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AI services for COntinuous trust
in emerging Digital Environments

D1.3 – Quality Plan

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Consortium composition

N	Role	Short name	Legal Name	Country
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1.1	AE	LVT	LIVE TECH SRL	IT
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3	BEN	FBK	FONDAZIONE BRUNO KESSLER	IT
4	BEN	UPM	UNIVERSIDAD POLITECNICA DE MADRID	ES
5	BEN	ATC A.E.	ATHENS TECHNOLOGY CENTER ANONYMI VIOMICHANIKI EMPORIKI KAI TECHNIKI ETAIREIA EFARMOGON YPSILIS TECHNOLOGIAS	EL
6	BEN	DW	DEUTSCHE WELLE	DE
7	BEN	KInIT	KEMPELENOV INSTITUT INTELIGENTNYCH TECHNOLOGII	SK
8	BEN	Debunk.org	DEBUNK EU	LT
9	BEN	EIPCM	EUROPEAN INSTITUTE FOR PARTICIPATORY MEDIA EV	DE
10	BEN	SRU	STICHTING RADBOUD UNIVERSITEIT	NL
11	BEN	EURACTIV	EURACTIV MEDIA NETWORK B.V	NL
12	BEN	CEPS	CENTRE FOR EUROPEAN POLICY STUDIES	BE
13	BEN	NAL	SISTEMI NALDER S.R.L.	IT
14	BEN	UNICAL	UNIVERSITÀ DELLA CALABRIA	IT

Deliverable number	D1.3
Deliverable Title:	Quality Plan
Description:	This deliverable will state all the quality procedures to guarantee a successful project implementation.
Type/Nature	X R - Document, report ☐ DEM - Demonstrator, pilot, prototype ☐ DEC - Websites, patent filings, videos, etc. ☐ OTHER ☐ ETHICS – Ethics requirement ☐ ORDP – Open Research Data Pilot
Dissemination Level	X Public – fully open ☐ Sensitive — limited under the conditions of the Grant Agreement ☐ EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organization), please select the equivalent EU classification level.
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Please note

This document reflects the changes in the consortium composition and in the allocation of tasks and deliverable's leadership submitted via amendment number AMD-101135437-4.

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1.0	17/07/2024	Final version

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Table of acronyms

Acronym	Explanation
AI-CODE	AI services for Continuous trust in emerging Digital Environments
BEN	Beneficiary
CA	Consortium Agreement
COO	Coordinator
CP	Contributing partners
DR	Deliverable responsible
EAB	Ethics Advisory Board
EB	Executive Board
GA	Grant Agreement
GeA	General Assembly

IFR	Internal Financial Reporting
IR	Internal Reviewers
IRC	IP Review Committee
ITR	Internal Technical Reporting
PC	Project Coordinator
PMH	Project Management Handbook
QAM	Quality Assurance Manager
TL	Task Leader
WP	Work package
WPL	Work package Leader

1 Executive Summary

This deliverable is intended to establish the quality assurance and control measures that will be implemented during the AI-CODE project's execution. The goal is to guarantee effective and efficient project management, reach the objectives, and ensure consensus among all project members regarding the execution of activities.

The Quality Plan (QP) includes the definition of a set of rules for the management of cooperative work in the project, including reporting mechanisms, organisation of meetings, control of information flow, reliability of results, and preparation of documentation for submission to the European Commission. It also describes the project organisation, roles, responsibilities, and the quality control and quality assurance activities that will be carried out.

The QP is developed by the terms and conditions outlined in the Grant Agreement and its Annexes, as well as the specifications and requirements stated in the Consortium Agreement. Nevertheless, it is a dynamic document and will be continuously updated over the life of the project to respond to needs that may arise during its implementation and evolution. All partners will be promptly informed and provided with a copy of the updated document on each occasion.

In drafting this deliverable, the following approach has been used: aspects already considered in the Project Handbook have been integrated by incorporating quality procedures, general considerations on quality and specific guidelines in the management structure. A Quality Assessment Manager has been included and described together with a detailed description of the specific quality process and procedures.

Finally, specific quality procedures for the IPR, Gender, and Open Science aspects have been included.

2 Introduction

The QP has been designed by Sistemi Nalder to ensure that the AI-CODE project is conducted in a way that meets the highest standards of quality and accountability of European research projects. It is the reference document for two main purposes: Firstly, it defines the procedures to be followed and some tools to be used to best carry out the project activities. Secondly, it outlines the control procedures used by the Project Coordinator, Quality Assurance Manager, and all individuals involved in the governance and management of the project to ensure compliance with these procedures. The progress of the AI-CODE project activities will be monitored considering the actions, milestones, and objectives defined in the AI-CODE Grant Agreement.

2.1 Objectives of the Quality Plan

The purpose of this QP is to define and outline the practices and control actions that will ensure the successful execution of the project and the achievement of a high standard of quality across all project outcomes and management.

Specifically, it aims to

- ensure that the project is conducted in accordance with all Horizon Europe procedures, regulations, and standards.
- Clarify the responsibilities and the roles of all project members, as well as relationships between their own work and the work done by others.
- guarantee clear communication and collaboration between all partners.
- contribute to the project management in defining objectives, and expectations, and developing a timeline for the project activities, deliverables, and outcomes.
- provide a framework of tools and guidelines to help the consortium meet these quality expectations.

- outline the quality strategy, approach and process to be used for the project and to identify the roles and responsibilities related to project quality management;
- identify the major project management artefacts and deliverables and to define the quality assurance and control activities and to plan them throughout the project;
- specify the methodology, standards, tools and techniques used to support quality management.

To this scope, the QP includes the development of processes, procedures, and controls, as well the establishment of roles and responsibilities of the project team members.

The Quality Assurance Manager (QAM), in consultation with the Coordinator, is responsible for establishing the standards of quality and making sure they are upheld (quality control processes). However, each partner has its own individual responsibility, such as adhering to deadlines. As a result, quality assurance is a collaborative responsibility of all partners and will be applied at all levels of project activities. Moreover, as specified in the AI-CODE Grant Agreement “*The beneficiaries are jointly responsible for the technical implementation of the action. If one of the beneficiaries fails to implement their part of the action, the other beneficiaries must ensure that this part is implemented by someone else*”.

The QAM and the Coordinator’s management team will continuously monitor that all internal assurance procedures are followed so that administrative requirements are met, project deliverables and outcomes are of excellent quality, progress, and achievements are regularly assessed, and risks are identified and effectively managed. They will seek to facilitate compliance with these quality standards by providing guidelines for documentation, report writing, organizing meetings, through the creation and maintenance of an internal project website (<https://dstechit.sharepoint.com/sites/disinformationproposal>) containing all useful project information, and by stimulating transparent and continuous communication among project partners.

The present Quality Management Plan includes part of the Project Handbook. The consortium has decided, given the size or complexity of the project, to use a separate document to capture the quality attributes for the project for this reason a specific quality plan has been indicated, even if the two documents are complementary, and sometimes include some duplications.

2.2 Area of applicability of the QP and Related Documents

The execution of the AI-CODE project should comply with QP, which is intended to be applied

- by all partners in carrying out their activities,
- for the preparation of internal documentation,
- for the preparation of official documentation to be submitted to the European Commission.

The QP must be supplemented with the indications also contained in

- the Grant Agreement number 101135437,
- the Consortium Agreement signed between all partners,
- project deliverables such as D1.1 Project Management Handbook (M3), D1.2: Data Management (M6), D9.1 Impact Masterplan (M6), D9.5 Ethical design requirements (M24), and D9.6 Ethics Handbook (M36),
- all legal obligations under applicable EU, international, and national law.

2.3 Procedures for the amendments to the QP

The management and quality procedures outlined in this deliverable, in Deliverable D1.1 Management website, as well as in the Deliverables of the WP9 concerning dissemination of results, and legal and ethical aspects, will be reviewed on a regular basis to ensure that all work performed is compliant with the established standards. Any activities or results that could negatively impact the project's objectives will be quickly identified and assessed, and corrective measures will be taken as necessary.

It is also possible to amend this QP document as a result of:

- evolutions in project activities,
- changes in the technologies and tools adopted in the project.

Amendments may be requested by each partner through its representative in the Project Governance and will have to be approved by the Coordinator, the TD, and the QAM.

3 Project Organization and Management Structure

This chapter has already been developed in the D1.1 Project Management Handbook, however for clarity of comprehension here is reported focusing more on the process to ensure the right project quality. For this reason, the chapter integrates the equivalent paragraphs already presented in the project handbook, inserting all the parties necessary for organizational processes to ensure the correct quality of the project results.

The project's management structure is strategically designed to be agile and responsive while considering all the complexities associated with the project. In addition, the management structure is oriented to ensure the project quality management, a Quality Assurance Manager has been included and defined and some small indications have been added. In terms of Quality Management process the QAM ensures that a project meets its expected results efficiently and that deliverables are accepted by stakeholders. It includes quality planning, assurance, control, and improvement. This project will use a quality management process, which covers identifying, planning, executing, and monitoring quality-related activities. Key objectives are defining and achieving quality characteristics, performing planned quality assurance activities, ensuring compliance with organizational and external regulations, identifying and implementing quality improvements, and getting stakeholder acceptance of deliverables based on predefined criteria.

The main objectives of the management structure are:

- Ensuring the successful achievement of all project goals within the stipulated time frame and budget.
- Delivering all the required outputs on time, accomplishing milestones, and identifying any deviations from the plan at an early stage for prompt rectification.
- Facilitating productive communication among partners and synchronization of work packages
- Maintaining fluid communication with the European Commission

In addition, the management structure will ensure that:

- The project's quality characteristics are defined, agreed and achieved throughout the project;
- Quality assurance activities are performed as planned;
- Assure compliance with the organisation's rules and regulations, as well as with relevant governmental and industry rules, regulations, and legislation;

- Deliverables are accepted by the relevant stakeholders based on the defined quality/acceptance criteria.

To achieve these objectives, AI-CODE has meticulously designed a governance structure that is shown in **Errore. L'origine riferimento non è stata trovata.** This structure includes various management roles and bodies:

- General Assembly
- Project Coordinator
- Quality Assurance Manager
- Executive Board
- Work Package (WP) Leaders
- Ethics Advisory Board (EAB)
- IP Review Committee (IRC)

Each of these management roles and bodies has its unique responsibilities in the management but also in the quality process responsibility, which is discussed in detail in the subsequent sections.

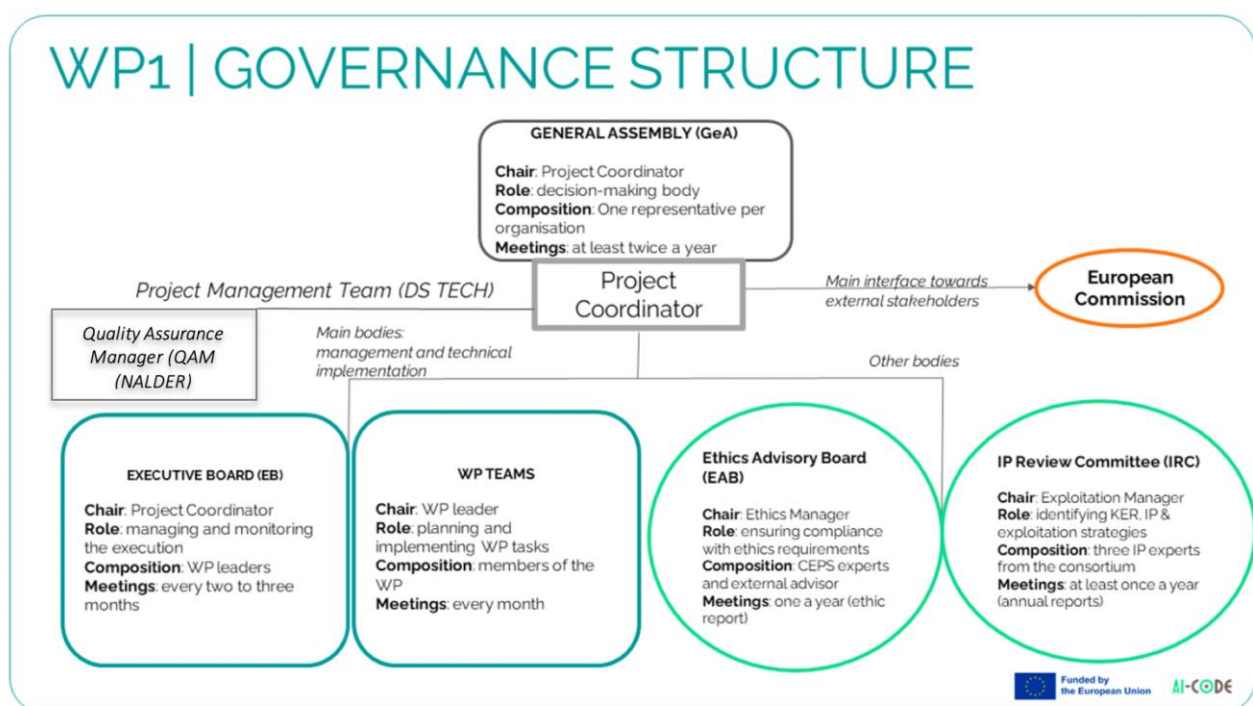


Figure 1 AI-CODE governance structure

3.1 The consortium

The AI-CODE consortium is a well-balanced, multidisciplinary team of 13 partners from 8 European countries (Belgium, Greece, Germany, Italy, Lithuania, Netherlands, Slovakia, and Spain) see Figure 2 Geographical Coverage and expertise of the AI-CODE consortium **Errore. L'origine riferimento non è stata trovata.** The consortium is designed to combat disinformation and produce trustworthy content, bringing together complementary skills and clear duties. At the same time, the team has been composed also in order to ensure the project quality, including all different competencies, needed for a proper quality management of the activity.

