
<tr>
<td>D7.3 Report: Automatic coding methodology of the network for network-wide road assessment</td>
<td>31/03/2021</td>
</tr>
<tr>
<td>Deliverable</td>
<td>Date due by</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------</td>
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<tr>
<td>D7.4 Report: Evaluation of improvements achieved with an automated coding</td>
<td>31/03/2021</td>
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<tr>
<td>methodology</td>
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<td>D8.1 Project handbook</td>
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<td>D8.2 Newsletters</td>
<td>30/07/2019; 15/01/2020;</td>
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<td>30/06/2020; 15/01/2021</td>
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<td>D8.3 Recommendations towards the introduction of a network-wide road</td>
<td>31/03/2021</td>
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<td>D8.4 Project final conference</td>
<td>31/03/2021</td>
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<tr>
<td>MS5.3 Final Report</td>
<td>29/01/2021</td>
</tr>
<tr>
<td>Action Status Report (ASR)</td>
<td>31/03/2020</td>
</tr>
<tr>
<td>A final report is required within one year of completion of the project,</td>
<td>31/03/2022</td>
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<td>as outlined in II.23.2.2 of the grant agreement</td>
<td></td>
</tr>
</tbody>
</table>

Documents relating to Task Deliverables and other items should be named in line with the convention listed below.

### 4.2 Document Naming

The list below is a generic list of documents from other projects and will be selected from as appropriate and as advised by the Technical Coordinator or Project Manager for SLAIN. Where necessary and appropriate it will be applied retrospectively.

The names of the documents need to be written in the following standardized format:

```
YYYYMMDD_DOCUMENT_TITLE_DOCUMENT_TYPE_CODE_ACTIVITY_VERSION_INITIALS_LAST_EDITED
```

Where:

- **YYYY** – represents the year when the document was created or edited. The year number needs to be entered here in appropriate format. For example, if the document was created in the year 2017, then the Document naming would start with number 2017, otherwise if the document was created in the year 2018, the letters YYYY would be replaced with number 2018;

- **MM** – represents the month when the document was created or edited. The month number between 01 and 12 needs to be entered here. For example, if the document was created in February, the letters MM would be replaced with number 02, otherwise if the document was created in November, the letters MM would be replaced with number 11;

- **DD** – represents the day in the month when the document was created or edited. The day number between 01 and 31 needs to be entered here. For example, if the document was created in the 7th day of the month, the letters DD would be replaced with number 07, otherwise if the document was created in the 28th day in the month, the letters DD would be replaced with number 28;

- **DOCUMENT_TITLE** – represents the full title of the created document. Each word in the document needs to be separated by underscore (_). Therefore, the title “TechC Skype 13092018 Action1 Progress_PPT” would be formatted as “TechC_Skype_13092018_Action1_Progress_PPT” Document title needs to be comprehensive, avoid putting SLAIN in the title, use abbreviations like TechC or PPT1;
**DOCUMENT TYPE CODE**—Represents the type of created or edited document. The corresponding document type must be entered here by using standardized code letters provided in the Table 1 for 12 defined standard document types. For example, if the document type is “Agenda” than the code letter A would be used, otherwise if the document type is Dissemination Form, the document must be saved with code letter DF. The Table 2 gives list of templates that need to be used for 12 standard document type, together with examples of correct document naming;

**ACTIVITY**—Work Package reference. The corresponding Action, project Activity and Deliverable numbers need to be entered here. There are 8 Actions defined in the SLAIN project, which are further divided into Tasks and Deliverables. For example, if the document is related to Action1, Task 1.1 would be formatted Action1.1.1;

**VERSION**—represents the version of the created or edited document. The starting version of the document is v0.1. For each following version of the document, use the number which represents the estimate percentage of document completion.

For example, when saving the document which contains 50% of completed tasks directly related to that document, the document version needs to be marked as v0.5. The final document version is v1.0 (100% completed document). All additional corrections and amendments that are made on the final version (v1.0) of the document, need to be marked with appropriate number, higher than 1.0. For example, the first version of the document which contains corrections/amendments of the final document version (v1.0) needs to be marked as version v1.1, the second version of document with corrections/amendments will be marked as v1.2, etc.

**INITIALS**—represents the initials of the name and the surname of person who altered the document. For example, if the document was altered and saved by James White, this document version needs to be saved with initials JW. Alternatively, if the document was altered by William Davis the document would be saved with initials WD;

Table 2 gives the list of all number/text values which can be used for document naming.

**Table 2: Valid number and text values used for the document naming**

<table>
<thead>
<tr>
<th>Formatting placeholder</th>
<th>Number/Text value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>YYYY</td>
<td>2017,2018,2019,2020 etc.</td>
<td>The year when the document was created.</td>
</tr>
<tr>
<td>MM</td>
<td>01-12</td>
<td>The month when the document was created.</td>
</tr>
<tr>
<td>DD</td>
<td>01-31</td>
<td>The day in month when the document was created.</td>
</tr>
<tr>
<td>DOCUMENT_TITLE</td>
<td>All letters. Each word must be separated by underscore (_)</td>
<td>Full document title.</td>
</tr>
<tr>
<td>DOCUMENT TYPE CODE</td>
<td>A</td>
<td>Agenda</td>
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<td></td>
<td>AR</td>
<td>Activity Progress Report</td>
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<td>APR</td>
<td>Activity Periodic Report</td>
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<td>E</td>
<td>Excel document</td>
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<td>G</td>
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<tr>
<td>PP</td>
<td>Power Point presentation</td>
<td></td>
</tr>
</tbody>
</table>

**ACTIVITY**

ACTIVITY [1-8]

Task

Deliverable Reference (Table 1)

Work package/ Activity/Deliverable reference.

**VERSION**

v0.1 – minimum/starting version

0-10% of tasks completed in the document.

v0.2

20% of tasks completed.

v0.3

30% of tasks completed.

v0.4

40% of tasks completed.

v0.5

50% of tasks completed.

v0.6

60% of tasks completed.

v0.7

70% of tasks completed.

v0.8

80% of tasks completed.

v0.9

90% of tasks completed.

v1.0 – final version

100% of tasks completed.

v1.1

First correction/amendments of the document version v1.0.

v1.2

Second correction/amendments of the document version v1.0.

**INITIALS**

All UPPERCASE letters (for example John White – JW)

Name and surname initials of the person that altered/saved the document.

