



SKILLS
INSTRUCT
INSTRUMENTS
CONSTRUCTION

PROJECT QUALITY ASSURANCE



D7.2 Project Quality Assurance

Dissemination Level: Public

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Table of contents

Executive summary	5
1. Introduction.....	6
2. Project quality management	6
2.1. General practices.....	6
2.2. Risk management	6
2.3. Internal Status Reporting	8
2.4. Milestone reviews	9
2.5. Deliverables	10
2.6. Ethics	13
2.7. Intellectual Property Rights.....	16
Annex I.....	18
Annex II.....	19

List of figures:

Picture 1 INSTRUCT deliverable process.....	10
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List of tables:

Table 1 Critical risk in the project and their mitigation measures	8
Table 2 List of Milestones.....	9
Table 3 List of Deliverables.....	13

Glossary

Acronym	Full name
CA	Consortium Agreement
EC	European Commission
EASME	The Executive Agency for Small and Medium-sized Enterprises
GA	Grant Agreement
PC	Project Coordinator
WP	Work Package
TL	Task Leader
DoA	Description of Action
PSC	Project Steering Committee
SQM	Scientific and Quality Manager
DEC	Dissemination and Exploitation Committee
KOM	Kick-off meeting
ASM	ASM – Market Research and Analysis Centre
VTT	Technical Research Centre of Finland
LIST	Luxembourg Institute of Science and Technology
RIL	Finnish Association of Civil Engineers
CU	Cardiff University
R2M	Research to Market Solution France
DTTN	Distretto Tecnologico Trentino
ENEFFECT	Center for Energy Efficiency EnEffect
GER	General Exploitable Result
AB	Advisory Board
PM	Person month
M	Month

Executive summary

The present document is an output of Task 7.2. Project quality assurance, and provides information, rules and practices for project quality assurance regarding the INSTRUCT project. This document is addressed to the INSTRUCT consortium and aims at establishing a functional flow of quality assurance work and communication in the project. This document should serve as the first point of reference in quality management matters.

Some of the topics have been already addressed in GA and CA, therefore this document is partly based on them. However, regarding those matters that were described in CA, it should be noted that CA specifies them in more detail. On the other hand, some parts of the document are not based on the aforementioned documents at all. Hence, the project quality assurance should be recognized as complementary to them.

The document presents basic information about the project general practices in project quality management and information flow between partners, risk management including risk management plan and critical risks of implementation. The document describes also the internal status reporting, milestone reviews as well as ethical issues and intellectual property rights.

1. Introduction

The present document is an output of Task 7.2. Project quality assurance, and provides information, rules and practices for project quality assurance regarding the INSTRUCT project. This document is addressed to the INSTRUCT consortium and aims at establishing a functional flow of quality assurance work and communication in the project. This document should serve as the first point of reference in quality management matters.

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2. Project quality management

2.1. General practices

The general practices in INSTRUCT quality management are done following the principles below:

- The coordinator follows good project quality management practices.
- A detailed plan for each task will be prepared by WP and task leaders and presented in monthly technical meetings, and accepted by the coordinator
- Regular tracking of progress, as compared to the plan, will be carried out in monthly technical meetings
- Any deviations and corrective actions to the work plan will be presented to, and agreed by the EC Project Officer
- Project documentation will be maintained in the common workplace
- A quality review procedure has been defined for deliverables (Section 2.5)
- Financial management will be carried out by ASM who has substantial experience of coordinating and managing EU projects
- All reports (management reports and deliverables) will conform to a common format and identity

2.2. Risk management

Risk management plan

In risk management INSTRUCT follows the following procedures:

- The General Assembly will perform risk management in coordination with the Coordinator
- An initial risk assessment has been performed during proposal preparation and the results will serve as a baseline for the project's later risk management
- Risk management will be a continuous task performed during the whole project runtime, incorporating assessment of the risks and measures as well as definition and execution of risk recovery actions

- The Risk Management Plan will be checked and updated if needed at least every 6 months and included in the annual progress reports.

Critical risks of implementation

The critical risks can be either administrative risks and for implementation risks. The table below lists the administrative risks and the implementation risks and the proposed risk mitigation measures.