The consortium includes:

- **7 Research/University partners:**

- CERTH (GR),
- EIPCM (DE),
- FBK (IT),
- KInIT (SK),
- SRU (NL),
- UPM (ES).
- UNICAL (IT)

- **3 Users:**

- DW (DE), Germany's international broadcaster focused on verifying AI tooling for trusted content.
- DEB (LT), a debunker NGO using AI tools to discover influence operations faster.
- EURACTIV (NL), a pan-European news website empowering journalists with generative AI interactive coaching and dynamic simulation.

- **3 SMEs:**

- DS TECH (IT),
- ATC (GR)
- Sistemi Nalder srl (IT).

- **1 SSH, Legal, and Ethical expert:**

- CEPS (BE).

The consortium's collective expertise aims to equip media professionals with advanced tools and technologies.

AI-CODE leverages advanced expertise in various fields, including AI, next-generation social media, NLP, and disinformation services. The collective knowledge of the partners encompasses all areas pertinent to the project's objectives. Additionally, each partner possesses complementary skills beyond their primary focus areas. This versatility allows for flexibility in adapting the work plan and role assignments as the project progresses, ensuring the ability to address emerging topics or allocate more resources to critical areas as needed.



Figure 2 Geographical Coverage and expertise of the AI-CODE consortium

3.1.1 Role of the partners in the consortium

To guarantee the correct quality of the project results and ensure the correct internal and external processes, the first need to guarantee is to define the correct roles and tasks of the different partners, for this reason, a careful analysis of these was conducted in the preparation of the proposal and is reported here. Naturally, given that the AI-CODE project lasts 3 years, some changes or new needs could occur during the life cycle of the project, which is why the following table must be considered as a living document, which could change, however, these must be correctly reported to the consortium and the PM of the project and reported in writing in the documentation, starting from the following table.

Table 1 AI-CODE Partners' role

DS TECH	DS TECH supports companies along the entire digital transformation path, from Service Design to Software Development and System Integration. Since its inception, DS TECH has built a competence centre on Cloud, Web Platform and Mobile Application development and Service Design. Competence: innovative AI technologies such as recommendation systems, Cloud-to-Edge Continuum, IoT and DSS. Its affiliated entity LIVE TECH (LVT) was established to develop innovative solutions with specific focus on Artificial Intelligence, Semantic technologies, Machine Learning, Natural Language analysis, Big Data analytics, classification systems, and predictive model creation. DS TECH and LIVE TECH are part of the same DST Group which applies a distinguishable approach to offer a 360° end-to-end support from idea to launch of each project by adopting a Design Thinking (human-centered design) methodology.
	Main role: DS TECH coordinate (WP1) and will leverage on its expertise on Dissemination, Communication, Exploitation and ethics-wise AI co-creation to lead WP9. DS TECH will be also responsible to lead WP10. Further, DS TECH will leverage the support of partners for its

	IT project management and innovation transfer capacity in digital AI in most of the WPs. LVT will contribute on AI- related aspects in WP2, 4-5 and 6-7.
<u>CERTH</u>	CERTH is one of the largest Greek research centres and among the Top-10 EU Research Centres in attracting research grants. CERTH is represented by the Information Technologies Institute's Media Analysis, Verification and Retrieval team which brings experience in AI for multimedia and social network analysis from numerous projects on social media verification. CERTH will research image and video analysis; visual manipulation detection, especially deepfake detection also provide a decentralised platform for assisting professionals find relevant multimedia content and examining possible manipulations. Main role: CERTH will be in charge of WP5, supervising and actively participating in the development of the AI-CODE services, CERTH will also lead T4.3 and T5.3 to develop and improve the Media Asset Annotation and Management (MAAM) service. Moreover, CERTH will lead T6.2 and T7.2 aiming to enhance transparency in AI-based services. CERTH will be involved in T4.1 and T5.1 for Disinformation detection in the next-generation social media.
<u>FBK</u>	Top Research Institute in Italy, FBK aims to achieve excellent results in the scientific and technological field with particular regard to interdisciplinary approaches and the application dimension. Digital Society is a research centre of FBK formed by a multidisciplinary team of more than 100 researchers, technologists, and managers (including PhD students) organized in 13 research units dedicated to specific research areas in the ICT domain and 2 support units focusing on project management and technology maturation. Main role: FBK will be in charge of WP4, supervising the prototyping phase of the content-based services. As a research institution, FBK will be particularly active in the STUDY! phase and particularly in the technological assessment of new emerging technologies (WP2)
<u>UPM</u>	Universidad Politécnica Madrid (UPM) is the former and largest of the Spanish Technical Universities. The UPM organization that will contribute to this project is the Telecommunication Engineering School (ETS Ingenieros de Telecomunicación), through the Research Group “Visual Telecommunication Applications Group” (GATV). Such organisation relies on broad expertise in national- and European-funded projects. GATV's main activities are oriented to sensing and computer vision and future Internet technical innovation. Main role: UPM will be in charge along with DW of the Trustability and Credibility Assessment for Content and Sources service, and will provide their knowledge to elaborate a scoring to help media creators. As well will lead tasks 4.2 and 5.2 related to this service. UPM will contribute to other media-related technological areas and dissemination.
<u>ATC</u>	Founded in 1987, ATC is an Information Technology Company (SME) offering solutions and services in specific business sectors, including the Media, Banking, and Public Sector, developed the latest technologies for Content Management, Enterprise Software, Web and Mobile Applications. One of the primary commercial activities for ATC is the development of products and services for the media market. Main role: ATC will lead WP7, and will be responsible for the development of the Personal Companion for media professionals (T6.3 & T7.3). ATC will also lead WP8.

<u>DW</u>	DW is Germany’s international public service broadcaster, producing and distributing content in 32 languages. The Research & Cooperation Projects Unit will be leading the work of DW. DW’s main focus will be on use cases, requirements gathering and evaluation of the developed solutions, and supporting dissemination work, while also being involved in co-development. DW will bring first-hand experiences of media professionals and respective news media workflows into the project. Main role: DW will be involved in requirements gathering and testing the AI-CODE solutions. The following sub-objectives exist: reviewing new tools/services in the context of near real-live journalism workflows and comparing these with other relevant services in the market, and disseminating work and use case results, especially within news/disinformation-related stakeholders and professional communities.
<u>KInIT</u>	KInIT is a non-profit independent research institute based in Bratislava, Slovakia. It pursues research in areas related to AI and intelligent systems, tackling online disinformation, NLP, recommender systems, AI ethics, and green energy. KInIT is engaged in industry research collaboration as well as fundamental/applied research projects. KInIT also actively participates in the policy-making process, networking (organizing the Better_AI meetup), and talent attraction (industry PhD studies Main role: KInIT will lead the work on technological assessment of new emerging technologies within WP2. Moreover, it will contribute to the development and delivery of content-driven services (WP4, WP5) with a focus on NLP and services for disinformation detection; and trust and credibility assessment
<u>DEB</u>	Debunk.org is an independent technology think tank and NGO that carries out disinformation analysis and runs educational media literacy campaigns in 8 countries. Debunk.org took part in the Ukraine War Disinfo Work Group, which unites NGOs and research centres from 14 countries and provides <u>weekly reports</u> on disinformation spread by the Kremlin about its full-scale invasion of Ukraine. Main role: The Debunk team will help to determine the need of automation processes in detecting and analysing FIMI. Debunk analysts will test developed services in real-life practice and analysis and provide feedback and results.
<u>EIPCM</u>	EIPCM is a non-profit organisation for the promotion, research, and development of novel types of participatory systems and applications. Its research focuses on emerging digital technologies, such as AI, and their applications for innovative solutions to societal challenges. EIPCM has extensive expertise in applied research and participatory development of digital innovations and socio-technical systems for societal challenges, including Human-centred AI. Main role: As the leader of WP3, EIPCM will ensure a user-centered project approach right from the start with a participatory requirements elicitation process. EIPCM will also empower the project’s service development teams in setting up and maintaining effective co-creation processes. EIPCM will also lead the development of the “Generative AI Interactive Coaching Service & Dynamic Simulator for Media Professionals” (WP6, WP7) and contribute to the deployment and user-centered validation of the services.

RU	The Faculty of Science at Radboud University is home to the Institute for Computing and Information Sciences (iCIS), which pursues research in data science, software engineering, and in digital security. Cross-campus collaborations link iCIS with the Center for Language and Speech Technology (CLST), which brings together experts in language, communication science, and artificial intelligence to address important societal challenges, including education, well-being, and a safe and trustworthy online information environment. Main role: Within the project, Radboud University will contribute to the service “Generative AI Interactive Coaching Service & Dynamic Simulator for Media Professionals” and lead a Work Package. We will research how generative AI adapts to new training data over time, including adversarial training data. Based on this research, we will create a simulation that will allow media professionals to gain a hands-on understanding of the dynamic nature of generative AI.
EURACTIV	EURACTIV, an independent pan-European media network, was founded in Brussels in 1999 and since then has become a well-respected source of wide-ranging, unbiased information on EU affairs. EURACTIV reaches over a million unique visitors per month across Europe and over 80% of its readers are in their mother tongue. EURACTIV has over 10 years of experience in EU-funded projects and accordingly, it has developed a rich portfolio of successful projects related to the communication and dissemination of European policies in cooperation with several EU Institutions. Main role: Specialised in a range of EU policy areas including Technology, Artificial Intelligence, and disinformation - EURACTIV’s role in this project will be to spark and nourish policy debates among stakeholders, including government, business, and civil society. Thanks to a combination of innovative dissemination activities, EURACTIV will ensure the multiplication of results as well as lasting awareness and engagement.
CEPS	Founded in Brussels in 1983, the Centre for European Policy Studies (CEPS) is a leading think tank and forum for debate on EU affairs, ranking among the top ten non-US think tanks. CEPS offers insights and solutions for effective EU policymaking. Its exceptional in-house research capacity allows it to publish over 130 publications per year, spanning 17 policy topics, amply demonstrating its ability to anticipate trends and analyse policy questions well before they become topics of general discussion. Main role: CEPS provides an analysis of the Ethical, Legal, and Socio-Economic (ELSE) factors that arise in theorizing, developing, and applying the project to ensure ethical decision-making in the technology's development and implementation. CEPS will also monitor compliance with existing and forthcoming EU law and provide recommendations for policymaking.
NAL	Sistemi Nalder srl is a company that operates in the supply of consulting services to public and private entities and companies, in particular as regards the design and construction of digital services. Sistemi Nalder, which has been operating for more than twenty years in the field of innovation and technology specifically focuses on open innovation, user-driven innovation, creativity and entrepreneurial spirit, technology transfer and territorial collaboration.

	Main Role: Nalder will warrant the right business orientation for the project, supporting the Project Management activity, cooperate into different scenarios, use-cases, pilots and technical implementation in order to ensure the right market-oriented approach and a proper technology transfer. Nalder will also actively contributes to the exploitation and communication activity.
<u>UNICAL</u>	University of Calabria participates with its Department DIMES dedicated to Computer Engineering, Modelling, Electronics and Systems Engineering. It counts of 20 scientific laboratories, including Artificial Intelligence and Data Science Lab and conducts research in the following areas: Database and Knowledge-Based Systems, Machine/Deep Learning, Information Retrieval and NLP, Big Data Analytics and Social Media. It has active cooperation with the National Laboratory of Artificial Intelligence and Intelligent Systems (AIIS) of the National Inter-University Consortium for Informatics (CINI).
	Main Role: UNICAL involvement is especially important for WP2, 4 and 5. UNICAL brings proven expertise in the collection and study of Fediverse data. The department has already, in the last 3 years, applied graph mining and text mining to Mastodon data. Thanks to their expertise, it is expected that the project consortium will be able to be quickly operational in the collection of Mastodon data and promptly able to develop, with their support, Network Science and Natural Language Processing tools adapted to the context of Fediverse and Decentralized Social Media.

As reported in the Grant Agreement, it is the responsibility of each partner to ensure that their information stored in the EU Portal Participant Register is kept up to date. This includes their name, address, legal representatives, legal form, and organisation type. Moreover, they must immediately inform the granting authority and the other partners of any events or circumstances that may significantly affect or delay the implementation of the action or affect the EU's financial interest (e.g., changes in their legal, financial, technical, organisational, or ownership situation).

Partners must also submit financial statements and certificates on financial statements, their contribution to deliverables and technical reports, and any other required documents or information to the coordinator promptly.

3.2 Project Coordinator

The Project Coordinator holds the primary responsibility for overseeing and coordinating all aspects of the project. The following duties are encompassed within this role:

- Monitor that all partners are complying with the obligations outlined in the Consortium Agreement and Grant Agreement.
- Acting as an intermediary between the partners and the granting authority (i.e., the European Commission), specifically:
 - Act as the point of contact for all communications between the consortium and the granting authority.
 - Collect and review any documents or information required and verify their quality and completeness before passing them on to the granting authority.
 - Submitting reports, deliverables, and other necessary documents to the granting authority.
 - Keep the granting authority informed about the payments made to other partners.
 - Distribute the payments received from the granting authority to the other partners without unjustified delays.

- Monitoring decisions made throughout the project.
- Transmitting promptly documents and information to partners when needed.
- Chairing all meetings of the General Assembly, unless decided otherwise by the General Assembly, proposing decisions, and preparing the agenda of General Assembly meetings, as well as preparing the minutes of the meetings.
- Keeping the address list of Members and other contact persons updated and available.

The project coordinator is assisted by the Quality Assurance Manager for the overall monitoring of the project.

Dr. Giulio Spinozzi (giulio.spinozzi@dstech.com) is the designated Project Coordinator.

3.3 General Assembly

3.3.1 Role and responsibilities

The General Assembly (GeA), as the decision-making body of the consortium, assumes essential responsibilities encompassing the meticulous management of content, financial matters, and intellectual property rights.