*Table 3: List of Templates used for creating standard document types*
<table>
<thead>
<tr>
<th>Code</th>
<th>Document Type</th>
<th>Template/Document name</th>
</tr>
</thead>
</table>
| A    | Agenda        | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| AR   | Activity Progress Report | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| APR  | Activity Periodic Report | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| CE   | Certificate   | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| D    | Deliverable   | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| DF   | Dissemination Form | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| DP   | Dissemination Presentation | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| E    | Excel document | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| G    | General document | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| IR   | Internal Report | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| LH   | Letterhead    | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| LP   | List of Participants | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| M    | Minutes       | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| PR   | Peer Review   | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| PRL  | Press Release | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
| PP   |               | Template to be used: To be confirmed  
                     Document Name: To be confirmed |
4.3 Document Layout Scheme

Deliverables produced for SLAIN should follow a unified layout and abide to the following rules, where appropriate, they must:

- Have a list of abbreviations used within the Report
- Have a table of contents
- Have a list of Figures (including the ones in the Annexes)
- Have a list of Tables (including the ones in the Annexes)
- Start with an Executive Summary of maximum one page
- End the main part with a Conclusions section of around one page
- Include a References section after the Conclusions section
- Include all detailed technical and other relevant information in the Annexes
- Headers/footers should be in accordance to the templates

Specifically, the Headers and Footers should include:

- The Connecting Europe Facility graphical profile including logos on the cover page
- The Document Title
- The Document Dissemination Level which is:
  - Public (PU)
  - Confidential (CO)
  - Restricted Beneficiaries (RE)
- The File Name
- The pages of the document

- Language should be English (UK)
- Same fonts should be used all over the text (except for pictures which may derive from pre-existing images whose font cannot be changed)
- The document should have been spell-checked.
5 Progress Measurement and Monitoring

5.1 Creating Seafile and keeping it updated

Seafile is an enterprise file hosting platform with high reliability and performance. It syncs and shares files across different devices or access all the files as a virtual disk.

The virtual disk based on the Seafile platform for SLAIN project is hosted on: https://seafire.irap.org.

All Beneficiaries have been granted access to predefined folders on the server and all documents must be stored on this platform.

All folders in the Seafile Library are organised according to Activities, Tasks and Deliverables defined by the project. The project library contains the following five sub libraries, visible for all project Beneficiaries as shown in Figure 2:

- 01 SLAIN Project files;
- 02 SLAIN Communications material;
- 03 SLAIN Project and Financial Management;
- 04 SLAIN Progress Management and
- 05 SLAIN Templates.

The sixth and subsequent sub libraries are used for internal processes of individual project Beneficiaries.

![Seafile project library hierarchy structure – Level 1](image)

**Figure 2: Seafile project library hierarchy structure – Level 1**

Individual Sub libraries are further divided into folders of project Activities (Figure 3). For example, sub library 04 SLAIN Progress Management contains eight folders, i.e. one folder for each Action defined by the project.

- Activity 1 – Risk Mapping;
- Activity 2 – Star Rating;
- Activity 3 – Technical justification;
- Activity 4 – “How to” guide;
- Activity 5 – Global analysis of TEN-T;
- Activity 6 – Case studies
- Activity 7 – Preparing for automation
- Activity 8 – Project management and dissemination of results

The structure and access permissions of the Seafile for SLAIN is shown in Figure 3.

Figure 3: Seafile structure for SLAIN

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Activities contain folders corresponding to their project Actions and they can be further divided into subfolders depending on the Deliverables included within each Activity.

All document versions prior to currently last edited document version need to be saved in the “1_In_progress” folder. The current last version must always be available in the “2_Final” folder. For example, if document version v1.0 is currently present in the “2_Final” folder, then the next new edited version with corrections/amendments would be saved into this folder, and previous version v1.0 would be moved into “1_In_progress” folder.

5.1.1 Installation of the Seafile desktop client – for advanced use

For those wishing more advanced use, install the Seafile Syncing Client. First go to the Seafile download site: https://www.seafile.com/en/download/, and then click on the download link of the appropriate Syncing Client version (Client for Windows version 6.2.5)(Figure 5.). On the ‘save as’ dialogue box, select the download path and click on the save button to download the seafile-6.2.5-en.msi Windows Installer Package. When the file is downloaded, double-click on the Installer Package and follow the Seafile installation instructions.
Figure 5: Seafile Syncing Client Installation – Step 1

Figure 6: Seafile Syncing Client Installation – Step 2
After installation is complete, select a folder in which the Seafile library will be saved by default (Figure 7). To add an account, enter the Server link (http://seafile.irap.org), your account information (Email and Password) and click on the Login button. Then click ‘Yes’ to confirm the Default Library download. After the download library has been downloaded, you can click on the ‘Open’ button to view it. Now it is possible to use your library either by opening the Seafile Drive Client form desktop by clicking on the Seafile shortcut icon, or by logging directly on the Server site with your account information.

![Figure 7: Seafile Syncing Client Installation, Adding an account – Step 3](image)

The virtual Seafile Drive works like an ordinary hard drive on computer. File contents are downloaded when the file is opened. The files and folders in the virtual Seafile drive will be marked with corresponding icons, depending on their current synced state. The orange Seafile icon represents the content which is visible in the virtual drive, but it does not use the full amount of space that it would if the file was downloaded. The content of this files is not fully downloaded until you need it. Only basic information about the file is downloaded. The green tick in white circle icon represents the partially synced content, i.e. both synced and cloud-only files or folders. The full green circle with white tick icon represents the synced content, which is fully downloaded and saved on computer. These files can be directly edited from applications on computer.

5.2 Communication Procedures

The purpose of this section is to provide guidelines and instructions for communicating the effectiveness of the integrated management system, including quality, objectives, policies and achievements as well as process performance information.

5.2.1 Internal Communication

Internal communication is considered the communication within the consortium. Beneficiaries will speak with one voice and deliver the same consistent information.

5.2.1.1 Tools

When working on the SLAIN project, Beneficiaries will be using various ways of communicating. The use of each platform channels or tool will depend on the disseminated information.

- **Seafile** – provides a cloud platform where Beneficiaries can upload their documents and folders and progress can be shared. All folders in the Seafile Library are organised according to Activities, Tasks and Deliverables defined by the project.

- **Skype Conferences and Meetings** - Whenever appropriate Skype teleconferences, as well as dial-in conference calls shall be set up among Beneficiaries of consortium. The person convening the conference is responsible for the following actions set out in Figure 8.
Skype meeting (for example Technical Committee): informing in advance

- Two weeks before each scheduled Skype meeting, the organiser of the Skype meeting prepares a draft agenda (using a format to be confirmed) and sends it to participants.
- Recipients should send comments on the agenda within five working days.
- The agenda author then updates the agenda and sends the final version at least five working days before the meeting.
- During the meeting, the organiser of the named Skype call is designated and is responsible for keeping minutes, which are then written using a format to be confirmed.
- The organiser of the Skype call sends the meeting minutes to the participants within seven working days after the meeting.
- Recipients should send comments on the minutes within seven working days.
- The organiser of the Skype call sends the final revised meeting minutes to the whole Consortium within five working days.

Figure 8: Skype meeting: Informing in advance

- **Ad hoc meetings (audio- or video-conferences)** – these may take place whenever required or requested by the Coordinator or Activity leader, guided by the needs of the project and after the agreement between the Beneficiaries or between the Activity leaders. Above all, such meetings will be planned as far in advance as possible and in good time to facilitate the execution of the planned work tasks. The specific means and arrangements for this meeting will be as described for other meetings where timings are possible, this includes the creation and circulation of the meeting agenda and minutes.

- **Progress meetings** - For the duration of the project, the Beneficiaries will meet to ensure smooth implementation, acceptance and communication of the project. Such meetings (similar to audio- or video-conferences) will be planned as far in advance as possible and in good time to ensure the execution of the planned Activities, Tasks and Deliverables. Such meetings may be requested or required by the Technical Coordinator or Activity leader – depending on the thematic and topics of meeting. The process for organising these meetings is detailed in Figure 8.

