OSCRAT

D1.1 DEVELOP A PROJECT PLAN

PROJECT MANAGEMENT MANUAL
QUALITY PLAN
ETHICS REQUIREMENTS

PROJECT 101190180 — OSCRAT

Co-funded by the European Union

ECCC
EUROPEAN CYBERSECURITY COMPETENCE CENTRE

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D1.1 DEVELOP A PROJECT PLAN

Grant Agreement: 101190180

DOC. REFERENCE	D1.1 Develop a project plan
RESPONSIBLE	P.M.F RESEARCH
AUTHOR(S)	Sofia Aurora Sicilia and Francesco Antonio Alescio
DATE OF ISSUE	31/12/2024
STATUS	R — Document, report
DISSEMINATION LEVEL	PU - Public
DESCRIPTION	Rule book project document containing, tasks, timelines, responsibilities, and resources needed to accomplish the project goals.

VERSION	DATE	DESCRIPTION
0.1	13/12/2024	Document ready for feedback from the consortium
0.2	31/12/2024	Final version

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EXECUTIVE SUMMARY

The Project Management Manual consists of three sections. Section one covers the PM manual with procedures to be followed for project governance, communication and meetings with partners. Section two covers the quality plan and defines the general approach to quality assurance and the procedures to be followed for the production of reports and deliverables and conflict management. Section three covers ethics requirements and provides guidelines for ethical management of the project and the data processed. In particular it describes:

- the project organisation and related governance bodies and functions;
- communication procedures and tools to be used within the consortium;
- rules for disseminating project results;
- project meetings and procedures for their organisation;
- process for the production of reports and deliverables;
- conflict management and resolution;
- ethical requirements;
- management of Intellectual Property.

The Project Management manual is designed to provide a common framework for effective management, communication, documentation, deviation identification and correction throughout the project. It complements the Consortium Agreement. The main goals are:

- establishment of documentation, reporting and communication procedures which will be followed by all partners of the Consortium;
- support all partners to be aware of how their own activities relate to work done by other;
- show how to produce documentation of the progress of the project;
- facilitate knowledge exchange and knowledge production;
- produce high-quality deliverables on time and specification in accordance with the Work Programme;
- taking any necessary remedial actions as soon as possible.

SECTION 1 - PROJECT MANAGEMENT MANUAL

OBJECT OF THIS DOCUMENT

The project management manual, as part of D1.1 DEVELOP A PROJECT PLAN, represents a dynamic reference document for OSCRAT project partners and it will be updated as necessary through the course of the project. Its objective is to instruct project partners on their tasks and how to fulfil them. In specific, the manual provides the following details about the organisation of the project:

- Partners organisations & contacts;
- Project planning details (tasks, deliverable and indicators)
- Risk analysis and management
- Budget and cost categories & financial audits, reporting and payments;
- Currency & conversion into Euro;

OTHER PROJECT ADMINISTRATIVE DOCUMENTS

The Project Management Manual is based on and took reference of the following documents:

1. Grant Agreement Project Nº 101190180 — OSCRAT and its annexes;
2. Consortium Agreement;
3. Application form.

1 PROJECT SUMMARY

The Open-Source Cyber Resilience Act Tools (OSCRAT) project is aligned with the objectives outlined in the Cyber Resilience Act by developing tools that will support compliance procedures for European SMEs. These tools aim to address the essential requirements of the CRA by facilitating internal compliance processes and enhancing cyber resilience among SMEs. The project's activities align with the call's objectives and contribute to the overall Digital Europe.

Programme objectives:

- Checklist Automation: OSCRAT will provide an automated checklist tool that identifies the digital product category and generates relevant self-assessment and third-party assessment checklists.
- Software Bill of Materials (SBOM) Solution: By collecting SBOM manifests or parsing project description files, OSCRAT will generate SBOM reports compliant with SPDX/CycloneDX standards.
- Vulnerability Automation: OSCRAT will adhere to ISO/IEC standards for vulnerability disclosure and handling, providing SMEs with a structured approach to manage vulnerabilities.
- Incident Handling Process: OSCRAT will identify the severity of incidents and, if significant, report them to key cybersecurity entities such as ENISA, EU-CyCLONe, and CSIRTS.
- Documentation Centralization: OSCRAT will create a centralized repository.

It's worth noting that the OSCRAT platform will be built upon the open-source Unicis Platform Community Edition, in addition to the comprehensive features outlined. The OSCRAT project derives immense benefits from the robust capabilities that are already embedded within Unicis Platform, including enterprise-ready features such as SAML, SSO, directory sync (SCIM), multi-tenant architecture, magnetic link, MFA for enhanced security, REST API, webhooks and events, audit logs and internationalization (i18n) support.

In summary, OSCRAT will be offered as a free open-source solution, providing tools accessible to everyone as a self-hosted, one-click install via marketplaces.

The project started on 1st December 2024 and shall end on 31st May 2026.

Project number is 101190180.

2 PROJECT PARTNERS

- P1 - **PMF SRL (P.M.F. RESEARCH)**, Italy

  https://pmf-research.eu/

- P2 - **Oves Enterprise S.R.L. (Oves Enterprise)**, Romania
  https://ovesenterprise.com/

- P3 - **ENERSEC TECHNOLOGY SRL (ENERSEC),** Romania
  https://www.enersec.net/

- P4 - **TSIFROV INOVATSIONEN HAB TRAKIA (EDIH Trakia)**, Bulgaria
  https://dihtrakia.org/

- P5 - **SIEC BADAWCZA LUKASIEWICZ - INSTYTUT TECHNIK INNOWACYJNYCH EMAG (EMAG)**, Poland
  https://emag.lukasiewicz.gov.pl/en/

- P6 - **UNICIS.TECH OU (Unicis.Tech OÜ)**, Estonia
  https://www.unicis.tech

2.1 CONTACT DETAILS

Coordinator contact details:

PMF SRL (P.M.F. RESEARCH)
Via Mario Sangiorgi n. 37
95129 Catania - Italy
+0957463250
epo@jogroup.eu

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The contacts listed below are included within the mailing to facilitate communication among partners and not to omit anybody from common emails.

Partner Nr.	P. short name & Country	Role in the project	Name & Surname	Email
P1	PMF (IT)	Project manager	Sofia Aurora Sicilia	projects@jogroup.eu
		Project Manager, Quality leader & Financial Manager	Francesco Antonio Alescio	projects@jogroup.eu epo_28@jogroup.eu financialreporting@jogroup.eu
		Project Support	Nadja Dokter	projects@jogroup.eu epo_34@jogroup.eu
P2	Oves Enterprise (RO)	Project Manager	Radu Stefan	radu.stefan@ovesenterprise.com
		Project Support	Radu Cristea	radu.cristea@ovesenterprise.com
		Financial/Admin contact	Radu Stefan	radu.stefan@ovesenterprise.com
		Other Contact		
P3	ENERSEC (RO)	Project Manager	Andrei Ioan Hohan	ahohan@enersec.net
		Project Manager/Project Support	Ecaterina Donciu	ecaterina.donciu@enersec.net
		Financial/ Admin contact	Alexandru Onică	alexandru.onica@fiatest.ro
		Other Contact		
P4	EDIH Trakia (BG)	Project Manager	Hristian Daskalov	h.daskalov@edihtrakia.org
		Financial / Admin contact	Martina Venkova	martina.venkova@edihtrakia.org
		Other Contact		
P5	EMAG (PL)	Project Manager	Jacek Bagiński	jacek.baginski@emag.lukasiewicz.gov.pl
		Financial/ Admin contact	Martyna Dudzicz	martyna.dudzicz@emag.lukasiewicz.gov.pl

		Project Support	Dariusz Rogowski	dariusz.rogowski@emag.lukasiewicz.gov.pl
		Other Contact	Andrzej Białas Dorota Kuziów	andrzej.bialas@emag.lukasiewicz.gov.pl dorota.kuziow@emag.lukasiewicz.gov.pl
P6	Unicis.Tech OÜ (EE)	Project Manager & Financial/ Admin contact	Predrag Tasevski	predrag@unicis.tech
		Project Support	Peter Zlatev	peter@unicis.tech
		Other Contact	Alexander Eklöf	alex@unicis.tech

Table 1: OSCRAT Partners' Contact List

3 INTERNAL PROCEDURES

3.1 PROJECT MEETINGS & ONLINE MEETINGS

The project official meetings:

- 1st kick off meeting in Catania, Italy (M2)
- TPM2 in Tallinn, Estonia (M8)
- Final meeting in Sofia, Bulgaria (approx. M17, to be defined)

These meetings are needed for the general review, monitoring and evaluation of the project and will coincide with the Steering Committee meetings. Meeting minutes will be produced by PMF RESEARCH and uploaded on the official project management platform (hereafter OpenProject platform)

Online monthly update meetings:

Periodic online meetings will be organised minimum once in a month to keep updated all partners on the project workflow. Consortium members agreed to meet every second Wednesday of the month.

Meeting minutes will be produced by PMF RESEARCH and uploaded on the "OpenProject" platform.

3.2 INTERNAL COMMUNICATION

The Unicis partner will help the project by providing an open-source communication and project management platform that will enable all stakeholders to schedule meetings, coordinate work activities, communicate and submit reports.

Partners will use OpenProject to keep track of the project agenda and to share and save internal documents. It is important to mention that in any case the final version of documents must be uploaded on the platform. The coordinator will ensure the quality of the material gathered by the partners and monitor the schedule of activities and deadlines set up during online and offline project meetings.

- To access the online folder: https://scrum.unicis.tech/projects/oscrat/

Within the Project Management platform provided by UNICIS, members of the team can easily access the **ACTION PLAN** of the project that will be updated during its lifetime to avoid any delays.

3.3 OPEN PROJECT AS COMMUNICATION TOOL

"OpenProject" (OP) is a powerful project management tool that provides a versatile environment for collaboration and managing a variety of tasks across different organizations. This platform allows for detailed configuration of each project, enabling various customizations through the use of modules, each adding specific functionalities. Here's a more detailed overview of the key features offered by OP:

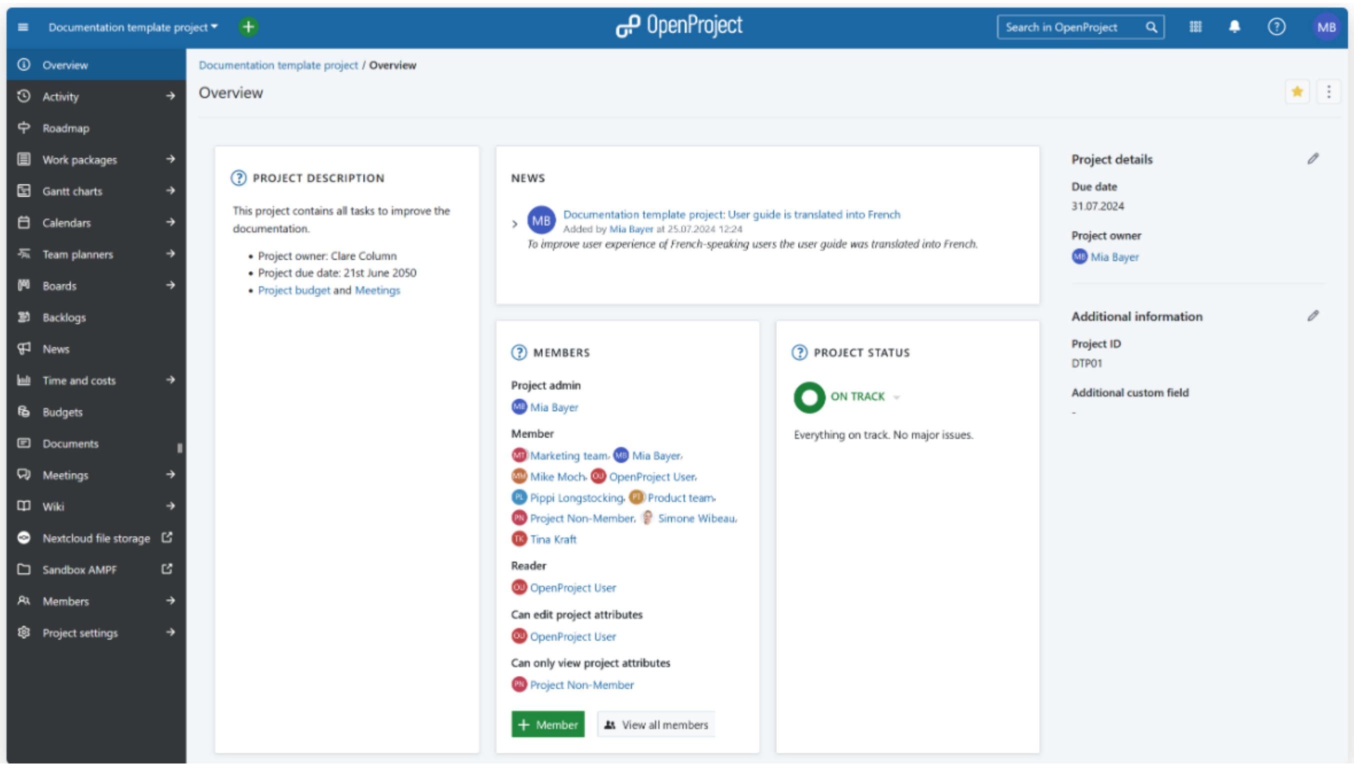

Figure 1: OpenProject: Overview

D1.1 DEVELOP A PROJECT PLAN

The project overview page in OP serves as a central dashboard where users can quickly view and access all relevant project information. Users can customize this page by adding widgets, which can include project descriptions, work package lists, graphs, and much more. This customization allows users to adapt the interface to the specific needs of the team and the project.

