

# NeoGiANT

**The power of grape extracts: antimicrobial and antioxidant properties to prevent the use of antibiotics in farmed animals: 101036768**

## D1.1. Project Management Guidelines

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5.4 Every 12 months ..... 9

## PROJECT INFORMATION

**Project full title:** The power of grape extracts: antimicrobial and antioxidant properties to prevent the use of antibiotics in farmed animals

**Acronym:** NeoGiANT

**Call:** H2020-LC-GD-2020-4

**Topic:** LC-GD-6-1-2020

**Start date:** 1<sup>st</sup> October 2021


**Duration:** 48 months

**List of participants:**

No.	Acronym	Participant organisation name	Country
1 (Coord)	USC	Universidade de Santiago de Compostela	Spain
2	MRI	Moredun Research Institute	United Kingdom
3	IBPRS	Instytut Biotechnologii Przemysłu Rolno-Spożywczego im. prof. Wacława Dąbrowskiego	Poland
4	VRI	Veterinary Research Institute	Czech Republic
5	MATE	Magyar Agrár- és Élettudományi Egyetem	Hungary
6	FUB	Freie Universität Berlin	Germany
7	FCUP	Universidade do Porto – Faculdade de Ciências	Portugal
8	ULL	Universidad de La Laguna	Spain
9	UNE	Asociación Española de normalización	Spain
10	JU	Jihočeská Univerzita	Czech Republic
11	CONICET	Consejo Nacional de Investigaciones Científicas y Técnicas	Argentina
12	ASAJA	Asociación Agraria de Jóvenes Agricultores	Spain
13	ATM	Anitom S.L	Belgium
14	i-GRAPE	i-GRAPE	Spain
15	CTA	Contactica S.L	Spain
16	NUS	Nutrition Science	Belgium
17	CZV	CZ VACCINES	Spain
18	LBE	LIFEBIOENCAPSULATION SL	Spain
19	BIAN	BIANOR BIOTECH	Spain
20	MAGA	MAGAPOR S.L.	Spain

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## DELIVERABLE DETAILS

<b>Document Number:</b>	D1.1
<b>Document Title:</b>	Project Management Guidelines
<b>Dissemination level</b>	PU – Public
<b>Period:</b>	PR1
<b>WP:</b>	WP1. Project Management
<b>Task:</b>	Task 1.1. Management procedures
<b>Author:</b>	 Universidade de Santiago de Compostela
<b>Abstract:</b>	This document corresponds to Deliverable 1.1 Project Management Guidelines. It covers the description of the project management structures and the procedures that the NeoGiANT project will follow to ensure appropriate project coordination (i.e., communication between partners and with the European Commission, monitoring the evolution of the actions and proceedings, monitoring of resources, quality assurance and knowledge management).

Version	Date	Change
V1	01/12/2021	Initial version
V2	28/04/2023	Updated version

### Disclaimer

The views and opinions expressed in this document reflect only the authors' views, and not necessarily those of the European Commission.

## 1 PROJECT MANAGEMENT STRUCTURES

### 1.1 Decision making bodies

The decision-making bodies from NEOGIANT can be seen in the following figure.

