

GreenME project

Deliverable 1.1
30/11/2023

Project Management Handbook

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Topic	HORIZON-CL6-2022-COMMUNITIES-02-02-two-stage - Developing nature-based therapy for health and well-being
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Coordinator	• Universitat Autònoma de Barcelona (UAB)
Associated Beneficiaries	• Alma Mater Studiorum – Università Di Bologna (UNIBO) • Sveriges Lantbruksuniversitet (SLU) • ILS Research GGMBH (ILSR) • Szkoła Główna Gospodarstwa Wiejskiego (SGGW) • Old-Continent (OC) • Fundacja Neurolandscape (NL) • Gesellschaft Für Gartenbau und Therapie (GGUT) • Instytut Psychiatrii i Neurologii (IPIN) • Wetterholm Petra (SHINRIN-YOKU) • ETA BETA Cooperativa Social (ETA BETA) • Stadt HERNE (HERNE) • Asociación Española de Horticultura y Jardinería Social y Terapéutica (AEHJST) • Universitat Oberta de Catalunya (UOC)
Associated Partners	• University of Kent (UNIKENT) • The University of Salford (USAL) • Social Farms and Gardens (SF&G) • Mind in Bexley and East Kent LTD (MBEK)

Advancing Greencare in Europe: an integrated multi-scalar approach for the expansion of nature-based therapies to improve mental health equity.

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1. EXECUTIVE SUMMARY

This Handbook is written in the framework of WP1 – Project Coordination and Management of the GreenME project under Grant Agreement No. 101084198.

This Project Management Handbook is intended to support partners in the effective and efficient administration, procedural and financial management of the project. It focuses on project implementation procedures, structures and coordination and sets out key responsibilities for EU engagement and interaction.

It is intended to support the achievement of project objectives, the effective management of partner progress and the timely delivery of project results.

This Project Management Handbook sets out:

- The procedures and standards to be used in the GreenME project;
- The key roles and responsibilities;
- How the project will be carried out, measured, monitored, accounted for and safeguarded during its implementation;

The initial version of this Handbook was delivered in November 2023 (M3) but will be updated, in case of changes, throughout the duration of the project.

The terms and provisions of the EU Grant Agreement (and its annexes) and the GreenME Consortium Agreement will prevail in the event of any inconsistency with recommendation and guidelines defined in the present Project Handbook.

Note that this Handbook does not express the opinion of European Commission and does not, in any case, replace the European Commission documentation. This Handbook expresses only the authors' views.

2. ACRONYMS AND ABBREVIATIONS

AB	Advisory Board	PDF	Portable Data Format
CMS	Content management system	PC	Project Coordinator
C	Coordinator	PM	Project Manager
CO	Confidential	PR	Periodic Report
D	Deliverable	PU	Public
DOI	Digital Object Identifier	QAP	Quality Assurance Procedures
EB	Executive Board	RI	Risk
EC	European Commission	RE	Restricted
FR	Final Report	RV	Review
GA	Grant Agreement	SAL	Sub-action leader
IAR	Internal Activity Report	SC	Steering Committee
MR	Mid-term Report	TM	Task team member
MB	Management Board	TL	Task Leader
MM	Meeting Minutes	WP	Work Package
P	Presentation	WPL	Work Package Leader

Table 1. Acronyms and abbreviations

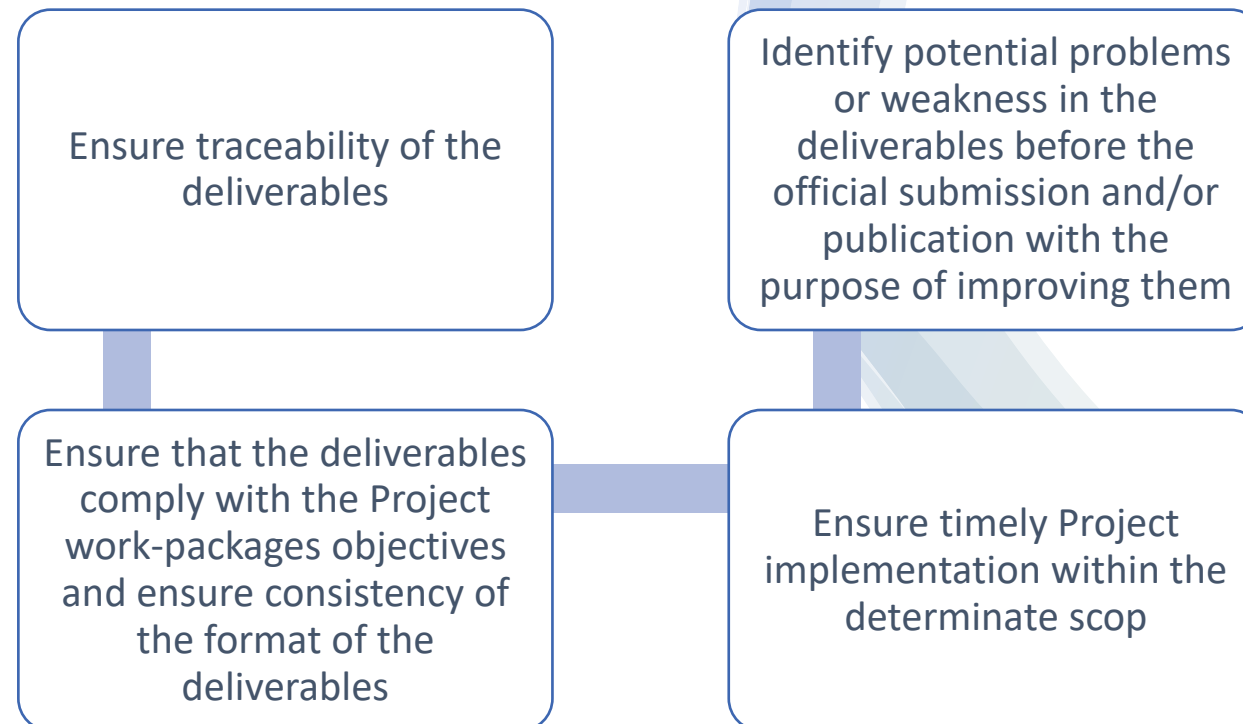


3. INTRODUCTION

3.1 Main objectives

This document describes the general project management plan and establishes the basis for the project supporting and control processes. It aims at providing GreenME beneficiaries with practical information and guidelines about the management structures and reports. It describes the methodology to be followed, defines the roles and responsibilities of the beneficiaries involved in the deliverable production and refers to the relevant templates that will be used during the Project Management.