WP(s) involved	Description of risk	Proposed risk-mitigation measures
All	Unclear roles and responsibilities between participants.	Defined in Consortium Agreement (CA), Grant Agreement; DoA and effective communication.
WP7	Delay in achieving milestones / need for assignment of unanticipated tasks	Each 2 months during regular PSC teleconferences WP Leaders will provide a review of progress towards reaching milestones. Another action is organisation of ad hoc meetings in case of difficult decisions are to be made and challenges need to be addressed. WPLs also have the obligation to inform in due time the PC whether there are any delays, especially the ones related to milestones. All measures are set up to quickly identify problems and implement mitigation plans. Furthermore, in case of a need some task(s) that were not originally included in the work plan will be added. Decision-making procedure is also organised to ensure swift reaction and swift problem solving.
WP7	Communication problems in the consortium / continued disagreement	Regular consortium meetings (each 6 months) and teleconferences (each 2 months) will be held for continuous contacts among partners. Conflicts will be solved with the assistance of the coordinator and/or the PSC relying on the CA/GA. If communication problems arise, the coordinator will call bilateral meetings. This risk is also mitigated by the history of collaboration between some project partners.
WP7	Estimated resources not well balanced – potential over or underestimation of work load.	Each 6 months each partner should deliver to the coordinator a short progress report on financial figures. It will assure constant monitoring of the budget allocated to each partner. If necessary, the coordinator, under agreement of PSC and WP Leader, will reallocate some resources in WPs or Tasks.
WP2	Failing to evidence the correlation between training and energy efficiency, as well as establishing the requirements for new instruments	The project partners have developed strong links with the Build-Up Skills initiatives across Europe in the context of the H2020 BIMEET project that have been nurtured through direct and regular face-to-face contacts and active membership of, and contribution to, our legacy www.energy-BIM.com portal. Also, all partners have been active in the energy efficiency R&D landscape in the FP7 and H2020 framework programs with substantial evidence gathered and strong links established with key stakeholders involved.
WP2, WP3, WP4	Lack of engagement and implication from relevant stakeholders related to new instruments (e.g. in interviews, consultations, workshops, trainings)	30 stakeholders have been already identified during the proposal preparation stage and have already expressed their support to the project by signing letters of support (stakeholders involved in cluster activities as well as Advisory Board members). Moreover, all Partners have very broad and strong relations among national and European networks including Build-Up Skills initiatives and as soon as the project starts all Partners will provide more contacts to targets that could be additionally involved in INSTRUCT. A separate task for key stakeholder engagement has been included in the proposal with sufficient resources allocated in the budget to facilitate their involvement. A separate task has been also planned for networking with other similar projects. Finally WP5 Leader together with DEC will make sure that clear messages and relevant communication materials are shared during the

		dissemination and networking activities to raise interest attain engagement.
WP7	Partner leaving the consortium	Constant monitoring of project progress is planned to envisage in advance such risk. If that happens, the PSC together with SQM will develop recovery, contingent plans and alternatives in case of a leaving/defaulting partner (i.e. looking for a new Partner). It should be also noted that the consortium has wide diversity and expertise and replacing the leaving partner by other from the consortium might also be possible as an alternative.

Table 1 Critical risk in the project and their mitigation measures

2.3. Internal Status Reporting

The INSTRUCT project will implement ongoing internal progress monitoring and reporting to ensure the proper execution of the work planned. The most crucial tools in the INSTRUCT project progress monitoring will be:

- development of the regular reporting rules and documents for the monitoring;
- organization of **bi-monthly teleconferences** via Microsoft Teams: Each 2 months during regular PSC teleconferences WP Leaders will provide a review of progress towards reaching milestones, reporting on project progress in WPs and Tasks which will allow to closely track the project progress and for early problem identification and solving
- **organization of project Consortium meetings:** INSTRUCT project Consortium will meet minimum 15 times during the project duration. Indicative dates have been proposed as presented in the Gantt chart. Regular Consortium meetings joined with PSC meetings are **planned each 6 months** (preferably physical meetings or online meetings depending on the pandemic situation) in order to report and discuss the project progress, problems and plans and to make decisions. At every consortium meeting the WP leaders shall request information about the status of ongoing work from the leaders of active tasks, compile and present it covering the past 6 months and the next 6 months. Risk management will be discussed and updated, and financial matters will be reported. Also, partners will discuss exploitation intentions and strategies.
- **organisation of PSC meetings** - at least twice a year on the ordinary basis and quarterly by online meetings. The PSC will guarantee mutual consistency, direction of the project, monitoring of project progresses, achievements and costs, supervision of the technical developments and coordination of dissemination actions and of exploitation activities, preparation of contract changes (if required, e.g. budgets, resources, plans, exclusion of Partners, changes to CA etc.). It will solve problems by considering potential impact on project strategies, resources and objectives, it will define the necessary contingency plans, solve conflicts on strategic issues and prepare medium to long-term objectives. The PSC will be organized, act and make decisions in line with the Consortium Agreement.
- **organisation of ad hoc meetings** in case of difficult decisions are to be made and challenges need to be addressed.
- **obligation to report immediately upon any problems occur or may occur:** WPLs have the obligation to inform in due time the PC whether there are any delays, especially the ones related to milestones.
- **project detailed reports** for content related and financial information:
 - Partners reporting on financial figures to PC each six months to allow PC to closely monitor projects costs. It will assure constant monitoring of the budget allocated to each partner. If necessary, the coordinator, under agreement of PSC and WP Leader, will reallocate some resources in WPs or Tasks. The reporting will include preparation, collection and review of partners' financial reports and cost explanations. Each partner