For SLAIN, a Steering Committee will be held alongside a meeting of the EuroRAP General Assembly as part of a project mid-term meeting. It will incorporate matters not included in the regular Technical Committee meetings. All Beneficiaries must be represented.

Process for meetings

- The first meeting of the Steering Committee (the project kick-off meeting) was hosted at the EuroRAP General Assembly in May 2019.
- During this meeting, future meetings and hosts were discussed and agreed as far in advance as possible to ensure the proper execution of the planned work tasks.
- Three weeks before each Steering Committee or Activity meeting, the Technical Coordinator or Activity leader prepares a draft agenda (using a format to be confirmed) and sends it to participants.
- Recipients should send comments on the agenda within five working days. Recipients shall thoroughly review the agenda or the program of the meeting.
• The agenda author (Technical Coordinator or Activity leader) updates the agenda and sends final version at least five working days before the meeting.

• During the meeting, a note-taker is designated and responsible for keeping minutes, which are then written in a template to be confirmed.

• The Technical Coordinator or Activity leader sends the meeting minutes to the participants within seven working days after the meeting ends.

• Recipients should send comments on the minutes within seven working days.

• The Technical Coordinator or Activity leader sends the final revised meeting minutes to the whole Consortium within five working days with revised comments and ready to be shared amongst others.

Figure 9: Process for meetings in organisations

• **WhatsApp Group** - Teams within the project may use a WhatsApp Group when the communication and information will be of an immediate and necessary type. Often this is informal progress reporting and for purposes of team- and morale-building.

  Important notices should not be communicated using WhatsApp Groups, as it is inconvenient to follow up or include other people in communication to thoroughly execute tasks. This tool is intended only for ‘informal’ and quick communication.

• **E-mail** - All documents and data files should always be exchanged without exception via Seafile link by notifying via e-mail the availability of each specific document to interested Beneficiaries.

  It is recommended not to send files bigger than 3Mb via e-mail. It is also recommended not to send zipped files via e-mail as many company servers in Europe delete those files for security reasons. Files are to be VIRUS checked before issuing and to be screened on receipt. If a VIRUS is found, then the action to be implemented is to purge both the system infected and to notify the sender to prevent a re-occurrence.

  If an acknowledgement is requested, an explicit request will be included by the sender at the end of the message (e-mail, fax, etc.), stating “PLEASE ACKNOWLEDGE”. Then, the recipient is required to send a message acknowledgement within the next two working days.

  When sending e-mails, it should be remembered that is much easier to recognize the significance of an e-mail pertaining to the SLAIN project when this e-mail is marked with the acronym in the subject heading. ‘SLAIN’ should be followed by a more specific description of the subject. For example: SLAIN: Technical Committee meeting xx October 2019. As a courtesy, please include your contact details in every e-mail string that you initiate.

  E-mail communication will be used about important events, meetings or as a reminder of a specific task that is not immediate but must be registered. Table 4 lists the Beneficiaries in the SLAIN consortium,

  Table 5 lists the emergency contacts of the project,
Table 6 contains Communication Managers of the Beneficiaries and

Table 7 details email contacts for the project.
**Table 4: The SLAIN Partnership**

<table>
<thead>
<tr>
<th>Type</th>
<th>Organization</th>
<th>Acronym</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator and Beneficiary</td>
<td>European Road Assessment Association - EuroRAP</td>
<td>EuroRAP</td>
<td>BELGIUM</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>ANAS S.p.A.</td>
<td>ANAS</td>
<td>ITALY</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>Automobil Club Assistencia S.A. (RACC-ACASA)</td>
<td>RACC-ACASA</td>
<td>SPAIN</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>&quot;Hellenic Research and Educational Institute “Panos Mylonas”</td>
<td>RSI</td>
<td>GREECE</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>University of Zagreb, Faculty of Transport and Traffic Sciences</td>
<td>FPZ</td>
<td>CROATIA</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>Dirección General de Tráfico</td>
<td>DGT</td>
<td>SPAIN</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>Territory and Sustainability Department, Regional Government of Catalonia</td>
<td>TES-GenCat</td>
<td>SPAIN</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>Servei Català de Trànsit, Regional Government of Catalonia</td>
<td>SCT-GenCat</td>
<td>SPAIN</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>International Road Assessment Programme</td>
<td>iRAP</td>
<td>UNITED KINGDOM</td>
</tr>
</tbody>
</table>

**Table 5: Emergency contacts of the SLAIN project**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>E-mail addresses</th>
<th>Type of communication</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Lawson</td>
<td>iRAP</td>
<td><a href="mailto:steve.lawson@irap.org">steve.lawson@irap.org</a></td>
<td>Technical issues; contact with INEA</td>
<td>+44 7766 735 400</td>
</tr>
<tr>
<td>Shona Holroyd</td>
<td>EuroRAP</td>
<td><a href="mailto:shona.holroyd@eurorap.org">shona.holroyd@eurorap.org</a></td>
<td>Financial, contractual, procedural and human resources issues; contact with INEA</td>
<td>+44 7753 321190</td>
</tr>
<tr>
<td>Kate Fuller</td>
<td>iRAP</td>
<td><a href="mailto:Kate.Fuller@RoadSafetyFoundation.org">Kate.Fuller@RoadSafetyFoundation.org</a></td>
<td>Project management issues</td>
<td>+44 7747 231 474</td>
</tr>
<tr>
<td>Lina Konstantinopoulou</td>
<td>EuroRAP</td>
<td><a href="mailto:Lina.konstantinopoulou@eurorap.org">Lina.konstantinopoulou@eurorap.org</a></td>
<td>Project coordination issues</td>
<td>+32 2 535 7949</td>
</tr>
</tbody>
</table>
## Table 6: E-mail contacts for communication leads in the SLAIN project

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Name and surname</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Road Assessment Association - EuroRAP</td>
<td>Lina Konstantinopoulou</td>
<td><a href="mailto:lina.konstantinopoulou@eurorap.org">lina.konstantinopoulou@eurorap.org</a></td>
<td>+32 2 535 7949</td>
</tr>
<tr>
<td>ANAS S.p.A. (ANAS)</td>
<td>Barbara Bianchini</td>
<td><a href="mailto:b.bianchini@stradeanas.it">b.bianchini@stradeanas.it</a></td>
<td>To provide mobile</td>
</tr>
<tr>
<td>Automobil Club Assistencia S.A. (RACC-ACASA)</td>
<td>Marc Figuls</td>
<td><a href="mailto:marc.figuls@racc.es">marc.figuls@racc.es</a></td>
<td>+34 620 00 58 45</td>
</tr>
<tr>
<td>University of Zagreb, Faculty of Transport and Traffic Sciences (FPZ)</td>
<td>Sanja Leš</td>
<td><a href="mailto:sles@fpz.hr">sles@fpz.hr</a></td>
<td>+385 98 524 453</td>
</tr>
<tr>
<td>&quot;Hellenic Research and Educational Institute “Panos Mylonas” for the Road Safety and the Prevention/Reduction of Traffic Accidents&quot; (RSI)</td>
<td>Stelios Efstathiadis</td>
<td><a href="mailto:syngrou184@gmail.com">syngrou184@gmail.com</a> and <a href="mailto:stelios@t-s.gr">stelios@t-s.gr</a></td>
<td>+30 694 474 7707</td>
</tr>
<tr>
<td>Dirección General de Tráfico (DGT)</td>
<td>Alberto Menchón Bofill</td>
<td><a href="mailto:amenchon@dgt.es">amenchon@dgt.es</a></td>
<td>+34 682 85 43 71</td>
</tr>
<tr>
<td>Territory and Sustainability Department, Regional Government of Catalonia (TES-GenCat)</td>
<td>Laia Pou Reguant</td>
<td><a href="mailto:laia.pou@gencat.cat">laia.pou@gencat.cat</a></td>
<td>To provide mobile</td>
</tr>
<tr>
<td>Servei Català de Trànsit, Regional Government of Catalonia (SCT-GenCat)</td>
<td>Oscar Llatje</td>
<td><a href="mailto:oscarll@gencat.cat">oscarll@gencat.cat</a></td>
<td>To provide mobile</td>
</tr>
<tr>
<td>International Road Assessment Association - iRAP</td>
<td>Steve Lawson</td>
<td><a href="mailto:steve.lawson@irap.org">steve.lawson@irap.org</a></td>
<td>+44 7766 735 400</td>
</tr>
</tbody>
</table>
Table 7: E-mail and telephone contacts and distribution by organisation