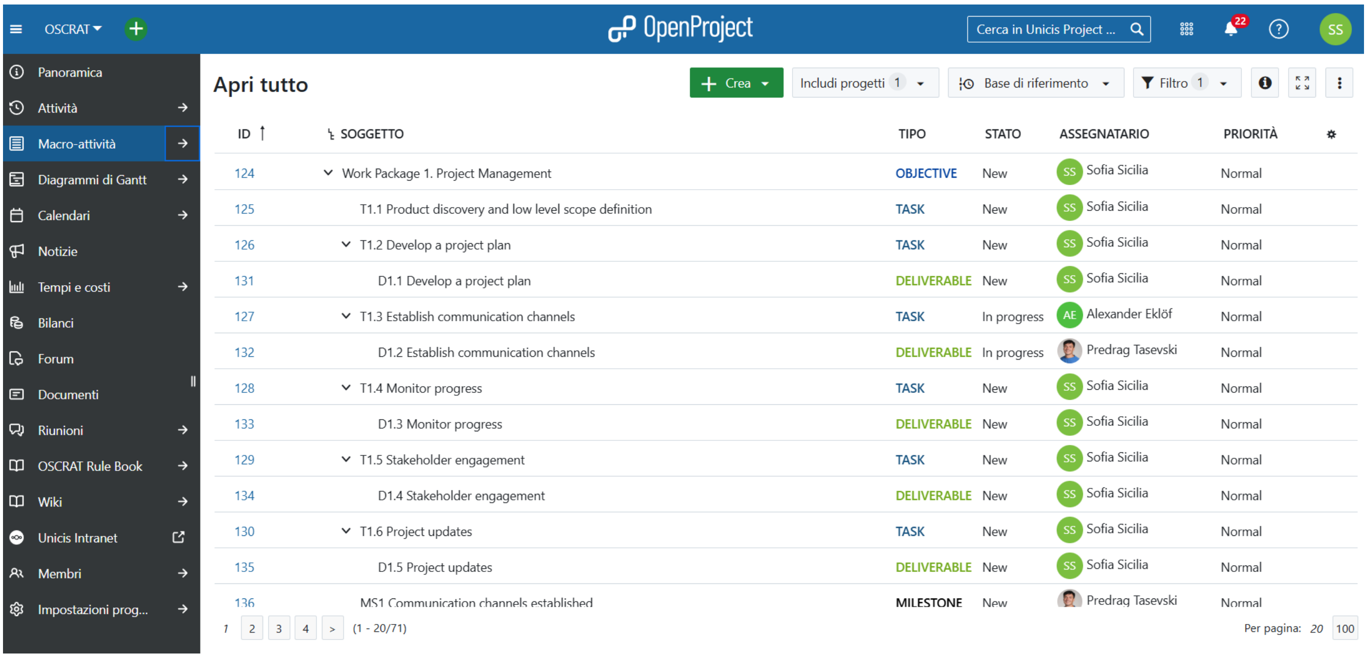

Figure 2: OpenProject: Overview 2

OP provides a detailed management system for tracking changes and discussions within each work package through its Activity tab. This feature is essential for maintaining a clear historical record of all updates and interactions related to specific tasks, making it accessible in both full and split screen views.

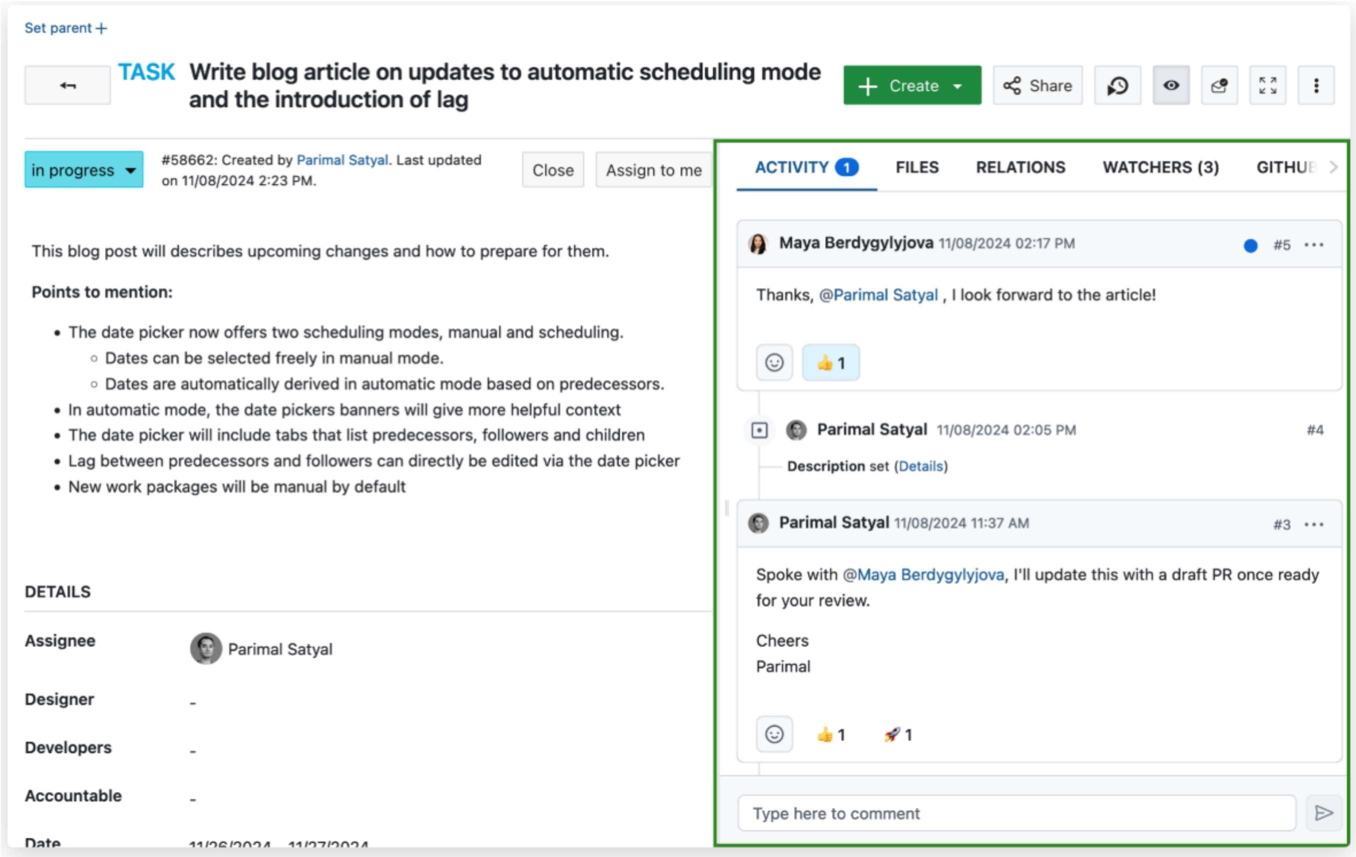

Figure 3: OpenProject: Activity tab

The Activity tab displays a timeline of all comments and changes made to a work package. Users can sort this timeline chronologically or anti-chronologically to view the most recent entries according to their preference. The tab allows for dynamic navigation through time, letting users easily review past and recent activities.

Changes and comments are grouped by the time they were made. This grouping helps users see the context of changes and the discussions around them. Users can filter the timeline to display only comments or only changes, depending on what they need to focus on.

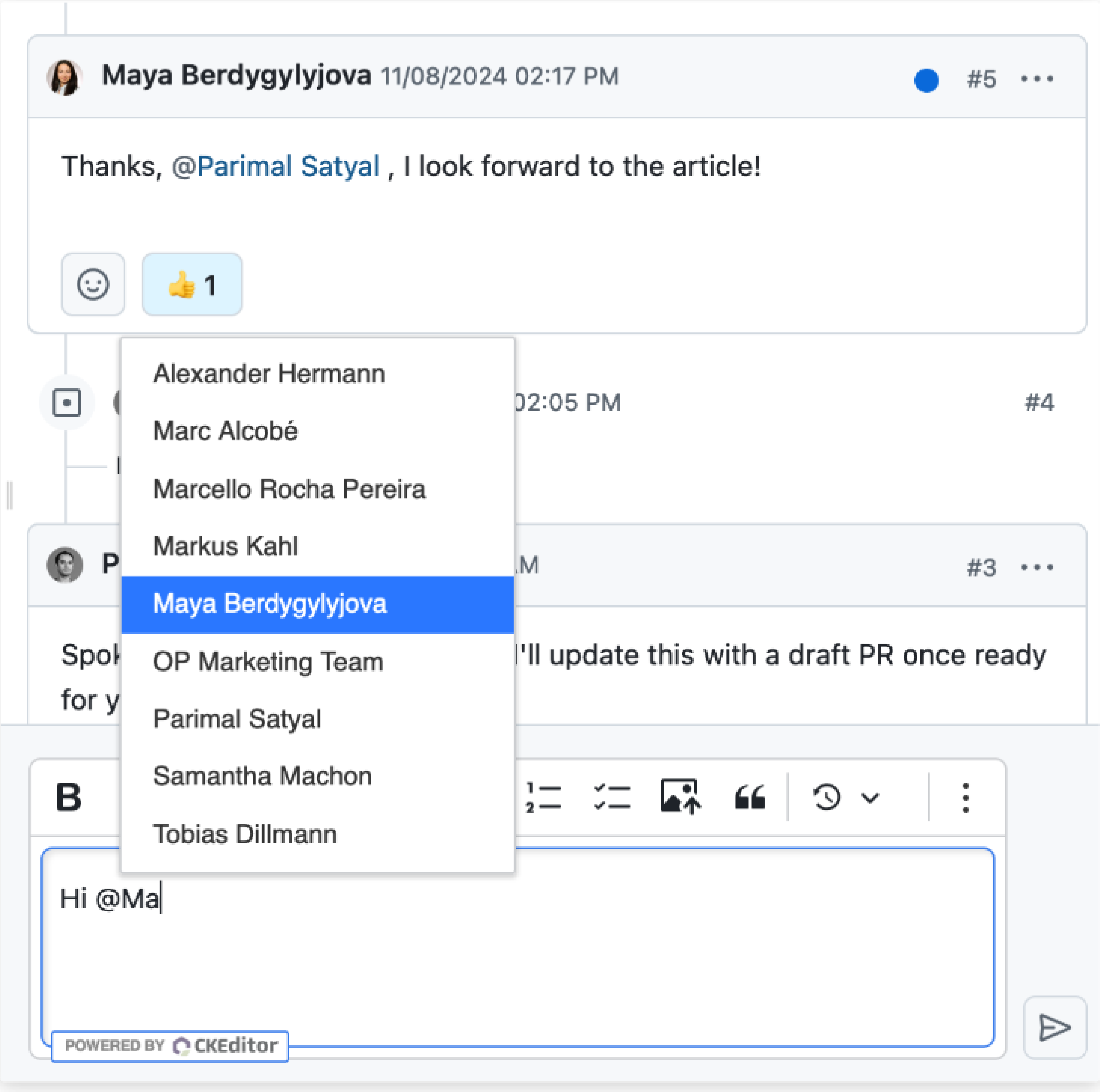

Figure 4: OpenProject Activity tab 2

The tab is interactive, allowing users to add comments directly. Comments can be expanded to access formatting options and are posted easily with keyboard shortcuts or a mouse click. Additional functionalities include editing comments, quoting others, and adding emoji reactions, which provide a quick way to respond without typing out a full comment.

Mentions are particularly useful in directing comments at specific project members, ensuring that notifications are sent to involved individuals, thereby facilitating quicker responses and relevant discussions.

One of the standout features introduced is the real-time visibility of changes. Any modifications made by other team members are updated instantly on the Activity tab without the need to refresh the page. This ensures that all team members have the most current information at all times.

Furthermore, the Activity module offers an overarching view of all project activities, not just those related to work packages. This module can be customized to filter specific types of updates, helping users focus on relevant data points.

Budget management on Openproject

One of the most significant features of OpenProject is the budget management of projects. This module allows for tracking and managing the costs associated with each project. Users can create a budget, add planned costs both as units and as labor hours, and then assign these budgets to work packages. Whenever time or costs are logged on a work package, these are automatically deducted from the budget, providing a clear view of the percentage of the budget spent.

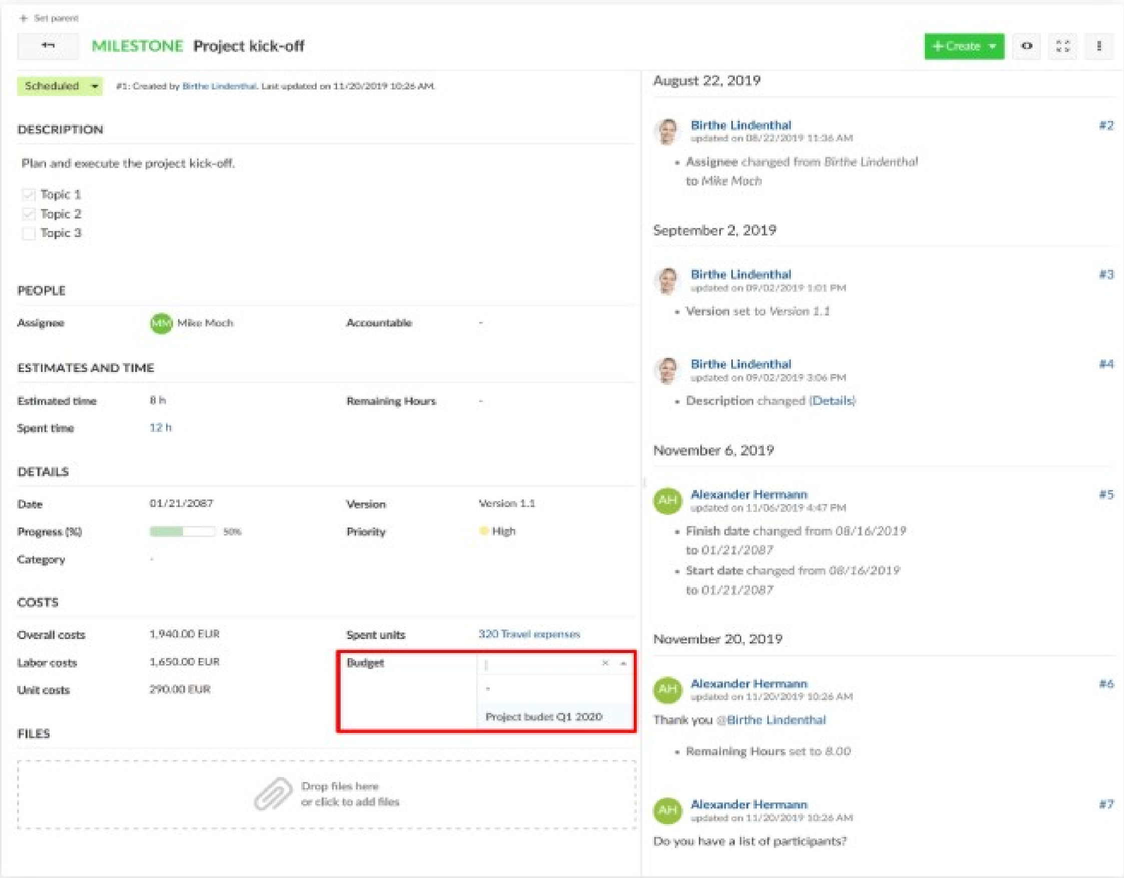

Figure 5: OpenProject: Budget Management

Calendar

The Calendar module offers a temporal view of work packages, allowing users to easily see when specific tasks are scheduled and how they intersect with other activities. Users can create new calendars, manage visibility settings, and subscribe to calendars to integrate them with external clients. This tool is particularly useful for planning and managing time within projects.