The tasks and responsibilities associated with the General Assembly include:

- Proposing modifications to Annexes 1 and 2, as well as changes to the Background IP detailed in the attachment.
- Overseeing the consortium's dynamic evolution, ensuring a harmonious and ideally conflict-free environment.
- Prompt and diligent resolution of breaches, including determination of a defaulting party's status, and management of legal matters in adherence to established protocols.
- Regular convening of meetings, at least twice annually, to deliberate on strategic matters and oversee the consortium's operations.
- Appointing, if necessary, Executive Board Members as well as Ethical Advisory Board members.

3.4 Quality Assurance Manager (QAM) and Quality process

After a deep analysis during the first project months, a new partner has been added to the Consortium (Sistemi Nalder), and one of its main roles is to take the leadership of the Quality Assurance task. Francesco Saverio Nucci (fsnucci@sisteminaller.com), serves as the Quality Assurance Manager (QAM) for the AI-CODE project. In this role, he is responsible for ensuring seamless project progression and timely delivery in accordance with key performance indicators and deadlines.

QAM's duties include:

- Monitoring the quality of project outcomes, deliverables, and reports.
- Overseeing all internal review phases and ensuring that all milestones, deliverables, and reports are submitted within specified timelines.
- Monitoring the work of partners to ensure they meet their contractual obligations and perform to the required standard.
- Defining the quality assurance procedures to be adopted in the project and verifying that they are implemented.
- Ensuring that all relevant documents and information are easily accessible to project participants (e.g., by maintaining and updating the project sharepoint).

The QAM will work in close cooperation with the Coordinator and the Executive Board to achieve project success.

The QAM will support the PM in all the Quality Process Management, ensuring the adoption of the following steps:

1. Define Quality Characteristics

This initial step involves establishing the objectives, requirements, activities, and responsibilities for the quality management process. Key components include:

- Quality Objectives and Requirements: Defining what quality means for the project.
- Quality Standards and Guideline: Using tools like Quality Review Checklists and Deliverables Acceptance Checklists.
- Quality Assurance Activities: Regular review meetings, compliance verification, and audits.
- Quality Control Activities: Continuous improvement through artifact and plan reviews.
- Configuration Procedures: Managing project artifacts and deliverables.

The Project Manager (PM) performs a cost-benefit analysis to balance quality with cost, time, and risk, defining necessary quality metrics and acceptance tolerances.

2. Perform Quality Assurance

Quality assurance ensures that project activities comply with predefined quality standards. This involves:

- Evaluating Project Controls: Confirming their implementation and effectiveness.
- Ensuring Compliance: Adhering to organizational, governmental, and industry regulations.
- Internal and External Audits: Conducted by a Quality Assurance Manager (QAM) and possibly external auditors.

Results and recommendations from quality assurance activities are documented, potentially leading to change requests for improvements.

3. Perform Quality Control

This step focuses on monitoring quality assurance results, assessing compliance and performance, and planning improvements. Activities include:

- Using Quality Review Checklists: To evaluate activities against scope, time, cost, and quality criteria.
- Documenting Findings: Summarizing impacts, recommendations, and actions in project logs.
- Managing Non-Conformities: Identifying and addressing issues, updating project plans, and incorporating new activities if necessary.
- Refining Quality Plans: Based on feedback and measurement results, updating the Quality Management Plan as needed.

4. Perform Deliverables Acceptance

The goal here is to obtain formal approval from the Project Owner (PO) for project deliverables by:

- Verifying Deliverables: Ensuring they meet predefined objectives and criteria.
- Using Deliverables Acceptance Checklists: Tracking status and ensuring activities meet specified tolerances.
- Conditional Acceptance: Allowing acceptance with known issues, provided there is a plan to address them.

5. Perform Final Acceptance

This final step manages the overall acceptance of the project and includes:

- Project-End Review Meeting: Reporting on project performance and discussing lessons learned.

- Developing the Project-End Report: Summarizing performance, risks, issues, constraints, and stakeholder satisfaction.
- Administrative Closure: Updating and archiving documentation, releasing resources, and communicating project completion.

By following these steps, the quality management process ensures that all project activities align with defined quality standards, improving the likelihood of successful project outcomes and stakeholder satisfaction.

3.5 Executive Board

3.5.1 Role and responsibilities

The Executive Board (EB), the supervisory body for the Project's execution, is accountable to and reports directly to the General Assembly. Its role encompasses managing and monitoring the project's implementation.

Its key responsibilities include:

- Planning and monitoring the implementation of project activities, ensuring interdependencies among WPs.
- Gathering information every 6 months on the progress of the project to assess compliance with the GA. Examining the information to assess compliance of the project with the Consortium plan¹ and, if necessary, propose modifications of the Consortium Plan to the General Assembly.
- Assisting the Coordinator in preparing the meetings with the Granting Authority.
- Preparing content and timing of press releases and joint publications.
- Advising the General Assembly on strategies to reallocate tasks among relevant partners in case of eliminated tasks.

3.6 WP Leaders

3.6.1 Roles and responsibilities

Work Package activities will be undertaken collaboratively by all project partners engaged in the respective WP, under the guidance of their designated WP leaders (WPL). Each WP leader is tasked with overseeing the advancement of their assigned work package. Concurrently, the Project Coordinator will supervise the project's overall progress from a management perspective, ensuring unity and alignment among all work packages.

The WP leader's key responsibilities are:

- Monitoring performance and progress of the WP.
- Planning and implementing the WP's activities.
- Establishing regular as well as ad-hoc meetings to guide and oversee the progress of each WP.
- Regular meetings will be scheduled at least once per month for each WP. If needed additional meetings will be organized.
- Acting as intermediates in the communication between Task Leaders and the Executive Board.

Table 2 AI-CODE WP leaders

WP	WP Name	Lead Partner	Leader

WP 1	Management	DS TECH	giulio.spinozzi@dstech.com
WP2	Technological Assessment of New Emerging Technologies	KInIT	ivan.srba@kinit.sk
WP3	Requirement Definition	EIPCM	m.becker@eipcm.org
WP4	Content-driven Services - Period 1: Prototyping	FBK	rgallotti@fbk.eu
WP5	Content-driven Services - Period 2: Implementing	CERTH	papadop@iti.gr
WP6	User-driven Services - Period 1: Prototyping	RU	M.Larson@cs.ru.nl
WP7	User-driven Services - Period 2: Implementing	ATC	e.tsalapati@atc.gr
WP8	Deployment and Validation in Real Use Cases	ATC	d.tsabouraki@atc.gr
WP9	Impact and Ethics	DS TECH	michela.mattaloni@dstech.com

3.7 Ethics Advisory Board

3.7.1 Role and responsibilities

The Ethics Advisory Board (EAB) serves as the consortium's advisory body responsible for addressing the ethical implications of the Project's activities. Its primary role is to safeguard adherence to ethical requirements pertaining to humans, personal data, and artificial intelligence.

The EAB shall convene on an annual basis to provide advice on the ethical matters that are posed by the subject matter of AI-CODE overall or the development and piloting of the use cases. All members of the EAB shall

provide input to the annual reports, contributing to bringing ‘ethics awareness’ to the consortium.

The external advisor’s key responsibilities are to:

- advise on ethical matters when the need arises, in particular, when and if requested by the Work Package Leaders;
- oversee that the implementation of management and technical activities is compliant with the identified ethics requirements.
- issue annual reports bringing the results on the analysis about the compliance of activities performed

3.8 IP Review Committee

3.8.1 Quality control of IPR process

The present paragraph describes the IPR Quality Control Based on the IP Review Committee (IRC) Description

Effective quality control in managing Intellectual Property Rights (IPR) is essential to safeguard the interests of stakeholders and ensure the successful exploitation of intellectual assets. The IP Review Committee (IRC) plays a crucial role in this process controlling three different dimensions of the IPR process: Exploitation Reports and contributions for IPR, Reviewing Individual Exploitation Plans and Key Exploitable Results, and Advising on Appropriate Agreements for Joint Exploitation. In addition, a quality check for the Overall Quality Control Strategy for the IRC has been also defined and hereinafter described.

Exploitation Reports for IPR

The Consortium will take into consideration the possibility of adopting the following quality control measures in the preparation of the IPR aspects inside the Exploitation Plan:

- **Comprehensive Data Collection:** Ensure that all relevant data regarding exploitable results are collected systematically throughout the year. This includes tracking the development, usage, and impact of IP assets.
- **Accuracy and Precision:** Verify the accuracy of the reported results. Cross-check data sources and employ statistical analysis to confirm findings.
- **Standardized Reporting Format:** Use a standardized template for annual reports to ensure consistency and ease of understanding. This template should cover all essential aspects, including a summary of results, financial impact, and future exploitation potential.
- **Peer Review:** Implement a peer review process where multiple members of the IRC review the report for completeness, accuracy, and clarity before finalization.
- **Feedback Mechanism:** Establish a feedback loop with stakeholders to refine the report. Stakeholders should have the opportunity to provide input on the relevance and comprehensiveness of the reported results.

Reviewing Individual Exploitation Plans and Key Exploitable Results

Concerning the individual exploitation plan the following quality control measures will be taken into consideration:

- **Detailed Evaluation Criteria:** Develop and use detailed criteria for evaluating partner-specific exploitation plans. Criteria should include feasibility, market potential, alignment with overall strategic goals, and risk assessment.
- **Regular Monitoring:** Conduct regular reviews and updates on the status of partner-specific exploitation plans. This ensures that plans remain relevant and adaptive to changing circumstances.

- **Stakeholder Involvement:** Engage partners in the review process to ensure their plans are realistic and aligned with shared objectives. Open communication channels facilitate transparency and mutual understanding.
- **Performance Metrics:** Establish clear performance metrics to assess the success of exploitation plans. These metrics can include financial returns, market penetration, and technological advancements.
- **Documentation and Record-Keeping:** Maintain detailed records of all reviews, decisions, and modifications to partner-specific plans. This documentation is vital for accountability and future reference.

Advising on Appropriate Agreements for Joint Exploitation

Finally, the quality control measures for the general and joint exploitation are:

- **Legal Expertise:** Ensure that all agreements are reviewed by legal experts specialized in IPR. This helps in identifying potential legal pitfalls and ensuring that agreements comply with relevant laws and regulations.
- **Clarity and Specificity:** Draft agreements that are clear and specific regarding the rights and obligations of each party. This reduces the risk of disputes and misunderstandings.
- **Fair and Equitable Terms:** Strive for fairness in the distribution of rights and revenues. Agreements should reflect the contributions and risks assumed by each party.
- **Flexibility Provisions:** Include provisions for modifying agreements as circumstances change. This ensures that the agreement remains relevant and effective over time.
- **Approval Process:** Implement a rigorous approval process for the exploitation deliverables where multiple levels of review are required before finalizing agreements. This process should include input from legal, financial, and strategic advisors.

Overall Quality Control Strategy for the IRC:

- **Structured Workflows:** Establish structured workflows for each of the IRC's key responsibilities to ensure systematic and consistent execution of tasks.
- **Training and Development:** Provide ongoing training for IRC members on the latest trends and best practices in IPR management. This keeps the committee well-informed and capable of making sound decisions.
- **Technology Utilization:** Leverage technology for data management, reporting, and communication. Tools like project management software, databases, and communication platforms can enhance efficiency and accuracy.
- **Continuous Improvement:** Adopt a continuous improvement approach where feedback and outcomes are regularly reviewed to identify areas for enhancement. Implement changes based on these insights to improve future performance.

By implementing these quality control measures, the IRC can effectively manage and exploit IPR, ensuring maximum value creation and protection of intellectual assets.

3.9 Financial management

The maximum grant amount of AI-CODE is equal to 4,969,471.26 € EUR and it is shared among the Consortium by the Coordinator according to:

- the Consortium Plan,
- the approval of reports by the Granting Authority,
- section 7.2 of the Consortium Agreement,

- article 22 of the Grant Agreement,
- estimated budget for the action indicated in table “Estimated Budget for the Action” in the Annex 2 of the Grant Agreement,
- unit costs described in the Annex 2a of the Grant Agreement.

Beneficiaries must keep monthly time records describing day-to-day project-related activities during each month, including days (or half days) worked in the action by each team member during each month, WP on which each team member worked, total number of days dedicated to each WP.

Beneficiaries are responsible for storing copies of signed time records in their offices as they will be required for auditing purposes.

The Coordinator shall:

- Notify the beneficiary concerned promptly of the date and composition of the amount transferred to its bank account.
- Distribute payments without unjustified delay.
- Monitor the use of resources of the entire consortium along with the project implementation through periodic reporting of deliverable D1.1 Project Management Handbook).

The administrative and financial coordination is performed in Task 1.3 of WP1, which will establish and maintain financial records, coordinate the submission of cost statements by all project partners, follow up on EC payments, and distribute partner shares according to consortium rules. It will maintain contractual documents and coordinate internal and contractual periodic reporting.

The persons who will take care of AI-CODE administrative activity, including financial aspects, are summarized in Table 3 Contacts of admin person of each partner

Table 3 Contacts of admin person of each partner

Partner	Administrative contacts:
DS TECH	a.cadeddu@dstech.it
CERTH	manosetro@iti.gr
FBK	menini@fbk.eu
UPM	mjm@gatv.ssr.upm.es
ATC	e.tsalapati@atc.gr
DW	kay.macquarrie@dw.com
KInIT	jakub.simko@kinit.sk

Partner	Administrative contacts:
DEB	laura.seryte@debunk.org
EIPCM	m.becker@eipcm.org
RU	martha.larson@ru.nl
EURACTIV	josephine.hannay@euractiv.com
CEPS	Artur.bogucki@ceps.eu
NAL	and.splendore@gmail.com
UNICAL	loredana.lucia@unical.it

3.10 Decision-making and conflict resolution

AI-CODE aims to promote a consensus-building approach to ensure maximum cooperation within the consortium, facilitate the decision-making process, and reduce conflictual situations.