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>Name</th>
<th>Email contact</th>
<th>Primary Role</th>
<th>Activity numbers involved in</th>
<th>Landline Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>EuroRAP</td>
<td>Lina Konstantinoupolou</td>
<td><a href="mailto:lina.konstantinoupolou@eurorap.org">lina.konstantinoupolou@eurorap.org</a></td>
<td>+32 497 34 16 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EuroRAP</td>
<td>Patricia Pelfrene</td>
<td><a href="mailto:patricia.pelfrene@eurorap.org">patricia.pelfrene@eurorap.org</a></td>
<td>+39 06 44466516</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRAP</td>
<td>Steve Lawson</td>
<td><a href="mailto:steve.lawson@irap.org">steve.lawson@irap.org</a></td>
<td>+44 256345598</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRAP</td>
<td>Shona Holroyd</td>
<td><a href="mailto:shona.holroyd@eurorap.org">shona.holroyd@eurorap.org</a></td>
<td>+44 256345598</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRAP</td>
<td>Kate Fuller</td>
<td><a href="mailto:kate.fuller@roadtrafficfoundation.org">kate.fuller@roadtrafficfoundation.org</a></td>
<td>+44 256345598</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRAP</td>
<td>Brian Lawson</td>
<td><a href="mailto:br.wawson@roadtrafficfoundation.org">br.wawson@roadtrafficfoundation.org</a></td>
<td>+44 256345599</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAS</td>
<td>Pier Paolo Cartolano</td>
<td><a href="mailto:p.cartolano@stradeanas.it">p.cartolano@stradeanas.it</a></td>
<td>+39 06 44466469, +33 34 644 8003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAS</td>
<td>Barbara Bianchini</td>
<td><a href="mailto:b.bianchini@stradeanas.it">b.bianchini@stradeanas.it</a></td>
<td>+39 06 44466714</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAS</td>
<td>Barbara Rubino</td>
<td><a href="mailto:b.rubino@stradeanas.it">b.rubino@stradeanas.it</a></td>
<td>+39 06 44466419, +39 335 5758698</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAS</td>
<td>Maria Lucaria</td>
<td><a href="mailto:m.lucaria@stradeanas.it">m.lucaria@stradeanas.it</a></td>
<td>+39 06 44464589</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAS</td>
<td>Stefano Feccarelli</td>
<td><a href="mailto:s.fecarelli@stradeanas.it">s.fecarelli@stradeanas.it</a></td>
<td>+39 06 44466516, +39 3346234001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANAS</td>
<td>Eteocle Cupini</td>
<td><a href="mailto:e.cupini@stradeanas.it">e.cupini@stradeanas.it</a></td>
<td>+39 06 44466215</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DGT</td>
<td>Alberto Menchón Gómez</td>
<td><a href="mailto:amenchon@gt.es">amenchon@gt.es</a></td>
<td>+34 91 714 34 05, +34 682.85.43.71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DGT</td>
<td>Pedro Tomas</td>
<td><a href="mailto:ptomas@gt.es">ptomas@gt.es</a></td>
<td>+34 91 301 81 47</td>
<td></td>
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</tr>
<tr>
<td>DGT</td>
<td>Ana Blanco Bergareche</td>
<td><a href="mailto:abergareche@gt.es">abergareche@gt.es</a></td>
<td>+34 91 301 82 80</td>
<td></td>
<td></td>
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<tr>
<td>DGT</td>
<td>Pablo Calvo Lastra</td>
<td><a href="mailto:pcalvo@gt.es">pcalvo@gt.es</a></td>
<td>+34 92 222 82 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FPZ</td>
<td>Marko Ševrović</td>
<td><a href="mailto:msevrovic@fpz.hr">msevrovic@fpz.hr</a></td>
<td>+39 93 495 5000 Ext 620</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FPZ</td>
<td>Sanja Leš</td>
<td><a href="mailto:sles@fpz.hr">sles@fpz.hr</a></td>
<td>+385 0 98 524 454</td>
<td></td>
<td></td>
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<tr>
<td>FPZ</td>
<td>Bojan Jovanovic</td>
<td><a href="mailto:bjovanovic@fpz.hr">bjovanovic@fpz.hr</a></td>
<td>+385 0 98 524 454</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FPZ</td>
<td>Kristina Perkovic Blaskovic</td>
<td><a href="mailto:kperkovic@fpz.hr">kperkovic@fpz.hr</a></td>
<td>+385 0 98 524 454</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RACC-ACASA</td>
<td>Lluis Puerto</td>
<td><a href="mailto:lluis.puerto@racc.es">lluis.puerto@racc.es</a></td>
<td>+34 620 00 58 45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RACC-ACASA</td>
<td>Marc Figuli</td>
<td><a href="mailto:m.figuli@racc.es">m.figuli@racc.es</a></td>
<td>+34 620 00 58 45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSI Mykonos</td>
<td>Stavros Efthathakis</td>
<td><a href="mailto:svmykonos@gmail.com">svmykonos@gmail.com</a></td>
<td>+30 2969270756</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSI Mykonos</td>
<td>Vasiliki Danellis-Mykonos</td>
<td><a href="mailto:vdanellis@gmail.com">vdanellis@gmail.com</a></td>
<td>+30 2969270756</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSI Mykonos</td>
<td>Danai Stavrou</td>
<td><a href="mailto:dstavrou@ioas.gr">dstavrou@ioas.gr</a></td>
<td>+30 2969270756</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCT-GenCat</td>
<td>Oscar Uliarte</td>
<td><a href="mailto:oscar@genkat.cat">oscar@genkat.cat</a></td>
<td>+34 93 567 41 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCT-GenCat</td>
<td>Jordi Moreno</td>
<td><a href="mailto:jor@genkat.cat">jor@genkat.cat</a></td>
<td>+34 93 567 41 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TES-GenCat</td>
<td>Laia Pou Reguant</td>
<td><a href="mailto:lapou@genkat.cat">lapou@genkat.cat</a></td>
<td>+34 934958381</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TES-GenCat</td>
<td>Albert Gómez Ametller</td>
<td><a href="mailto:algomez@genkat.cat">algomez@genkat.cat</a></td>
<td>+34 934958111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TES-GenCat</td>
<td>Felix Burgos Campo</td>
<td><a href="mailto:fb@genkat.cat">fb@genkat.cat</a></td>
<td>+34 934958273</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TES-GenCat</td>
<td>Xavier Flores Garcia</td>
<td><a href="mailto:xflores@genkat.cat">xflores@genkat.cat</a></td>
<td>+34 934958273</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Beneficiary shall immediately inform the Coordinator of the SLAIN project (EuroRAP, represented in the interim by Steve Lawson and Shona Holroyd) of any changes to the project activities, as detailed within the project documents, as well as of any change at the team level structure. When the changes are officially approved and noted by the Coordinator, the Beneficiary must update the contact list on the google form [link to be provided] which is directly linked with the SLAIN Communications Officer, who is responsible for the update of the mailing lists. The updated contact list and e-mails can be accessed from the project website (when established) and/or Seafile platform in the “02 SLAIN Resources General” folder.