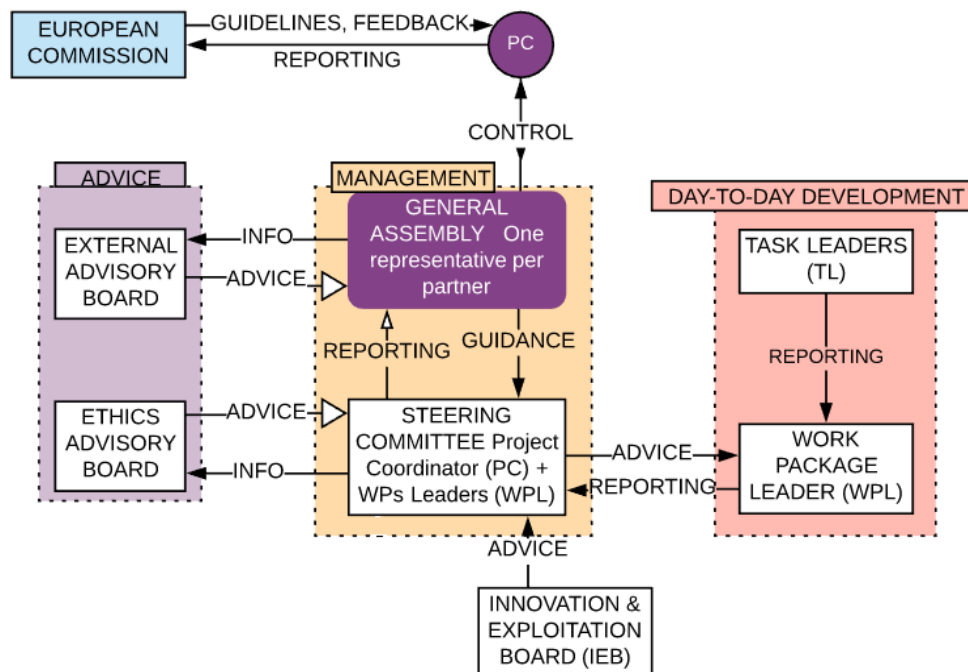


Figure 1. NEOGIANT management structures

#### 1.1.1 Project Coordinator (PC)

The coordinator of NeoGiANT is the University of Santiago de Compostela (USC) and the person responsible for this activity is Marta Lores. She will be in charge of making all contacts with the European Commission and the only entitled interlocutor with the Project Officer. The PC will, in addition to its responsibilities as a Party, perform the tasks assigned to it, as described in the Grant Agreement and the Consortium Agreement. In particular, the PC will be responsible for:

- Monitoring compliance by the Parties with their obligations under the Grant Agreement;
- Keeping the address list of Members and other contact persons updated and available;
- Collecting, reviewing to verify consistency and submitting reports and other deliverables (including financial statements and related certifications) and specific requested documents to the Funding Authority;
- Organise periodic project meetings, preparing meetings' agenda and chair the project meetings.
- Transmitting documents and information connected with the Project to any other Parties concerned;
- Administering the financial contribution of the Funding Authority and fulfilling the financial tasks

#### 1.1.2 General Assembly

The General Assembly consists of **one representative of each partner**. It is the executive body of NeoGiANT and will be in charge of the project monitoring, dairy coordination and periodic reporting (including reviews),

risks, trouble shouting, and applying fall-back measures when necessary. It is also responsible for the quality assurance of project results and financial monitoring of the project including partners. The General Assembly will also prepare the periodic reports, guiding the partners in the administrative requirements.

The General Assembly will meet twice a year. Although it will be possible to call an extraordinary meeting in case of arising conflicts or any other trouble that could hinder the normal execution of the project.

The decision-making mechanism within the General Assembly will be by a majority of (2/3) of the votes. In case of tie right of vote, the coordinator (USC) will hold the decisive vote.

If a partner is absent during voting, the partner can give in advance to the coordination a written authorization (via email) with their vote to a specific decision. In case of not sending this written authorization, they will lose the right to vote to that specific decision.

If a partner gives up the project once the project is running, the partner will lose the right of vote. If this partner is replaced, the vote will be given to the new partner. In case that the partner is not replaced, the decision-making mechanism will continue being the same.

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

### 1.1.3 Steering Committee (SC):

The SC will be the supervisory body for the execution of the Project, which shall report to and be accountable to the General Assembly. The SC will be composed by the Project Coordinator and the Work Packages Leaders. It will be responsible for:

- Discussion and assessment of the general project progress and project achievements in relation to the Description of the Action (DoA)
- Risk due diligence, trouble shouting, and validation and adoption of contingency plans if necessary
- Quality assurance of project results and financial monitoring of the project including partners.
- To agree on modifications, including budget redistributions and task schedule variations.
- To monitor results to be protected and advising partners on the means of protection

This body will meet at least every 3 months (a total of 4 times a year), preferably online.

### 1.1.4 Innovation & Exploitation Board (IEB)

The IEB will provide technical, legal and economic expertise in technology transfer, supporting guidance on IPR and innovation management, and commercial assessment to enable the transfer of project's results outside the consortium for exploitation purposes. CTA has a long experience in conducting effective exploitation. The IEB will be chaired by CTA and formed by one person for every partner with exploitable results. They will deal with the IP management following the IAPED strategy, project milestones monitoring, benchmarking, approval of dissemination materials, and risk due diligence on the implementation of the Exploitation Plan. The IEB will provide guidance to a multi-actor implementation and optimization of project activities, result transferability at industrial scale, and their exploitability to accelerate market access. As a first step, the IEB will approve the final reports, publications or any other type of dissemination material affecting the exploitation of the project results by simple majority.