The following figure shows the main objectives of the management in GreenME:



3. INTRODUCTION

3.2 Project Reference Documents

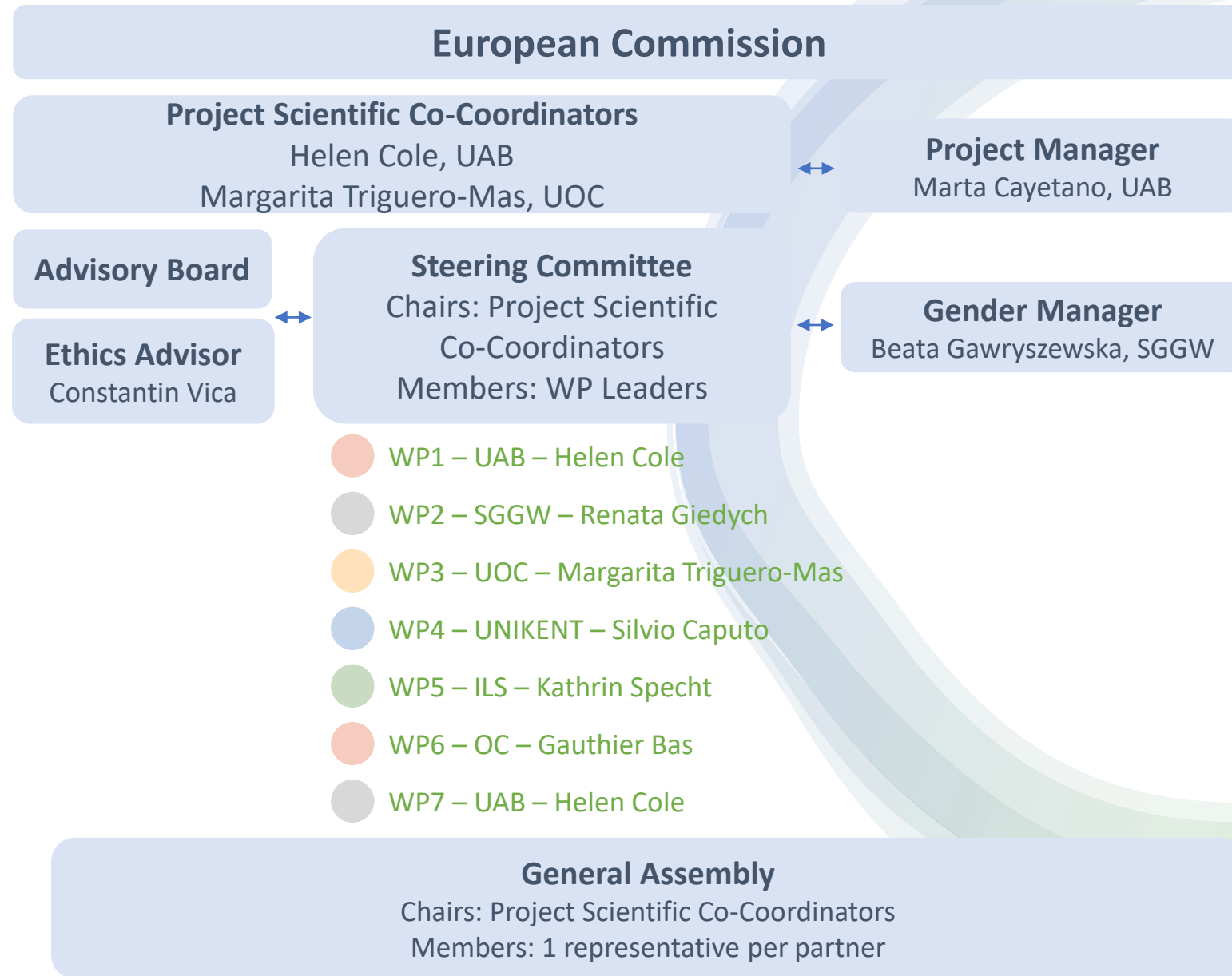
Short name	Reference Document
GA	Grant Agreement
DoA	Description of Action
Annex 1	Grant Agreement, Annex 1: “Description of the action”
Annex 2	Estimated budget for the action
Annex 4	Grant Agreement Annex 4: “Model for the financial statements”
Annex 5	Model for the certificate on the financial statements
CA	Consortium Agreement

Table 2. Project Reference Documents



4. MANAGEMENT STRUCTURE: ROLES AND RESPONSIBILITIES

GreenME project
Deliverable 1.1 – Project Management Handbook



4. MANAGEMENT STRUCTURE: ROLES AND RESPONSIBILITIES



Grant Agreement no. **101084198**

Duration: **48 months. Start date: 01 09 2023**

Reporting periods: **3 RP (months M1-M18, M19-M36 and M37-M48)**

14 Beneficiaries from x EU Member States and 5 Associated Partners

Budget: **4.338.636,50€**

7 Work Packages



Project email: pr.greenme@uab.cat

Steering Committee:
greenme-sc-l@llistes.uab.cat

All members:
greenme-allpartners-l@llistes.uab.cat

Researchers:
greenme-re-l@llistes.uab.cat

Mailing lists per WPs:
greenme-wp1-l@llistes.uab.cat
greenme-wp2-l@llistes.uab.cat
greenme-wp3-l@llistes.uab.cat
greenme-wp4-l@llistes.uab.cat
greenme-wp5-l@llistes.uab.cat
greenme-wp6-l@llistes.uab.cat
greenme-wp7-l@llistes.uab.cat

Advisory Board:
greenme-ab-l@llistes.uab.cat

4. MANAGEMENT STRUCTURE: ROLES AND RESPONSIBILITIES

4.1 General Assembly

Objectives:

- The General Assembly (GA) oversees the high-level monitoring of project progress, used resources and costs incurred.
- The GA ensures that the strategic direction of the work remains within the interest of the partners and according to the objectives agreed with the SC as well as to manage the relationship between the Consortium and the EC.
- The GA has the overall responsibility to ensure timeliness and quality of all project deliverables and tasks (see Annex A – GreenME Gantt Chart). The GA ensures sufficiently wide high-quality dissemination through the most appropriate means.

Mission:

- To evaluate the technical progress and the impact of the project based on the reports given by the Steering Committee and decisions made about strategy and the scheduling of the project. This will include consideration of proposed changes or new procedures.
- To intermediate and solve conflicts that may impact the project, its objectives, resources and strategies.
- To decide about changes that may affect the initial contract, e.g., change or exchange of WP and tasks, reviewing or amending of the GA, entering of new contractors, financial allocation, etc. The decisions will be taken by confidential vote.

GA meetings timeline:



4. MANAGEMENT STRUCTURE: ROLES AND RESPONSIBILITIES

4.2 Steering Committee

Objectives:

- The Steering Committee (SC) supervises the project's actions, and it is composed by the WP Leaders.
- The main objective of this Board is to ensure the correct progress of the project, the KPIs are being met and all reports and documents are delivered with the expected excellence.

Members of the SC:

WP1 – UAB – Helen Cole, Project Scientific Co-Coordinator and WPL

WP2 – SGGW – Renata Giedych, WPL

WP3 – UOC – Margarita Triguero-Mas, Project Scientific Co-Coordinator and WPL

WP4 – UKENT – Silvio Caputo, WPL

WP5 – ILS – Kathrin Specht, WPL

WP6 – OC – Gauthier Bas; Exploitation, Communication and Dissemination Manager and WPL

WP7 – UAB – Helen Cole, Project Scientific Co-Coordinator and WPL

Tasks:

- Control and monitor the technical work and strategy of the project.
- Take decisions about the technical schedule of the project.
- Assure the technical planning and the coherence of the results.
- Reporting to the GA any potential technical risk and the planning of mitigation measures as required.