will be asked to provide every 6 months (Month 6, 12, 18, 24) to PC the following information using the template presented in in Annex I (example of ASM):

- Number of person months used in the period in each WP
- Costs of the personnel who have worked in the period in each WP;
- List of the other costs (travel, consumables, equipment etc. per WP) and subcontracting;
- Explanation of use of resources.
- Partners reporting on financial and technical content to track project progress and feed into the Technical Progress Reports:
 - RP1: from month 1 to month 12
 - RP2: from month 13 to month 30
- the template for the financial reporting is included in Annex
- the template for the technical reporting will be based on the Technical Progress Reports Templates sent to the EC and will be circulated as soon as the templates will be provided on the Participant Portal
- **development of the meetings' questionnaires,**
- SC/WP Leaders meetings minutes.

All measures are set up to quickly identify problems and implement mitigation plans. Furthermore, in case of a need some task(s) that were not originally included in the work plan will be added. Decision-making procedure is also organised to ensure swift reaction and swift problem solving. The PSC will aim to reach a consensus wherever possible. If no consensus can be reached, decisions will be made by simple majority vote. PSC is a consortium body at the strategic level (highest in decision structure). It will be comprising of key senior representatives from each INSTRUCT Partner.

2.4. Milestone reviews

Based on status information from WP leaders, the Coordinator will assess achievement of milestones (to be reported on the EC Participant portal by the coordinator).

Milestone number	Milestone title	WP number	Lead beneficiary	Due Date (in months)	Means of verification
MS1	Requirements for instruments and tools to increase demand for energy skills	WP2	6 CU	10	Finalizing complete and comprehensive requirements for the new instruments. Approved D2.4.
MS2	INSTRUCT toolset developed	WP3	3 LIST	18	INSTRUCT toolset developed in relevant project cluster
MS3	Successful completion of the demonstrations	WP4	4 RIL	29	The national activities have been successful in terms of reached 3 210 professionals, collaborative working (feedback received, surveys filled) and quality of the information gathered (verified by WP Leader after each activity).
MS4	Wide network of stakeholder engagement	WP5	1 ASM	30	Engagement of min. 5 organisations in each national cluster (total: 30). 2 joint events organised with other relevant ongoing projects. 8-9 experts in AB.
MS5	INSTRUCT exploitable results are adapted and partly implemented in partner countries	WP6	5 VTT	30	Exploitation plans and roadmaps are discussed and feedback gained from all the organisations of INSTRUCT Community of Interest. GER 1, 2 and 3 are implemented to partner countries.