5.2.2 External Communication

External communication is considered as the communication outside the consortium; it is the basic platform of marketing. External communication strategies underpin how a project connects with stakeholders outside the SLAIN consortium. With the tools provided, Beneficiaries will be able to impact on stakeholders, target groups and consortium outside SLAIN’s partnership.

5.2.2.1 Tools

When working on the SLAIN project, Beneficiaries will be using four platforms through which the communication will be possible. The use of each platform will depend on the disseminated information.

- **Project logo** - The logo of the project creates brand association regarding visual communication and should not be recreated in any circumstances. The project logo must be always included in all communications.
communication materials produced both at programme and project level. It must be placed in a central and visible top position of the material (in the first/main page) and it can never be smaller than any other logo included in the same material.

It is recommended that Beneficiaries logotypes are included on any material produced, along with the required CEF logotype. Beneficiaries must respect the guidance provided at https://ec.europa.eu/inea/en/connecting-europe-facility/cef-energy/beneficiaries-info-point/publicity-guidelines-logos.

Figure 10 is the interim version of the official SLAIN project logo – it can vary in logo colours (standard/full colour version, greyscale logo/black and white/1-colour logo, negative logo) or in size; in special cases (to produce small items such as pens and pen-drives etc.), when there is no larger space for placing the logo, an exceptional use is allowed and accepted. This to be revised when advice received.

Figure 10: SLAIN project logo

- **Templates for documents** All public documentation needs to be supported with standard documents provided by the CEF programme. The document templates could be used for:
  - Official reports by the consortium,
  - Public documents by the consortium,
  - Project deliverables, and
  - Any documents that are declared as public by the consortium.

The use of project templates is obligatory during the project. Templates will be provided in the Seafile platform. The process for using templates is detailed in Figure 11.

**Process for using SLAIN templates**

1. All documents distributed among the Beneficiaries of the SLAIN consortium must use the appropriate template.
2. Based on the specific need, Beneficiaries should use the specific template accessed in Seafile. For more information about the use of the proper templates see Section 4.2.
3. The user of the template then saves the template according to the rules in Section 4.2.

**Figure 11: Process for using SLAIN templates**

- **Project website** - Beneficiaries should establish a series of SLAIN webpages on their own entity’s website. A website or websites will be established by the EuroRAP Communications Officer who will also offer guidance on the website structure for others.

The SLAIN Communications Officer will deliver timely and targeted communications activities to key users and audiences, serving as an entry point to the SLAIN Deliverables for policy makers and other stakeholders. All technical guidelines and protocols will be available for download from an online platform Seafile.
5.3 Evaluation

Evaluation of communication activities helps to determine the success of past PR actions. It is a useful way to check whether the communication objectives are being met and decide whether the communication plan needs to be changed. The Communications Officer will devise an evaluation strategy appropriate to the project.

5.4 Information on Work Progress

Monitoring of work progress shall be achieved via regular monitoring and updating of the SLAIN Gantt chart created, updated and hosted on MS Project, regular progress and management reporting, and regular or ad hoc meetings.

5.5 Time Plan Updating

A version of the time plan of the work to be carried out is provided in the Application Form workplan. This plan shall be updated as an agreed Project Plan in the periodic progress reports if necessary, until the final acceptance of the work. The update will take place before any progress meetings. The time plan defines all project milestones so that the progress can be evaluated with respect to the milestones.
6  Deliverables Quality Review and Control of Non-Conforming Deliverables

6.1  Major Deliverables

The major Deliverables due to be delivered as part of the SLAIN project are shown in Table 8:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Date due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1.1 Risk Map Croatia and release or launch event</td>
<td>15/01/2020</td>
</tr>
<tr>
<td>D1.2 Risk Map Italy and release or launch event</td>
<td>15/01/2020</td>
</tr>
<tr>
<td>D1.3 Risk Map Greece and release or launch event</td>
<td>15/01/2020</td>
</tr>
<tr>
<td>D1.4 Risk Map Spain and release or launch event, with Catalonia release</td>
<td>15/01/2020</td>
</tr>
<tr>
<td>D1.5 Risk Map Catalonia and release of launch event, with Spain release</td>
<td>15/01/2020</td>
</tr>
<tr>
<td>Activities leading to D1.1-1.5 will be repeated 12 months on</td>
<td>15/01/2021</td>
</tr>
<tr>
<td>D2.1 Star Rating Map for Italy (Anas Core TEN-T network)</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D2.2 Star Rating Map for Croatia Core TEN-T network</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D2.3 Report for Spain on tailoring the methodology to national and regional needs and how to improve and develop the methodology</td>
<td>28/02/2020</td>
</tr>
<tr>
<td>D2.4 Validation Study with Spanish crash data and star rating data</td>
<td>30/06/2020</td>
</tr>
<tr>
<td>D3.1 Report on the technical justification for network-wide road assessment</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D3.2 Flyer leaflet on the technical justification for network-wide road assessment</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D3.3 Webpage (30/09/2020) containing summary of technical justification of network-wide road safety assessment and examples of the application of this tool within crash analysis</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D4.1 A step-by-step guide</td>
<td>31/12/2020</td>
</tr>
<tr>
<td>D4.2 Updates published on the beneficiaries' webpages</td>
<td>31/03/2021</td>
</tr>
<tr>
<td>D5.1 Technical report on the global budget for raising the entire TEN-T network to a higher level of safety</td>
<td>30/09/2020</td>
</tr>
<tr>
<td>D6.1 Case Study A</td>
<td>28/02/2021</td>
</tr>
<tr>
<td>D6.2 Case Study A</td>
<td>28/02/2021</td>
</tr>
<tr>
<td>D6.3 Case Study A</td>
<td>28/02/2021</td>
</tr>
<tr>
<td>D6.4 Case Study A</td>
<td>28/02/2021</td>
</tr>
<tr>
<td>D6.5 Case Study A</td>
<td>28/02/2021</td>
</tr>
<tr>
<td>D7.1 Report: Quality of horizontal and vertical signs -- &quot;Roads that cars can read&quot;</td>
<td>31/12/2020</td>
</tr>
<tr>
<td>D7.2 Report: Other initiatives to meet the needs of automated cars</td>
<td>31/12/2020</td>
</tr>
</tbody>
</table>
### Deliverables and Dates