The GeA remains the ultimate decision-making body deciding and on any other matter related both to strategic and operational dimensions that do not encounter an agreement at task and WP levels.

As a rule, the objective is to not escalate the decision-making process to the GeA unless for the subjects of sole competence of the GeA and in those cases when it is not possible to achieve consensus at the level of the other consortium bodies.

Terms related to Decision-making procedures are based on the Consortium Agreement, section 6 Governance Structure. Terms related to Dispute settlement are based on the Grant Agreement, art. 43.

It is worth mentioning the order of documentation to be consulted whenever a conflict arises. Anytime a responsible would doubts which rules apply, he/she must consult the following assets defining the

governance of the project and responding to their priority scale (in this strict order):

1. EU Grant Agreement 101135437 (GA).
2. Consortium Agreement (signed by all partners from AI-CODE Consortium).
3. D1.1 - Project Management Handbook (D1.1).

The general principles for the project execution are defined in the EU Grant Agreement (GA) both Annex I and Annex II which is called the Description of the Action (DoA) - and the Consortium Agreement (CA). The Project Management Handbook does not replace any of these established agreements, nor does it replace any of the EU guidelines for project implementation and documentation. Wherever being any inconsistency between these documents, the previous order of precedence should be applied.

3.10.1 Decision-making procedure

Below are listed some case scenarios as examples to indicate how the decision-making process should be followed:

- When a management issue may arise, the first body to consult will be the respective Work Package Leader. If issues cannot be solved at this level, the EB should be consulted. In the most extreme cases, the GeA may be involved.
- When a technical issue may arise within a Work Package, the Task Leader (TL) shall promptly address it seeking guidance from the WPL. Should the problem persist, the issue shall be brought to the EB level, followed by the involvement of the GeA if necessary.
- When a financial issue may arise, the PC will assume direct responsibility for its resolution discussing it first at EB level followed by approval of the GeA.
- When an ethical issue may arise, the EAB will be consulted, with the ultimate decision resting in the hands of the GA.
- When an IPR issue may arise, it will be managed by the IRC and if the situation escalates, the PC will intervene and propose a solution. If a resolution necessitates a formal decision through voting or consensus, convening a session of the GeA may ultimately be sought.

3.10.2 Decision without a meeting

The PC circulates to all members of the GeA a suggested decision setting a deadline for responses, which shall be no less than 10 calendar days from the date of receipt by each party. The decision shall be deemed approved upon securing a majority of two-thirds (2/3) of the votes cast.

3.10.3 Voting rules and quorum

Each Consortium Body shall not deliberate and decide validly unless two-thirds (2/3) of its partners are present or represented (quorum). If the quorum is not met, the chairperson of the Consortium Body is obliged to call another ordinary meeting within 15 calendar days. Should the quorum not be reached again in this subsequent meeting, the chairperson is authorized to convene an extraordinary meeting, empowering it to make decisions even if less than the quorum of Members is present or represented.

Each Partner of the AI-CODE Consortium present or represented in a Consortium Body meeting shall have one vote.

Consensus shall be the approval procedure for day-to-day operations and during the WP and regular consortium meetings. Decisions at the GeA and EB levels shall be taken by a majority of the 51% of the votes cast.

3.10.4 Conflict Resolution Rules

As mentioned above, the general rule for the approach to project management in AI-CODE will aim at consensus building to ensure maximum cooperation within the consortium.

In the unlikely event that a conflict arises, the partners involved shall first try to resolve it in an amicable way. It is essential to address such conflicts promptly and definitively, as the swift resolution of issues is vital for ensuring the efficient progress of the project.

Conflict resolution will follow a hierarchical approach, progressing from lower to higher action levels. This entails addressing conflicts at the task level, then escalating to the WP level, and finally involving the action level bodies—specifically, the Executive Board and General Assembly in that sequence. Conflicts shall be reported to the EB and GeA with appropriate supporting evidence which may include a full report or a presentation of the main issues of contention.

The EB and/or the GeA will review the issue and report back with a final decision, which will be taken by a majority of two-thirds (2/3) of the votes cast within two weeks from receipt of report/presentation.

In the unlikely event that the GeA cannot resolve a dispute within the consortium on a legal matter, the dispute shall be treated as defined in the GeA art.43.

4 Collaboration and communication tools

To promote transparency and collaboration among partners and to ensure the proper quality in the consortium collaboration, the consortium has developed an internal communication strategy designed to facilitate the prompt generation, collection, and storage of project information. It comprises of three primary communication methods: document sharing on a project management website with restricted access, email exchanges, and periodic face-to-face or virtual meetings.

Throughout the project, all communication and documentation will be in English.

In agreement with the consortium, for AI-CODE's day-to-day operations, Microsoft Teams will be primarily utilised, a collaboration platform chosen for its real-time communication, file sharing, and project management functionalities.

On Microsoft Teams, the Project Coordinator has established a dedicated team named "AI-CODE" for the project, more information on the project's internal repository can be found in the D1.1 Project Management Handbook.

5 Quality in the gender dimension

All consortium partners are dedicated to actively promoting equality, supporting underrepresented groups, fostering an inclusive culture, and valuing diversity within the project. They fully endorse the ERA Principles and are committed to implementing their Gender Equality Plan. The consortium aligns with European Union regulations on gender equality, as outlined in the Treaty on European Union and the Treaty of Amsterdam (May 1, 1999). These treaties emphasize eliminating inequalities and promoting equality between women and men (Article 2 and Article 3.2).

AI-CODE aims to integrate a gender perspective into all project policies and programs while implementing specific actions to support women. The Treaty of Amsterdam, which formalizes gender commitment and mainstreaming at the European level, serves as a fundamental reference. The consortium will strive to achieve gender equality by encouraging women's participation in project activities and ensuring a balanced representation of genders and minorities in user trials.

Additionally, all partners have internal regulations to prevent discrimination in employment opportunities for women and, in some cases, active promotion campaigns to increase the proportion of female employees. The project commits to avoiding gender bias in developing AI-based tools by carefully checking training sets and procedures to ensure they are free of such biases.

6 Data management

All documents created throughout the AI-CODE project, including internal working document that may do not directly contribute to formal deliverables, will be available to project partners at every stage of their development. These documents will be accessed and stored through the project sharepoint and will adhere to standard project file naming and document formats. To ensure consistent presentation of AI-CODE outcomes, the D1.1 Project Handbook outlines Templates and file naming rules.

For further information on data collection and generation, data organization and documentation, data quality control and cleaning, data storage and backup, data sharing and dissemination, and data archiving and preservation, please refer to *Deliverable D1.3 Data Management Plan*.

7 Quality procedures for Open Access approach

This procedure outlines the steps to ensure the AI-CODE project adheres to its open-science approach across all phases and outcomes. It details the processes for open access to publications, source code, AI models, data, and participation. In the following different aspects of the Open Access have been taken into considerations to ensure a proper quality in the process

Open Access to Publications

- Ensure all project-related publications (research papers, technical reports, etc.) are submitted to widely-accepted repositories such as arXiv.org or Zenodo.
- Verify that publications comply with repository guidelines and are accessible under green or gold open access licenses.
- Maintain accurate records of all publications, including submission dates, repository links, and license types.
- Ensure that all publications are accompanied by appropriate open licenses to facilitate accessibility and reuse.

Open Access to Source AI-CODE and AI Models

- Host all source AI-CODE and AI models on standard portals such as GitHub and Hugging Face.
- Ensure that repositories are publicly accessible and include comprehensive documentation.
- Release source AI-CODE and AI models under suitable open-source licenses.
- Regularly review and update licenses to ensure ongoing compliance with open-source standards.

Reproducibility

- Provide web services for the best-performing AI methods, with easy-to-use REST APIs.
- Include detailed documentation and sample AI-CODE to support reproducibility and facilitate adoption by researchers.

Open Access to Data

- Make project-generated datasets available to researchers under suitable licenses, such as CC-BY.
- Ensure datasets do not raise intellectual property rights (IPR), ethical, or legal issues, in accordance with the Data Management Plan.
- Accompany all datasets with clear documentation, including metadata, usage guidelines, and licensing information.
- Regularly review and update datasets to ensure continued compliance with open data standards.

Open Access to Participation

- Engage stakeholders throughout the project using co-creation methodologies.
- Document stakeholder contributions and feedback to ensure transparent and inclusive project development.
- Facilitate collaboration with other researchers, particularly those involved in EU-funded disinformation combating projects.
- Organize dissemination activities to promote wider participation from the European and global R&D community.
- Maintain records of all collaborative efforts, including participants, contributions, and outcomes.
- Ensure that participation opportunities are widely advertised and accessible to diverse groups.

Monitoring and Evaluation

- Conduct regular reviews of open-science practices to ensure adherence to this procedure.
- Document findings and implement improvements as necessary.
- Include open-science compliance in regular project reports.
- Highlight achievements and areas for improvement in open access and participation.

Adhering to this quality procedure will ensure the AI-CODE project maintains its commitment to open-science practices, fostering transparency, collaboration, and innovation. Regular monitoring and evaluation will help identify and address any challenges, ensuring continuous improvement and alignment with project goals.

8 Project meetings

Throughout the project implementation, a combination of virtual and in-person meetings will be conducted to oversee the project's advancement, strategize upcoming tasks, and establish potential corrective actions in case of any unforeseen challenges.

Table 8 summarises the types of meetings planned in AI-CODE. If needed, based upon work requirements, more meetings will be organised, including technical meetings among partners involved in specific tasks.

All meetings will have minutes that will be stored on the project webpage, on the page dedicated to the specific meeting.

Table 4 Meeting types in AI-CODE

Meeting Type	Frequency	Meeting implementation	Participants	Chair
Plenary Consortium meetings	Every 6 months	Preferably face-to-face with the possibility of remote participation, or virtual	Consortium members	Coordinator
General Assembly meetings	Every 6 months	Face-to-face or virtual	General Assembly members	Coordinator
Executive Board Meeting	Every 6 months	Face-to-face or virtual	Executive Board members	Coordinator
WP meetings	Every month or more frequently (according to dynamics of WP activities)	Preferably virtual meetings. Face-to-face can be considered in conjunction to other consortium meetings.	Relevant WP leader, Task leader, and consortium members, Coordinator, QAM, TD	WP Leader

Meeting Type	Frequency	Meeting implementation	Participants	Chair
Task meetings	At the periodicity they deem necessary dedicated meetings to discuss the workflow and the status of the task	Preferably virtual meetings. Face-to-face can be considered in conjunction to other consortium meetings.	Task leader and consortium members	Task leader
Ethics Advisory Board	On a yearly basis	Preferably virtual meetings. Face-to-face can be considered in conjunction to other consortium meetings.	Coordinator, CEPS members, Ethics Advisory Board members	Ethics Manager
ICR Meetings	On a yearly basis	Preferably virtual meetings. Face-to-face can be considered in conjunction to other consortium meetings.	Coordinator, Exploitation Managers, QAM, TD	Exploitation Manager
Review Meetings	M12, M24 and M36	To be decided in agreement with the Project Officer	Coordinator and relevant WP leaders, QAM, TD, Partners, EC Project Officer, Peer Reviewers	EC Project Officer/Coordinator or

In Table 5 Meeting quality process in AI-CODE the quality process of each type of foreseen meetings is presented

Table 5 Meeting quality process in AI-CODE

Type of meeting	Notice of ordinary meetings	Notice of extraordinary meetings	Sending the agenda	Adding agenda items
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Plenary meeting	45 calendar days	15 calendar days	21 calendar days, 10 calendar days for an extraordinary meeting	14 calendar days, 7 calendar days for extraordinary meeting
General Assembly	45 calendar days	15 calendar days	21 calendar days, 10 calendar days for an extraordinary meeting	14 calendar days, 7 calendar days for extraordinary meeting
Executive Board	14 calendar days	7 calendar days	7 calendar days	2 calendar days
WP Meeting	14 calendar days	7 calendar days	7 calendar days	2 calendar days
Task Meeting	14 calendar days	7 calendar days	7 calendar days	2 calendar days
Ethics Advisory Board	14 calendar days	7 calendar days	7 calendar days	2 calendar days
IRC Committee	14 calendar days	7 calendar days	7 calendar days	2 calendar days

8.1 Plenary Consortium meetings

Plenary consortium meetings will be held regularly **twice a year**, thus approximately every 6 months. Consortium institutions will take turns hosting these meetings, one meeting will be held online to save costs/climate.

The meetings must always be organized with the correct procedure to guarantee the correct quality processes, described in detail below. The responsibility for organizing the plenary meetings lies with the project manager, however, the QAM must supervise the process from the of quality to ensure adherence to correct processes.

The main objectives of these meetings are to present the current work in progress, to outline upcoming tasks and schedule the next steps, to update the project vision, to promote collaboration between partners and address integration issues, and to discuss technical, research, ethical or other issues to be dealt with.

The **logistical organisation** of the plenary meetings, both physical and virtual, is the responsibility of the hosting partner in coordination with the meeting chairman (i.e., the Coordinator, unless otherwise decided for exceptional cases). If the meeting is held *physically*, the hosting partner is responsible for arranging the venue, catering, and other logistics. When choosing the venue, the hosting partner should also consider the possibility of remote participation (make sure there is an adequate internet connection and the possibility of broadcasting the meeting online). If the meeting is held *virtually*, the hosting partner is free to choose any provider to set up the meeting but has the responsibility to ensure that the chosen platform is adequate and that all participants can use it free of charge. In any case, it is important to ensure that all logistical arrangements are made well in advance of the meeting to ensure a smooth and successful event.