SC meetings periodicity:

1 SC meeting
each month

2nd Friday
of each
month

4. MANAGEMENT STRUCTURE: ROLES AND RESPONSIBILITIES

4.3 Project Coordination, Project Scientific Coordination and Project Manager

Project Coordination and Scientific Coordination:

- They represent the project and the consortium as a whole by managing and monitoring the overall project performance, ensuring the successful implementation of technical and business objectives, promoting project visibility and collecting the consolidated periodic reports presented to the GA.
- They are responsible for resolving issues arising from the detailed project work program.
- They are also the chair of the GA meetings and the primary contact point for all formal communication between the project and the Commission as well as external stakeholders.

Project Manager:

- The Project Manager (PM) will oversee the communications between the consortium and will organize the consortium meetings.
- The PM will be in communication constantly with the project coordination and scientific coordination team to ensure that sufficient technical missions are taking place and that possible deviations are properly detected and managed in due time.
- The PM will ensure that the deliverables are prepared and sent on time.
- The PM will also assist in the GA and CA preparation, will create and manage the project's collaborative working space and ensure that the reports are done by the WP leaders by the end of the corresponding periods.

4. MANAGEMENT STRUCTURE: ROLES AND RESPONSIBILITIES

4.4 Advisory board and Gender Manager

Advisory Board:

- The Advisory Board (AB) will provide complementary knowledge and networks to the consortium.
- The AB will monitor the quality of the project through the project's deliverables and activities.
- The AB will advise on the co-creation methodology to empower green care actors, ways to best disseminate findings and outputs, and checking the Data Management Plan developed in the framework of GreenME.
- The GreenME Advisory Board is composed by:
 - Kathryn Rossiter (Thrive, UK)
 - Jill Litt (ISGlobal, Spain)
 - Ania Balducci (3rd sector, Italy)
 - Katarzyna Łaziuk (Minsk Mazowiecki, Poland)
 - Mattias Sandberg (Skogsstyrelsen, Sweden)
 - Alistair Griffiths (Royal Horticultural Society – RHS, UK)

Gender Manager:

- The Gender Manager (GM) will monitor the inclusion of gender dimension in all research tasks, documents and decision-making of the project.
- The GM will report to the GA and SC the fulfilment of gender aspects and actions to be undertaken if needed.

5. REPORTS

The aim of this section is to describe the different categories of reports required for the GreenME project. In the first part of the section the aim of the Contractual and Internal Reports is described, while in the second part of the section the procedure for preparation and quality assurance of the reports is explained in detail.

5.1 Categories of Reports

Two categories of reports exist in the GreenME project: **A) Contractual Reports** and **B) Internal Reports**.

A. Contractual Reports

Contractual reports are defined in the GA. They will be delivered to the EC. Beneficiaries will contribute to the preparation of these reports under the supervision of the Project Scientific Co-Coordination and the PM.

There are 3 categories of Contractual Reports (Deliverables, Periodic Report and Final Report):

- **Deliverables (D).** All project deliverables are associated with a specific work package task. It will be the responsibility of the Work Package Leader to coordinate the drafting of the deliverable and ensure the receipt of inputs of other partners where necessary. Annex G provides an overview of all the deliverables, the lead partner and the deadlines for submission to the EC.
- **Periodic Reports (PR),** one for each of the following ‘reporting periods’: RP1: from month 1 to month 18; RP2: from month 19 to month 36; RP3: from month 37 to 48 month. PR must include a ‘technical report’ and a ‘financial report’.
- **Final Report (FR)** In addition to the periodic report, the coordinator entity must submit the final report within 60 days following the end of the last reporting period (see Annex C).

5. REPORTS

B. Internal Reports

Internal reports are key tools that serve to monitor the development of the project in terms of activities, use of resources as well as to document other activities during the project (i.e. Internal documents). Despite the fact that various categories of Internal reports exist in the GreenME project, the Management Handbook only addresses the Internal Activity Reports since the other categories of internal reports are beyond the scope of this Handbook.

There are 2 categories of Internal Reports (Internal Activity Reports and Internal Financial Report):

- **Internal Activity Reports (IARs)** include a detailed description of the work progress and achievements for every WP and the related statement on the use of resources (including the person-months expended and an explanation of personnel costs, subcontracting and any major direct costs incurred by each partner for the period). During the preparation stage the IARs will be used to evaluate the development of the D. They are updated by each partner 6 months previously to PR delivery. IARs dissemination status should be strictly CO. They have issued versions, but they do not need to be reviewed in a formal process. The release dates of the IARs are: o IAR1: month 12 (01/04/2022) o IAR2: month 30 (30/09/2023) o IAR3: month 45 (31/12/2024)
- **Internal Financial Report (IFR)** are key tools that serve to monitor the development of the project in terms of use of resources as well as to document other financial issues during the project. Each Beneficiary should elaborate the corresponding IFR, including a detailed description of the use of resources, the person-months expended and an explanation of personnel costs, subcontracting and any major direct costs incurred for the period. IFRs dissemination status should be strictly CO. Due to the duration of the project, 3 IFR will be necessary on M12, M30 and M45.

5. REPORTS

This section describes the process of how the production of IFR is managed and controlled and when reviews shall be performed. This report will remain confidential within the consortium.

1. Preparation:

Each Beneficiary will be responsible of generating the corresponding financial report according with their activities and costs generated. Each Beneficiary is in charge of creating an IFR using the template that will be provided accordingly. Once the IFR is filled, the Beneficiary sends the document to the PM.

2. Revision:

The Beneficiary's IFR is reviewed by the PM to check out that all corresponding fields have been filled properly.