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### 1.1.5 WP Leaders (WPL)

WPL direct the day-to-day technical planning and work within the WP. The WPL coordinates, plans, monitors and reports to the PC about its WP progress (including budget issues). WPLs review, together with the PC, deliverables, milestones, risks and contingency plans related to their WP. The WPL will report regularly (at least once a month by email) to the PC about the status of its WP.

### 1.1.6 External Advisory Board (EAB)

The Advisory Board members will be external to NeoGiANT and independent from its partners. The EAB will support the Project Governance by participating in Project Meetings (at least one per year), in order to review scientific and technical results of the project and give advice towards further advancements to be achieved. The EAB can be seen in Table 1.

Table 1. External Advisory Board

Person	Organisation	Field of expertise
Eszter Kollár-Nagy	Ministry of Agriculture, Hungary	Veterinary officer
Vladimír Tančín	National Agricultural and Food Centre NPPC, Slovakia	Research Centre
Yuriy Rud	Research and Production Center FOREL, Ukraine	Aquaculture
Alfonso Bolarín	AIM Ibérica, Canada	Swine industry
Paul McMullin	Poultry Health International, UK	Poultry Industry
Geert Wiegertjes	Wageningen University, Netherlands	Aquaculture
Maryna Kryvtsova	National Academy of Sciences, Ukraine	Microbiology

### 1.1.7 Ethics Advisory Board

The EthAB is established in order to support the Project Governance with reference to Ethics Issues, which include the animals and Environmental Protection, and Work Safety and Health. The final member of the EthAB can be seen in Table 2.

Table 2. Ethics Advisory Board

Person	Organisation
Roberto Bermúdez Pose	Universidade de Santiago de Compostela (USC)
Ana Couto	Faculdade de Ciências da Universidade do Porto (FCUP)
Artur H. Swiergiel	Institute of Agricultural and Food Biotechnology (IBPRS)
Tommy Van Limbergen	Anitom BV (ATM)
Keith Ballingall	Moredun Research Institute (MRI)

## 1.2 Conflict resolution

In order to solve the problems that could compromise the success of the project, the following steps will be taken:

- 1) First, the problem will be discussed at the WP level and an attempt will be made to arrive at a solution.
- 2) If the above is not enough, the problem will be discussed at the Steering Committee level and an attempt will be made to arrive at a solution.
- 3) If the above is not enough, the problem will be discussed at General Assembly level

- 4) Ultimately, if none of the above is enough, the coordinator will discuss the problem with the European Commission and an attempt will be made to reach a solution

## 2 PROJECT MANAGEMENT

### 2.1 Project documents

It is expected that over the course of NeoGiANT project many documents will be produced. It is, therefore, vital that document management processes are followed in order to enable users to locate and identify relevant files and to ensure version control.

#### 2.1.1 Storage

The documents generated in NeoGiANT will be stored in the repository created specifically for this project in the intranet of the website.

Documents will be uploaded to the repository of the website (once implemented) by partners themselves or sending them to the coordinator.

#### 2.1.2 Document templates

Document templates are produced using a standard format including defined styles, page layout and content structure. These templates are prepared by USC & CTA and will be available on the document's repository.

Templates have been produced for:

- Deliverables (MS Word format)
- Meeting Signatures (MS Word format)
- Meeting Minutes (MS Word format)
- Presentations (MS Powerpoint format)

For all project documents these templates have to be used. These templates may be updated as the project progresses. Therefore, consortium partners must download the most up to date version from the repository.

#### 2.1.3 Document coding

Each document will use a structured file name. This method of document coding produces a unique reference for all NeoGiANT documents stored on the website.

Documents must be structured using the following. Minutes from meetings will include the date of the meeting (in the format YYYYMMDD):

NeoGiANT\_WP [WP NUMBER]\_[DOCUMENT TYPE AND REFERENCE]\_v[VERSION NUMBER]\_[STATUS(draft/final)]

One example of this coding is:

**NEOGIANT\_WP10\_D10.2\_v1\_Final**

Documents corresponding to communications activities have to include the partner's name and the date (for example: **NEOGIANT\_WP9\_Activity Report\_CTA\_20200711**)

## 3 COMMUNICATION & DISSEMINATION MANAGEMENT



### 3.1 Internal communication

All-important e-mails sent among partners will be automatically copied and forwarded to Marta Lores in order to keep her informed about the situation and the progress (or problems) of the project. **Besides, all e-mails among partners within a specifically WP will be automatically copied and forwarded to the WP leader.**

### 3.2 Communication & Dissemination activities

#### 3.2.1 Management of the disclosure of results

Unless it goes against their legitimate interests, each beneficiary must — as soon as possible — ‘disseminate’ its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium).