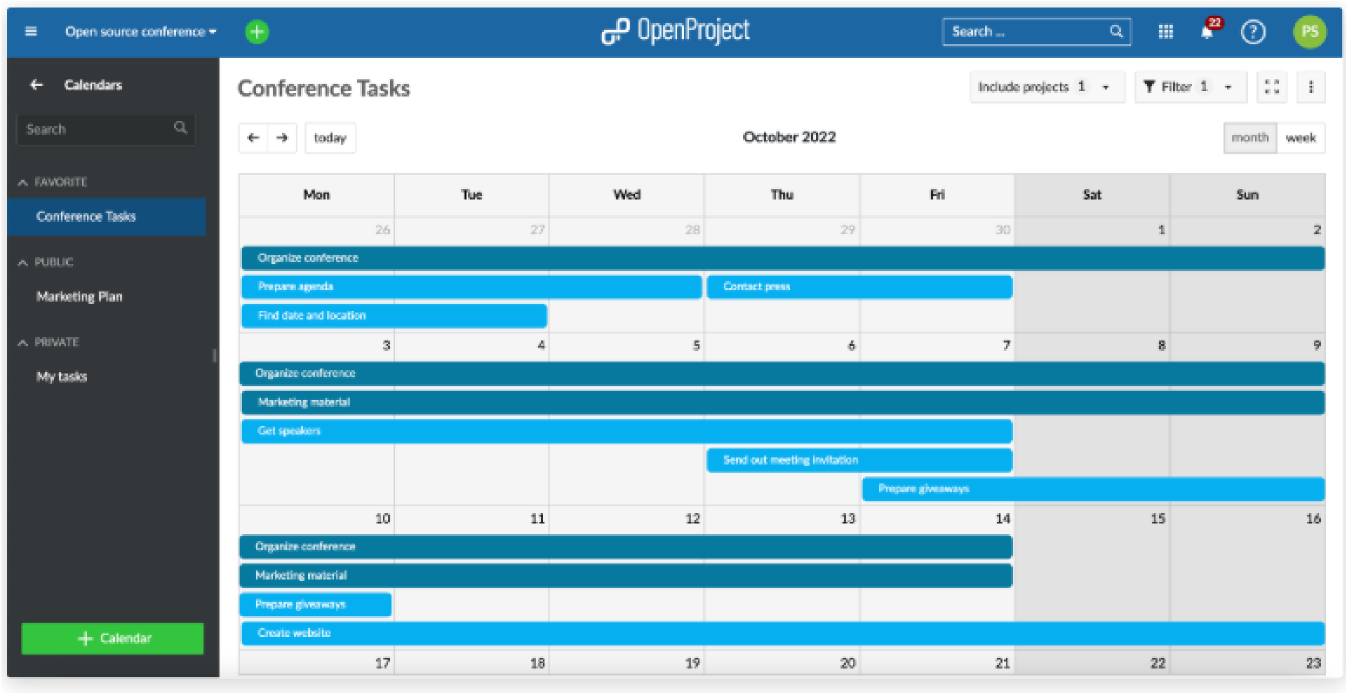

Figure 6: OpenProject: Calendar

Communication and Collaboration

OpenProject also facilitates communication and collaboration through modules such as Forums. Within a project, team members can discuss various topics, post questions, and document responses. Forums are easily manageable and can be organized by topic or need.

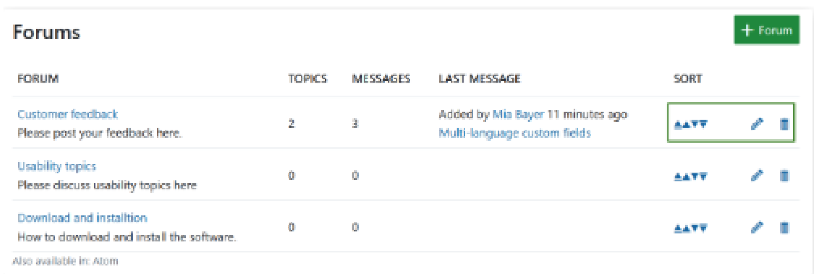

Figure 7: OpenProject: Communication and Collaboration

Managing Meetings in OpenProject

OpenProject facilitates comprehensive meeting management through its Meetings module, enabling teams to organize, document, and follow up on meetings efficiently within the platform. This module must be activated in the project settings to appear in the side navigation, allowing access to a range of functionalities designed to streamline the meeting process.

Users can easily create and edit meeting details, such as time, location, and participants. Before meetings, agendas can be collaboratively created and later locked to ensure consistency during discussions. After meetings, minutes are automatically generated from the agendas for further refinement. The module also supports recurring meetings, enabling easy duplication of settings and content. Additionally, integration with personal calendars and the ability to send email notifications helps keep all participants informed and prepared.

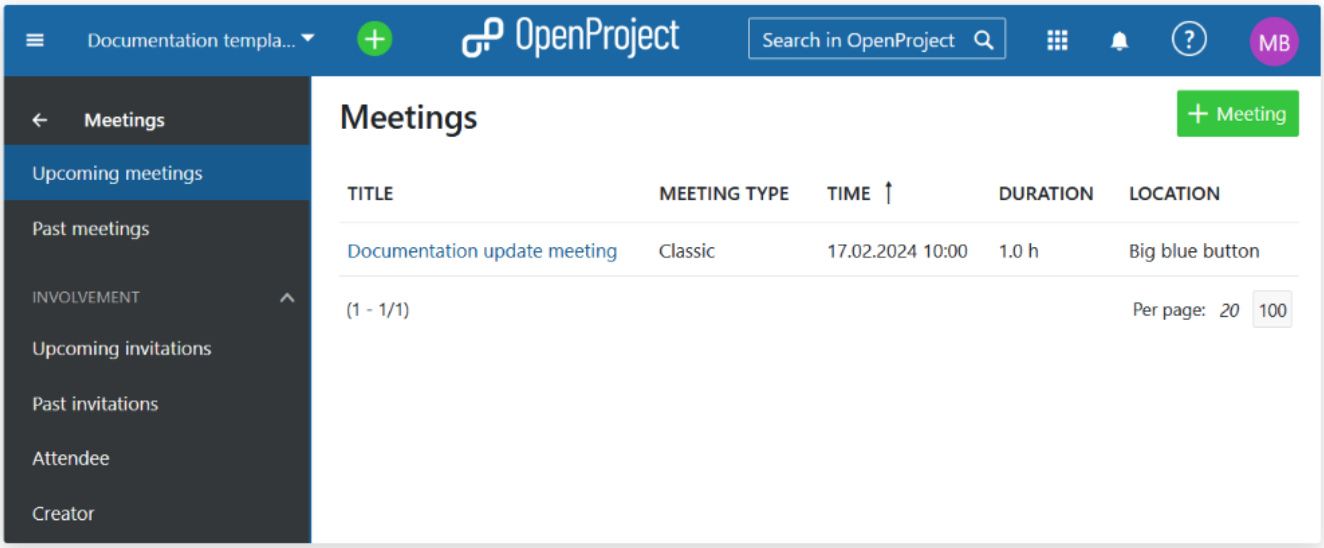

Figure 8: OpenProject: Meetings

3.4 FORMAT OF DOCUMENTS

File format for documents will be Microsoft Word with Ariel MT font 11, language British English. References should be input as footnotes at the end of the document and cross referenced in the text providing for automatic updating. In order to ensure uniformity in the presentation and facilitate the consolidation of contributions, templates for reports and deliverables will be generated. These templates will be adjusted whenever necessary.

Files should be named according to the following logic:

name of the project + name of the partner + subject of the document + date.

For example:

OSCRAT-PMF-ExecutiveReport-v.2024-12-15.doc

or if the file is completed

OSCRAT-PMF-ExecutiveReport-final.doc
OSCRAT-PMF-ExecutiveReport-final.pdf

4 WORK PACKAGE STRUCTURE

4.1 TASK LIST AND RESPONSIBILITIES

Overall, OSCRAT consists of 5 work packages organised according to different task activities aimed at the production of 19 deliverables. These are listed in the following table including their associated project tasks and milestones, lead partners, partners involved in the project activities and deliverables to be submitted.

Work Package and Tasks	Timeline	Lead Partner	Partners Involved	Deliverables	Milestones
WP1 - Project Management	M1 - M18	P.M.F. RESEARCH	all partners		MS01, MS02, MS03
T.1.1. - Product discovery and low level scope definition	M1 - M2	P.M.F. RESEARCH	all partners		
T. 1.2. - Develop a project plan	M1	P.M.F. RESEARCH	all partners	D. 1.1.	
T. 1.3. - Establish communication channels	M1 - M2	P.M.F. RESEARCH	all partners	D. 1.2	MS01
T. 1.4. - Monitor progress	M2 - M18	P.M.F. RESEARCH	all partners	D. 1.3.	
T. 1.5. - Stakeholder engagement	M8 - M9	P.M.F. RESEARCH	all partners	D. 1.4.	
T.1.6 - Project updates	M8 - M10	P.M.F. RESEARCH	all partners	D. 1.5.	
WP2 - Requirements gathering and analysis	M1 - M12	EMAG			

T.2.1. - Define scope	M1 - M3	EMAG	Unicis, Enersec		
T. 2.2. - Identify requirements	M2- M4	EMAG	Unicis, Enersec		
T. 2.3. - User needs	M3 - M5	EMAG	Unicis, Enersec		
T. 2.4 - Analyze data	M4 - M6	EMAG	Unicis, Enersec		
T. 2.5. - Stakeholder Alignment and Project Requirements Refinement	M7 - M11	EMAG	all partners	D. 2.1.	MS04
WP3 - Software Design and Development	M1 - M18				
T. 3.1. - Product Design (UI/UX)	M1 - M6	Oves Enterprise	Unicis	D. 3.3.	MS05; MS06; MS07; MS08; MS10; MS11; MS12; MS13
T. 3.2. - Product design (architecture)	M2 - M16	Oves Enterprise	Unicis	D. 3.3.	MS05; MS09; MS10; MS11; MS12; MS13; MS14;
T. 3.3. - Development	M3 - M16	Oves Enterprise		D. 3.3.; D. 3.4.; D. 3.5.; D. 3.6;	MS06; MS07; MS08; MS09;

					MS10; MS11; MS12; MS13; MS15; MS16; MS17; MS18; MS19; MS20; MS21.
T. 3.4. - Integrations	M13 - M16	Oves Enterprise	Unicis, Enersec		
T. 3.5. - Testing	M13 - M16	Oves Enterprise	all partners	D. 3.6; D. 3.7.	MS20; MS21
T. 3.6. - Documentation	M16 - M18	Oves Enterprise	all partners	D. 3.8.	
WP4 - Stakeholder Engagement	M4 - M18				
T. 4.1. - Workshops and International CRA Event	M4 - M18	DIH Trakia	all partners		MS22
T. 4.2. - Training sessions	M7 - M18	DIH Trakia	all partners		
T. 4.3. - OSCRAT use-cases and best practices final report	M13 - M18	DIH Trakia	all partners	D. 4.1.	
WP5 - Dissemination & Exploitation	M1 - M18				
T. 5.1. - Communication & Dissemination Strategy	M1 - M3	PMF Research		D. 5.1.; D. 5.2.	MS23; MS24

T. 5.2. Creation and adoption of OSCRAT visual identity	M1 - M18	PMF Research	all partners		MS23; MS24
T. 5.3. - Dissemination Activities	M1 - M18	Unicis	all partners	D. 5.4.	MS23 MS24
T. 5.4. - Development of the Exploitation Plan	M16 - M18	Unicis	all partners	D. 5.3.	MS23 MS24

Table 2: Task list and responsibilities

The GANTT Chart shows the OSCRAT project activities (tasks and deliverables) displayed against time. On the left of the chart is a list of the activities and along the top is a suitable time scale. Each activity is represented by a bar; the position and length of the bar reflects the start date, duration and end date of the activity. This allows us to see at a glance what the various activities are, when each activity begins and ends, how long each activity is scheduled to last, where activities overlap with other activities, and the start and end date of the whole project.