Table 2 List of Milestones

2.5. Deliverables

General

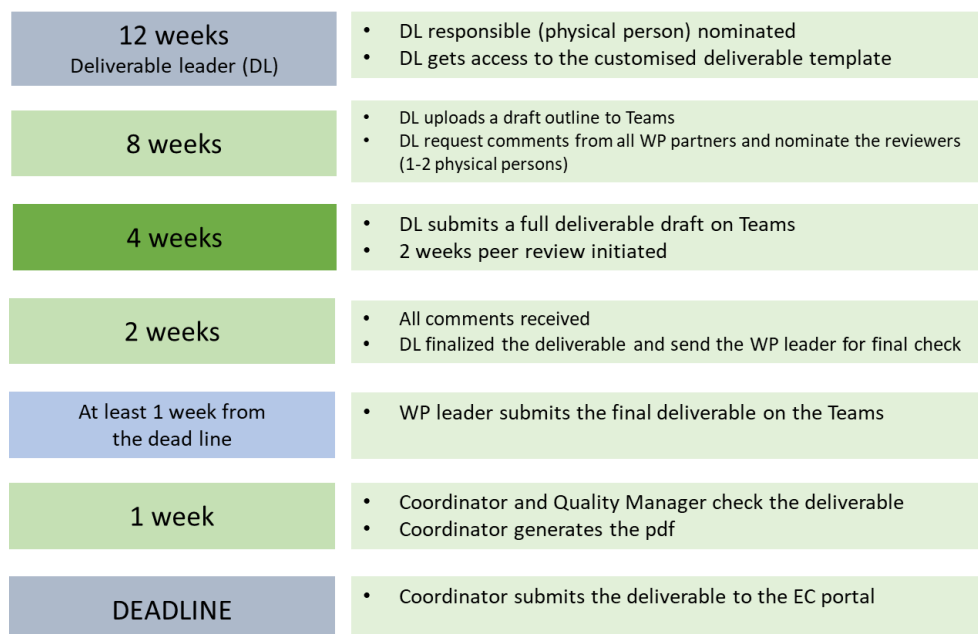
The project deliverables are the means of communication between the consortium and the European Commission and as such show the progress of the project. A total of 32 deliverables including seven (7) internal reports will need to be submitted to the European Commission in the course of INSTRUCT which can be found in the DoA of the project and presented in the table below.

Deliverables are contractual obligations of the project

- Identification, responsible partner and deadline listed in the DoA:
 - Each deliverable has a task leader who at the start of the activity prepares and presents its structure, specific timetable, required contribution and coordinates the work among the partners. This work covers the collection of information and the final document.
- Quality review by other partners is organized by the project coordinator. In addition all partners can comment the deliverable.
- Deliverable templates are available on the Teams collaboration platform. All deliverables should follow the template form.
- Each deliverable must be referenced by a unique document identifier to ensure effective version control. The nomenclature is defined in the table below.
- Also deliverables of type DEC/DEM/OTHER should be complemented by a written document describing the deliverable and using deliverable templates
- The INSTRUCT project coordinator submits the deliverable to the EC Participant portal by the deadline and shall inform the general assembly

INSTRUCT Deliverable Process

WP Leaders are responsible for the quality of deliverables. The following process will be used as a tool for quality assurance and shall be adhered to by all project partners:



Picture 1. INSTRUCT deliverable process

To ensure smooth and timely delivery of those deliverables as well as homogeneous presentation, a set of guidelines for the preparation of deliverables is presented here.

The deliverables are classified as follows: R: Report or O: Other. With regard to the confidentiality of deliverables the following four (4) levels of security are considered:

- PU: Public Usage. No restrictions on access (in secured PDF format) should be uploaded on the project website and shared with the public
- PP: Restricted to other programme participants (including the Commission Services).
- RE: Restricted to a group specified by the consortium (including the Commission Services).
- CO: Confidential, only for members of the consortium (including the Commission Services).

The procedures for Quality Assurance (QA) are defined as follows:

- Status Draft is achieved when the primary author of a deliverable has defined the Table of Content (ToC) of the document, which is then ready to be sent to other contributors with preferably explicit information of what type of contribution and where in the document; Note that for both Draft and Working Document status, it is not required that the document has been fully completed
- Status Final is achieved when the edition process is finished, and the document is ready to be reviewed by project partners (other than the document editor and authors).
- Status Approved is achieved when a deliverable is approved by the reviewers and is ready for submission
- Status Submitted is achieved when a deliverable is approved by the project coordinator and submitted to the European Commission. The issuing date is the submission date.
- Status EC Approved is when the EC has approved and accepted the deliverable.

For each technical deliverable, appointed reviewers presented in Table 5 from within the project are identified and presented in the table below.

They should see and approve the document before it is circulated among the rest of the partners. When the document is considered finished it should be sent to the project coordinator who will upload it on the EC website. The procedure is summarised below:

1. The task leader at the start of the task prepares and presents its structure, specific timetable, required contribution.
2. The task leader coordinates the work among the partners.
3. The task leader together with task Partners prepare a first draft of the deliverable.
4. The draft version of the deliverable is sent at the latest two (2) weeks before the deliverable deadline via email/uploaded on SharePoint to the two reviewers for comments as well as to the project Coordinator.
5. The reviewers and the CO have one (1) week to provide feedback.
6. The task leader reviews the comments and the final version of the deliverable is uploaded in SharePoint at the latest two (2) working days before the official deadline.
7. The Coordinator informs the project officer and uploads the deliverable on the ECAS Portal.
8. The Coordinator informs the Partners about sending the final version of the deliverables to the EC.