This does not change the obligation to protect results in Article 27, the confidentiality obligations in Article 36, the security obligations in Article 37 or the obligations to protect personal data in Article 39, all of which still apply.

When a partner intends to disseminate its results through a scientific publication, the partner must give advance notice to the others of (through the IEB once formed) — unless agreed otherwise — **at least 45 days**, together with sufficient information on the results it will disseminate.

Any other partner may object within — unless agreed otherwise — 30 days of receiving notification, if it can show that its legitimate interests in relation to the results or background would be significantly harmed. In such cases, the dissemination may not take place unless appropriate steps are taken to safeguard these legitimate interests.

When a partner intends to disseminate its results in an event (abstract, poster...), the partner must give advance notice to the others of (through the IEB once formed) — unless agreed otherwise — **at least 20 days**, together with sufficient information on the results it will disseminate.

Any other partner may object within — unless agreed otherwise — 10 days of receiving notification, if it can show that its legitimate interests in relation to the results or background would be significantly harmed. In such cases, the dissemination may not take place unless appropriate steps are taken to safeguard these legitimate interests.

#### 3.2.2 Informing about the activities

When a partner plans to participate or organise a communication activity, the Communication manager (Nuria Valdés) needs to be informed **at least one week** beforehand so this activity can be shared through social networks and other channels.

#### 3.2.3 Monitoring the activities

When a partner carries out a communication or a dissemination activity, that partner has to complete and send an **Activity report (Annex III)** to Nuria Valdes (CTA). This document must follow the document coding explained before.

These activity reports have to be sent to the coordinator in one of the following ways:

1. Immediately once the template is completed.
2. Once every three months, grouping all activity reports for the period.

## 4 PROJECT MONITORING AND CONTROL

### 4.1 Meetings

Once a WP meeting is carried out, a brief summary of the main outcomes of it has to be prepared and sent to the Project coordinator. It must be uploaded to the repository also.

### 4.2 Periodic reporting

PR1 closes on M18, PR2 closes on M36 and PR3 closes on M48. Consequently, on M19, M37 and M49 the Coordinator is going to send the Technical Report template so every partner can complete it. Two weeks will be given to complete this task and send back a first draft. Any additional information required will be asked as well with specify due dates.

Besides, the Coordinator will suggest partners to send their Financial Statements to be checked before submitting them to the Participant Portal for each periodic reporting period.

## 5 TASK FREQUENCY

### 5.1 Monthly

The progress of the WPs will be evaluated and measured based upon achievements of Project Milestones and Deliverables, as well as project workflow. For this purpose, an email explaining the situation of every WP that has starts need to be sent to the Coordinator. The set date for this sending is the last working day of every month of every month.

### 5.2 Every three months

There will be a meeting of the Steering Committee. Besides, the performance will be evaluated against the deliverables to assess the cumulative effect of all failures on the final set of project objectives.

### 5.3 Every six months

Meeting of the General Assembly. Meetings will be always organized at the location of a different partner's institute or at the location of the industrial partners (if possible).

Each partner will present the interim results and data achieved in the form of an oral presentation and in the form of electronic files containing all details. Review and assessment against the deliverables and milestones, and corrective measures of potential deviation in the Work Plan. Furthermore, the consortium will evaluate the feasibility of the project regarding scientific results and use of resources. The consortium will identify weak points and will adjust and improve the WPs accordingly.

The minutes of the meetings and all presentations and reports will be compiled by the coordinator and distributed among all partners.

### 5.4 Every 12 months

Assessment against the deliverables and milestones, and corrective measures of potential deviation in the Work Plan.

The milestones indicated for each work package, plus the mid-term and final reviews will be used to assess the progress of the project and the ability of the program to accomplish the tasks specified and to achieve the desired results. Any changes in the work plan that are suggested by these reviews – necessary for correction

or remedial action - will be discussed by the General Assembly, and special review meetings will be held regarding the mid-term and final reviews to which a representative from the commission will be invited.

After every 12 months, the consortium will evaluate the feasibility of the project regarding scientific results and use of resources. The ExAB will be invited to this meeting to give advices related to the work done during the year. The consortium will identify weak points and will adjust and improve the WPs accordingly. The evaluation may be made in the presence of a representative of the EC.

The Commission will be invited to all meetings and notified at least 6 weeks in advance and will be provided with the minutes within one month after the meeting.