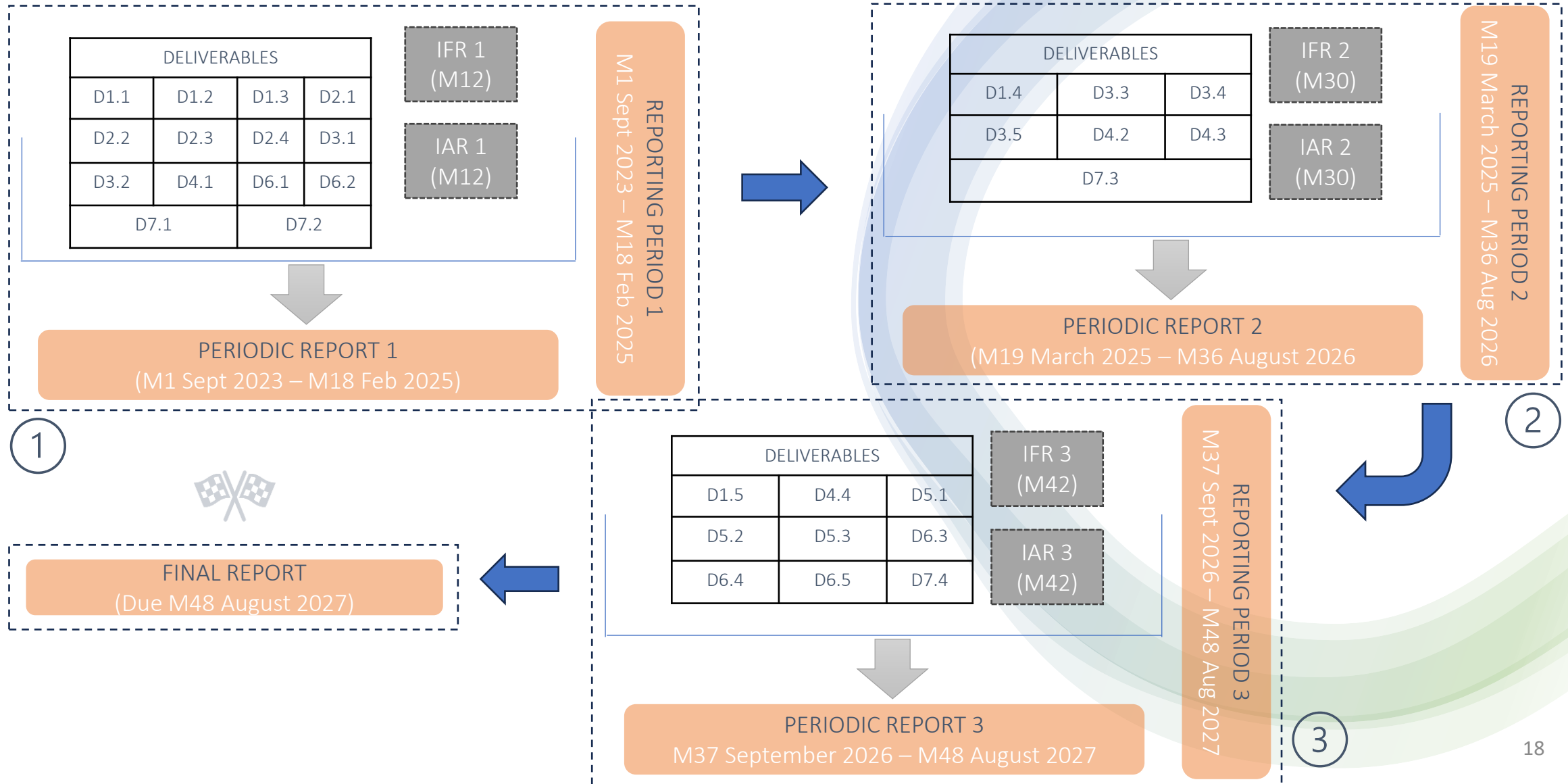
3. Validation:

Once the IFR from the beneficiary is validated by the Project Scientific Co- Coordinators / PM, IFR will be saved.

Table 3. Management of Internal Financial Reports

5. REPORTS

5.2 Time plan for Reporting Periods, Deliverables, Internal Financial Reports, Internal Activity Reports and Final Report



5. REPORTS

5.3. Reports and Calendar Summary

Reports			Submission deadline	
Internal Financial Report 1	IFR	Internal	M12	31/09/2024
Internal Activity Report 1	IAR	Internal	M12	31/09/2024
Periodic Report 1 (M1 – M18)	PR	EC	M20	30/04/2025
Internal Financial Report 2	IFR	Internal	M30	28/02/2026
Internal Activity Report 2	IAR	Internal	M30	28/02/2026
Periodic Report 2 (M19 – M36)	PR	EC	M38	31/10/2026
Internal Financial Report 3	IFR	Internal	M42	28/02/2027
Internal Activity Report 3	IAR	Internal	M42	28/02/2027
Periodic Report 3 / Final Report (M37 – M48)	PR/FR	EC	M50	31/10/2027

Table 4. Reports and Calendar Summary

5. REPORTS

5.4 Preparation and quality assurance procedures

Reports and Deliverables should have a consistently styled cover sheet and structure. The cover should contain:

- Document identifier, title, version, date, author, and dissemination status.
- HE EC funding

All pages should be numbered, and the document identification number should be included in the footer. Templates will be developed within the framework of the WP6.

Furthermore, they should abide to the following rules:

Have a list of
abbreviations used
within the
deliverable

Have a table of
contents

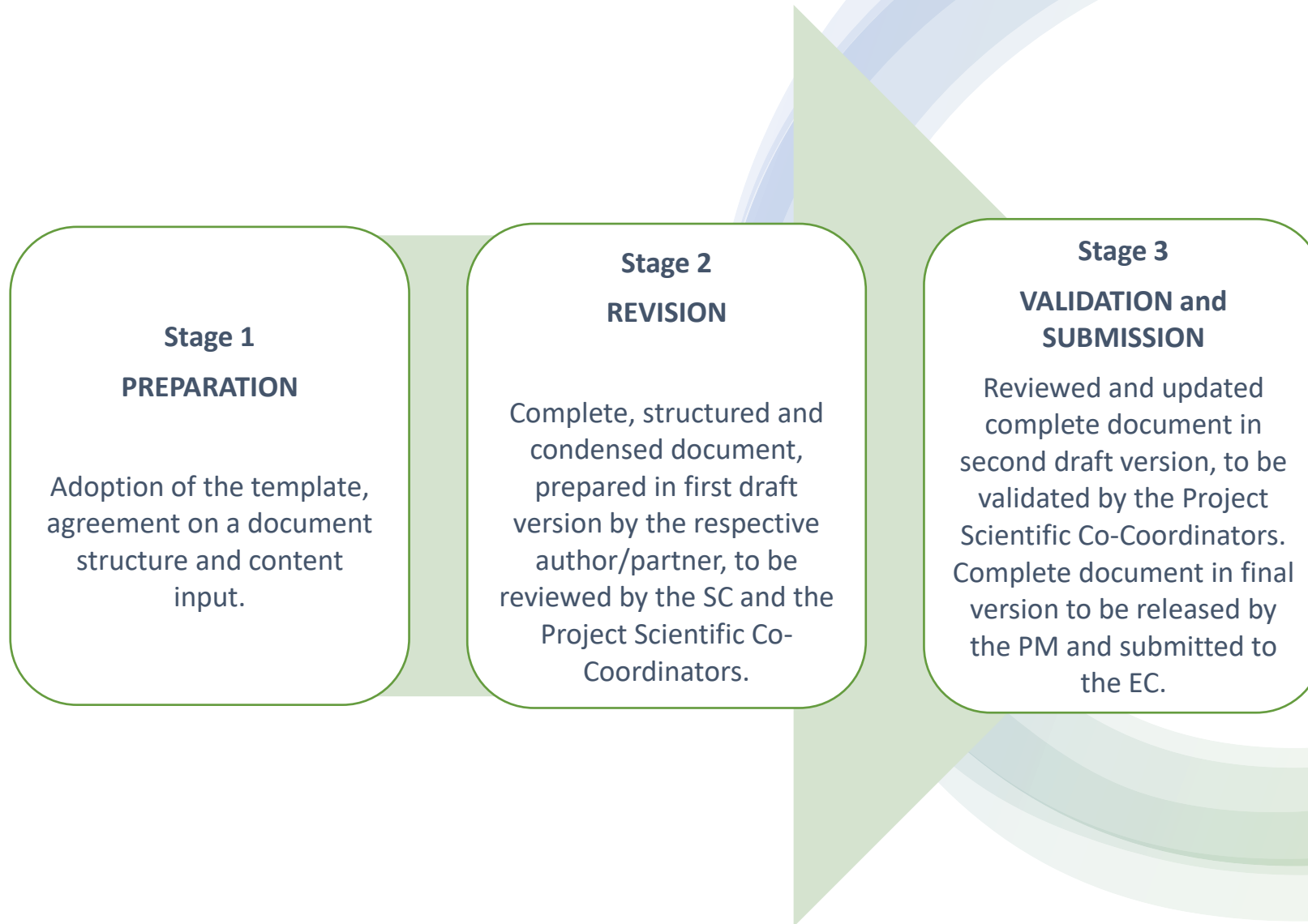
Start with a one-
page Executive
Summary or Abstract