D1.1 DEVELOP A PROJECT PLAN

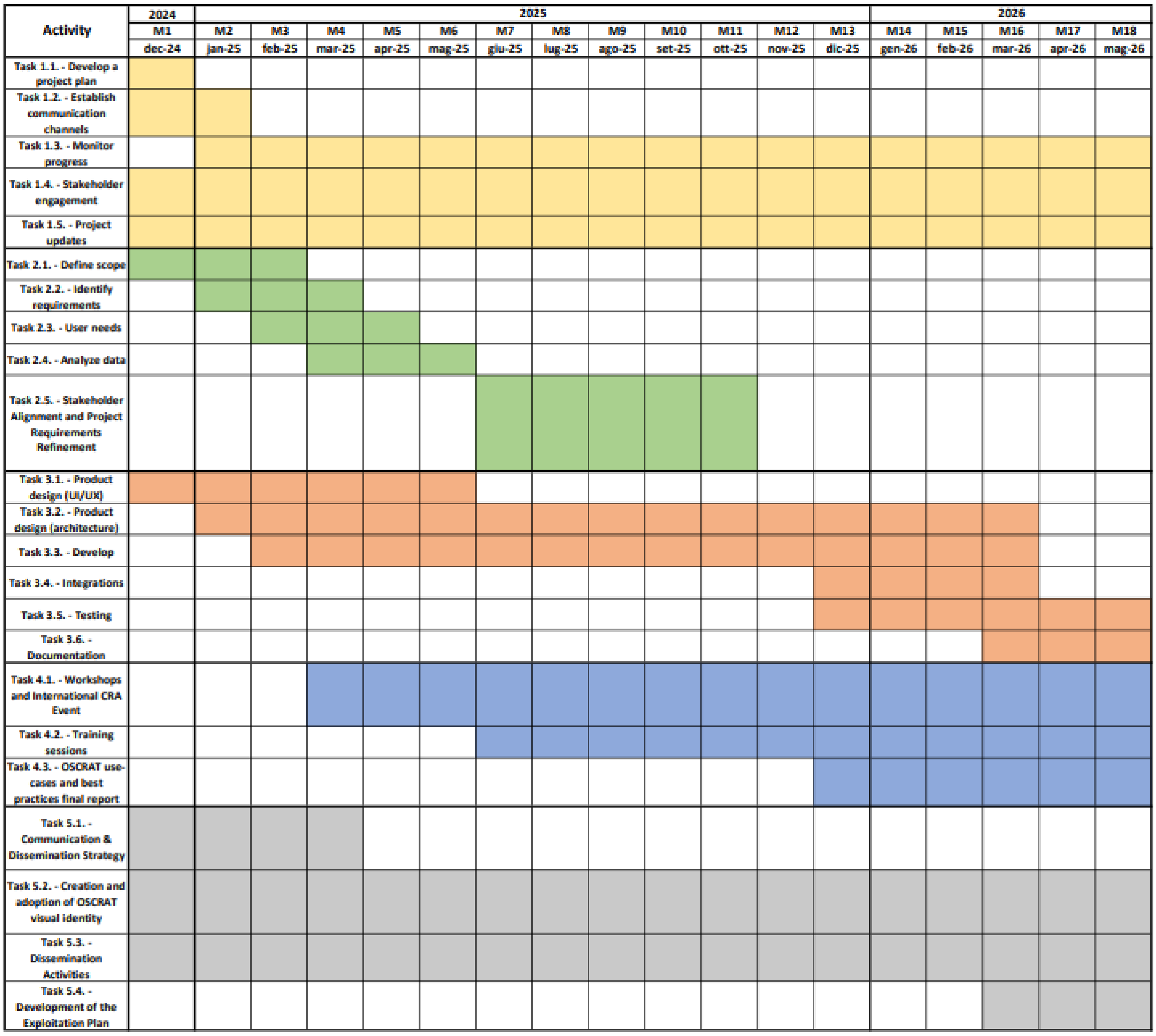

Figure 9: OSCRAT GANTT Chart

5 DELIVERABLES

5.1. LIST OF DELIVERABLES AND RESPONSIBILITIES

The list of deliverables names and lead partner, the due date as well as the dissemination level of each deliverable can be found in the Grant Agreement.

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Develop a project plan	WP1	1 - P.M.F. RESEARCH	R — Document, report	PU - Public	1
D1.2	Establish communication channels	WP1	6 - Unicis.Tech OÜ	DEC —Websites, patent filings, videos, etc	PU - Public	2
D1.3	Monitor progress	WP1	1 - P.M.F. RESEARCH	R — Document, report	PU - Public	18
D1.4	Stakeholder engagement	WP1	1 - P.M.F. RESEARCH	DEC —Websites, patent filings, videos, etc	PU - Public	18
D1.5	Project updates	WP1	1 - P.M.F. RESEARCH	DEC —Websites, patent filings, videos, etc	PU - Public	18
D2.1	Comprehensive Project Requirements Document	WP2	5 - EMAG	R — Document, report	PU - Public	12
D3.1	Beta release	WP3	2 - Oves Enterprise	DEM — Demonstrator, pilot, prototype	PU - Public	15
D3.2	Product release	WP3	2 - Oves Enterprise	OTHER	PU - Public	18
D3.3	Testing Report M6	WP3	2 - Oves Enterprise	R — Document, report	PU - Public	6
D3.4	Testing Report M9	WP3	2 - Oves Enterprise	R — Document, report	PU - Public	9
D3.5	Testing Report M12	WP3	2 - Oves Enterprise	R — Document, report	PU - Public	12
D3.6	Testing Report M15	WP3	2 - Oves Enterprise	R — Document, report	PU - Public	15
D3.7	Testing Report M18	WP3	2 - Oves Enterprise	R — Document, report	PU - Public	18
D3.8	Full product Documentation	WP3	2 - Oves Enterprise	R — Document, report	PU - Public	18
D4.1	OSCRAT use cases and best practices final report	WP4	4 - EDIH Trakia	R — Document, report	PU - Public	18
D5.1	Communication, Dissemination Strategy & Exploitation plan	WP5	1 - P.M.F. RESEARCH	R — Document, report	PU - Public	6
D5.2	Updating of the communication and dissemination strategy	WP5	1 - P.M.F. RESEARCH	R — Document, report	SEN - Sensitive	12
D5.3	Exploitation Plan	WP5	1 - P.M.F. RESEARCH	R — Document, report	SEN - Sensitive	18
D5.4	Dissemination results	WP5	1 - P.M.F. RESEARCH	R — Document, report	PU - Public	18

Figure 10: List of OSCRAT deliverables

6 PROJECT BUDGET

The maximum amount of the grant is EUR 2.001.634,29 (two millions, one thousand, six hundred thirty-four Euros and twenty-nine cents). The grant is an action grant which takes the form of a budget-based mixed actual cost grant.

ESTIMATED BUDGET FOR THE ACTION

	Estimated eligible[1] costs (per budget category)											Estimated EU contribution[2]			
	Direct costs									Indirect costs	Total costs	EU contribution to eligible costs			Maximum grant amount[6]
	A. Personnel costs			B. Subcontracting costs	C. Purchase costs			D. Other cost categories		E. Indirect costs[3]		Funding rate %[4]	Maximum EU contribution[5]	Requested EU contribution	
	A.1 Employees (or equivalent) A.2 Natural persons under direct contract A.3 Seconded persons		A.4 SME owners and natural person beneficiaries	B. Subcontracting	C.1 Travel and subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties	D.2 Internally invoiced goods and services	E. Indirect costs					
Forms of funding	Actual costs	Unit costs (usual accounting practices)	Unit costs[7]	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Unit costs (usual accounting practices)	Flat-rate costs[8]					
	a1	a2	a3	b	c1	c2	c3	d1	d2	e = flat-rate * (a1 + a2 + a3 + b + c1 + c2 + c3 + d1 + d2)	f = a + b + c + d + e	U	g = f * U%	h	m
1 - P.M.F. RESEARCH	219 000.00	0.00	0.00	0.00	7 500.00	0.00	5 000.00	0.00	0.00	16 205.00	247 705.00	75	185 778.75	185 778.75	185 778.75
2 - Oves Enterprise	910 000.00	0.00	0.00	0.00	7 500.00	0.00	5 000.00	0.00	0.00	64 575.00	987 075.00	75	740 306.25	740 306.25	740 306.25
3 - ENERSEC	429 000.00	0.00	0.00	0.00	4 500.00	0.00	1 500.00	0.00	0.00	30 450.00	465 450.00	75	349 087.50	349 087.50	349 087.50
4 - EDIH Trakia	140 100.00	0.00	0.00	0.00	4 500.00	0.00	2 000.00	0.00	0.00	10 262.00	156 862.00	75	117 646.50	78 431.00	78 431.00
5 - EMAG	402 000.00	0.00	0.00	0.00	4 500.00	0.00	0.00	0.00	0.00	28 455.00	434 955.00	50	217 477.50	217 477.50	217 477.50
6 - Unicis.Tech OÜ	522 450.00	0.00	0.00	0.00	7 500.00	0.00	6 565.00	0.00	0.00	37 556.05	574 071.05	75	430 553.29	430 553.29	430 553.29
Σ consortium	2 622 550.00	0.00	0.00	0.00	36 000.00	0.00	20 065.00	0.00	0.00	187 503.05	2 866 118.05		2 040 849.79	2 001 634.29	2 001 634.29

Figure 11: OSCRAT Budget Summary

Estimated EU contribution (€)						
Partner	Estimated eligible actual costs contributions (per work package)					Maximum grant amount (€)
	WP1	WP2	WP3	WP4	WP5	
1 - P.M.F. RESEARCH	43.736,25	25.278,75	51.360,00	13.241,25	52.162,50	185.778,75
2 - OVES Enterprise	11.636,25	26.482,50	684.532,50	9.228,75	8.426,25	740.306,25
3 - Enersec	9.630,00	102.318,75	193.803,75	34.908,75	8.426,25	349.087,50
4 - DIH Trakia	6.601,90	15.793,20	29.981,40	21.057,60	4.996,90	78.431,00
5 - EMAG	8.774,00	150.549,00	43.014,00	7.971,50	7.160,00	217.477,50

6 - Unicis	38.331,41	125.430,75	187.975,50	37.436,63	41.409,00	430.553,29
Total	118.709,81	445.852,95	1.190.637,15	123.844,48	122.589,90	2.001.634,29

Table 3: OSCRAT Estimated EU Contribution

6.1 BUDGET FLEXIBILITY

The budget breakdown may be adjusted — without an amendment (see Article 39) by transfers (between participants and budget categories), as long as this does not imply any substantive or important change to the description of the action in Annex 1.

6.2 ELIGIBLE CONTRIBUTIONS

Actual costs are eligible ('eligible contributions'), if:

A. they are actually incurred by the beneficiary during the period set out in Article 4 (with the exception of costs relating to the submission of the final periodic report);
B. they are declared under one of the budget categories set out in Article 6.2 and Annex 4 of the Grant Agreement;
C. they must be incurred in connection with the action as described in Annex 1 and necessary for its implementation;
D. they must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices;
E. they must comply with the applicable national law on taxes, labour and social security and;
F. they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency

7 PROJECT REPORTING

The project has one official Reporting Period set out by the European Commission:

- Periodic report (M1-M18): Final Reporting, from December 2024 to May 2026.

At the end of the Reporting Period, the report has to be submitted within 60 days. Each partner is responsible for providing information on the work progress to their respective WP leader(s). The Coordinator compiles the WP Progress Reports into one report and submits it to the European Commission after internal review by the Coordinator and the Executive Committee. The Coordinator will provide an according **reporting template** and share it with WP leaders.

The Periodic Report costs of a **periodic technical report** and a **periodic financial report**.

For the technical report, project partners are asked to provide information on the work carried out and the progress achieved in each WP in relation to objectives including deliverables, milestones, dissemination activities, IPR and possible deviations from the work plan. Exceptional results are highlighted and expectations for the upcoming months described.

For the financial report, each partner must provide:

- the financial statement with the (auditable) costs claimed for the Reporting Period and submit it through the EC portal
- an explanation of the use of resources including person months per WP, subcontracting and other direct costs

7.1 INTERNAL REPORTING

In addition to the official Reporting Period, internal reports will be compiled every 6 months, in order to ensure a continuous monitoring of the project progress and finances for project partners as well as early identification of deviations and needed adaptations of the work plan. Internal reporting is designed in a similar way to official reporting procedures and content.

Each partner will provide an activity report as well as a short report on expenditures for the period. Based on the project activities reported, WP leaders draft a WP report with achievements, results, KPI progress and deviations. The Coordinator gathers and analyzes all information and asks for further details from partners if clarification is needed. Technical information is compiled in one report and shared with the Executive Committee for feedback along with the financial reports. The Internal Reports set out internally are:

- IR1 31 May 2025 (period covered M1-M6): covering progress from December 2024 to May 2025
- IR2 31 December 2025 (period covered M7-M12): monitoring progress from June 2025 to December 2025

7.1.1 CONTINUOUS REPORTING

According to the GA, the beneficiaries must continuously report on the progress of the action (e.g. deliverables, milestones, outputs/outcomes, critical risks, indicators, etc.), in the **Portal Continuous Reporting tool** and in accordance with the timing and conditions it sets out (as agreed with the granting authority). Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc.) must be submitted using the templates published on the Portal.

8 CURRENCY FOR FINANCIAL STATEMENTS AND CONVERSION

Requests for payment and financial statements must be drafted in euros.

Beneficiaries and affiliated entities with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, determined over the corresponding reporting period (available at Euro foreign exchange reference rates).

If no daily Euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website (Exchange rate (InforEuro)), determined over the corresponding reporting period.

Beneficiaries and affiliated entities with general accounts in Euros must convert costs incurred in another currency into Euros in accordance with their usual accounting practices.

9 PAYMENTS

Payments to Parties are the exclusive task of the Coordinator, who shall a) notify the Party concerned promptly of the date and composition of the amount transferred to its bank account, giving the relevant references (a specific request for payment will be sent to each party to verify the exact amount and the bank account data provided); b) perform diligently its tasks in the proper administration of any funds and in maintaining financial accounts.

No Beneficiary shall before the end of the Project receive more than its allocated share of the maximum grant amount less the amounts retained by the Granting Authority for the final payment.

The coordinator receives the pre-financing (80% of the total EC contribution) from the EC for re-distribution to the OSCRAT project partners. Pre-financing will be transferred to the project partners by the Coordinator in two instalments of 50% each.

The final payment is transferred to the Coordinator after the final reports are approved. The amount of the final payment depends on the payments already made based on costs claimed.

The Coordinator is entitled to withhold any payments due to a Party identified by the Project Steering Committee to be in breach of its obligations under this Consortium Agreement or the Grant Agreement or to a Beneficiary which has not yet signed this Consortium Agreement.

The Coordinator is entitled to recover any payments already paid to a Defaulting Party except the costs already claimed by the Defaulting Party and accepted by the Granting Authority. The Coordinator is entitled to withhold payments to a Party when this is suggested by or agreed with the Granting Authority.