Reviewers should review the deliverable in INSTRUCT taking into account two (2) following aspects:

- Formatting (structure, spelling, references etc.);
- Content in relation to the description of the deliverable in the DoA, extent of analysis, methodology applied, exploitation potential;
- Achievement of Milestones and Performance Indicators.

The template for the Deliverable Review is included in Annex II.

Deliverables: file formats and naming

All deliverables are using the same templates which are clearly indicating the INSTRUCT project. The deliverable template defines the structure and visual layout of the deliverable. In addition the deliverable template includes an overview of the deliverable writing process.

- Deliverable Files shared among the consortium shall be in MS Office formats: doc, docx, xls, xlsx, ppt, pptx.
- Official documents to the EC shall be in .pdf format. Documents for negotiation with the EC may be sent in Office formats using track changes.
- Name deliverables files as per the name used in the Grant Agreement.

INSTRUCT Deliverables

WP No	Del Rel. No	Del No	Title	Lead Beneficiary	Reviewer	Nature	Dissemination Level	Est. Del. Date (annex I)
WP1	D1.1	D1	H - Requirement No. 1	ASM	RIL	Ethics	Confidential	30 Sep 2020
WP1	D1.2	D2	POPD - Requirement No. 2	ASM	RIL	Ethics	Confidential	30 Sep 2020
WP2	D2.1	D3	Correlation between training and energy efficiency	CU	ENEFFECT	Report	Public	31 Oct 2020
WP2	D2.2	D4	Taxonomy of current training offers for energy efficiency in the EU	LIST	VTT	Report	Public	31 Dec 2020
WP2	D2.3	D5	Skills and Learning outcomes matrix	CU	RIL	Report	Public	31 Jan 2021
WP2	D2.4	D6	Requirements for new instruments	CU	LIST	Report	Public	31 Mar 2021
WP3	D3.1	D7	INSTRUCT framework of instruments	LIST	R2M	Report	Public	30 Jun 2021
WP3	D3.2	D8	INSTRUCT toolset specification and database	CU	LIST	Report	Public	30 Nov 2021
WP3	D3.3	D9	New legislative frameworks	LIST	VTT	Report	Public	30 Nov 2021
WP3	D3.4	D10	Report on sensitization methodology towards producers and retailers	LIST	ASM	Report	Public	30 Nov 2021
WP3	D3.5	D11	Report on the expectations of building and home owners	LIST	DTTN	Report	Public	30 Nov 2021
WP4	D4.1	D12	Demonstration of Energy Skills Certification	RIL	VTT	Report	Public	30 Sep 2022
WP4	D4.2	D13	BIM training material and modules	LIST	CU	Report	Public	30 Sep 2022
WP4	D4.3	D14	Partnerships with procedures, retailers and contractors	ASM	LIST	Report	Public	30 Sep 2022
WP4	D4.4	D15	Energy skills recognition policy making	ASM	VTT	Report	Public	30 Sep 2022
WP4	D4.5	D16	Initiatives for building and home owners	DTTN	RIL	Report	Public	30 Sep 2022

WP4	D4.6	D17	Reduction of gap between design and action energy efficiency and initiatives for building owners	VTT	CU	Report	Public	30 Sep 2022
WP4	D4.7	D18	Engagement of key stakeholders to stimulate demand of energy skills	ENEFFECT	DTTN	Report	Public	30 Sep 2022
WP4	D4.8	D19	Development of the capacity for supply of qualification services	ENEFFECT	CU	Report	Public	30 Sep 2022
WP4	D4.9	D20	Refinement of the WP3 solutions based on pilot demonstrators results	RIL	DTTN	Report	Public	31 Oct 2022
WP5	D5.1	D21	Dissemination and communication strategy report	ASM	R2M	Report	Confidential	30 Nov 2022
WP5	D5.2	D22	Stakeholder management planning	ASM	R2M	Report	Confidential	30 Nov 2020
WP5	D5.3	D23	Stakeholder activities final report	ASM	R2M	Report	Public	30 Sep 2022
WP5	D5.4	D24	Networking activities	R2M	ASM	Report	Public	31 Oct 2022
WP6	D6.1	D25	Exploitation plans	VTT	ENEFFECT	Report	Confidential	30 Apr 2022
WP6	D6.2	D26	Exploitation roadmaps	VTT	DTTN	Report	Confidential	31 Oct 2022
WP6	D6.3	D27	EU-level forum for competence accreditation bodies for EE skills	R2M	CU	Websites	Public	30 Nov 2022
WP6	D6.4	D28	Exploitation workshops and “business plans”	VTT	ENEFFECT	Report	Confidential	30 Nov 2022
WP7	D7.1	D29	Project management plan	ASM	RIL	Report	Confidential	31 Jul 2020
WP7	D7.2	D30	Project quality assurance	RIL	ASM	Report	Public	31 Aug 2020
WP7	D7.3	D31	Project data management plan	ASM	RIL	ORDP	Public	30 Sep 2020
WP7	D7.4	D32	Report on monitoring of impacts and barriers	RIL	LIST	Report	Public	30 Nov 2022

