



fRamework for safE, opEn, collaboratiVe And inclUsive digitisAtion and management of cultural heritagE

Grant Agreement No 101132389

PUBLISHABLE SUMMARY

DELIVERABLE 6.1:

**Project Reference Manual & Handbook and reports on innovation
Management**

LEAD BENEFICIARY:

Centre for Research and Technology Hellas (CERTH)



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Publishable summary

This report serves as Deliverable D6.1 for the REEVALUATE project, a HORIZON Research and Innovation under Grant Agreement No. 101132389, describing the necessary procedures in order to successfully work through this project. The purpose of this document is to provide comprehensive guidance on management processes and to outline all the steps required to manage this project successfully.

In the first section of this document, the project overview is presented, which is a brief description of the project's facts. The project overview includes information about the project's work breakdown, its inter-dependencies, the milestones and the timetable of REEVALUATE with regards to deliverables and milestones, as well as the responsible partners for each job.

The second section presents management plan of REEVALUATE. Specifically, it describes the overall management structure, the roles and responsibilities of the various participants of the consortium, the project's management bodies. Details about the organisational structure and the decision making are presented, focusing on describing the all the management bodies and roles. The structure and duties of each management body is explained and the framework for their contribution to the project is clarified. Moreover, this section explains the procedures and tools for the governance, control and effective operation of the consortium, by detailing the important documents, the communication between the team and the plenary meetings. This section also dives into the management process by including details about consensus and decision-making process, problematic situations management by presenting conflict resolution process and the handling of emergency cases through internal audits. More information is also given about the reporting of the project outcomes and the exchange of information between the consortium it-self and also between the consortium and any external stakeholders of the project. Lastly, this section explains the procedures for appropriate and fare intellectual property rights management, and also presents a framework for the project reporting and monitoring.

A collection of standard forms that will be utilized throughout the whole lifetime of the project, such as the template for internal reports and some others, are also included in this report as Annexes. This deliverable intends to serve as a centre piece which compiles all the required data in order to manage the project administratively.

The initial synthesis of the project Management Bodies and partner representatives are presented in this report. Additionally, it describes the consortium's first approach to strategic planning. The General Assembly (GA) should provide its approval to any modifications that could be made to either the planning and processes or the representatives. The Project Officer will be notified as soon as these modifications are authorized by the Project Coordinator.