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Date due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>D7.3 Report: Automatic coding methodology of the network for network-wide road assessment</td>
<td>31/03/2021</td>
</tr>
<tr>
<td>D7.4 Report: Evaluation of improvements achieved with an automated coding methodology</td>
<td>31/03/2021</td>
</tr>
<tr>
<td>D8.1 Project handbook</td>
<td>31/07/2019</td>
</tr>
<tr>
<td>D8.2 Newsletters</td>
<td>30/07/2019; 15/01/2020; 30/06/2020; 15/01/2021</td>
</tr>
<tr>
<td>D8.3 Recommendations towards the introduction of a network-wide road safety approach</td>
<td>31/03/2021</td>
</tr>
<tr>
<td>D8.4 Project final conference</td>
<td>31/03/2021</td>
</tr>
<tr>
<td>MS5.3 Final Report</td>
<td>29/01/2021</td>
</tr>
<tr>
<td>Action Status Report (ASR)</td>
<td>31/03/2020</td>
</tr>
<tr>
<td>A final report is required within one year of completion of the project, as outlined in II.23.2.2 of the grant agreement</td>
<td>31/03/2022</td>
</tr>
</tbody>
</table>

### 6.2 Reporting

#### 6.2.1 Action Status Reports

The interim Action Status Report (ASR) is required to be submitted by no later than 31 March 2020. A final report is required within one year of completion of the project, as outlined in II.23.2.2 of the grant agreement.

It is the responsibility of EuroRAP and its named individual as per section 6.3 of the Grant Agreement to ensure that the ASR and final report are supplied to INEA on time.

The ASR is delivered to INEA via the TENtec Action Status Report (ASR) module which is accessible via the following direct link. [https://webgate.ec.europa.eu/tentec/grant/asreport](https://webgate.ec.europa.eu/tentec/grant/asreport).

Within TENtec, various roles will be assigned. The Technical Coordinator will hold the “author” status and others who contribute towards the ASR will have “contributor” status. The “author” is the person who grants access to other users.


Please refer to the EC INEA website in the first instance for the most up-to-date versions.

A copy of the user manual and the relevant template is also available on Seafile under 25. CEF SLAIN project/03 SLAIN project and Financial Management/ First Year Review (ASR) Report.

The person in charge of each Activity will lead on the content update to the TENtec portal in the lead up to the 31 March submission deadline.

**The relevant INEA portal will not become accessible until late 2019-early 2020 and at that point EuroRAP will remind Beneficiaries of reporting responsibilities.**
Any relevant documents and verification material will be uploaded as specified in Article I.5 of the Grant Agreement during the period that the portal is open. Please note 30MB file limit for any document on the TENtec portal.

The Project Manager and Technical Coordinator will make arrangements for review and reporting of progress and will arrange to hold a monthly review meeting with Deliverable lead. A review meeting must be held monthly.

Prior to the first ASR being submitted, the following information should also be included by EuroRAP as Coordinator and author:

- a Gantt chart (or similar),
- updated risk analysis
- any relevant key performance indicators (KPIs).
- a list of who does what and how
- details on quality control procedures
- details on any audits and actions arising

Prior to the finalisation of the draft ASR and finalisation report, the Coordination Team should review the report which should be approved by the EuroRAP Secretary General before the author completes the ASR finalisation process on the portal. Once the finalisation process is complete, it should be submitted for Member State Certification.

Once member state certification is given and the certification is uploaded, the ASR can be submitted to INEA.

In case of severe deviations from agreed time plans and contents, the Technical Coordinator has the obligation, after thorough consultation with the Project Manager, and should other corrective action have failed to prove successful, to inform INEA.
7 Main Performance Process

The SLAIN project is divided into eight Activities (referred to as work packages in some other funding mechanisms). Each Activity has a leader and a planned start and end date.

Each Activity is divided into Tasks. Each Task has a planned end date and Deliverables. SLAIN has 28 main Deliverables.

Task leaders are listed in the Grant Agreement for each Task and Sub-task or are the first-named Beneficiary where more than one is listed. Where work on a Task is shared between Beneficiaries, the input and contribution to that Task should be broadly commensurate with and in proportion to the allocation of resources in Table 2 of the Grant Agreement.

Figure 12 and Figure 13 detail the main processes related to the project performance.

**Process for initiation / planning of an Activity and Tasks**

1. Activity Leaders request Task Leaders to initiate task.
2. Activity Leaders are responsible for reporting monthly progress and reporting in the TENtec portal when it is open.

**Figure 12: Process for initiation/planning of Activity and tasks**

**Process for Activity and Task performance**

1. Each Beneficiary responsible for performing part of an Activity is assigned rights within the TENtec system by the author (currently the Technical Coordinator).
2. The Activity Leader is responsible for completing progress on each Activity on a monthly basis and having a monthly draft finalised by working day 10 after the previous month-end.
3. Activities not required for the ASR will be reported on in the style required for final project reporting using a template to be provide by the Technical Coordinator and the Financial Manager.
4. On Work day 11, the Project Manager and Technical Coordinator will review the content and arrange to have a meeting with the Activity Leader to discuss progress.
5. One month prior to the submission date, the Activity Leader invites other relevant consortium members to conduct a peer review.
6. Once finalised the Activity will form part of the ASR report or final report as appropriate on the TENtec portal.

**Figure 13: Process for ACTIVITY, activity and task performance**
8 Project Reporting and Meetings

8.1 Action Status Report and Final Report

Article II.23.1 (page 63 of the Grant Agreement) outlines that the Action Status Report (ASR) is required no later than 31st March following the end of each reporting period, except the last reporting period (i.e. only one ASR is required). Details of what is required from the Coordinator and Beneficiaries is explained in II.23.1. As an example, the ASR content will be determined by what is included in the template and could include but not be limited to:

- **Progress measurements, which will include:**
  - a list of activities, milestones and Deliverables achieved during the last reporting period
  - a list of activities, milestones and Deliverables scheduled for the last reporting period, but which were not achieved
  - a list of activities, milestones and Deliverables scheduled for completion during the next reporting period
  - a summary of deviations and adjustments to the time plan

- **Resources, which will include:**
  - a report of resources used
  - a Deliverables’ overview
  - an updated Deliverable matrix with new expected delivery date (if relevant)

- **Risk management, which will include:**
  - a description of problems or other occurrences, which are putting at risk the achievement of any milestones
  - a problem summary, consisting of the counts of (a) problems open at the commencement of the last reporting period, (b) problems solved during the last reporting period, (c) new problems reported during the last reporting period, and (d) problems open at the end of the last reporting period

- **Action list, which will include:**
  - a list of actions to be taken, decisions that have been taken, information that has been given

- **Updated Time Plan, which will include:**
  - an updated project plan (if necessary) in the form of an updated Gantt chart

A final report is required within 12 months of completion of the Action. Details of what is required from the Coordinator and Beneficiaries is in II.23.2.2 of the Grant Agreement.

8.2 Project Progress and Spending Monitoring tool

The SLAIN project progress is monitored by the unique file created in Microsoft Project online platform for project management. All members of the Coordination Team and Technical Committee are granted access to the file. The Project Manager is responsible for updating the project Gantt on the platform. The Gantt chart will be kept in the relevant Seafile folder.
The process of monitoring progress of each specific task of implementing the Activity embedded in the TENtec system and into the routine Skype calls organised with Technical Committee and Coordination team. These meetings will be minuted and minutes saved on Seafile.