Table 3 List of Deliverables

2.6. Ethics

Ethics issues will be addressed all along the INSTRUCT project starting from objectives, objectives, methodology, impact and risk assessment. As the main ethical requirements in INSTRUCT apart from research integrity are referred to privacy and data protection issues particular attention will be paid 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 a person, the right to non-discrimination.

At the beginning of this section it should be noted that all activities carried out under INSTRUCT project will comply with ethical principles and relevant national, EU and international legislation, for example the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights or numerous laws that address concerns relating to potential misuse of materials, technologies and information. In order to achieve this goal a special task within WP7 has been planned - **Task 7.5 Data management** including elaboration of **D7.3 Project data management plan (M4 – September 2020)** - which will detail all these requirements and procedures to be followed by all INSTRUCT Partners. This deliverable will be additionally checked by a competent Data Protection Officer

especially with regard to procedures that will be implemented for data collection, storage, protection, retention and destruction, and confirmed that they comply with national and EU legislation.

As more details of the ethics and data requirements will be part of D7.3 for this deliverable we present only the general aspects included already at the proposal stage.

Data protection and privacy issues

Activities foreseen in INSTRUCT involving personal data include:

- **activities involving gathering of feedback, opinion, organisational data:**
 - consultations, interviews associated to project implementation in WP2, WP3 with among others Stakeholders Network, Advisory Board, experts,
 - pilot demonstration (WP4) and exploitation (WP6) activities around the INSTRUCT clusters with national stakeholders,
 - events associated to project implementation described in 2.2. Measures to maximise impact and WP5 Dissemination and exploitation (gathering feedback on project results during project and other events the INSTRUCT will be present),
- **dissemination and communication actions** (i.e. distribution of electronic materials) in which no feedback is produced for the project. In these actions, only contact data required for achieving such communication is managed.

Dissemination to target groups potentially related to the project results, exploitation and communication.

These activities will involve processing of personal data and will include collection, recording, organization & storage, retrieval & consultation, use, disclosure by transmission, dissemination or otherwise making available (share, exchange, transfer), alignment, blocking, deleting or destruction. D7.3 will specify moreover the type of collectible personal data managed in INSTRUCT. It should be also noted that INSTRUCT project does not involve the management of sensitive data, such as health data, genetic data, others, tracking or observing participants.

Following relevant documents will be included in the analysis and used as reference in D7.3.

- **General: PDP Personal Data Protection**

In January 2012, the European Commission proposed a comprehensive **reform of data protection rules in the EU**. On 4 May 2016, the official texts of the Regulation and the Directive have been published in the EU Official Journal in all the official languages. While the **Regulation** will enter into force on 24 May 2016, it shall apply from **25 May 2018**. The **Directive** enters into force on 5 May 2016 and EU Member States have to transpose it into their national law by **6 May 2018**. The objective of this new set of rules is to give citizens back control over of their personal data, and to simplify the regulatory environment for business. The data protection reform is a key enabler of the Digital Single Market which the Commission has prioritised. The reform will allow European citizens and businesses to fully benefit from the digital economy¹.

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Directive (EU) 2016/680 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data by competent authorities

¹ Protection of personal data, <http://ec.europa.eu/justice/data-protection/>

for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, and on the free movement of such data, and repealing Council Framework Decision 2008/977/JHA.

- **The European Code of Conduct for Research Integrity, Revised Edition**, All European Academies, Berlin 2017

Good practices and guidelines as set out in the document will be followed by INSTRUCT Partners while performing project activities. The following principles of integrity in scientific research are followed by Partners involved in research activities and also constitute a base for all work performed in INSTRUCT: honesty in communication; reliability in performing research; objectivity; impartiality and independence; openness and accessibility; duty of care; fairness in providing references and giving credit; and responsibility for the scientists and researchers of the future.