The **location and possible dates** of a consortium meeting will be decided in a General Assembly meeting. If

during the meeting there is no clear agreement among all partners on the specific dates of the future plenary meeting, a range of possible weeks should be ideally identified and the decision will be made later through a survey (e.g., a Doodle¹) to be circulated on the general AI-CODE mailing list. The Doodle should be set up with several selected dates by the partner that will host the meeting or by the QAM. partners will be asked to indicate their availability for the proposed dates, and the dates when most partners are available will be finally selected. If there are no dates when at least two-thirds (2/3) of the consortium is available, the initial pool of dates will be further expanded to include other options. In any case, the process of decision-making on dates must be completed **at least four months in advance** of the meeting.

The Coordinator, or the designated **meeting chair**, is responsible for creating the meeting agenda, and meeting minutes, and distributing them to all participants and project bodies. For in-person meetings, a signed list of attendees should be compiled. The meeting minutes serve as an official record of all decisions made during the meeting. Therefore, they should include a comprehensive list of all action points discussed, detailing the action to be taken, the relevant work packages/tasks, the person/partner responsible for acting, and the deadlines for completion. The draft of the minutes must be shared with all meeting participants within 10 calendar days after the meeting. The minutes are considered accepted if, within 15 calendar days from receipt, no partner has sent an objection to the chairperson concerning the accuracy of the draft minutes by written notice. After approval, the minutes should be shared with all participants and stored in the project sharepoint for future reference.

At least six consortium meetings are planned for the whole duration of the project. The preliminary schedule for the Plenary Consortium Meetings is as follows:

- *Kick-off Meeting*, Timing: M1 (4th-5th Dec 2022), Online, Host partner: DS TECH
- *2nd plenary Meeting*, Timing: M3 (19th-20th February 2024), Venue: Rome/Online, Host partner: DS TECH
- *3rd plenary Meeting*, Timing: M7 (4th of July 2024) online
- *4th Plenary meeting* before the 1st review at M12 (November 2024), Host Partner: TBD
- *5th plenary Meeting*, Timing: around M24 (November 2025), Host Partner: TBD
- *6th plenary Meeting*, Timing: around M30 (May 2026), Host Partner: TBD
- *7th plenary Meeting*, Timing: before the final review at M36 (November 2026), Host Partner: TBD

Before each plenary meeting, the Coordinator, or the person assigned, such as the QAM, will send each WP or Pilot leader the template slides and a shared folder where all presentations should be uploaded. The final presentations will be made available to all the project members also after the meeting in the project repository.

A dedicated web page in SharePoint will be created for each meeting, where all information about the meeting will be archived. Specifically, before the meeting the hosting partner should include in the web page info on dates, how to get to the venue or attend the meeting online, social events, and any other practical information. After the meeting, the QAM will update the sharepoint page with meeting minutes, slides used in presentations, and recordings (if available). An example of a repository page created for the Kick-off Meeting is shown in **Errore. L'origine riferimento non è stata trovata..**

¹ <https://doodle.com/>

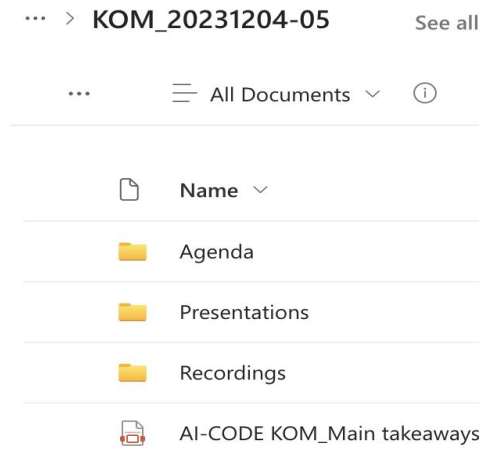


Figure 3 Example of a web page of a plenary consortium meeting

8.2 General Assembly meetings

The Coordinator is responsible for organizing regular meetings of the GeA every **six months**, with the possibility of scheduling additional extraordinary meetings upon written request by any GeA member. These meetings can be held in person or remotely, depending on the circumstances. Regular GeA meetings can be held in conjunction with plenary consortium meetings. A permanent agenda item of each meeting will be the decision on a place and possible date for the next plenary consortium meeting. All GeA members must attend meetings or designate a substitute or a proxy to attend and vote on their behalf.

The Coordinator shall chair all meetings of the GeA, unless decided otherwise by the GA. The chairperson shall give **written notice of the meeting within its agenda** to each member as soon as possible and no later than 14 calendar days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting. Any agenda item requiring a decision by the Members must be identified as such on the agenda. Any Member may add an item to the original agenda by written notice to all the other Members no later than 7 calendar days preceding the meeting and 2 days preceding an extraordinary meeting. During a meeting of the GeA the Members present or represented can unanimously agree to add a new item to the original agenda.

The General Assembly may arrive at decisions during a meeting or without one, following specific procedures and rules.

Decisions reached without a meeting require the decision to be communicated to all members via email, including all relevant information. Members have ten days to respond, and the decision is approved if it receives over 51% of the votes, with each partner having one vote. The Coordinator shall inform all the GeA members of the outcome of the vote. The decision will be binding after the Coordinator sends a notification to all GeA members. The Coordinator will keep records of the votes and make them available to the partners on request. A veto may be submitted up to 15 calendar days after receipt of this information (see Section 6.3.5 of the Consortium Agreement).

Decisions made during meetings require a two-thirds (2/3) majority vote for approval, and a quorum of two-thirds (2/3) of the partners (i.e., 12 partners) is required. Each GeA member has one vote (associated partners are excluded from certain decisions of the General Assembly according to Section 6.2 of the Consortium agreement). If the quorum is not met, another meeting must be scheduled within 15 days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of GeA members is present or represented.

A partner, which can show that its own work, time for performance, costs, liabilities, intellectual property rights, or other legitimate interests would be severely affected by a decision of the GeA may exercise a **veto** concerning the corresponding decision or relevant part of the decision. A veto can be exercised also on decisions not foreseen on the original agenda (see Section 6.3.5 for more details on veto rights).

The **minutes** of the meeting must be shared with all GeA members within 10 days. The minutes shall be considered as accepted if, within 15 calendar days from receipt, no Party has sent an objection to the chairperson for the accuracy of the draft minutes by written notice. Decisions will only be binding once the relevant part of the minutes has been accepted. The chairperson shall send the accepted minutes to all the GeA Members, and the Coordinator shall retain copies of them. The minutes should be uploaded to the project SharePoint.

8.3 Executive Board meetings

The Executive Board (EB) will hold meetings as needed and at least once **every six months** to effectively oversee the project's progress and address any issues that may arise during the project's duration. These meetings can be held in conjunction with plenary consortium meetings or can be held upon request if needed. The EB meeting can be held in person or remotely, depending on the circumstances.

The **agenda** of each meeting is prepared by the Coordinator with consultation from the members of the EB.

The Coordinator shall chair all meetings of the EB, unless decided otherwise by the EB.

The **minutes** of the meeting must be shared with all EB members within 10 days. If there are no written objections to the accuracy of the draft minutes within 15 calendar days from receipt, they will be considered

8.4 WP meetings

To ensure effective communication and collaboration within the team of each WP, and transversely between WPs, guidelines for WP meetings have been established early in the project. These regular meetings are crucial to ensure that everyone is on the same page and that any issues can be identified and addressed quickly.

Frequency: WP meetings must be held monthly or more frequently (especially during the initial months of the project). Proposals for dates of WP meetings will be circulated by the WP Leader preferably two weeks before the meeting, in any case at most one week before the meeting. Ideally, the date of a new WP meeting is set during a previous meeting.

Given the frequency at most monthly, it is advisable to set the dates regularly in advance, for example, every 4-5 weeks so that there is a recurring meeting at the same time and day of the week each month. Most WP Leaders have already adopted this strategy for scheduling their meetings.

SharePoint web pages. To keep track of all useful information about past or future WP meetings, including meeting minutes, a “meeting” web page has been created for each WP. All the meetings will be registered the Links to those pages are available at <https://dstechit.sharepoint.com/sites/disinformationproposal>, where links to the calendars for each WP are also provided. Screenshots of this web page and an example of the web page of the registered meeting are in Figure 5 and Figure 6 the web pages where all the meeting information is accessible.

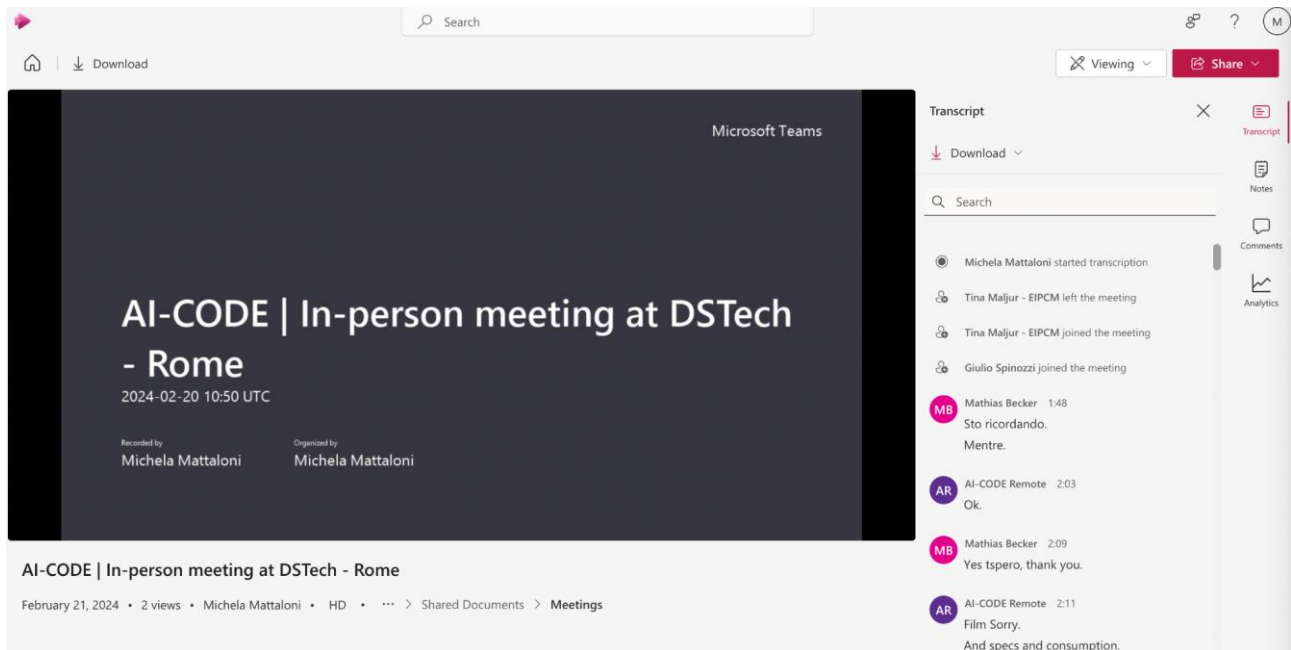


Figure 4: Web page of the registered meeting

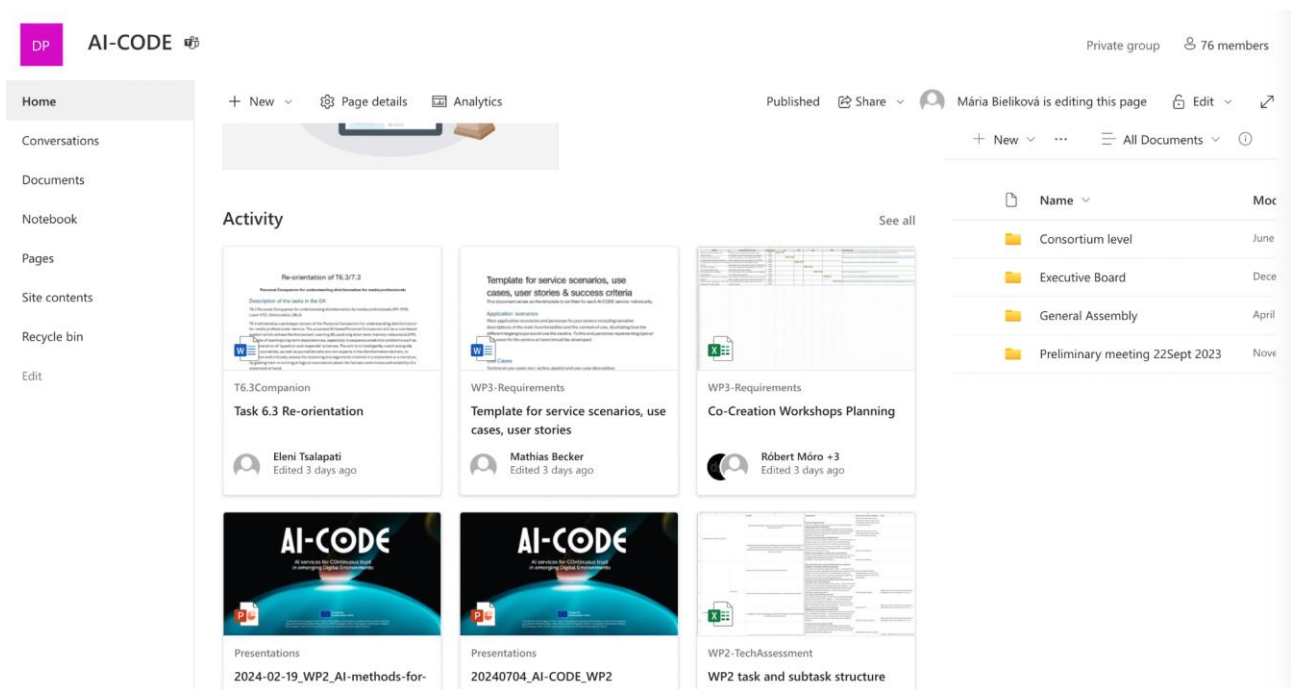


Figure 5 : Web page where the meeting info are accessible

Guidelines:

Before each meeting, the WP<x> leader must:

1. Add the meeting to the WP-<x> calendar and include the link to access the meeting. Invite the WP<x> mailing list (see below for the mailing list of each WP that has been created by the WP leaders) as a guest and confirm the sending of invitation emails to Google Calendar guests when saving the event. The event should be named by starting with "AI-CODE WP<X>..."