10 VISIBILITY OF EU FUNDING

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must:

- indicate that the action has received funding from the Union; and
- display the European Union emblem.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

Disclaimers excluding Commission responsibility

Any communication or publication that relates to the action, made by the beneficiaries jointly or individually in any form and using any means, must indicate: a) that it reflects only the author's view; and b) that the Commission is not responsible for any use that may be made of the information it contains. More information about the use of the EU emblem: Download centre for visual elements.

SECTION 2 – QUALITY PLAN

OBJECT OF THIS DOCUMENT

The Quality Assurance Plan (QAP) defines the main set of rules to be considered by the OSCRAT consortium partners during the project, in order to ensure that the main project deliverables are produced according to high quality standards. The QAP defines the role and responsibilities of each partner, the procedures and templates to be followed when preparing deliverables outlined in the grant agreement and other reports, milestones or internal outcomes that may be defined during the project. The QAP also defines the verification methods that will be implemented during the project before the final internal validation and submission of results and milestones to the European Commission. This plan will be used as a guideline to assess the content of the deliverables and to ensure the quality of the project results. It represents a common framework of requirements, procedures and regulations necessary for the OSCRAT project to complete its project results following a uniform approach.

The aims of this section are:

- to outline the project quality strategy, approach and process;
- to identify the roles and responsibilities of project partners;
- to identify the major project management artefacts and deliverables;
- to define and plan the quality assurance and control activities;
- to support the agreement on project quality requirements and metrics, and the method to evaluate them;
- to specify the methodology, standards, tools and techniques used to support quality management.

This plan will be used by the Project Steering Committee (PSC) and the Advisory Board (AB) as a guideline to assess the content of the deliverables and to ensure the quality of results.

1 QUALITY ASSURANCE

Quality assurance applies to all project activities, including Deliverables. Quality assurance is a joint responsibility of all partners during the project life cycle. The Project Coordinator (PC), the Project steering committee (PSC) and the Advisory Board (AB) have the authority for implementing and verifying compliance with all quality evaluation policies and procedures related to the project.

Quality assurance aims to verify that the OSCRAT Project achieves the expected results in the most efficient way and that the results are accepted by stakeholders. It comprises activities related to the identification, planning, execution, monitoring & control of project quality related activities.

The main objectives are:

- 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 rules, regulations and legislation;
- Any non-conformity is identified and implemented;
- Deliverables are accepted based on the defined quality/acceptance criteria.

2 OSCRAT ORGANISATION

The consortium and management structure will promote an optimal use of the knowledge, experience and expertise of the Partners in fulfilling the objectives of the project, while providing effective project monitoring and control. All Partners assume full technical and financial responsibility for the management of the project, which involves the appointment of a Project Coordinator and the management structure consisting of the Project Steering Committee and the Advisory Board.

2.1 ROLES AND RESPONSIBILITIES OF PROJECT BODIES

The **Project Coordinator** (**PC**) will act as intermediary between all parties and the EC, being the only contact point for all communications with the EC. Monitoring compliance by the partners with their obligations, coordinating the technical work of the WP's, managing the communication flow among the partners and keeping the address list of contact persons.

- P1 PMF RESEARCH –**Sofia Aurora Sicilia and Francesco Antonio Alescio**

The **Project Steering Committee** (**PSC**) The Project Steering Committee (PSC) will convene during each partner meeting to ensure full member attendance. Should any members be unable to attend, a subsequent virtual meeting will be organized to resolve any quality-related concerns. Moreover, should the situation require, any consortium partner has the authority to call for a PSC meeting. The PSC plays a crucial role as a central decision-making entity, providing essential guidance and oversight for the project.

The Project Steering Committee (PSC) is composed by:

- P1 PMF RESEARCH – **Giuseppe Fabio Ursino**
- P2 Oves Enterprise – **Radu Stefan**
- P3 ENERSEC – **Andrei Ioan Hohan**
- P4 EDIH Trakia – **Hristian Daskalov**
- P5 EMAG – **Martyna Dudzicz**
- P6 Unicis.Tech OÜ – **Predrag Tasevski**

The **Advisory Board (AB)** consists of 5 members representing regulatory/notified bodies, EU and national cybersecurity entities, and academic, research, and standardization institutions. The advisory committee will be crucial in providing expert advice, supervision, and a plan for the project.

The following outlines the contribution that the Advisory Board's activities will make to the project.

- Expert Guidance: The Advisory Board members will bring diverse expertise and perspectives to the project, offering valuable insights and recommendations on technical, regulatory, and strategic matters related to cybersecurity and CRA compliance.
- Oversight and Quality Assurance: The Advisory Board will oversee the project's progress, ensuring that it remains aligned with its objectives and delivers high-quality outcomes. Throughout regular reviews and feedback sessions, the Advisory Board will help identify areas for improvement and ensure the project stays on track.
- Strategic Direction: By leveraging their collective experience and networks, the Advisory Board members will provide strategic guidance to OSCRAT, helping to identify emerging trends, opportunities, and challenges in the cybersecurity landscape. This strategic input will inform decision-making and resource allocation, ensuring the project's long-term success.
- Stakeholder Engagement: The Advisory Board will serve as ambassadors for OSCRAT, helping to engage stakeholders and build partnerships across regulatory, governmental, academic, and industry sectors. Their involvement will enhance OSCRAT's visibility, credibility, and impact within the cybersecurity community.

In order to facilitate effective collaboration and communication, the Advisory Board will meet every six months, with a total of three meetings scheduled throughout the project duration. These meetings will provide an opportunity for in-depth discussions, knowledge sharing, and decision making, which will enable the Advisory Board to fulfil its role effectively.These meeting will be scheduled in the following months:

1. 1st Advisory Board meeting: M6
2. 2nd Advisory Board meeting: M12
3. 3rd Advisory Board meeting: to be defined, to be held before the official end-date of the project.

By engaging key stakeholders through the Advisory Board, OSCRAT will be able to achieve its expected outcomes and deliverables, ultimately contributing to the advancement of cybersecurity resilience among European SMEs and the wider digital ecosystem.

The Advisory Board will get the first look at the OSCRAT Project solution that's tailored to their needs, making sure they get involved and give feedback from the very beginning:

- P2 Romania (Oves Enterprise) – *To be defined soon*
- P3 Romania (ENERSEC) – **Vlad Alexandru Știrbu**, University of Jyväskylä
- P4 Bulgaria (EDIH Trakia) – **Kiril Grigorov**, Member of the Board of the European Cyber Security Organization & Vice-President of the Bulgarian Cybersecurity Association
- P5 Poland (EMAG) – **Robert Kroplewski**, Plenipotentiary of the Minister of Digitization for the Information Society. Manager of the Digital Future Industry Platform run by the State Treasury Foundation - Future Industry Platform in Poland. Member of the High-Level Expert Group on AI Strategy for the European Commission (AIHLEG), member of the OECD AIGO Expert Group, expert of the ONEAI Artificial Intelligence Expert Network. Member of the AI Policy Observatory at the OECD. CAHAI expert at the Council of Europe, AHEG expert at UNESCO. Coordinator of the Polish delegation and expert of the Global Partnership for AI (GPAI).
- P6 Estonia (Unicis.Tech OÜ) – **Ben Ottoman**

3 QUALITY MANAGEMENT PROCESS

The project quality management process comprises all activities (related both to processes and deliverables) that will increase the ability to meet the project expected results identified in the Project chart.

The quality management process for this project is comprised of three steps:

- Define quality characteristics;
- Perform quality assurance & control;
- Conduct project final acceptance.

3.1 DEFINE QUALITY CHARACTERISTICS

This step aims to identify the objectives, approach, requirements, activities and responsibilities of the project's quality management process and how it will be implemented throughout the project. It includes the description of the:

- quality objectives, approach and requirements;
- quality standards, guidelines, tools and techniques;
- quality assurance activities and related responsibilities;
- quality control activities for continuous improvement;
- configuration procedure related to project deliverables.

3.2 PERFORM QUALITY ASSURANCE & CONTROL

This step aims to verify the performance and compliance of project activities with the defined quality requirements. Quality assurance will be performed by Project Coordinator together with task leaders evaluating:

- The design of the project controls, by confirming that they are implemented, and by assessing their operational effectiveness;
- Compliance with the organisation’s rules and regulations, as well as with governmental and industry rules, regulations and legislation.

The results of quality assurance activities will be documented in relevant quality and progress reports. Quality control may result in recommendations for improvement, change requests, planning of new activities, or refinement of existing activities. All these actions will be incorporated into the Project Action Plan so that there is a consolidated view of all project-related activities. In addition, this phase also includes the review and validation of each project work package. If the results meet the project quality requirements, the task leader will obtain approval of the results produced at each stage, based on the defined criteria.

Quality monitoring and control is performed throughout the project by the Project Coordinator and task leaders. Formal decisions for each milestone or phase will be agreed upon and accepted by the Project Steering Committee (PSC) based on the success criteria.

Formal approval for each project deliverable rests with the Project Officer (PO), who verifies whether the deliverables meet the predefined objectives, whether they achieve the KPIs specified in the DoA, and whether the activities have been successfully executed within the predetermined tolerances.

3.2.1 QUALITY ASSURANCE

The Project Coordinator is the overall accountable of the quality assurance activities within the project, also responsible for scheduling and initiating all formal project audits or reviews.

The quality assurance activities will be performed by the entire consortium and include the following:

- deliverable reviews and approvals;
- project status & review meetings;
- Project Steering Committee meetings;
- milestone reviews;
- project and process audits;
- stakeholders' satisfaction questionnaires (when required).

The project quality assurance activities are detailed and scheduled in the Project Work Plan.

3.2.2 QUALITY REVIEW

Project quality reviews will be performed every month by the project coordinator in order to verify that all project plans and processes defined in the Action Plan have been created and are executed as planned.

A Quality Review Checklist will be used to assess the project's compliance with the planned activities (and related outputs) in domains such as scope, time, cost, quality, organisation, communications, risks and stakeholders' satisfaction.

The findings, recommendations and remediation/improvement actions will be consolidated in the Quality Review Report.

WP Title	WP leader	Quality KPI definition	Related task	Lead Partner	Source of verification	Reached at the latest
WP1 - Project Management	P1 - PMF research	All partners have understood the functioning of the 'OpenProject' project management platform and use it easily in the day-to-day activities of the project	T1.3	P1 - PMF Research	80% positive evaluation of the understanding of the platform's usability, measured by a questionnaire administered to partners	M6
WP1 - Project Management	P1 - PMF Research	Project Manager or Staff involved in the daily activities of the project attended KoM and the 2nd meeting in person for at least 1 full day	T1.6	P1 - PMF Research	Signed list of attendees	M8
WP1 - Project Management	P1 - PMF Research	Project Manager or Staff involved in the daily activities of the project attended the last meeting in person for at least 1 full day + partners attended at least 80% of all online monthly meetings	T.1.6	P1 - PMF Research	signed list of attendees & evidences of participation in the online meetings (meeting minutes)	M18
WP2 - Requirements gathering and	P5 - EMAG	The percentage of functionalities and limitations that are	T.2.1	P5 - EMAG	Number of documented functionalities	M12

analysis		fully documented in the scope.			and limitations / Total number of identified functionalities and limitations	
WP2 - Requirements gathering and analysis	P5 - EMAG	The percentage of CRA-specific requirements identified and documented.	T.2.1	P5 - EMAG	Number of identified CRA-specific requirements / Total number of potential CRA-specific requirements	
WP2 - Requirements gathering and analysis	P5 - EMAG	The ability to trace each requirement back to its source and through the development lifecycle.	T.2.5	P5 - EMAG	Traceability matrix or tools	
WP3 - Software Design and Development	P2 - Oves Enterprise	Stakeholders approve the design & usability (UI/UX) of the application		P2 - Oves Enterprise	Signed approval documents for the UI/UX	M3
WP3 - Software Design and Development	P2 - Oves Enterprise	The development team will complete 100% of the scope of the project as defined in the work packages		P2 - Oves Enterprise	Signed approval documents for scope completion	M18
WP3 - Software Design and Development	P2 - Oves Enterprise	All decisional stakeholders approve the bug report & have no known bugs at the delivery date		P2 - Oves Enterprise	Signed Release notes & Approved demo showcasing the application and state of quality	M18
WP4 – Stakeholder engagement	P4 - EDIH Trakia	Partner contributed to the development of the OSCRAT use-cases and best practices report (providing feedback and contributions as agreed during the preparatory meetings)	T. 4.3.	P4 - EDIH Trakia	Report or respective documents / data to lead partner delivered	M18
WP4 – Stakeholder	P4 - EDIH	Overall satisfaction	T. 4.2.	P4 - EDIH	At least 80%	M18

engagement	Trakia	rate of participants in trainings		Trakia	positive feedback provided by participants via questionnaires	
WP4 – Stakeholder engagement	P4 - EDIH Trakia	Overall satisfaction rate of participants in workshops	T. 4.1.	P4 - EDIH Trakia	At least 80% positive feedback provided by participants via questionnaires	M18
WP5 – Dissemination & Exploitation	P1 - P.M.F. RESEARCH	Partner contributed to the development of the Dissemination Plan and Exploitation plan (first drafts) and contributed actively in providing feedback and contributions to setting up communication strategy as agreed during the meetings	T5.1 + T5.3	P6- UNICIS.TECH OU	Report or respective documents/data to lead partner delivered	M4
WP5 – Dissemination & Exploitation	P6- UNICIS.TECH OU	Partner was actively involved in the online and offline dissemination & communication activities as foreseen and as agreed during the meetings	T5.3	P6- UNICIS.TECH OU	report or respective documents/data to lead partner delivered	M18
WP5 – Dissemination & Exploitation	P1 - P.M.F. RESEARCH	The extent to which the dissemination activities have successfully engaged target audiences and raised awareness about CRA compliance.		P6- UNICIS.TECH OU	Analysis of participation metrics (website visits, newsletter subscription rates, and engagement with online content).	
WP5 – Dissemination & Exploitation	P1 - P.M.F. RESEARCH	Visual identity ensures consistent and recognizable branding across all materials, outputs, and deliverables, while showcasing the EU's role as funder.		P6- UNICIS.TECH OU	Feedback from partners and stakeholders on the clarity and recognizability of the project's visual identity through surveys or focus groups.	