- **Horizon 2020 - Regulation of Establishment: Ethical principles (Article 19)**
- **Model Grant Agreement: Ethics (Article 34)**
- **Guidelines**
 - The guidance document provided by the European Commission for completing ethics self-assessments will be followed as well as the document “Data Protection and privacy ethical guidelines” will be checked for reference and “Ethics and data protection” 14 November 2018 https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-data-protection_en.pdf
 - Additionally, the guidelines established by “ESOMAR Passive Data Collection, Observation and Recording guidelines” will be used to prepare D7.3. The project coordinator – ASM is a member of ESOMAR and will also use these guidelines especially with regard to interviews associated to project implementation in WP2 and WP3 as well as some interviews that might be conducted in WP4, WP5 and WP6 – dissemination e.g. evaluation questionnaire after or during the events.
- **Electronic communications**

Electronic data —electronic communications including personal data sharing between partners is foreseen during the development of this project. As regards processing personal data, protecting privacy in the electronic communications sector and retaining data generated or processed in connection with the provision of publicly available electronic communications services or of public communications networks (e.g. cloud, big data, open data, cookies etc.), INSTRUCT will comply with the relevant European legislation (Directive 2002/58/EC on privacy and electronic communications and Directive 2006/24/EC on the retention of data).

The key aspects of processing of personal data will be applied:

- Prior to any interview or dissemination action, the participants will collect **necessary notifications/authorisations** for collecting and processing the data and **the free and fully informed consent** of the persons concerned forms will be obtained.
- Researchers will ensure that participants are aware of the purpose of the collection and the purpose is visibly defined before processing is started.
- **Pseudonymised data** - in the case of interviews, the answered questionnaires will be codified. This page will remain confidential for the beneficiary performing the interview.
- **Use of data** - personal information collected and held shall be:
 - Collected for specified research purposes, adequate, relevant and not excessive in relation to the purpose of the research and preserved no longer than is required.
 - Researchers shall ensure that interviewed personal identity is withheld from any other third parties not directly involved in the project (i.e. signed Consortium agreement). The researcher may communicate the interviewed identifiable personal information to other third parties not directly involved in the project, unless national provisions require stricter regulations, under the following conditions:

- the respondent has explicitly expressed this wish and/or,
 - the respondent has given their explicit consent and
 - on the understanding that no commercial activity will be directed at them as a direct result of their having provided information.
- **Security of processing** will be specified and ensured including also third parties not directly involved in the project, if relevant.
 - **Rights of the interviewed** will be ensured especially with regard to appropriate measures to ensure that respondent understands and can exercise their rights:
 - Not to participate in the project;
 - To withdraw from the research interview at any time;
 - To require that their personal data are not made available to others; and
 - To delete or to rectify incorrect personal data which are held on them.

For the dissemination and communication activities the main activity concerning personal data is the data gathered for the INSTRUCT communication & dissemination and Stakeholders Network databases. This will include name and surname, email address, institution, area of profession. This database will be stored on one computer at ASM (WP5 Leader and Project Coordinator) in a file protected with a password. The contacts gathered for this database will only be used for dissemination & communication purposes within the INSTRUCT project e.g. for newsletter sending, invitation to events, gathering feedback on project progress etc. Proper procedures will be detailed for storing the data after the project end as well as destruction of data after relevant period.

INSTRUCT activities involving humans

Project Partners will identify and recruit participants for research activities (interviews and project events e.g. consultations, workshops, trainings) as well as for communication and dissemination activities. In terms of gathering valuable feedback via interviews and events the first criterion is a person that possesses necessary knowledge on specific aspect of the project and could be interested in the INSTRUCT project (more occupation but also personal interest). For dissemination and communication activities the only criterion is a person that could be interested in the INSTRUCT project and its outcomes (occupation or personal interest). Recruitment of participants will be equitable and include racial, ethnic, educational, socioeconomic, and gender diversity appropriate to the condition that is studied. All recruitment efforts will respect personal rights to privacy and confidentiality.

INSTRUCT activities do not involve children/minors, vulnerable individual or groups and will not suppose any physical intervention on the humans, nor sampling (cells, DNA, etc.) on them.

2.7. Intellectual Property Rights

The Consortium Agreement (CA) describes in detail the intellectual property the partners agreed. The background included is attached in CA. The main project results will be jointly owned by the partners involved in their development. CA will define also the general principles for access rights and access rights for exploitation. At the project beginning there are no known situations concerning IP, which may endanger the exploitation of the concept both inside and outside the consortium.