An excerpt of the Gantt chart is shown in Figure 14.

Figure 14: Excerpt of Project Gantt chart

8.3 Financing

Beneficiaries receive 40% of the budget in pre-financing, intended as a float. II.24.1.1 of the Grant Agreement explains that it remains the property of the Union until it is cleared against interim payments or payment of the balance to the coordinator.

There will be no further financing payments until the request for payment of the balance is made within 12 months of the end of the project on 31st March 2021.

The final financial statement shall include:

- Consolidated statement of eligible costs incurred during the period of the SLAIN Project
- Breakdown of eligible costs incurred by each beneficiary, its affiliated entities and its implementing bodies.
- Member state certification

A financial monitoring tool will be produced by the Project Officer and verified by the Finance Manager on a quarterly basis in order to keep track of costs.

All requests for payments and requests for payments will be in Euros. For non-Euro countries, they should convert using the exchange rate link as specified in the Grant Agreement:


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### 8.4 Budget Modification

The estimated budget may be adjusted by transfers between beneficiaries and budget categories without this adjustment being considered a budget amendment. However, should the beneficiaries want to modify the amount of the CEF contribution that each of them is entitled to, then a budget amendment will be necessary.

A budget amendment must take place at least three months before the end of the grant agreement on 31st March 2021 i.e. by no later than 31st December 2020.

The amendment to the agreement shall be made in writing by the coordinator and shall be duly justified by accompanying supporting documentation.

Amendments shall come into force on the date the last person signs or on the date of approval of request for the amendment. The process for budget modification is shown in Figure 15.

**Process for budget modification**

1. The Project Manager or Financial Manager informs the Beneficiary about the budget issues and requests clarification.
2. Within five working days, the Beneficiary is to send comments on the requested clarification.
3. If clarifications are accepted the Project Manager or Financial Manager informs the Beneficiary to provide justification in case of accepted changes.
4. In case of need for budget minor or major modification, INEA rules are to be followed as permitted.
5. The Coordinator is responsible for leading the procedures for project modifications.

**Figure 15: Process for budget modification**
9 Dissemination Event Scheduling

9.1 Dissemination on events

Beneficiaries will organize and implement dissemination targeting stakeholders and target group representatives. Beneficiaries will provide project information and advantages of outcomes for each event organised. Furthermore, the material and its use will be presented to the audience in a practical way. Each event is expected to attract approx. 20-25 participants.

Activity leaders responsible for the Deliverable are responsible for any dissemination event.

The conferences may be open to the wider public, may be organised in parallel with other project events and/or study visits to ensure value for money.

Kick-off meeting

The main scope of the kick-off meeting is to remind Beneficiaries of the vision, purpose, objectives and organizational structure of the SLAIN project, create an understanding of the work by providing explanations on specific aspects of the implementation (e.g. the specific road assessment methodology being used to assess road safety of infrastructure, training, pilot actions etc). It was held as a Steering Committee meeting on 16 May in Sofia in conjunction with the EuroRAP General Assembly, seeking to establish an open communication channel between target groups and Beneficiaries by fostering discussion and feedback. The working language was English.

Mid-term meeting

The Mid-term meeting will aim to provide a face-to-face meeting to promote the first results, findings, best practices, create an understanding on the positive effects of the results of the SLAIN project, prepare the ground for the successful exploitation and long-lasting sustainability of the project’s outcomes and findings and expand communication with Beneficiaries. It is proposed to hold that alongside the EuroRAP 2020 General Assembly in Lisbon (between April and June 2020), capitalising on work being carried out in the Iberian Peninsula and in particular that of the four project Beneficiaries based in Spain.

Final Conference

The final conference aims at sharing the knowledge produced within the project and to create the opportunity for further capitalisation.

Within the conference, SLAIN promotion material shall be disseminated. Beneficiaries will make sure the SLAIN project is well disseminated using the online tools of their organisation. The Communications Officer is responsible for updating the website pages related to the project, as well as the SLAIN official social media channels – Facebook, Twitter, LinkedIn and YouTube – some of the channels must be actively present during the conference (Facebook, Twitter). The Communications Officer is also responsible for writing news and submitting Press Releases after the conference (must be disseminated within seven days of the conference), which must also be shared with Beneficiaries and published as an important section of the SLAIN newsletter. Beneficiaries are then responsible for disseminating the Press Release within their organisation, members and audience. It is proposed to hold the meeting in Brussels.

9.2 “Save the date”

“Save the date” messages are to be sent and disseminated approx. 6-8 weeks before the start of any event, and official invitations one month before the event.

Save the dates are the shorter version of the official invitation and therefore must include draft information – date, time, venue and title of the event. To attract as many participants as possible, it is necessary to make
it as interesting as possible. The Communications Officer prepares the Save the date, to which the dissemination follows.

Save the date must be sent firstly to Beneficiaries to encourage them to register for the event. After the Beneficiaries hear about the event coming up, the dissemination follows. The Communications Officer is responsible for writing the instruction to Beneficiaries’ Communications Officers for dissemination of Save the date.

If the SLAIN event is collaborating with other organizations for the main event, the Communications Officer must make sure that material for the SLAIN event is communicated through various channels including channels of the Beneficiary organisation. The Communications Officer must provide promotion material for the Beneficiary organization.

Save the date must include a registration option that is either provided by a Beneficiary conference or Google form that is created by the Communications Officer.

The instruction for the dissemination must include:

- Social media channels dissemination
- Organization website’s dissemination
- Translated dissemination
- Printed dissemination

The Beneficiary Communications Officer must deliver the task according to the deadline that is set up by the SLAIN Communications Officer.

9.3 Official Invitation

An official invitation will be presented as the face of the whole event campaign, which means it needs to be completed visually and textually. The visual must be flexible enough to be used on all the possible channels in a variety of communication tools. The Communications Officer must make sure that the material used for the official invitation is properly communicated.

The use of video promotion material, infographic promotion material and image promotion material are included when communicating the start of the event. The official invitation must include an official agenda as well. If the SLAIN event is collaborating with other organizations for the main event, the Communications Officer must make sure that material for the SLAIN event is communicated through every channel, including channels of the Beneficiary organization. The Communications Officer must provide promotional material for the Beneficiary organization.

The instruction for the dissemination must include:

- Social media channels dissemination
- Organization website’s dissemination
- Translated dissemination
- Printed dissemination

The Beneficiary’s Communications Officer must deliver the task according to the deadline that is set up by the SLAIN Communications Officer.