Include a References
section at the end of
the document

Include all technical
details and other
information in
Annexes

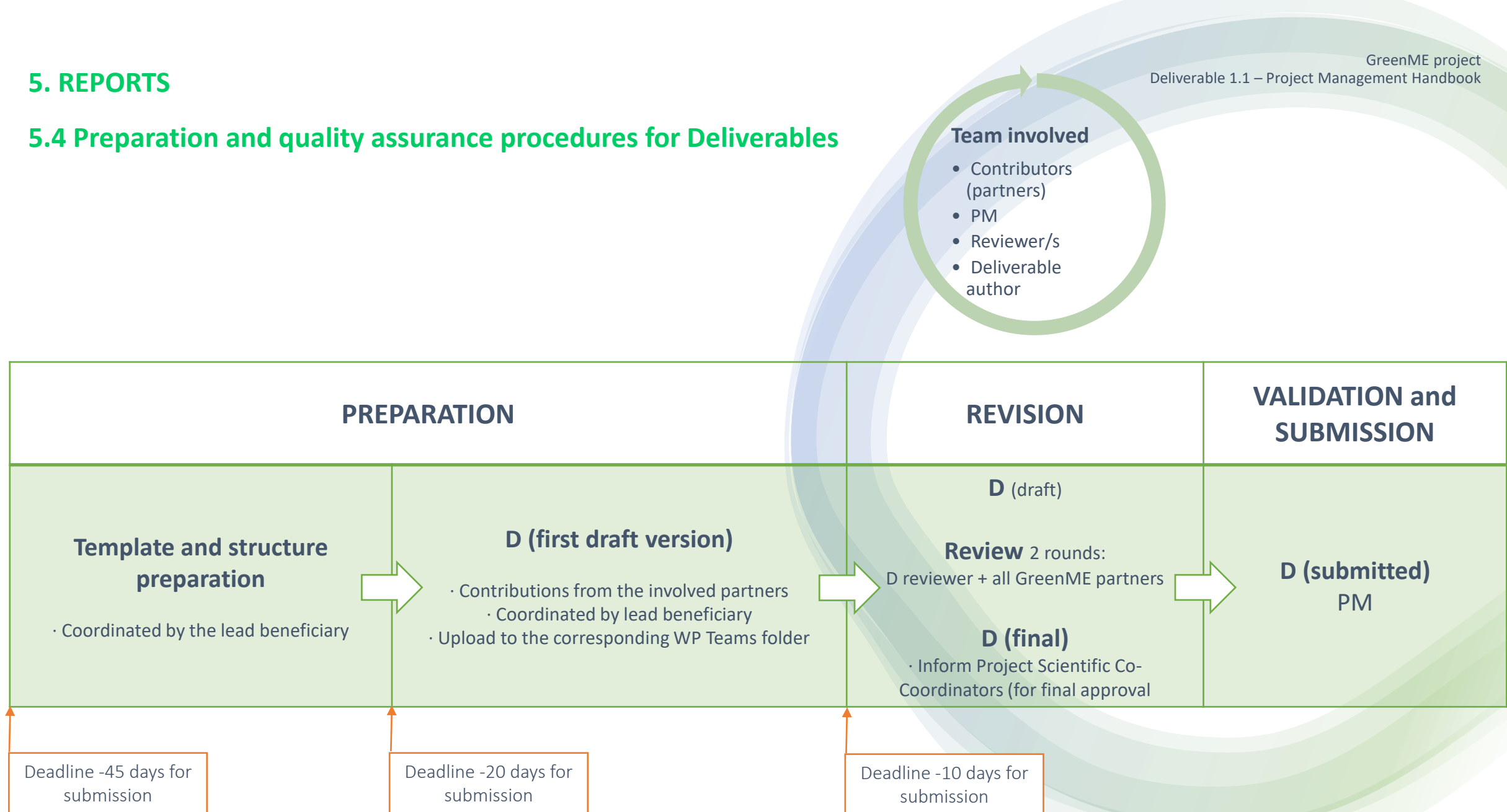
5. REPORTS

5.4 Preparation and quality assurance procedures for Periodic Reports and Final Reports

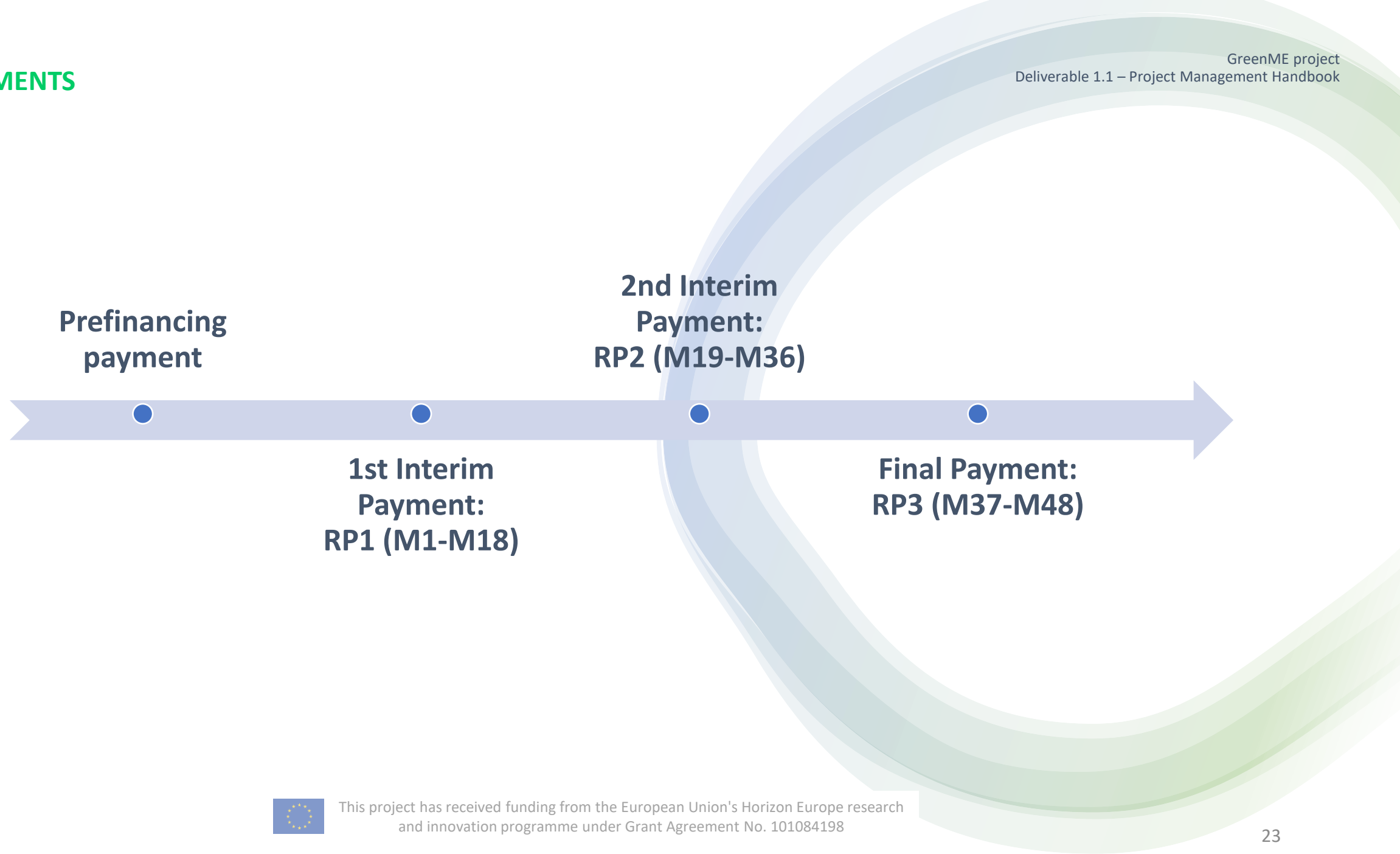


5. REPORTS

5.4 Preparation and quality assurance procedures for Deliverables



6. PAYMENTS



This project has received funding from the European Union's Horizon Europe research and innovation programme under Grant Agreement No. 101084198

7. MEETINGS

7.1 Meeting Categories

Meeting Category	Host / organizer	Attendants	Format	Periodicity
General Assembly meetings	UAB, UKENT, SGGW, UNIBO and ILS	Partner representatives	Physical	Annual
General Assembly meetings	UAB	Partner representatives	Virtual	<i>ad-hoc</i>
Review meetings	UAB	EC officer + external evaluators	Physical	M21, M38, M50
Steering Committee meetings	UAB	WP leaders	Virtual	Monthly (2nd Friday of the month)
WP follow-up meetings	WPL	WP leaders + WP members	Virtual Physical	Monthly

Table 5. Meeting Categories, Hosts, Attendants, Format and Periodicity



7. MEETINGS

7.2 Meeting Procedures

1. Notice

Date and location for the Presential meeting should be agreed in advance with attendants via online polls. Once a date is defined, the organizer should notice the meeting attendants via email. In Virtual meetings the periodicity and notice is defined in advance (usually, monthly teleconference) and there is no need for polls about date/location.

2. Preparation

Meeting Agendas are created collaboratively within WP members. Beneficiaries contribute to the agendas to report the status of work and issues to be discussed.



3. Execution

During the meeting, two types of documents may be used: Presentations and working documents. Presentations not only serve as meeting documentation but are an important building block for dissemination (e.g. slides from conference presentations, conference posters...). A template for presentations including the main information about the project and the consortium should be used in meetings.

4. Post-processing

The meeting organizer is responsible for the creation of the meeting minutes. They can be taken by the meeting organizer or by someone else who has previously agreed to, trying to make it a rotative task. The minutes are used to disseminate minutes from project meetings, and they contain the agenda, a summary of the topics covered during the meeting and the actions agreed by the members. The meeting organizer is also in charge of uploading the document to Teams and share the link among beneficiaries for a final review.

7. MEETINGS

7.3 Meeting Procedures Summary

Notice	Preparation	Execution	Post-processing