2. Send an email to the WP<x> mailing list, with the meeting details, including the date, time, agenda, and link to access the meeting. This is an important step, as some partners do not receive Google Calendar emails correctly.
3. Send a reminder email on the day of the meeting (or the day before) to the WP mailing list. The email should contain all the useful information about the scheduled meeting, including the link to access the call.
4. Include the link to access the call and the draft of any material that is intended to be used during the call (e.g., link to slides) in the WP<X> meeting page in SharePoint.

After each meeting, the WP<x> leader must:

- Update the WP<X> meeting page in the sharepoint to include the final version of any material used during the call (e.g., slides) and/or the minutes of the meetings.

By following these guidelines, we can ensure that all WP meetings are organized efficiently, with all necessary information provided to all partners, and meeting materials are available for future reference.

List of the WP mailing list:

- Mailing list for WP2 “Wp2-Techassessment_ai-code”: aicode-wp2-techassessment@googlegroups.com
- Mailing list for WP3 “Wp3-Requirements_ai-code”: ai-code-wp3@googlegroups.com
- Mailing list for WP4-5 “Wp4-5-Content-driven_ai-code”: aicode-wp4-wp5-contentdriven@fbk.eu
- Mailing list for WP6-7 “WP6-7-User-driven_ai-code: ai-code-wp6-wp7@googlegroups.com
- Mailing list for WP8 “WP8-Validation_ai-code”: ai-code-wp8@googlegroups.com
- Mailing list for WP9 “WP9-DC-E-Impact-Ethics_ai-code”: aicode-wp9-wp10-disseminationimpactethics@googlegroups.com

8.5 Project Review meetings with the European Commission

The European Commission has the right to conduct reviews to ensure that the project is being implemented properly and that all obligations under the Grant Agreement are being met. This includes an assessment of project deliverables and outcomes, as well as an evaluation of the quality, impact, and effectiveness of the work being done.

A tentative schedule for the AI-CODE Project reviews has been established as

- Review number 1 at M12
- Review number 2 at M24
- Review number 3 at M36

The venue for these reviews has not yet been determined.

The Project Coordinator, along with the QAM will coordinate with the Project Officer to prepare for these reviews. This will include developing meeting agendas, making logistical arrangements, and ensuring that all necessary materials are prepared.

All partners involved in the AI-CODE Project, especially WP leaders and task leaders, should contribute and support the Project Coordinator in preparing the necessary material for these reviews. If needed, the granting authority may be assisted by independent, outside experts. The coordinator and all the partners must cooperate diligently and provide any additional information and data requested within the given deadline. For on-the-spot visits, the beneficiary concerned must allow access to sites and premises (including to outside experts)

and must ensure that the information requested is readily available. Information provided must be accurate, precise, and complete and in the format requested, including electronic format.

9 Project reporting

The project's progress and compliance with expenses, resources, and deadlines outlined in the Grant Agreement and its annexes will be monitored continuously through a reporting process that involves internal semi-annual reports and the submission of periodic reports to the European Commission.

This section aims to provide the consortium with guidance for project reporting. Table 6 provides a high-level summary of the reports expected in the project. The details of each report and the general procedures to be followed are given in the following sections.

Table 6 Project Reporting

Report Type	Frequency	Authors	Final-Recipient
Project Deliverables	As described in the Description of the Action	All partners	European Commission
Periodic Internal Reporting (monitoring of KPIs and technical advancements)	Every 3 months	All partners	Coordinator/EB
Periodic Reports (technical and financial)	After the end of each reporting period (M12 and M36)	Coordinator with partner contributions	European Commission
Continuous reporting in the “Continuous Reporting Module” of the EC portal	Continuously	Coordinator	European Commission
Timesheets	Monthly	All partners	Originals kept by partners for audit

9.1 Project Deliverables

Throughout the AI-CODE project implementation, 29 deliverables must be submitted to the European Commission, as outlined in the Description of the Action. The project sharepoint will serve as the main platform for accessing quality assurance procedures, templates, information on each deliverable, and storage of all deliverable versions until completion.

Each deliverable will have its own dedicated share point web page (<https://dstechit.sharepoint.com/sites/disinformationproposal>) created to provide a list of all deliverables and links to their corresponding web pages. See Figure 6 Example of SharePoint page created for a AI-CODE deliverable. The progress of deliverables is continuously monitored by the Project Coordinator and Quality Assurance Manager through the sharepoint.

A set of guidelines is presented below (and in the sharepoint) to ensure the efficient, timely, and high-quality delivery of all deliverables.

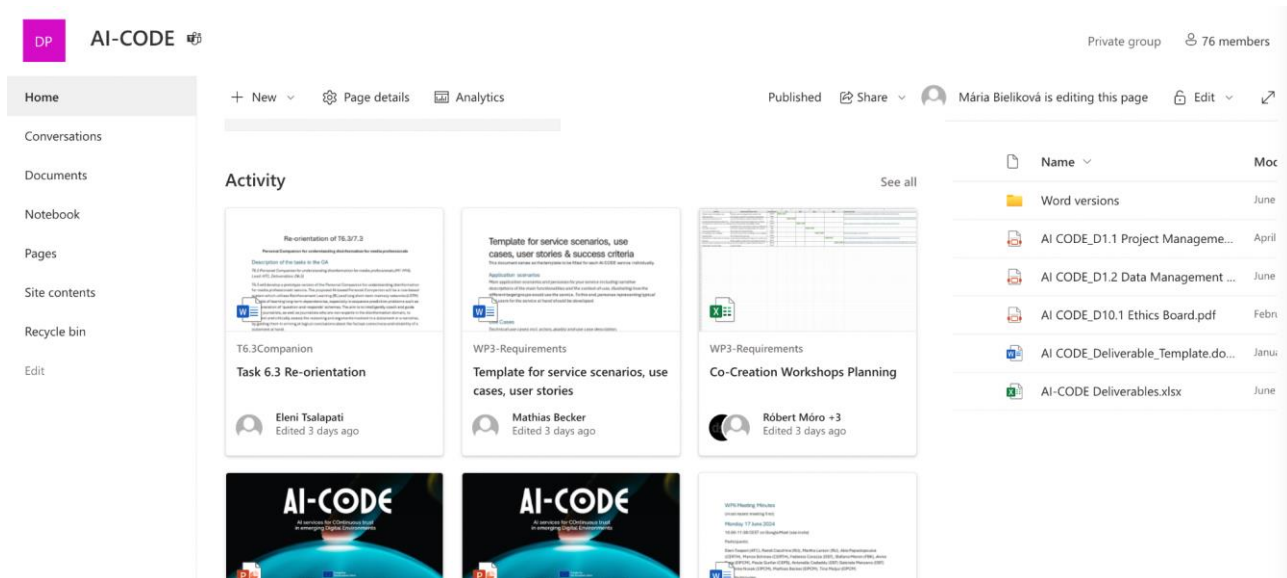


Figure 6 Example of SharePoint page created for a AI-CODE deliverable.

9.1.1 Timeline for the preparation, reviews, and submission of deliverables

The partner and WP responsibilities for each deliverable have already been defined in the Description of the Action. Therefore, for each deliverable, the corresponding WP leader, in agreement with the Project Manager of the lead beneficiary for the deliverable, should designate the person who will serve as the editor and as the reference person of the deliverable. This person should be communicated to the QAM at least 3 months before the contractual delivery date. If this does not happen, then it is the QAM who will contact the WP leader and Lead beneficiary to remind them of the upcoming deliverable and the procedures to be followed.

The editor will identify potential contributors, with the assistance of the Executive Board if necessary. The editor and contributors should reach an agreement on the Table of Contents (ToC) and the tasks each contributor will be responsible for as soon as possible, but no later than 2 months before the deliverable submission deadline.

To ensure the timely production and high quality of the deliverables, an internal review process will be implemented. The schedule for the delivery production is as follows (Figure 8):

- *2 months before the official deliverable due date:* The lead beneficiary should communicate the deliverable Editor to the Quality Assurance Manager and to the Coordinator
- *2 months before the official deliverable due date:* The editor will send the agreed-upon **Table of Contents** to the Quality Assurance Manager and the Coordinator
- *6 weeks before the official deliverable due date:* the **First Draft** should be sent to all contributors, which includes the Quality Assurance Manager and to the Coordinator

- *3 weeks before the official deliverable due date:* a **Draft ready for internal review** should be sent to internal reviewers, the Quality Assurance Manager and the Coordinator
- *2 weeks before the official deliverable due date:* The internal reviews, which will be provided by two reviewers within one week, will be returned to the editor.
- *5 days before the official deliverable due date:* a **Final Revised Version** should be sent to the Coordinator.
- *Before the deliverable due date:* The coordinator will **submit** the deliverable.

The QAM will request two reviewers from the consortium partners who are not directly involved in the preparation of the deliverable about two months before the official deliverable due date when the Table of Contents is ready.

The editor is responsible for sending each draft version to contributors for agreement before distributing it to the Executive Board and/or reviewers.

The deliverable will be made by the contributors, with the deadlines being the responsibility of the editor and contributors, following the schedule described above.

9.1.2 Deliverable Review Schedule

To ensure an efficient and smooth internal review process for AI-CODE deliverables, we have scheduled partners involved in the review process until the end of the project.

The review attribution was created based on the following criteria:

- each deliverable will be reviewed by two reviewers, therefore a total of 58 reviews are needed for the 29 deliverables planned in the AI-CODE project.
- the review load to be assigned to each partner is estimated based on their effort in the project.
- related deliverables (e.g., first release and second/final release) were preferably assigned to the same partners to simplify the process.

The final review assignment shown in Table 7 was designed according to the above criteria and to the feedback received by the Project Managers and WP leaders, who were consulted for approving the proposal of allocation of partners responsible for conducting the reviews of the review allocations. Please note that this allocation only pertains to scheduling the partner, who conducts the review. The reviewers for each deliverable will be chosen by the Project Manager a few months before the deliverable due date. Specifically, the QAM will contact the Project Manager of the partners involved in the reviews as soon as the Table of Contents of the deliverable is ready (so at least two months before the deadline for the submission to the EU portal).

Table 7 Deliverable due dates sorted according to the official delivery month and assigned reviewers.

Deliv (n.)	Deliverable name	WP n.	Short name of lead partic.	Type	Dissemination level	Delivery date (in months)	Reviewer 1	Reviewer 2
D1.1	Management Website	1	DS TECH	DEC	CO	3	Michela Mattaloni (DS TECH)	Antonella Cadeddu (DS TECH)
D1.2	Data Management Plan	1	DS TECH	R	PU	6	DW	KInIT

D1.3	Quality Plan	1	DS TECH	R	PU	6	EURACTIV	RU
D2.1	Report on technological and socio-behavioural characterization of next-gGeneration social media	2	FBK	R	PU	12	CERTH	UPM
D2.2	Report on the assessment of the role of novel text and image generative AI methodologies in producing and combating disinformation	2	CERTH	R	PU	12	FBK	EIPCM
D2.3	Adaptation of existing credibility and trust assessment and disinformation detection tools to next-gGeneration social media and AI generated content	2	KInIT	R	PU	18	CERTH	DS TECH
D3.1	User-centred requirements definition	3	EIPCM	R	PU	12	NAL	RU
D3.2	Functional specifications and technical requirement	3	DS TECH	R	PU	16	CERTH	FBK
D4.1	Prototyping the disinformation detection and next generation of social media service	4	DS TECH	DEM	PU	18	ATC	UNICAL
D4.2	Prototyping the Trustability and credibility assessment services	4	UPM	DEM	PU	18	FBK	CERTH
D4.3	Prototyping the Media Asset Annotation and Management (MAAM) service	4	CERTH	DEM	PU	18	UNICAL	UPM
D5.1	Disinformation detection and next generation of social media service (final)	5	DS TECH	DEM	PU	32	ATC	RU
D5.2	Trustability and credibility assessment services (final)	5	UPM	DEM	PU	32	CERTH	KInIT
D5.3	Media Asset Annotation and Management (MAAM) service (final)	5	CERTH	DEM	PU	32	UNICAL	KInIT
D6.1	Prototype version of Dynamic	6	EIPCM	DEM	PU	18	RU	ATC

	Simulator for Media Professionals							
D6.2	Prototyping transparency services for AI-model cards	6	CERTH	DEM	PU	18	UPM	DS TECH
D6.3	Prototype version of the Personal Companion for media professionals service	6	ATC	DEM	PU	18	RU	EIPCM
D7.1	Generative AI Interactive Coaching Service and Dynamic Simulator for Media Professionals	7	EIPCM	DEM	PU	32	KInIT	DS TECH
D7.2	Transparency services for AI-model cards	7	CERTH	DEM	PU	32	FBK	UNICAL
D7.3	Final version of the Personal Companion for media professionals service	7	ATC	DEM	PU	32	CERTH	UPM
D8.1	Services deployment framework	8	ATC	R	PU	20	CERTH	DEB
D8.2	Validation methodology	8	RU	R	PU	24	DEB	EIPCM
D8.3	Validation report	8	DEB	R	PU	36	DW	EURACTIV
D9.1	Impact master plan	9	EURACTIV	R	PU	6	DS TECH	CEPS
D9.2	Dissemination Boosters	9	EURACTIV	DEC	PU	36	DW	DEB
D9.3	Dissemination and communication report	9	EURACTIV	R	PU	36	CEPS	DS TECH
D9.4	Exploitation and sustainability report	9	DS TECH	R	PU	36	NAL	ATC
D9.5	Ethical design requirements	9	CEPS	R	PU	24	DW	NAL
D9.6	Ethics handbook	9	CEPS	R	PU	36	NAL	DW

9.1.3 Deliverable Templates

Templates for deliverables and internal review reports have been produced and are available in the share point.