Table 4: OSCRAT Quality Review Checklist

3.3 CONDUCT PROJECT FINAL ACCEPTANCE

This step aims to manage the final acceptance of the project, including the accepted deliverables and to perform the administrative closure of the project. The final acceptance is obtained from the Project Officer (PO).

Before the formal project sign-off, the Project Coordinator should report on project performance in the Project Final Report. This report should summarise project performance throughout the project lifecycle and describe the main risks, issues, constraints, opportunities and lessons learned identified along the project. It can also identify stakeholders' satisfaction level based on questionnaires or other types of feedback. The pitfalls, best practices and solutions implemented should be maintained in a project repository, accessible for future projects.

The administrative closure of the project includes updating, reviewing, organising and archiving all project documentation and records, with the help of the project partners. It also comprises the release of project resources, the final project acceptance and the communication of project end to the relevant stakeholders.

3.4 TOOLS AND TECHNIQUES

The following techniques will be used for project quality management:

- internal audits;
- internal and external questionnaire about the quality of the project;
- peer reviews;
- periodic review meetings;

The following tools will be used for project quality management:

- Quality Management Plan;
- Quality report (M9): this report will serve as an intermediary evaluation of the overall quality of project’s practices and results;
- Project-End Report.

4 DELIVERABLES

The deliverables creation and reviews process will be performed based on a structured process described below:

4.1 RESPONSIBILITIES

1. The **WP Leader** designates each person responsible for coordinating the Project Work within a given Work Package.
2. **Deliverable Contributors** are all partners active in the Task/WP.
3. **Deliverable Reviewers** are represented by one person from each partner organisation (may coincide with the Steering Committee members) designated to review the project outputs produced.
4. The **Project Coordinator/Quality Leader** is responsible for guidelines on quality control processes and final review of deliverables.

4.2 PROCESS FOR DELIVERABLES REVIEW

6 months before the due date:
➔ WP leader communicates to contributors.
3 months before the due date:
➔ Table of contents, list of contributors and time plan ready.
1 month before the due date:
➔ Peer Review: a final draft must be submitted to deliverable reviewers who will provide feedback within 2 weeks.
2 weeks before the due date:
➔ WP Leader will collect feedback by Peer Reviewers and will amend the deliverable accordingly in 1 week.
1 week before the due date:
➔ Updated deliverable sent to the Project Coordinator for the final check and upload on the portal.

It's very important not to exceed a 20% delay rate in the process for Deliverables Review (in all steps identified above).

4.3 SUMMARY OF DELIVERABLES

OSCRAT will produce 19 deliverables during its 18 months life cycle:

Deliverable D1.1 – Develop a project plan

Rule book project document containing, tasks, timelines, responsibilities, and resources needed to accomplish the project goals.

Responsible partner: P.M.F. RESEARCH (IT)

Due date: M1

Deliverable D1.2 – Establish communication channels

Setting up an open-source communication channels and project management collaboration solution for information sharing with partners.

Responsible partner: UNICIS.TECH OÜ (EE)

Due date: M2

Deliverable D1.3 – Monitor progress

Monitoring and evaluation reports on the progress of the project tasks by partners, including financial expenditure and quantitative and qualitative SMART indicators, an internal mechanism to implement, monitor and evaluate its execution, etc.

Responsible partner: P.M.F. RESEARCH (IT)

Due date: M18

Deliverable D1.4 – Stakeholder engagement

Online open-source Agile communication project management collaboration solution for information collaboration with partners by managing meetings, activities, news and notification.

Responsible partner: P.M.F. RESEARCH (IT)

Due date: M18

Deliverable D1.5 – Project updates

Online transparent responsibilities and tracking of project progress updates are achieved by keeping partners and open source community up to date via wiki, news and forum.

Responsible partner: P.M.F. RESEARCH (IT)

Due date: M18

Deliverable D2.1 – Comprehensive Project Requirements Document

The deliverable encompasses a detailed overview of the CRA automation tools, including their scope, functionalities, and limitations. Includes identified CRA-specific requirements for each tool, user needs analysis, data collection.

Responsible partner: EMAG (PL)

Due date: M12

Deliverable D3.1 – Beta release

The beta release marks the stage in the product development lifecycle when a nearly finalized version is shared with a specific group of users for testing and feedback. Following internal testing (alpha phase), external users, known as beta testers, interact with the product in real-world scenarios. The main objective is to collect feedback to identify issues, gain insights into user experience, and refine the product before its official launch.

The release will be well documented with a product release document.

Responsible partner: OVES ENTERPRISE (RO)

Due date: M15

Deliverable D3.2 – Product release

This represents the full and final release of the product for end-client use. This marks the completion from a technical perspective of the scope of this project.

Responsible partner: OVES ENTERPRISE (RO)

Due date: M18

Deliverable D3.3 – Testing Report M6

These represent the complete testing reports based on the quarterly milestone.

Responsible partner: OVES ENTERPRISE (RO)

Due date: M6

Deliverable D3.4 – Testing Report M9

These represent the complete testing reports based on the quarterly milestone.

Responsible partner: OVES ENTERPRISE (RO)

Due date: M9

Deliverable D3.5 – Testing Report M12

These represent the complete testing reports based on the quarterly milestone.

Responsible partner: OVES ENTERPRISE (RO)

Due date: M12

Deliverable D3.6 – Testing Report M15

These represent the complete testing reports based on the quarterly milestone.

Responsible partner: OVES ENTERPRISE (RO)

Due date: M15

Deliverable D3.7 – Testing Report M18

These represent the complete testing reports based on the quarterly milestone.

Responsible partner: OVES ENTERPRISE (RO)

Due date: M18

Deliverable D3.8 – Full product Documentation

With the product release, we will have a full product documentation, including information from end-user testing to release notes and specifications.

Responsible partner: OVES ENTERPRISE (RO)

Due date: M18

Deliverable D4.1 – OSCRAT use cases and best practices final report

The use-cases of OSCRAT will be collected every three months and will be transformed into best practices and will go into the production of a final report to be included in the software, always available to future users.

Responsible partner: EDIH TRAKIA (BG)

Due date: M18

Deliverable D5.1 – Communication, Dissemination Strategy & Exploitation plan

The document will equip the consortium with all the information and guidelines necessary to consistently carry out the planned dissemination and communication activities, including reporting and monitoring of dissemination activities, and it will ensure the proper subdivision of tasks among project's partners and their smooth effort towards its dissemination

goals.

Furthermore, the document will contain the results and details about the expected area of the project impact, which needs to be solved thanks to the project's results and the outputs to be created.

Responsible partner: P.M.F. RESEARCH (IT)

Due date: M6

Deliverable D5.2 – Updating of the communication and dissemination strategy

Updated, adapted and definitive version of D6.1.

Responsible partner: P.M.F. RESEARCH (IT)

Due date: M12

Deliverable D5.3 – Exploitation Plan

The document will be elaborated with the partners' input after the completion of the main project activities, to guarantee an effective dissemination of the results as well as the implementation of the results in further activities that will confirm the relevance of the project.

Responsible partner: P.M.F. RESEARCH (IT)

Due date: M18

Deliverable D5.4 – Dissemination results

The deliverable will contain the outcome of the dissemination and communication activities run during the project and will analyse and measure the KPIs reached.

Responsible partner: P.M.F. RESEARCH (IT)

Due date: M18

5 METRICS

This section includes the quality KPIs and milestones to be collected and reported during the project, for project outputs and deliverables.

5.1 KEY PERFORMANCE INDICATORS (KPI)

WP title	WP leader	KPI ID	KPI Indicator	Related to task	Lead partner	Source of verification	Reached at the latest
WP3	Oves Enterprise	1	Number of tools to facilitate and automate CRA compliance.	T. 3.1; T. 3.2.; T. 3.3.; T. 3.4.; T. 3.5.	Oves Enterprise	At least 5 tools to facilitate and automate CRA compliance.	M18
WP3	Oves Enterprise	2	Number of CRA essential requirements fully covered by tools.	T. 3.1; T. 3.2.; T. 3.3.; T. 3.4.; T. 3.5.	Oves Enterprise	At least 5 CRA essential requirements fully covered by tools.	M18
WP3	Oves Enterprise	3	Number of tools to simplify and automate CRA compliance documentation obligations.	T. 3.1; T. 3.2.; T. 3.3.; T. 3.4.; T. 3.5.	Oves Enterprise	At least 7 tools to simplify and automate CRA compliance documentation obligations.	M18
WP4	DIH Trakia	4	Number of workshops, training sessions, and events that facilitate interaction and CRA compliance among European SMEs	T. 4.1.; T. 4.2.	all partners	At least 9 among workshops, training sessions, and events that facilitate interaction and CRA compliance among European	M18

						SMEs.	
WP4	DIH Trakia	5	Number of CRA compliance use-cases and best-practices	T. 4.3.	DIH Trakia	At least 4 CRA compliance use-cases and best-practices;	M18
WP4	DIH Trakia	6	Number of participants among workshops, training sessions	T. 4.1.; T. 4.2.	DIH Trakia	At least 300 participants among workshops, training sessions;	M18
WP5	PMF Researc h	7	Number of website's visits	T. 5.3.	PMF Researc h	At least 7000 website's visits;	M18
WP5	PMF Researc h	8	Number of posts on social media	T.5.3.	PMF Researc h	At least 20 posts on social media;	M18
WP5	PMF Researc h	9	Videos posted in the website and YouTube	T. 5.3.	PMF Researc h	At least 2 videos posted in the project's website and YouTube;	M18
WP5	PMF Researc h	10	Newsletter & Press release	T. 5.3.	PMF Researc h	At least 12 newsletters and press release;	M18
WP3	DIH Trakia	11	Number of prospective companies which will benefit from tools developed by the project, of which SMEs	T. 3	DIH Trakia	At least 25 prospective companies which will benefit from tools developed by the project, of which SMEs.	M18
WP3	DIH Trakia	12	Number of SMEs adopting the platform	T. 3.	DIH Trakia	At least 20 SMEs that have integrated the OSCRAT platform into their CRA	M18

						compliance operations.	
WP3	DIH Trakia	13	Number of different sectors reached by the platform	T. 3.	DIH Trakia	At least 8 diversity of industry sectors that have adopted the OSCRAT, ensuring that the tool is versatile and applicable across various industries.	M18
WP3	DIH Trakia	14	User engagement metrics (e.g., average time spent on platform, feature usage statistics)	T. 3.	DIH Trakia	Details statistics like the average time users spend on the platform, the frequency with which features are used, and the number of active users give insight into how well the platform is being used.	M18
All	all partner s	15	Number of industry partnerships and collaborations fostered by the project	all tasks	all partner s	At least 5 partnerships and collaborations established with industry stakeholders, enhancing the project's reach and impact.	M18
WP3	DIH Trakia	16	User retention rate	T. 3.	DIH Trakia	At least good retention above 75% of users who continue to use the platform over	M18

						an annual period, indicating user satisfaction and the platform's long-term viability.	
WP3	DIH Trakia	17	Overall SMEs compliance self-assessment to meet CRA requirements.	T. 3.	DIH Trakia	At least 75% of overall SMEs compliance self-assessment to meet CRA requirements.	M18

Table 5: OSCRAT Key Performance Indicators (KPI)

5.2 MILESTONES

N.	Milestone name	Work Package no.	Lead Beneficiary	Means of verification	Due date (month)
1	Communication channels established	WP1	6 - Unicis.Tech OÜ	Establishing an open-source project management	2
2	Kick-off Meeting	WP1	1 - P.M.F. RESEARCH	Meeting's minutes, consortium's pictures and administrative proof such as flight tickets, hotel reservations etc.	3
3	Final presentation	WP1	1 - P.M.F. RESEARCH	The final presentation and documentation of the OSCRAT project results includes various methods to ensure the credibility and reliability of the project's outcomes and KPIs. For the final presentation, verification	18

				entails recording or transcript, attendance records, and feedback forms. Documentation verification includes a comprehensive project report, case studies, technical documentation, user manuals, compliance reports, and other relevant documents. KPIs and outcomes are verified through quantitative data analysis, surveys, comparative analysis, external audits, and expert validation. These vetting procedures guarantee openness and precision when presenting OSCRAT's contributions to enhancing cybersecurity resilience among European SMEs.	
4	Comprehensive Requirements Analysis carried out	WP2	5 - EMAG	Deliverable documentation of stakeholder interactions and surveys, data analysis reports, stakeholder feedback, project progress reports, review meetings, and version control of the finalized requirements analysis report are delivered. These verification methods ensure the accuracy and relevance of the gathered	12

				requirements for the development of the CRA automation tool.	
5	Research and Discovery Phase - User Persona Development	WP3	2 - Oves Enterprise	During the design phase, a primary outcome will be the establishment of a dedicated section within our communication channels exclusively for project documentation. As a standard procedure and quality checkpoint at the conclusion of each milestone, the team will be required to incorporate the outcomes of their efforts into the appropriate section. Means of verification for MS 5 is having the research results and user persona uploaded in a easy-to-understand format, ready to be handed over for the next phase.	2
6	Wire-framing	WP3	2 - Oves Enterprise	Means of verification for MS 6 would be the actual wire-frames with acceptance from the stakeholders.	3
7	Prototyping	WP3	2 - Oves Enterprise	Means of verification for MS 7 would be the system prototype built in a design tool that will allow the user to click on pre-defined items and move to specific sections of the application	3