• <u>Date:</u> -12/6 weeks before the meeting (<i>physical meetings</i>) -5 weeks before the meeting (<i>virtual meetings</i>) • <u>Related docs:</u> *Poll · <i>Physical meetings:</i> *Poll with date, location and participants · <i>Virtual meetings:</i> *Poll with date and participants.	• <u>Date:</u> -3 weeks before the meeting (<i>both physical and virtual meetings</i>) • <u>Related docs:</u> *Agenda · <i>Physical meetings:</i> *Agenda with date, location, participants and main topics <i>Virtual meetings:</i> *Agenda with date, connection details, participants and main topics.	• <u>Date of the Meeting</u> • <u>Related docs:</u> *Presentations *Working documents (<i>both physical and virtual meetings</i>)	• <u>Date:</u> +1 week after the meeting • <u>Related docs:</u> *Minutes with action points (<i>both physical and virtual meetings</i>)

8. RISK MANAGEMENT

8.2 Risk Ratings

This is the value that is given to a risk event (or the overall project) based on the analysis of the likelihood/probability and consequences of the event. Risk ratings of Low, Moderate, or High shall be assigned based on the following criteria:

- **Low Risk:** Has little or no potential for increase in cost, disruption of schedule, or degradation of performance. Actions within the scope of the planned project and normal management attention should result in controlling acceptable risk.
- **Moderate Risk:** May cause some increase in cost, disruption of schedule, or degradation of performance and/or quality. Special action and management attention may be required to control acceptable risk.
- **High Risk:** Likely to cause significant increase in cost, disruption of schedule, or degradation of performance and/or quality. Significant additional action and high priority management attention will be required to control acceptable risk. This type of risk may be subject to a report to EC.

IMPACT	High	Medium	High	Critical
	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High
		PROBABILITY		

Table 6.Risk ratings

8. RISK MANAGEMENT

8.3 Risk Identification

Risk management is a bottom-up approach.

RISK Identification:

Any team member from any partner can communicate an identified risk.

Risks identified should be communicated to the project PM via email using the Risk ID Form.

RISK Registry & Assessment:

The PM will liaise with concerned WPLs to revise and complete the Risk ID Form that will then be shared with the SC.

Each Risk ID Form will include the risk code, title, owner, reporter, scoring according to table 1, contingency and mitigation plans.

RISK Monitoring:

All RISK ID Forms will be regularly revised by the EB in consultation with WPLs and risk owners.

8. RISK MANAGEMENT

8.4 List of Critical Risks 1/3

Several potential risks of the GreenME project have been identified and evaluated before the start of the project. A detailed description is provided in the Annex 1, Part B. The proposed contingency plans are summarized in Table 20.