The process for disseminating events is detailed in Figure 16 and the process for disseminating writing material is detailed in Figure 17.
**Process for disseminating events**

- Approximately 6-8 weeks before events, the Communications Officer must disseminate Save the dates and provide an Official invitation one month before the event, to Beneficiaries.
- Save the dates must include draft information – date, time, venue and title of the event. To attract as many participants as possible, it is necessary to make it as interesting as possible.
- The SLAIN Communications Officer prepares the Save the date, to which the dissemination follows. Save the date must be sent firstly to Beneficiaries to encourage them to register for the event. After the Beneficiaries hear about the event coming up, the dissemination follows.
- Save the date must include a registration option that is either provided by a Beneficiary conference or Google form that is created by the Communications Officer.
- The instruction for the dissemination must include: Social media channels dissemination, Organization website’s dissemination, translated dissemination, Printed dissemination
- If the project is collaborating with other organizations for the main event, the Communications Officer must make sure that material for the event is communicated through every channel – including channels of the Beneficiary organization. The Communications Officer must provide promotional material for the Beneficiary organization.
- The Official invitation will be presented as a face of the whole event campaign, which means it needs to be completed visually and textually.
- The Communications Officer provides additional reminders before the start of the event if necessary – based on the number of registered.

**Figure 16: Process for disseminating events**

**Process for disseminating writing (PR, news, live updates) materials after events**

- The SLAIN Communications Officer must actively provide lively updates on SLAIN social media channels during events and conferences.
- The Beneficiaries must share and follow the live progress of SLAIN events and publish them on their social media channels.
- Live updates must be accompanied by hashtags such as: #SLAINproject #RoadSafety #RoadInfrastructure #MakingRoadsSafer #SafeJourneys #3StarsOrBetter #DTPinterreg #BeSafe #Mobility
- Live updates must be accompanied by tagging Beneficiaries as well as @INEA International Programme.
- The Communications Officer is responsible for writing and releasing Press Releases within seven days of the event/conference.
- It is recommended that the press release is also released within the SLAIN official newsletter.
- Beneficiaries are responsible for disseminating the press release within their consortium, organisation’s members and audience and publishing news on the organisation’s website as well as on social media channels.
After each event/ SLAIN project conference, the Communications Officer is responsible for disseminating Google Form attendance evaluation to the participants of the event.

Figure 17: Process for disseminating writing materials after events

9.4 Monitoring Communication Activities: Reporting on Events/Dissemination in Media

The SLAIN Communications Officer will develop a tool through which Beneficiaries will report specific events relating to the SLAIN project.

Monitoring and keeping track of the outcomes and outreach of the dissemination activities is crucial for the SLAIN Beneficiaries to be able to evaluate the effectiveness of the dissemination activities. For this purpose, a dissemination archive will be created. In the dissemination archive, all activities will be recorded, including number of recipients of communication material, project’s publicity in the media, media coverage, number of successful liaisons and number of events in which the project was promoted.

The following information aims to facilitate the understanding of that file. The Dissemination Archive will be divided into four worksheets, together presented in the Excel file document, which can be found on the Seafile platform in [to be defined] subfolder.

9.4.1 Which events should Beneficiaries report?

Report events that the organisation was part of – separate from the organisation of the project SLAIN. This means you must report conferences and other events, which are not organised or capitalised by the SLAIN project. Report of capitalisation events and conferences organised by the SLAIN project is a Beneficiary Communications Officer responsibility.

Beneficiaries are asked to take as many photos as possible to prove the attendance when attending each event. If possible, they are also asked to make a scan of list of participants at the event, where it shows that your organisation was part of this specific event.

Events attendance/Liaison Activities: In this worksheet Beneficiaries will list all the liaison activities, established during the project’s lifecycle. The liaison with the already existing networks and initiatives will be actively followed. Beneficiaries should record any project promotion undertaken at events outside of the project framework, e.g. participation on the project at meetings, workshops, information days, conferences, exhibitions, etc. Beneficiaries should record the information about the type of the event in which they participated, the organizer, the date and the location as far the dissemination tools (poster, leaflet, project presentation) they used on the event to promote the SLAIN project.

This worksheet also serves to record the communication of the SLAIN information material. Beneficiaries should record on their own the number of recipients when they send out the press releases, newsletters etc. to their network of contacts.

9.4.2 Which disseminations in media should Beneficiaries report?

Beneficiaries are asked to report each of media dissemination that their organization has published, whether this be in a web journal, publication or book.

Dissemination in media: This worksheet is used to keep a record of all websites where information about SLAIN has been published by the SLAIN Beneficiaries or the media and where relevant information about the project can be found. This worksheet should be regularly updated by all Beneficiaries. All Beneficiaries should facilitate the online promotion of SLAIN as extensively as possible. Records should be kept by each Beneficiary,
listing not only the URLs and date in the table but also keeping an electronic (saved) copy and hardcopy (printout) all website promotion for reporting purpose.

**List of publications:** This worksheet serves to record all media contacts and their results in terms of publications (media coverage). Beneficiaries should ensure that they follow up on any media contacts and record all media coverage, completing the table, as well as keeping a copy of the actual media coverage (article), in electronic and hardcopy, for reporting. The same applies for communication of project information via the Beneficiaries’ own media such as the organization’s newsletters or publications.

Figure 18 details the process for reporting events and dissemination in the media.

<table>
<thead>
<tr>
<th>Process for reporting events and dissemination in the media</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Beneficiaries must only report events the organisation was part of – separate from the organisation of events of the SLAIN project.</td>
</tr>
<tr>
<td>• The Beneficiary must only report conferences, events, which are not organised by SLAIN project.</td>
</tr>
<tr>
<td>• The Report of capitalisation events and conferences organised by the SLAIN project is a Coordinator responsibility.</td>
</tr>
<tr>
<td>• When a Beneficiary attends an event, the Beneficiary is asked to take as many photos as possible to prove attendance and a scan of the list of participation at the event where it states that the organisation was part of this event is also desirable.</td>
</tr>
<tr>
<td>• The Beneficiary must report each of the media dissemination that the organisation has published – whether this be on the web, in a journal, publication or book.</td>
</tr>
<tr>
<td>• The Beneficiary is asked when updating the reporting document to save it as a separate version/documents.</td>
</tr>
<tr>
<td>• The Communications Officer is responsible for sending an e-mail to Beneficiaries at the end of each month (Friday) to remind them about the report of the events in dissemination in the media.</td>
</tr>
<tr>
<td>• If a Beneficiary does not fulfil the Excel document, the Communications Officer is responsible for completing it to ensure the Coordinator has all the necessary data for reporting and reaching the target.</td>
</tr>
<tr>
<td>• The SLAIN Communications Officer is responsible for providing the statistics of SLAIN project target reach.</td>
</tr>
</tbody>
</table>

Figure 18: Process for reporting events and dissemination in the media
10 Common Software and Tools Definition

The main software standards have been defined as follows:

- **MS Office**
  - MS Word: textual Deliverable
  - MS Excel: textual Deliverable support, cost analysis
  - MS PowerPoint: presentations, slides, posters

- Team meetings Microsoft for virtual communication

- Seafile for document sharing and storage

- ViDA for thematic implementation

- Microsoft Project and Smartsheet for project progress monitoring
11 Conclusions

This Handbook is a detailed description of the procedures to be followed within the SLAIN Project. For maximising the efficiency of the project’s work, it is necessary to specify all communication protocols and quality standards, something that is expected to be achieved with the support of the present Project Handbook.

The Project Handbook must be approved by the Technical Committee and must be put into practice by the project consortium under the supervision of the Coordinator supported by those undertaking peer review roles.

As the project’s work is advancing, new or modified needs for quality procedures may arise therefore the Technical Coordinator will be ready to modify this Handbook in agreement with the Technical Committee and ensure that the document and changes are communicated to all consortium members.