8	Visual Design	WP3	2 - Oves Enterprise	Means of verification for MS 8 would be the full designs in figma (or a similar system), from where the developers can obtain all design assets.	3
9	Iterative Design	WP3	2 - Oves Enterprise	While in development, it is usual to have design changes based on feedback. For this milestone, the means of verification would be having the initial UI/UX documentation updated with version control. These updates will come after key stakeholder meetings and demos.	14
10	Development Handoff	WP3	2 - Oves Enterprise	The verification process will entail obtaining approval from the development architects and team lead regarding the quality of the deliverables. This step is pivotal in the process because without the design team providing valuable, refined, and completed work, the development phase cannot commence.	3
11	Conceptual Data Model	WP3	2 - Oves Enterprise	The verification method for MS 11 will involve the submission of the finalized documentation detailing the data model and its utilization within the system. This documentation, along with explanations of how the system will utilize the gathered information,	3

				must be uploaded to a designated section of the online documentation tool.	
12	Data Source Identification	WP3	2 - Oves Enterprise	Verification for MS 12 will entail creating a detailed document that comprehensively outlines all identified data sources and thoroughly explores their implications for integration within the project framework. This document will serve as a repository of essential information, including the types of data each source provides, their formats, access methods, potential challenges, and any dependencies associated with their integration. By documenting these details, the project team ensures a clear understanding of the data landscape and facilitates informed decision-making regarding integration strategies and potential impacts on project execution.	3
13	API Design	WP3	2 - Oves Enterprise	Means of verification for MS 13 would be a thorough documentation on how the interactions between frontend and backend will be handled. The document must be	3

				in the appropriate shared communication channel.	
14	Architecture Design	WP3	2 - Oves Enterprise	Means of verification for MS 14 would be a thorough documentation on the system architecture. The document must be in the appropriate shared communication channel.	3
15	Development Setup	WP3	2 - Oves Enterprise	The means of verification for MS 15 would be the whole development infrastructure, created in GIT so that the team can start work. As this is an important step, we will also require an acceptance from the architects and team lead of the dev team.	3
16	Quality gating the development M3	WP3	2 - Oves Enterprise	The means of verification from MS 16 would be the acceptance reports for the quarter demo. These will be kept alongside the project documentation.	3
17	Quality gating the development M6	WP3	2 - Oves Enterprise	The means of verification from MS 17 would be the acceptance reports for the quarter demo. These will be kept alongside the project documentation.	6
18	Quality gating the development M9	WP3	2 - Oves Enterprise	The means of verification from MS 16 would be the acceptance	9

				reports for the quarter demo. These will be kept alongside the project documentation.	
19	Quality gating the development M12	WP3	2 - Oves Enterprise	The means of verification from MS 19 would be the acceptance reports for the quarter demo. These will be kept alongside the project documentation.	12
20	Quality gating the development M15	WP3	2 - Oves Enterprise	The means of verification from MS 20 would be the acceptance reports for the quarter demo. These will be kept alongside the project documentation.	15
21	Quality gating the development M18	WP3	2 - Oves Enterprise	The means of verification from MS 21 would be the acceptance reports for the quarter demo. These will be kept alongside the project documentation.	18
22	EU Event	WP4	4 - EDIH Trakia	Participation's evidence (pictures, participant's list)	18
23	OSCRAT website and social media pages launch	WP5	1 - P.M.F. RESEARCH	Online availability of the website and of the social media pages	4
24	Set up of the communication campaign	WP5	1 - P.M.F. RESEARCH	Project communication and dissemination means and tools. Dedicated campaigns during the project implementation period will promote the project initiatives and activities through the partners and project's channels,	10

				including their websites and social media accounts.	

Table 6: OSCRAT Milestones

6 CRITICAL RISKS

Risk no.	Description	WP no.	Proposed mitigation measures
1	Delays in the development of CRA compliance tools may hinder the Project. Impact: High, Likelihood: Medium	WP2, WP3, WP1	Advocate for the expedited development of standards, engage with regulatory bodies, and establish a close collaboration with relevant stakeholders to positively influence the development timeline.
2	Technical difficulties, infrastructure limitations, or compatibility issues with existing systems could impede the implementation of project deliverables. Impact: High, Likelihood: Medium	WP3	Conduct thorough compatibility assessments and allocate resources for resolving technical challenges to ensure the project team has the necessary technical expertise.
3	Scope expansion beyond initial requirements and regulatory compliance issues may lead to project delays, increased costs, and legal ramifications. Impact: High, Likelihood: High	WP2, WP3	Implement strict scope control mechanisms, conduct periodic compliance audits, engage legal experts for regulatory guidance, and establish change management procedures to manage scope changes effectively.
4	Exceeding allocated budget due to unforeseen expenses, inaccurate cost estimation, or changes in project scope could jeopardize the project's financial sustainability. Impact: High, Likelihood: Medium	WP1	Establish solid financial planning procedures, conduct periodic budget audits, prioritize vital project tasks, and investigate alternative funding options to lessen financial uncertainties.
5	Reliance on external vendors or 3rd services dependencies, open-source community, quality concerns, or vendor lock-in, cyber-attack, impacting project integrity and functionality. Impact: High, Likelihood: Medium	WP5, WP3	Conduct thorough vendor assessment and due diligence, establish clear communication channels with vendors and the OOS community, implement quality assurance processes, and maintain flexibility to switch vendors if necessary.
6	Limited engagement and participation from SMEs in workshops and training sessions may hinder knowledge dissemination and stakeholder engagement efforts. Impact: Medium,	WP4	The partnership will disseminate the importance of participating to SMEs raising their interest on the subject.

	Likelihood: Low		
7	Lacking long-term adoption of the resources developed. Impact: Low, Likelihood: Low.	WP5	The exploitation plan (D5.4) will ensure that the resources developed will be used also after the end of the project.

Table 7: OSCRAT Critical Risks

ANNEX 2: DELIVERABLE REVIEW ASSESSMENT SHEET

Deliverable No & Title	
Relevant Work Package (No & Title)	
Deliverable Author(s)	
Date Submitted for Review	
Reviewer Name & Organisation	
Review Date	

Overall Review Result

- ☐ Fully Accepted
- ☐ Accepted with reservation
- ☐ Rejected unless modified as suggested
- ☐ Fully Rejected

D1.1 DEVELOP A PROJECT PLAN

ASSESSMENT SURVEY
1) Is the deliverable consistent with its purpose?
2) Are the deliverable's objectives and activities clearly stated?
3) Is the scope and content of the deliverable consistent with its definition in the DoA? How does it fit in with the original project plan in terms of quality?
4) Does the title, number, type, and level of dissemination meet the DoA definition?
5) Does the document contain a sufficiently informative "Executive summary" and "Introduction" section that correctly positions the deliverable in the project and defines its objectives?
6) Is the organisation of the document satisfactory (e.g. introduction, objective, methods, results, conclusions, references, etc.)?
7) Does the deliverable conform to the template (project logo, first page, second page, table of contents, list of figures, list of tables, fonts, headings, spacing, figure and table captions, page numbers, etc.)?
8) If relevant, does the deliverable explain its relationship to other deliverables in the project?
9) Is the scientific/technical approach sound and appropriate to the state of the art?
10) Are the interpretations and conclusions sound, justified by the data, and consistent with the objectives?
11) Is the amount of data/information presented adequate? Are the contents complete? Does the content justify the length?
12) Are all figures and tables necessary and properly referenced? Are they also complete (e.g., content, numbers, and captions) and presented clearly and of good quality?
13) Are the references cited relevant and up-to-date? Are they present in the Bibliography/References section?
14) Is the document written in British English, with good syntax and grammar and language appropriate for the target audience(s)?
15) Have all the intended objectives been achieved? If not, what needs to be done to achieve them?
16) Do you feel satisfied with the work produced? Would you make changes to improve it? Are there additional benefits that could be achieved?

17) What went wrong, why did it go wrong, and how could these problems be avoided next time?

18) What went well and needs to be learned from?

19) Comments & Recommendations:
- Changes to be implemented
- Missing chapter/topics/issues
- Required changes on the essence and content of the deliverable
- Additional relevant improvements required

20) Rate 1 (insufficient/low) to 5 (excellent/high) the following specific topics:

Relevance of topics	1	2	3	4	5
Response to needs/requirements/specifications	1	2	3	4	5
Soundness of methodological framework	1	2	3	4	5
Level of innovation	1	2	3	4	5
QUALITY CRITERIA					
Completeness	1	2	3	4	5
Understandability	1	2	3	4	5
Correctness	1	2	3	4	5
Consistency	1	2	3	4	5
Applicability	1	2	3	4	5
Graphic presentation	1	2	3	4	5

SECTION 3 – ETHICS REQUIREMENTS

OBJECT OF THIS DOCUMENT

This section sets out ethical issues that should be taken into consideration while implementing the OSCRAT activities, and identifies areas in which attention should be focused. Mostly of the ethical considerations relate to data protection requirements and the legal compliance with European data protection regulations. Moreover, it describes procedures and criteria that shall be applied by all partners and for all procedures involving external participants. It serves as a guide to identify ethical questions and the instruments to answer those questions.

TERMS OF REFERENCE

The main points of reference for the definition of the present Ethical requirements are the following official documents:

- the **Ethics Appraisal Procedures**, put in place by Horizon Europe Framework contract;
- **OSCRAT Grant Agreement** (Project 101190180);
- **EU Grants: How to complete your ethics self-assessment** (EU Grants How to complete your ethics self-assessment).

1 ETHICS APPRAISAL PROCEDURES

Horizon Europe puts in place an Ethics Appraisal Procedure which includes:

- the Ethics Review Procedure conducted before the project starts, and
- Ethics Checks, Reviews and Audits conducted during the project.

During the project, the aim of these procedures is to ascertain that expected standards are met and that risks to research subjects and researchers are minimised. As a simple administrative measure, it is important to keep a good record of all documentation pertaining to the ethics of the grant. As signatory to the grant agreement, the coordinator is responsible for being able to transmit copies to the Commission on request. This documentation should be consistent, demonstrating that information sheets and consent forms were obtained prior to the start of a specific action.

1.1 DATA PROTECTION OFFICER

The GDPR defines the role and responsibility of a Data Protection Officer (DPO). DPO is responsible for overseeing a company's data protection strategy and its implementation to ensure compliance with GDPR requirements, providing advice on how to process personal data while respecting individuals' rights.

DPO of Unicis is Predrag Tasevski, CEO & Legal Representative.

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DPO are in charge of:

➔ Establishing common rules and requirements for the consortium data protection policy;

- ➔ Coordinating data protection process and information among the partners involved in WP2, WP3 and WP4;
- ➔ Providing answers to third parties when addressed to the project as a whole;
- ➔ Providing guidance on how to implement the privacy principles;
- ➔ Monitoring compliance with national data protection law;
- ➔ Providing advice regarding data protection impact assessment and monitoring;
- ➔ Cooperating with the supervisory authority for prior consultation when required by law.

The DPOs will be autonomous, in a position to freely raise issues, and relay them internally without any limitations. They will be provided with the resources necessary to carry out their tasks and access to personal data and processing operations.

2 OSCRAT – GRANT AGREEMENT N° 101190180

According to the OSCRAT Grant Agreement, beneficiaries must ensure that all ethics issues related to activities are addressed in compliance with ethical principles, the applicable international and national law, and the provisions set out in the Grant Agreement. This includes any ethics issues that may emerge in the course of the project implementation period. In case any substantial new ethics issues arise, beneficiaries should inform the granting authority.

Specific attention will be given to articles 13, 14 and 16 contained in the Annex 5 of the Grant Agreement.

ART. 13

Confidentiality and Security - Sensitive information with a security recommendation must comply with the additional requirements imposed by the granting authority. Before starting the action tasks concerned, the beneficiaries must have obtained all approvals or other mandatory documents needed for implementing the task. The documents must be kept on file and be submitted upon request by the coordinator to the granting authority.

For requirements restricting disclosure or dissemination, the information must be handled in accordance with the recommendation and may be disclosed or disseminated only after written approval from the granting authority.

ART. 14

Ethics and research integrity - The beneficiaries must carry out the action in compliance with:

- ethical principles (including the highest standards of research integrity) and
- applicable EU, international and national law, including the EU Charter of Fundamental Rights and the European Convention for the Protection of Human Rights and Fundamental Freedoms and its Supplementary Protocols.

The beneficiaries must pay particular attention to the principle of proportionality, the right to privacy, the right to the protection of personal data, the right to the physical and mental integrity of persons, the right to non-discrimination, the need to ensure protection of the environment and high levels of human health protection.

D1.1 DEVELOP A PROJECT PLAN

Before the beginning of an action task raising an ethical issue, the beneficiaries must have obtained all approvals or other mandatory documents needed for implementing the task, notably from any (national or local) ethics committee or other bodies such as data protection authorities.

The documents must be kept on file and be submitted upon request by the coordinator to the granting authority. If they are not in English, they must be submitted together with an English summary, which shows that the documents cover the action tasks in question and include the conclusions of the committee or authority concerned (if any).

ART. 16

Intellectual Property Rights (IPR), Background and Results, Access Rights and Rights Of Use

The Grant Agreement underscores the necessity of "fair and reasonable conditions" for the granting of access and utilization rights over intellectual property. This principle mandates appropriate conditions, including possible financial terms or royalty-free conditions, taking into account the specific circumstances of the request for access, for example the actual or potential value of the results or background to which access is requested and/or the scope, duration or other characteristics of the exploitation envisaged.

- Fiduciary Responsibility: Obligations are imposed on beneficiaries to safeguard and capitalize on intellectual property results judiciously. This includes considering the commercial viability alongside the legitimate interests of all stakeholders, thereby fostering ethical stewardship and sustainable exploitation of intellectual property.

- Transparency and Open Access: Advocacy for the dissemination of results via open access platforms and the stipulation for beneficiaries to publicly disclose results under specified conditions are driven by an ethical commitment to transparency. This facilitates wider access to knowledge and innovations, potentially amplifying societal benefits.

- Justice in Emergencies: Provisions for equitable access to intellectual property in public emergencies, granting rights under non-exploitative terms, demonstrate a prioritization of public welfare over proprietary interests during critical situations.

- Continuity of Ethical Standards: The requirement for beneficiaries to ensure that ethical obligations under the agreement are transferred to new owners or licensees guarantees the perpetuation of ethical governance of intellectual property throughout its lifecycle. This ensures that ethical standards are maintained irrespective of changes in ownership or control.

- Non-Discriminatory Practices: The stipulations for exploitation, transfer, and licensing of results exclusively within eligible countries aim to uphold ethical norms by preventing discrimination based on geographical or political factors, unless such distinctions are justified by strategic or security considerations.