Risk nº	Description	WP(s)	Proposed mitigation measures
1	Low quality of results, underperforming partner. Likelihood: Low Severity: High	WP5, WP2, WP3, WP6, WP7, WP4	Mitigation (preventive) measures: Monthly coordination meetings and meeting with the different partners to ensure good progression of tasks. Contingency (reactive) measures: The General Assembly will decide on collective measures to be taken to improve the quality of results. The project management structure and the CA will allow shift of resources (and inclusion of new partners if necessary). Specifically, if needed, the Steering Committee will re-allocate responsibilities to another partner. Partners are involved with more than one contact person.
2	Under-resourced partner or WP or Task Likelihood: Low Severity: Medium	WP5, WP2, WP3, WP6, WP7, WP4	Mitigation (preventive) measures: Expenditure will be carefully monitored throughout the project. Contingency (reactive) measures: If needed, resources will be adjusted among tasks/WPs/ Partners.
3	Participation of the UK and the USA partners is dependent on international agreements (UK) and external sources (USA) // Likelihood: Medium// Severity: High	WP5, WP2, WP3, WP6, WP7, WP4	Mitigation (prevention) measures: Actions have been taken by RFCUNY to identify potential sources of funding from foundations and government sources. The UK has received funding from UKRI under the Guarantee Fund, which ensures financial support that pays for the budget requested by UK partners at the application stage. Contingency (reactive) measures: The scope of work, the timeline of completion for the US or even a new AP from the US may be adjusted depending on the specifications and timing of the external funding received. Partners in both countries have excellent funding track records.

8. RISK MANAGEMENT

8.4 List of Critical Risks 2/3

Risk nº	Description	WP(s)	Proposed mitigation measures
4	Low participation of green care actor. Likelihood: Low Severity: Medium	WP2	Mitigation (prevention) measures: The consortium is strongly positioned in the study countries, with already established contacts with green care actors and networks. The consortium partners and AB will be proactive to ensure the project is well-known and valued to increase interest and participation. Contingency (reactive) measures: Resources will be re-allocated to compensate green care actors and/or to enhance communication and dissemination activities during M1-M4.
5	Incapacity to enroll enough participants in the intervention evaluations. Likelihood: Medium Severity: High	WP3	Mitigation (preventive) measures: Early-stage recruitment of participants. Co-design of studies; strong dissemination of the project among intervention users (current and those on waiting lists); active role of nature-based therapy providers in the recruitment; compensation of participants. Contingency (reactive) measures: Evaluate only one intervention per country maximizing the number of participants in the evaluated intervention (i.e. at least 20 intervention and 15 control participants).
6	Insufficient response to surveys. Likelihood: Medium Severity: High	WP4	Mitigation (preventive) measures: Response rate will be monitored and risk management measures (such as supplementary emailing lists of local groups that can be contacted for surveys) agreed with key actors beforehand. Contingency (reactive) measures: Extend the sub-study areas of WP4 to other sub-areas of the area studied in WP2. Lower end of the range of people to be surveyed in each study area (i.e. 1,000) will be considered acceptable.

8. RISK MANAGEMENT

8.4 List of Critical Risks 3/3

Risk nº	Description	WP(s)	Proposed mitigation measures
7	Low response for the network formation and little interest in participation. Likelihood: Medium Severity: High	WP5	Mitigation (preventive) measures: Actions devoted to promoting the network, dissemination activities for larger uptake will be implemented (incl. promotion in social media and public events). Contingency (reactive) measures: Resources will be re-allocated to activities increase awareness among green care community members and/or to enhance \dissemination activities from M3-M17

Table 7. List of Critical Risks

9. MANAGEMENT TOOLS

To address different needs regarding project development, such as document storage, coordination, collaborative work, communication, progress control, etc.

The table shows the different tools defined to be used for different purposes:

Management tool	Description and aim
 OneDrive	· Secure cloud storage site provided by UAB for all GreenME consortium partners. · File hosting service
 Microsoft Teams	· Meeting and work environment
 Doodle	· Event scheduling, polls

Table 8. Project Management Tools

9. MANAGEMENT TOOLS

Guidelines for hosting online meetings in GreenME:

- UAB as coordinator will host the online meetings which include General Assembly meetings, Steering Committee meetings, Advisory Board meetings and meetings with the Project Officer, using Microsoft Teams.
- each WP leader / GreenME partner will host and send the according connection details to the invited GreenME colleagues to the meetings that will be organized at a WP/national level, using the platform that each partner has available in their institution.



Table 8. Project Management Tools

10. LIST OF ANNEXES

Annex A: GreenME Gantt Chart

Annex B: OneDrive Tutorial

Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign in to your Office 365 subscription and select **OneDrive** from the app launcher.

Open
Open and edit a file online or in a desktop app.

Share
Share files directly from OneDrive. Files are private until shared.

Copy link
Get a link to the selected file to insert into an IM, email, or site.

Move to/Copy to
Move or copy to another destination in your OneDrive or any SharePoint site.

Information pane
See file information, recent activity, and manage access to the file.

Shared
View and sort files by date shared, activity, or who they are shared with.

Discover*
View trending content in your organization and content relevant to your work.

Recycle bin
Recover files you've accidentally deleted up to 93 days.

Shared libraries
Navigate to shared libraries on Microsoft Teams, SharePoint sites, or Office 365 Groups.

Download
Download a copy of a file or work offline on a device.

Flow
Create and manage automated workflows.

Version history
View a file's version history and restore a file to a previous version.

Sharing status
See which files are being shared and who they're shared with.

Manage access
See who can access a file, and manage what people can do with it.

Activity
See the sharing, viewing, and editing activity for a file.

The screenshot shows the OneDrive interface with a sidebar on the left containing navigation options like 'Files', 'Recent', 'Shared', 'Discover', 'Recycle bin', and 'Shared libraries'. The main area displays a list of files with columns for Name, Modified, Modified By, File Size, and Sharing status. A file named 'Annual Financial Report (DRAFT)...' is selected, and its details are shown in the right-hand pane, including sharing status and activity.

*Powered by Microsoft Graph. Discover view does not change any permissions. Your private documents are not visible to others and you can view only those documents that you have been given access to.

OneDrive

OneDrive mobile

The OneDrive app supports both OneDrive personal and organization accounts across iOS, Android, and Windows. It can be downloaded from the app stores.

The image displays four screenshots of the OneDrive mobile app interface, each with callout boxes highlighting specific features:

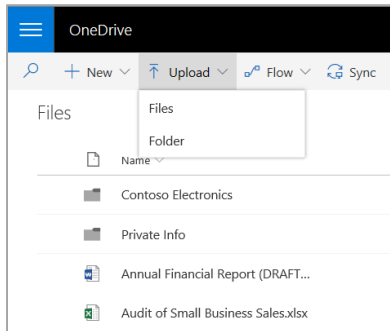
- Screenshot 1 (Files view):**
 - Callouts: "See and manage all your accounts." (top left), "Capture whiteboards & scan single or multiple page documents." (top right), "Save photos or videos directly to your device." (middle right), "Access your files and folders on OneDrive." (bottom left), "Access your SharePoint sites." (bottom right).
- Screenshot 2 (Share Link view):**
 - Callouts: "Share a file internally or externally with access controls." (top), "Send a copy of the file instead of sharing." (bottom left), "Copy the sharing link, email it in Outlook, or choose an app to send it with." (bottom right).
- Screenshot 3 (File details view):**
 - Callouts: "Edit a file on the web or in client view." (top), "See details such as who the file is shared with." (bottom left), "Make files and folders available offline.*" (bottom right).
- Screenshot 4 (Account and Activity view):**
 - Callouts: "See and manage multiple accounts." (top left), "See trends views and an activity chart." (top right), "Recover deleted files." (bottom left), "See all the files you have taken offline." (bottom right).