Publication of scientific papers will be encouraged by the INSTRUCT consortium unless it will hinder the possible patenting or protection of the IPR generated within INSTRUCT. For this reason, prior permission to publish any information arising from the project will need to be submitted to the Project Steering Committee to ensure that sensitive material is not disclosed. However, in case of publication of scientific peer-reviewed papers, the partners will publish the pre-publication manuscripts on the project website to registered users, in order to provide open access to their content and to maximise knowledge sharing amongst the scientific community. An initial list of expected foreground and

ownership is presented below as collected from partners: this will be expanded during WP6 activities: GER3 - INSTRUCT portal (www.energy-bim.com) delivering information about EE trainings and EE BIM trainings for different designers and construction practitioners - Background and IP protected by Cardiff University and LIST.

Annex I

INSTRUCT Use-of-resources periodic report									
Beneficiary short name		ASM							
Beneficiary number		1							
PROGRESS of EFFORTS and COSTS									
WP	Cost item	M1-M6	M7-M12	M13-M18	M19-M24	M25-M30	CUMULATIVE	Progress %	BUDGET
2	Person Months						0	0%	1
	Personnel Costs (€)						0	0%	4500
	Travels (€)						0	#DZIEL/0!	0
	Other (€)						0	#DZIEL/0!	0
	Subcontracting (€)						0	#DZIEL/0!	0
	TOTAL (€)								
3	Person Months						0	0%	1
	Personnel Costs (€)						0	0%	4500
	Travels (€)						0	#DZIEL/0!	0
	Other (€)						0	#DZIEL/0!	0
	Subcontracting (€)						0	#DZIEL/0!	0
	TOTAL (€)								
4	Person Months						0	0%	3
	Personnel Costs (€)						0	0%	13500
	Travels (€)						0	#DZIEL/0!	0
	Other (€)						0	0%	8000
	Subcontracting (€)						0	#DZIEL/0!	0
	TOTAL (€)								
5	Person Months						0	0%	6
	Personnel Costs (€)						0	0%	27000
	Travels (€)						0	#DZIEL/0!	0
	Other (€)						0	0%	18000
	Subcontracting (€)						0	#DZIEL/0!	0
	TOTAL (€)								
6	Person Months						0	0%	1
	Personnel Costs (€)						0	0%	4500
	Travels (€)						0	#DZIEL/0!	0
	Other (€)						0	#DZIEL/0!	0
	Subcontracting (€)						0	#DZIEL/0!	0
	TOTAL (€)								
7	Person Months						0	0%	9
	Personnel Costs (€)						0	0%	40500
	Travels (€)						0	0%	9600
	Other (€)						0	0%	24600
	Subcontracting (€)						0	#DZIEL/0!	0
	TOTAL (€)								
TC	Person Months	0	0	0	0	0	0	0%	21
	Personnel Costs (€)	0	0	0	0	0	0	0%	94500
	Travels (€)	0	0	0	0	0	0	0%	9600
	Other (€)	0	0	0	0	0	0	0%	50600
	Subcontracting (€)	0	0	0	0	0	0	#DZIEL/0!	0
	Overheads	0	0	0	0	0	0	0	38675
	TOTAL (€)	0	0	0	0	0	0	#DZIEL/0!	193375

Type of cost	Focus of explanation
Personnel costs	<ul style="list-style-type: none"> list name, position, cost and person month per staff member link cost items to WPs
Other direct costs – travel and subsistence	<ul style="list-style-type: none"> list costs per travel, name and number of attendants, place of destination, date of travel and travel purpose aggregate travel costs of several attendees to the same event link cost items to WPs
Other direct costs - other	<ul style="list-style-type: none"> list what has been purchased for the project, specify the amount and the purpose link cost to WPs

Annex II

I hereby submit the following report regarding the evaluation of specific aspects of the referenced INSTRUCT deliverable, after reviewing it at released status. The main comments are summarized in the following table, combined, when necessary, with the deliverable's document with track of changes and electronic annotation techniques.

Title of the deliverable	
Reviewer's full name	
Reviewer's organization	
Review date	

Technical quality	
Methodology applied	
Exploitation (the extent to which the output will be useful after the project end)	
Aesthetic quality	
Alignment with related deliverables	
Achievement of the foreseen Milestones (if applicable)	
Achievement of the Performance Indicators mentioned in DoA (if applicable)	

Do you approve the deliverable?	YES, in my opinion the deliverable has the overall quality for achieving Delivered status.	
	NO, in my opinion there are pending improvements, as stated in the comments.	



SKILLS
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**Evidence-based market and policy instruments implementation across the EU
to increase the demand for energy skills across construction sector value**



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