Each template already provides the following general structure to be maintained and followed :

- Cover page – containing the EU visibility information as well as the Deliverable Number and Title.
- A table with all the Deliverable information, including Deliverable version, contractual delivery date, Lead beneficiary, Type, Dissemination level, Work Package, tasks, authors, editor, abstract, keywords.
- Revision History and Reviewer Names.
- Table of Abbreviations and Acronyms.
- Table of Contents.
- List of Figures and List of Tables.
- Executive Summary.
- Introduction.
- Core part.
- References.
- Annexes (optional).

The internal review template (see Appendix A: Deliverable Internal Review Report Template) contains:

- Cover page with the EU visibility information as well as the Deliverable Number and Title
- A table with deliverable and review information, including Deliverable title, number, version, Lead beneficiary, Type, Dissemination level, Work Package, reviewer name, review date.
- Review procedure and guidelines.
- Review form.

9.2 Periodic Internal reporting

Each partner should submit two types of periodic internal reports, technical and financial, using the templates provided in the sharepoint. These reports should be filled at the end of each semester in which the partner worked on the project. The reports must be submitted to the Coordinator within 20 days from the end of the semester. Where necessary the coordinator may request revisions or clarifications from the partners. Then the reports will be made available to all partners via to the project SharePoint.

9.2.1 Periodic Internal Technical reports

A dedicated web page in the SharePoint, will be created to collect all the semi-annual internal technical reports. These reports consist of partner contributions detailing their work in each task of a specific WP, along with information on submitted deliverables, encountered problems, and any deviations from the description of the action. The WP leader is responsible for providing this information for each WP.

The general structure of the internal technical report of a WP<x> is:

- General overview of the WP with a summary of activities and main outcomes, deliverables, milestones, and any encountered problems or deviations (compiled by the WP leader)
- For each WP task, there is a subsection for each partner with effort in the task, where the partner is responsible for specifying all the activities carried out in the task, the difficulties encountered, and any deviations from the planned activities.

List of milestones

MS#	Milestone name	Related WPs	Due date	Means of verification
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	Project inception	WP1	M6	D1.1, D1.2, D1.3
MS1	Requirements and preliminary scenarios	WP2	M12	D2.1, D2.2, D3.1
MS2	Functional Specification of the AI-CODE services	WP3	M16	D3.2
MS3	Preliminary impact and dissemination	WP1, WP2, WP9	M18	D9.1, D2.3 1st Project Progress Report
MS4	First prototype of the AI-CODE services	WP4, WP6	M18	D4.1, D4.2, D4.3, D6.1, D6.2, D6.3
MS5	Preliminary experimentation phase	WP8, WP9	M24	D8.2,, D9.4
MS6	Final implementation of the AI-CODE services	WP5, WP7, WP8	M32	D5.1, D5.2, D5.3 D7.1, D7.2, D7.3
MS7	Final experimentation phase	WP8, WP9	M36	D8.3, D9.5
MS8	Project completion	All WPs	M36	D9.2, D9.3, D9.5, Final Project Progress Report

9.2.2 Periodic Internal Financial reports

AI-CODE uses a lump sum procedure.

The internal financial reports are created in Excel format, with one file per partner. Each partner uses these files to report information about claimed personnel and other costs during the semester, for the semester. A screenshot of the template is shown in Figure 7.

All these Excel files will be collected and made available through the project SharePoint at the following link: https://dstechit.sharepoint.com/:x:/r/sites/disinformationproposal/_layouts/15/Doc.aspx?sourcedoc=%7BFE4042D9-9DEE-4AFA-8032-B7BBF2454D7B%7D&file=AI-CODE_IFR_Template.xlsx&action=default&mobileredirect=true&wdsle=0.

AI-CODE Financial Report		Partner	Name of the partner	Period	MX-MY	
Work package	Estimated Lump Sum Contribution for the period	Consumed Lump Sum Contribution		Any significant deviation / justification		
WP1 Project Management						
WP2 Technological Assessment of New Emerging Technologies						
WP3 Requirements Analysis and Definition						
WP4 Content-driven Services - Period 1: Prototyping						
WP5 Content-driven Services - Period 2: Implementation						
WP6 User-driven Services - Period 1: Prototyping						
WP7 User-driven Services - Period 2: Implementing						
WP8 Deployment and user-centred validation in Real Use Cases						
WP9 Impact and Ethics						

ESTIMATION OF EXPENDITURES (1) - TRAVELS		Estimated cost	Names of all travelers	Purpose of the travel and Location	Start date	End date

ESTIMATION OF EXPENDITURES (2) - OTHER COSTS		Estimated cost	Type of cost (subcontracting, purchased material, etc.)	Explanation	Date

Figure 7 Internal Financial Report template

9.2.3 Periodic Reports to EC

Regular updates on the project status must be provided through the “Continuous Reporting Module” of the EC Portal.

The continuous reporting includes:

- Project summary.
- Progress in achieving milestones.
- Deliverables.
- Updates to the publishable summary.
- Response to critical risks, publications, communications activities, IPRs.
- Programme-specific monitoring information (if required).

The Project summary of the Continuous Reporting Module has four sub-sections:

1. **Context and overall objectives** section to provide background information for understanding the motivation behind the project and the problems and needs it aims to address.
2. **Work performed and main achievements** section to describe the activities performed and the main achievement with a focus on technical and scientific part.
3. **Results beyond the state-of-the-art** section to describe results and potential impacts (e.g., further research, demonstration, access to markets and finance, commercialisation, IPR support, internationalisation, supportive regulatory and standardisation framework, etc.)
4. **Policy relevant evidence of the project** section to describe (if applicable) policy relevant evidence of the project, i.e., how the project outcomes can contribute to developing, strengthening, or improving EU policy priorities, what is the project main policy recommendations/ messages based on the project outcomes.

As outlined in the Grant Agreement, the AI-CODE project must submit also periodic report within 60 days following the end of each reporting periods. Two reporting periods are expected for the project:

- **Period 1:** from M1 (01 December 2023) to M12 (30 November 2024), Report deadline: 31 January 2025
- **Period 2:** from M13 (1 December 2024) to M36 (30 Nov 2026), Report deadline: 31 January 2027

Internal deadlines will be set for gathering data and ensuring that the final version of the report can be submitted on time. In this regard, the internal periodic reports will serve as a starting point for the periodic reporting to the European Commission.

Each periodic report comprises two parts: a technical report and a financial report, as described in the following subsections.

9.2.4 Periodic Technical reports

The periodic technical report must include an overview of the action implementation. It should be prepared using the template that will be provided in the Portal Periodic Reporting Tool.

The technical report is divided in two parts, Parts A and B:

- **Part A:** contains the structured tables with project information (retrieved from the Grant Management System).
- **Part B** (the narrative part): mirrors the application form and requires the participants to report on differences (*delays, work not implemented, new subcontracts, budget overruns, etc.*)

The technical report Part A and the financial report is generated automatically based on the data in the Grant Management System. Part B needs to be prepared outside the tools (using the template downloaded from the system) and then uploaded as PDF (together with Annexes, if any).

All participants should contribute to the parts, but the Coordinator will be responsible to submit them as a single report. Moreover, the Coordinator should:

- Check that the continuous reporting form is updated on time (before entering the periodic reports).
- Check that all participants have submitted their financial statements (and CFS, if necessary).
- Check that the information in Parts A and B is consistent.
- Make sure the template has been followed and that all sections have been completed and no attachments are missing.

9.2.5 Periodic Financial reports

The **Financial Report** consists of the structured individual and consolidated Financial Statements (retrieved from the Grant Management System). It includes:

- The financial statements (individual and consolidated; for all beneficiaries/affiliated entities).
- The explanation on the use of resources (or detailed cost reporting table, if required).
- The certificates on the financial statements (CFS) (if required at final payment).

The financial statements must detail the eligible costs and contributions for each budget category and, for the final payment, also the revenues for the action (see Articles 6 and 22 of the Grant Agreement)

10 Risk management

The purpose is to identify, assess, and mitigate risks that could potentially impact the project's success.

10.1 Introduction and risk management objectives

Risk analysis is a pivotal step in the risk management process, focusing on evaluating and prioritizing identified risks. In the context of the AI-CODE project, risk analysis is crucial to anticipate potential threats and devise strategies to mitigate their impact on the project's outcomes, timelines, and costs. This chapter details the risk assessment approach adopted by the AI-CODE project team to ensure systematic and thorough risk analysis.

The primary goal of risk assessment is to evaluate the potential impact and likelihood of each identified risk. This allows the project team to prioritize risks and allocate resources effectively to mitigate them. Risk assessment aims to minimize the negative impacts of risks while also considering opportunities to maximize positive impacts where feasible.

10.2 Risk process description

The risk assessment process within AI-CODE involves several key steps, which are executed periodically throughout the project lifecycle to ensure continuous risk monitoring and management. These steps are summarized as follows:

Risk Identification: Conduct a comprehensive assessment to identify all potential risks, including technical, financial, legal, and ethical risks. This may involve consulting with external stakeholders to identify additional risks or challenges.

- **Risk Analysis:** Assess and prioritize the identified risks based on their likelihood and impact.
- **Risk Mitigation:** Develop strategies to mitigate the identified risks.
- **Risk Monitoring and Reporting:** Regularly monitor and update the risk management plan to ensure it remains effective and relevant.

10.2.1 Risk Identification

Risk identification is the first step in the risk management process. The project team conducts a thorough risk assessment, considering all possible risks, including:

- *Technical Risks:* Issues related to technology implementation, integration, and performance.
- *Financial Risks:* Budget overruns, funding shortfalls, and financial mismanagement.
- *Legal Risks:* Compliance with regulations, intellectual property issues, and contractual obligations.
- *Ethical Risks:* Data privacy concerns, ethical use of AI, and stakeholder interests.

10.2.2 Consultation with Stakeholders

In addition to internal assessments, the project team may consult with advisory external stakeholders to identify any additional risks or challenges that may impact the project. This external perspective is valuable in uncovering potential risks that may not be immediately apparent to the project team.

10.2.3 Risk assessment approach

The risk analysis evaluation process is an essential component of any project, as it aims to identify and to mitigate potential risks that may affect the success of project outcomes, as well as adherence to timelines and costs. The risk is usually defined as a deviation (either positive or negative) of a variable (e.g., event, activity, etc) from its expected value. The purpose of a risk management plan is to minimize risks with negative impact, but it may include actions to maximize those with positive impact.

In this section, we outline the steps taken by the AI-CODE project team to evaluate and manage risks with negative impact, which are summarized in Figure 8. These steps will be executed periodically throughout the project lifecycle to guarantee continuous risk monitoring and management.



Figure 8 Risk management process

The first step is to **identify potential risks**. This involves conducting a comprehensive risk assessment, which should consider all possible risks, including technical, financial, legal, and ethical risks. The project team may also consult with advisory external stakeholders to identify any additional risks or challenges that may impact the project.

Once risks are identified, the next step is the **risk analysis** to assess and prioritize them. This involves evaluating the probability (*likelihood*) of each risk occurring and the potential *impact* it could have on the project. Risks that have a high probability of occurring and a significant impact on the project should be prioritized. More generally, risk priorities can be calculated using a probability and impact matrix. In AI-

CODE we adopt a probability and impact matrix with three levels of probability factors (Low, Medium, High) and three level of severity impact factor (Low, Medium, High), resulting in four risk levels (low, moderate, high, critical), as shown in Table 8.

Table 8 Risk classification and priority

IMPACT PROBABILITY	Low	Medium	High
Low (Unlikely)	LOW RISK (Priority 0)	MODERATE RISK (Priority 1)	HIGH RISK (Priority 2)
Medium (Likely)	MODERATE RISK (Priority 1)	MODERATE RISK (Priority 1)	HIGH RISK (Priority 2)
High (Very Likely)	HIGH RISK (Priority 2)	HIGH RISK (Priority 2)	CRITICAL RISK (Priority 3)

After prioritizing the risks, a **risk mitigation plan** should be developed for each identified risk, outlining steps to be taken to reduce or eliminate the risk. These risk mitigation strategies may include developing contingency plans, creating alternative solutions, or risk control measures.

Regular risk monitoring and assessment are necessary to ensure that the risk management plan remains up-to-date and effective. If new potential risks arise, then the risk management plan should be updated accordingly. Both top-down and bottom-up approaches will be used to monitor and identify potential risks. In the top-down, the Coordinator, the QAM and the TD will check potential risks during all periodic meeting and plenary consortium meeting. In the bottom-up, the WP leaders will collect potential risks from the WP team members and communicate them to the Coordinator, the QAM and the TD.

Once risks are identified, the next step is to assess and prioritize them. This involves evaluating the probability (likelihood) of each risk occurring and the potential impact it could have on the project. The AI-CODE project adopts a probability and impact matrix with three levels of probability factors (Low, Medium, High) and three levels of severity impact factors (Low, Medium, High).