The above screens represent OneDrive for business accounts in iOS. Android users will have a similar experience except for file activity functionality.
*Files and folders need to be taken from offline to online before they are synced to the cloud.

OneDrive

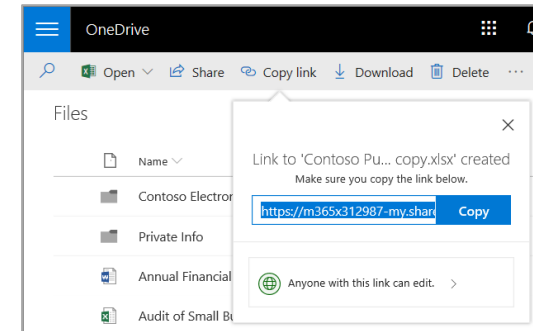
Create or upload files & folders

You can create new files and folders and upload existing files and folders from your device. In OneDrive, select **Upload** > **Files**. Or select a location in OneDrive and drag and drop files or folders from your device.



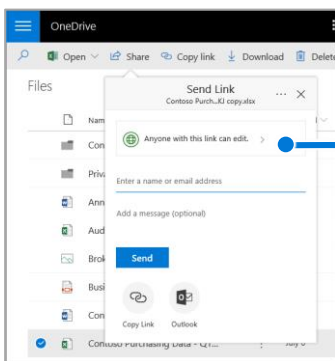
Copy link

You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In OneDrive, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



Share files

The files and folders you store in OneDrive are private until you decide to share them. You can stop sharing at any time. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible. In OneDrive, select a file and then select **Share**.



Based on admin settings, sharing levels are:

Anyone – people inside and outside your org can access. Links can be forwarded.

People in <organization> – everyone in your org can access.

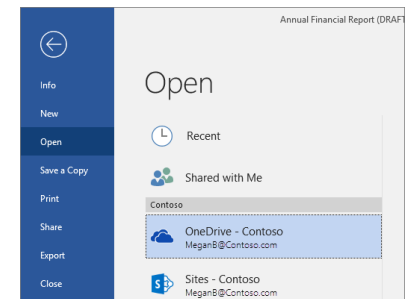
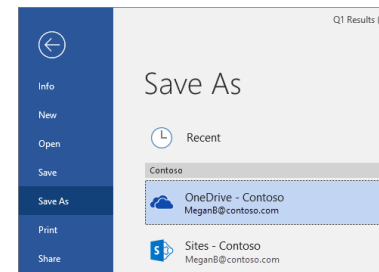
People with existing access – create a link to be used by people who already have access.

Specific people – specify email addresses of the people you want to give access to.

Save and open files in Office apps

(Requires Office 365, 2019, or 2016)

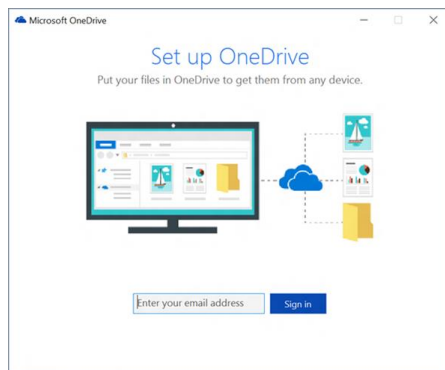
You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File** > **Save As**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File** > **Open**, choose your OneDrive, and then select the file.



OneDrive

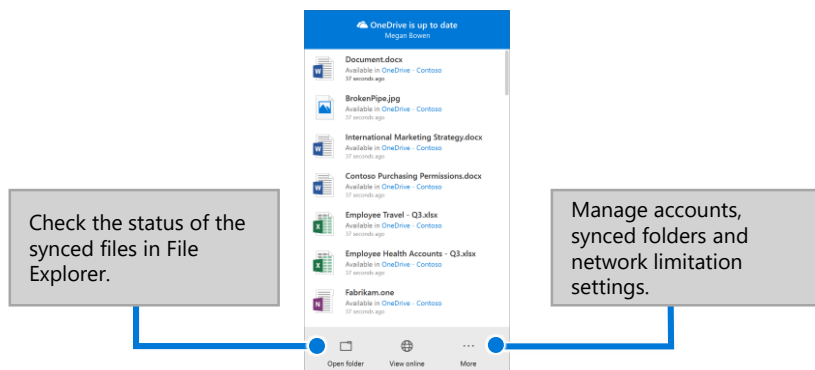
Sync files and folders

Sync your files and folders in OneDrive to your computer, so you can access them even when you're offline. When you're back online, changes you or anyone else make will sync automatically. In Windows 10, select **Start**, type **OneDrive**, and sign in to OneDrive on your PC. In other versions of Windows or Mac, get the OneDrive sync app from onedrive.com/download.



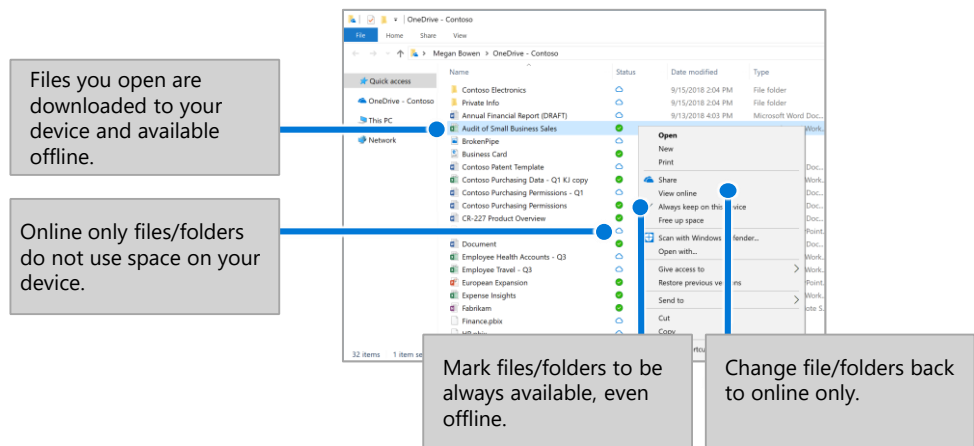
View sync activity

You can view sync activity from the OneDrive activity center. Click the OneDrive icon in the Windows taskbar. If you click the folder icon, you can go directly to the OneDrive web view. Users on Mac will have a similar experience.



OneDrive Files On-Demand

With OneDrive Files On-Demand, you can set files and folders to always be available locally on your device or save space by making files online only. In the taskbar, select the OneDrive icon, and select **More > Settings**. Then, on the **Settings** tab select **Save space and download files as you use them**.



Next steps with OneDrive

Find help

Explore help and training for OneDrive and other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871124> for more information.

Learn about OneDrive Files On-Demand

Access all your files in the cloud without having to download them. Visit <https://go.microsoft.com/fwlink/?linkid=871126>.

Get free Office training, tutorials, and videos

Ready to dig into the capabilities OneDrive has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871128> to explore free training.