3 EU GRANTS: HOW TO COMPLETE YOUR ETHICS SELF-ASSESSMENT

These guidelines are designed to identify and deal correctly with any ethics issues that may arise from the project, thanks to the Ethics issues checklist. OSCRAT project envisages the involvement of people in activities such interviews, questionnaires, workshops, training sessions and involvement in the beta testing phase registrations to the platform. Such activities include processing of personal data where potential ethics issues may arise. This section concerns research which involves processing of personal data, regardless of the method used (e.g. interviews, questionnaires, etc.). 'Personal data' means information relating to an identified or identifiable natural person.

The detailed checklist of these issues is developed in Ethics self-assessment, while all methodologies and risk mitigation procedures pertaining to these aspects have been included in Chapter 4 of this section.

3.1 PERSONAL DATA PROTECTION

The General Data Protection Regulation (EU) 2016/679 (GDPR) is a regulation in EU law on data protection and privacy for all individual citizens of the European Union (EU) and the European Economic Area (EEA). It sets out a key element of the ethical considerations for a project such as OSCRAT, in which the major concerns are the collection, storing, handling and processing of data concerning European citizens. The GDPR replaces the previous European Data Protection Directive [Directive 95/46/EC] and the modifications in data management regulation are reflected in this report for compliance.

Personal data are defined as 'any information relating to an identified or identifiable natural person'. An 'identifiable natural person', or 'data subject', is 'one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person' (Article 4 (1) GDPR). Within the context of OSCRAT, these data refer to elements such as names, email addresses, personal accounts, stored documents, and other data linked directly to participants involved in the OSCRAT project.

D1.1 DEVELOP A PROJECT PLAN

Data processing includes ‘any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction’ (Article 4(2) GDPR).

OSCRAT project involves handling data of identifiable persons, so we will process them lawfully, fairly and in a transparent manner in relation to the data subject (Article 6(9) GDPR).

4 OSCRAT APPLICATION

4.1 OSCRAT BASIC PRINCIPLES

Project Consortium applies the basic principles governing the OSCRAT activities, which shall ensure fairness, transparency, openness and lawfulness.

All those involved in the collection and storage of participants' data shall commit to confidentiality, which means that they shall:

- Treat confidentially any information, including personal data of any natural person involved in the project, and documents disclosed in relation to Interviews or questionnaire;
- Process any confidential information or documents as described above only for the purposes and for the duration of the above-mentioned project activities;
- Not disclose confidential information or documents relating to the activity of the project, without prior written approval of the OSCRAT Consortium.

4.2 OSCRAT PERSONAL DATA

OSCRAT consortium intends to use or store personal data collected from participants which will not be of a highly sensitive nature only in order to pursue the project purposes. Anyhow, the partners will consider the voluntary involvement of participants and the collection of their personal data. The types of data that might include personal information are the following:

- Website and Platform usage data;
- Case study data from personal Interviews, statistical and observational reports, surveys, etc.
- Selection data from participants involved in WP2, WP3 and WP4's workshops, International CRA Events, training sessions and user-cases.

Consortium shall publish on OSCRAT website the official announcement of the start of the Platform's beta testing phase, indicating all the information regarding the collection and storage of data. An online registration form is one of the expected tools for data acquisition. Data acquisition will be performed in the context of WP2, WP3, and WP4. Involved participants will be properly informed of the project aims, expected results and limits of the activities in the information supplied before getting the informed consent. The activities might lead to published results. For what concerns the storage of data, collected data will be stored in formats protected by passwords and will be retained by the partner responsible for data collection and analysis. The data will be used within the project and will not be made accessible to third parties, unless previously authorised (especially those data, which might be published for dissemination purposes).

During the project, the data will be kept for enough time to allow for dissemination purposes (expected to be around the second half of the second year). After the end of the project, the data will be stored and kept within the project website, which will be available for four years after the end of the project. After that period, companies' data will not be available, unless required by relevant national legislation.

4.3 INFORMED CONSENT PROCEDURES

Participants have to get information about the project and the participation has to be consented. Informed Consent is the decision, which must be written, dated and signed, to take part in research, taken freely after being duly informed of its nature, significance, implications and risks. The consent also includes how data is stored and used for future research.

The informed consent is a voluntary agreement to participate in OSCRAT's WP2, WP3 and WP4 activities. The goal of the informed consent process is to provide sufficient information so that a participant can make an informed decision about whether or not to participate in the project activities. Participants are asked to affirm that they understand the procedure and consent to it. Before requesting consent, the consortium shall make sure that the potential participant to the project, or the legal representative, has received clear information to understand the contents.

Detailed information shall be provided to the potential participants by means of an information sheet including descriptions / specifications of the purpose and the duration of the specific OSCRAT activity and procedures for handling, protection and storage of their data. They will sign by knowing potential benefits and any identified risks of participation in the project. They will be informed about finalisation of data and results at the end of the activity.

Consent must be given freely, and evidence of consent recorded. Participants should be given sufficient time to understand, think about and sign the requested consent. Moreover, it will be made clear to participants that they are free to withdraw from participation at any point, that their personal data will remain confidential, and that collected data will be analysed by securing their privacy and anonymity. Informed consent forms will be written in the participants' national languages in a manner that is as clear and straightforward as possible.

Data management will comply with national data protection acts and confidentiality and privacy policies.

4.4 TERMS OF SERVICE

Terms of service are the legal agreements between a service provider and a person who wants to use that service. It contains rights and obligations of both the provider and user. The user must agree to abide by the terms of service in order to use the offered service.

4.5 COOKIES POLICY

The cookie policy is the list of all the cookies in use on OSCRAT website with detailed information about each tracker made available for end-users to provide them with insights into how their personal data is being processed when visiting your domain.

Every time the OSCRAT website will be visited, the user will be prompted to accept or refuse cookies. The purpose is to enable the site to remember your preferences (such as user name, language, etc.) for a certain period of time.

4.6 ETHICS SELF-ASSESSMENT

The ethics self-assessment describes how the project meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out.

OSCRAT project will involve the participation of people for data collection. Therefore, appropriate Informed consent form and Information Sheets will be developed according to the activities.

D1.1 DEVELOP A PROJECT PLAN

Research objectives do not involve vulnerable populations or persons unable to give informed consent (such as children or minors). No dual use of data is foreseen.

The project can collect personal data through interviews, surveys or other forms, with the aim to address the essential requirements of the CRA by facilitating internal compliance processes and enhancing cyber resilience among SMEs.

Data will be collected and used for the sole purpose of the project. A data protection officer (DPO) is appointed and its contact details will be discoloured to the research participants.

Data will be stored and protected in accordance with European legislation including the General Data Protection Regulation (EU) 2016/679).

The project and its activities related to data collection do not present any potential stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).

4.6.1 OSCRAT ETHICS ISSUE CHECKLIST

	YES	NO
1. Human embryos, foetuses Does your research involve Human Embryonic Stem Cells (hESCs)?		X
Does your research involve the use of human embryos?		X
Does your research involve the use of human foetal tissues / cells?		X
2. Humans Beings Does your research involve human participants?		X
Does your research involve physical interventions on the study participants?		X
3.Human cells/tissues Does your research involve human cells or tissues? (other than from Human Embryos/Foetuses, i.e. section 1?)		X
4. Animals Does your research involve animals?		X
5. Personal data Does your research involve personal data collection and/or processing?	X	

Does your research involve further processing of previously collected personal data (secondary use, also after anonymization)?		X
6. Non-European Union (EU) countries In which non-EU countries will the research take place?		X
7. Environment & Health and Safety Does your research involve the use of elements that may cause harm to the environment, to animals or plants?		X
Does your research deal with endangered fauna and/or flora and/or protected areas?		X
Does your research involve the use of elements that may cause harm to humans, including research staff?		X
8. Dual use Does your research involve dual-use items in the sense of Regulations 428/2009, or other items for which an authorisation is required?		X
9. Exclusive focus on civil applications Could your research raise concerns regarding the exclusive focus on civil applications?		X
10. Misuse Does your research have the potential for misuse of research results?		X
11. Other ethics issues Are there any other ethics issues that should be taken into consideration ? Please specify in the ethics self-assessment attachment		X

Table 8: OSCRAT Ethics Issue Checklist

PROTECTION OF PERSONAL DATA	YES/NO		Information to be provided	Documents to be provided/kept on file
Does your research involve processing of personal data?	NO		1) Details of the technical and organisational measures to safeguard the rights of the research participants. For organisations that must appoint a DPO under the GDPR: Involvement of the data protection officer (DPO) and disclosure of the contact details to the research participants. For all other organisations: • Details of the data protection policy for the project (i.e. project-	1) Informed Consent Forms + Information Sheets used (if relevant).

				specific, not general). • Details of the informed consent procedures. • Details of the security measures to prevent unauthorised access to personal data. • Details of the anonymisation /pseudonymisation techniques. • Justification of why research data will not be anonymised/ pseudonymised (if relevant). • Details of the data transfers (type of data transferred and country to which it is transferred – for both EU and non-EU countries).	
If YES:	Does it involve the processing of special categories of personal data (e.g. genetic, health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction.)?	NO		1. Justification for the processing of special categories of personal data. 2. Justification to why the project objectives cannot be reached by processing anonymised/ pseudonymised data (if applicable).	
	Does it involve processing of genetic, biometric or health data?	NO			1) Declaration confirming compliance with the laws of the country where the data was collected.
	Does it involve profiling, systematic monitoring of individuals, or processing of large scale of special	NO		1. Details of the methods used for tracking, surveillance or observation of participants. 2. Details of the methods used for profiling. 3. Assessment of the ethics risks related to the data processing operations.	1) Opinion of the data controller on the need for a data protection impact assessment (art.35 GDPR) (if relevant).

	categories of data or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)?			4. Explanation as to how the rights and freedoms of the participants/data subjects will be safeguarded and harm will be prevented. 5. Explanation as to how the data subjects will be informed of the existence of the profiling, its possible consequences and how their fundamental rights will be safeguarded. .	
	Does your activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	NO		1. Details of the database used or of the source of the data. 2. Details of the data processing operations. 3. Explanation as to how the rights of the participants/data subjects will be safeguarded. 4. Explanation as to how all of the processed data is relevant and limited to the purposes of the project ('data minimisation' principle) 5. Justification of why the data will not be anonymised/ pseudonymised (if relevant).	1. Confirmation that the data controller has a lawful basis for the data processing and that the appropriate technical and organisational measures are in place to safeguard the rights of the data subjects 2. Permission by the owner/manager of the data sets (e.g. social media databases) (if applicable). 3. Informed Consent Forms + Information Sheets + other consent documents (if applicable).
	Is it planned to export personal data (data transfer) from the EU to nonEU countries?	NO		1. Details of the types of personal data and countries involved. 2. Explanation as to how the rights and freedoms of the participants/data subjects will be safeguarded	1. Confirmation that data transfers will be made in accordance with Chapter V of the General Data Protection Regulation 2016/679
	Is it planned to	NO		1. Details of the types of personal	1. Confirmation of

	import personal data (data transfer) from non-EU countries into the EU or from a nonEU country to another non-EU country?			data and countries involved.	compliance with the laws of the country in which the data was collected.
	Does your activity involve the processing of personal data related to criminal convictions or offences?	NO		1. Details on the personal data to be processed and the legal basis for the processing; 2. Risk assessment for the data processing operations. 3. Explanation as to how harm will be prevented and the rights of the participants/data subjects will be safeguarded.	1. Opinion of the data controller on the need for conducting data protection impact assessment under art 35 GDPR (if relevant).

Table 9: OSCRAT Personal Data Checklist

All activities undertaken under the OSCRAT project that encompass the collection, analysis and storage of personal data will undergo a self-assessment test carried out by the relevant partner(s). This process addresses issues related to the protection of personal data, privacy and informed consent procedures. It incorporates the following questions:

1. What types of personal data will be gathered?
2. Will this data be collected to be publicly available or should they be anonymised?
3. Is it necessary to obtain informed consents from participants? How will they be handled and stored?
4. How to handle “vulnerable” data (i.e., if the participant has not reached the majority yet)?
5. Are any authorisation or approvals required for this activity?
6. Are there any factors concerning personal data that could interfere with the result of the activities?

The HORIZON EUROPE program requires organisations to provide evidence to prove compliant behaviour. Further, partners must have the documents that they need under national law, e.g the document notifying activities raising ethical issues or authorising such activities. If these documents are not in English, an English summary of them should be prepared (containing, if available, the conclusions of the committee or authority concerned).

For more guidance on which documents partners specifically will need, see the related section in the document "How to complete your ethics self-assessment" (EU Grants How to complete your ethics self-assessment).

4.7 RECRUITMENT CRITERIA

For each activity regarding the OSCRAT project, details on the procedures and criteria that will be used to identify/ recruit participants shall be provided.

Recruitment of research participants involves presenting potential participants with information about the study in order to make them interested and willing to serve as research subjects. No children or adults not able to give informed consent will take part. Participation in research must be voluntary.

To assure that participation is voluntary, the investigation will be introduced in a way that allows participants adequate time to ask questions and to freely consider whether they wish to take part. An official email address, managed by project partners, will be provided to participants to allow them to contact the consortium at any moment if they need to clarify the purpose of each activity.

The recruitment of participants will involve the following steps:

- In the case studies, researchers will meet potential participants in order to recruit and inform them of the research.
- The participants will be provided with adequate information in their native language about the project. Researchers contact details will be provided, for participants to contact the researchers for information and decide whether they wish to join in.
- When making surveys, participants will be given the necessary information in a foreword to the questionnaire.
- Participants in the case studies will be asked to sign the informed consent form.
- The researcher who is responsible for the investigation is also responsible for storing the signed forms for future reference.
- Participants are able to withdraw from the study at any point; it will be made clear that participation is voluntary.

REFERENCES

OSCRAT Grant Agreement 101190180 and its Annexes

European Commission, EU Grants: How to complete your ethics self-assessment: V2.0 – 13.07.2021 EU Grants How to complete your ethics self-assessment

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European Commission Exchange rate (InforEuro)

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