Continuous Monitoring

Regular risk monitoring and assessment are necessary to ensure that the risk management plan remains up-to-date and effective. Both top-down and bottom-up approaches are used to monitor and identify potential risks:

- *Top-Down Approach: The Coordinator, Quality Assurance Manager (QAM), and Technical Director (TD) check potential risks during all periodic meetings and plenary consortium meetings.*
- *Bottom-Up Approach: Work Package (WP) leaders collect potential risks from WP team members and communicate them to the Coordinator, QAM, and TD.*

10.3 Risks' register

The risk management register is a living document that is regularly updated whenever a project partner foresees a new possible risk or whenever a foreseen-risk occurs, it will be updated as well.

Each partner and WP Leaders are responsible for risk detection, control, and reporting.

The current version of the registered risks is provided below.

Table 9 Current Risk Register

Description of risk	WPs	Proposed risk-mitigation measures
Diverging objectives between technical and pilots' teams. <i>Likelihood: low, severity: high</i>	WP1	The AI-CODE management structure was specifically designed to minimise this risk and to ensure close partner collaboration. This will minimise the probability of misunderstanding and divergences and open vast opportunities to correct the divergences at their early stage.
Insufficient training data and compute infrastructure for building new AI models <i>Likelihood: medium, severity: high</i>	WP4-7	Existing datasets will be reused. State-of-the-art transfer learning, domain adaptation and data augmentation techniques will be leveraged. Efficient AI approaches and models will be used as basis (also to promote Green AI practices).
Platforms change their policies on data access <i>Likelihood: Medium, severity: Medium</i>	WP4-7	The AI-CODE consortium will try to establish direct contacts with platforms to foster collaboration with them and will closely monitor developments with the DSA and the EDMO data access working group.
New forms of misleading content/disinformation emerge. <i>Likelihood: high, severity: high</i>	WP4-7	AI-CODE is inherently designed to address this risk through constant contact with fact-checkers that should enable continuous adaptation of AI models to new kinds of suspicious content
Opening up resources publicly makes AI models susceptible to attacks <i>Likelihood: high, severity: high</i>	WP4-5	The adversarial nature of several problems that are central to AI-CODE (deepfake detection, forgery detection, etc.) makes their public availability as part of the Open Science principles of the project very risky. To mitigate this, AI-CODE will only release partial resources publicly, e.g., for benchmarking/reproducibility, and retain full implementation details confidential to prevent adversarial attacks. Moreover, access to verification services will be closely monitored.

Poor feedback in the co-creation processes with media professionals <i>Likelihood: low, severity: medium</i>	WP6-7	Iterate with media professionals and have contingency plans for early detection of issues: 1) Complexity or lack of understanding: Intensify training or adapt mockups/interface; 2) Low involvement or commitment: Closer interaction and follow-up. 3) Low satisfaction with participatory services: Adapt requirements and functionalities to improve usability.
Lack of coherence between end user needs and partners' work; probability low, impact high <i>Likelihood: low, severity: medium</i>	WP8	We will follow a co-design methodology and an agile development approach with multiple iterations to bring end user communities and research/technical partners in direct contact and collaboration.
Innovation transfer yielding insufficient results <i>Likelihood: low, severity: high</i>	WP9	Both the communication and exploitation strategy of AI-CODE will be designed in an iterative way: an initial strategy outlined at the start of the project will be updated at least twice, as technologies are integrated, pilots are run, first exploitation activities are organised, a market analysis is performed, and business models are tested. Mitigating strategies could include adapting the use cases to observed market needs, rethinking the business model, choosing alternative means of communication and exploitation (events) targeted at different market segments.

10.4 Tools and techniques

Effective risk management in a European-funded project like AI-CODE necessitates the use of various tools and techniques to systematically identify, assess, mitigate, and monitor risks. This chapter explores the key tools and techniques employed by the AI-CODE project team to ensure a robust risk management process.

Risk Identification Tools and Techniques:

- *Brainstorming* sessions are conducted with the project team and stakeholders to generate a comprehensive list of potential risks. These sessions encourage open communication and the sharing of diverse perspectives, helping to identify a wide range of risks that might affect the project.
- SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis helps identify internal and external factors that could impact the project. By evaluating strengths and weaknesses within the project and opportunities and threats in the external environment, the team can uncover potential risks.
- *Interviews* with project experts and external stakeholders provide insights into potential risks based on their experience and knowledge. These interviews are structured to gather detailed information about specific risk areas.
- *Checklists* are used to ensure that all common risk areas are considered. These lists are derived from past projects, industry standards, and best practices, serving as a comprehensive guide for risk identification.

Document Review: Reviewing project documents, including the project plan, technical specifications,

and contractual agreements, helps identify risks related to project scope, deliverables, and compliance requirements.

Risk Assessment Tools and Techniques:

- The probability and impact matrix is a key tool for assessing and prioritizing risks. It categorizes risks based on their likelihood and impact, providing a visual representation that helps prioritize risks for mitigation. The matrix used in AI-CODE classifies risks into four levels: low, moderate, high, and critical.
- The risk register is a living document that records identified risks, their assessment, and mitigation plans. It includes details such as risk description, likelihood, impact, priority level, and the responsible party. Regular updates to the risk register ensure it remains current and reflective of the project's risk landscape.
- Risk Ranking: Risks are ranked based on their assessment in the probability and impact matrix. This ranking helps focus attention and resources on the most critical risks, ensuring that high-priority risks are addressed promptly and effectively.

Risk Mitigation Tools and Techniques

- *Contingency Planning involves developing backup plans for high-priority risks. These plans outline specific actions to be taken if a risk materializes, ensuring the project can continue with minimal disruption.*
- *Alternative Solutions: creating alternative solutions for identified risks involves brainstorming different approaches to avoid or mitigate the risk. This technique helps ensure that the project has multiple options to address potential issues.*
- *Risk control measures are specific actions implemented to reduce the likelihood or impact of a risk. These measures are based on best practices and industry standards and are tailored to the specific needs of the project.*
- *Decision trees are used to analyze the possible outcomes of different decisions related to risk mitigation. They provide a visual representation of potential scenarios, helping the project team evaluate the best course of action.*

Risk Monitoring and Reporting Tools and Techniques

- *Regular risk reviews are conducted to monitor the status of identified risks and assess the effectiveness of mitigation measures. These reviews are scheduled periodically and include updates to the risk register and discussions with the project team.*
- *Key Risk Indicators (KRIs) are metrics used to monitor the early warning signs of potential risks. KRIs help the project team identify emerging risks before they become critical issues, enabling proactive risk management.*
- *Risk reporting involves communicating the status of risks and mitigation efforts to stakeholders. Regular risk reports ensure transparency and keep stakeholders informed about the project's risk landscape. Reports typically include updates on high-priority risks, mitigation progress, and any new risks identified.*
- *Top-Down and Bottom-Up Monitoring: Both top-down and bottom-up approaches are used for risk monitoring in AI-CODE:*
 - *Top-Down Monitoring: The Coordinator, Quality Assurance Manager (QAM), and Technical Director (TD) check potential risks during all periodic meetings and plenary consortium meetings.*

- Bottom-Up Monitoring: Work Package (WP) leaders collect potential risks from WP team members and communicate them to the Coordinator, QAM, and TD.

Software Tools for Risk Management:

- *Specialized risk management software can be used to streamline the risk management process. These tools offer features such as risk identification, assessment, mitigation planning, and monitoring. Examples include Microsoft Project, RiskWatch, and Primavera Risk Analysis.*
- *Collaboration platforms like Microsoft Teams, Slack, and Trello facilitate communication and collaboration among project team members. These platforms support risk management by enabling real-time updates, discussions, and document sharing.*
- *Data analytics tools like Excel, Tableau, and Power BI help analyze risk data and visualize risk assessments. These tools support data-driven decision-making and provide insights into risk trends and patterns.*

Employing a diverse range of tools and techniques for risk management is essential for the successful execution of the AI-CODE project. From risk identification and assessment to mitigation and monitoring, these tools and techniques ensure a comprehensive and proactive approach to managing risks. By leveraging these resources, the project team can effectively navigate potential challenges and achieve project objectives while maintaining adherence to timelines and budgets.

11 Quality Procedures for Project Visibility

Several actions are planned in AI-CODE to ensure the visibility of the project. A clear and comprehensive communication plan has been developed in WP9 (“Impact and Ethics”) to ensure that all stakeholders are aware of the project's objectives, progress, results, and outcomes. This also includes continuous communication and dissemination on major social media platforms (Twitter, Facebook, LinkedIn, Instagram) to ensure wide visibility and engagement with stakeholders, as well as on the project website which will be the centralized platform for project information, including news, events, and deliverables. All the report, deliverables, and dissemination material should report the AI-CODE logo and use the corporate colour designed for the brand image of the AI-CODE project, according to the guidelines reported deliverable “D9.1 Impact Master Plan”.

The project partners will also comply with any regulations or guidelines related to project visibility and communication set by the European Union. These include the display EU flag and funding statement (e.g., “Funded by the European Union”) in all communication and dissemination activities of the project and any infrastructure, equipment, vehicles, supplies, or major result results funded by the grant. The EU flag and funding statement must be displayed in a way that is easily visible to the public and with sufficient prominence. EU funding must be acknowledged in all types of public outputs, publications, media contacts, and other public statements and dissemination activities related to the project.

The following sentence can be used for the project's acknowledgment and disclaimer:

Acknowledgment: *“This [work/paper/event...] has received financial support by the Horizon Europe Research & Innovation Programme under Grant Agreement no.: 101135437 AI-CODE - AI services for Continuous trust in emerging Digital Environments*

Or

“This [work/paper/event...] has been supported by Social and hUman ceNtered XR (SUN) project that

has received funding by the Horizon Europe Research & Innovation Programme under Grant agreement N. 101135437.”

Quality of information — Disclaimer: *“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.”*

12 Conclusions

This document serves as a critical framework for ensuring the project's success and alignment with its objectives, timelines, and budgetary constraints. Through a systematic approach to risk management and quality assurance, the project team is well-equipped to anticipate, identify, assess, and mitigate potential risks while maintaining high standards of project deliverables.

Our quality assurance process ensures that all project outputs meet the specified requirements and adhere to the highest standards. By implementing rigorous quality checks, continuous monitoring, and regular reviews, we strive to achieve excellence in every aspect of the project. The commitment to quality is reflected in our structured methodologies, comprehensive documentation, and the use of best practices across all work packages.

The risk management component of this plan outlines a proactive approach to handling uncertainties that could impact the project. By employing a range of tools and techniques, including risk identification, assessment, prioritization, and mitigation strategies, we ensure that potential threats are systematically addressed. The use of a probability and impact matrix, regular risk reviews, and a living risk register helps us stay ahead of challenges and adapt to new risks as they emerge.

Both quality assurance and risk management are collaborative efforts involving all project partners and stakeholders. Regular communication, consultations with experts, and stakeholder engagement are pivotal to our approach. This collaboration ensures that all perspectives are considered, and the project benefits from a wealth of knowledge and experience.

The AI-CODE project is committed to continuous improvement. Lessons learned from ongoing risk monitoring, quality assessments, and stakeholder feedback are integrated into our processes. This iterative approach allows us to refine our strategies and improve the overall project execution continuously.

Our Quality Plan underscores our dedication to delivering a successful project that meets the expectations of the European funding body and all stakeholders involved. By adhering to this comprehensive plan, we are confident in our ability to navigate complexities, manage risks effectively, and achieve our project goals with high-quality outcomes.

The AI-CODE project is positioned to succeed through meticulous planning, robust risk management, and unwavering commitment to quality. This plan serves as the foundation for our project's resilience and excellence, ensuring that we deliver valuable and impactful results.

ANNEX A Deliverable Internal Review Report Template



This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No. 101135437

Internal Review

DX.Y – Deliverable Title

Grant Agreement no.: 101135437

Project Title: AI-CODE - AI services for COntinuous trust in emerging Digital Environments

Contractual Due date:

Actual submission date:

Lead beneficiary:

Deliverable number	
Deliverable Title:	
Description:	
Type/Nature	☒ R - Document, report ☐ DEM - <i>Demonstrator, pilot, prototype</i> ☐ DEC - <i>Websites, patent filings, videos, etc.</i> ☐ OTHER ☐ ETHICS – <i>Ethics requirement</i> ☐ ORDIP – <i>Open Research Data Pilot</i>
Dissemination Level	☐ Public – fully open ☐ Sensitive — limited under the conditions of the Grant Agreement ☐ EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organization), please select the equivalent EU classification level.
Work Package number	
Work Package leader	
Author(s) <i>in alphabetical order</i>	
Internal Reviewers in alphabetical order	

Reviewers

Name	Partner	e-mail

History of changes

Version	Date	Changes
0.1		
0.2		
0.3		
1.0		

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1 Review procedure and guidelines

Two reviewers are assigned to each deliverable.

Reviewers have one **week to return their review**.

Reviewers should **assess**

- Relevance to the (scientific) objectives, as indicated in corresponding WP and task descriptions.
- Completeness of the information included in the deliverable
- Compliance to the deliverable template defined in AI-CODE
- Quality of the structure and text
- Accuracy of the information included in the deliverable

Detailed notes on the deliverable can also be to the **deliverable text itself**

2 Review Form

Reviewer name and Organization			
Deliverable n. and Title			
Deliverable due date:			
Criteria	Guidelines	Score*	Brief comment
<i>Relevance to the (scientific) objectives</i>	As indicated in the WP/Task descriptions		
<i>Completeness</i>	Is the reported information complete? Are there omissions? Is there additional information that should be included to help the reader?		
<i>Compliance to the deliv. template</i>	Is the deliverable compliant to the Deliverable Template?		
<i>Quality of the structure and text.</i>	Is the structure (Chapt./Sect.) appropriate? Are figure and tables used when needed? Is the text comprehensible?		

Accuracy	Is the provided information reliable and sound, including sources and references?		
Additional optional comments to improve the deliverable:			

*Scores from 1 to 5 (5 = totally agree, 1 = totally disagree). Please provide any useful information to the authors to improve and complete the deliverable.