

**EMPIR Call Process**  
**Guide 11: Writing Joint Network Projects (JNPs)**

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## **Guide 11: Writing Joint Network Projects (JNPs)**

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If you require further help or guidance after reading this document, please contact the helpdesk

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## 1 Scope

This document explains how to write a Joint Network Project (JNP) proposal for an EMPIR Call. It includes information on how to complete the templates and submit your proposal, and examples to help you write your proposal.

It does not include information on:

- eligibility, this is described in [Guide 1: Admissibility and Eligibility for EMPIR Calls](#)
- resourcing and costing a proposal, this is described in [Guide 5: Submitting Administrative Data for EMPIR Projects](#)
- evaluating a proposal, this is described in [Guide 6: Evaluating EMPIR projects](#)

This guide is based on the equivalent guide for JRPs and has been written for a generic JNP. Where a JNP is intended to support a potential or approved “European Metrology Network” (EMN) then there are additional constraints to consider:

1. There should be a clear distinction between the routine activities of the EMN and the additional activities to be funded by the JNP. Activities to establish an EMN, develop its governance processes and maintain routine activities are to be funded by the members of the EMN from their national funds, not a JNP. Such activities should not be described in a JNP proposal. The JNP should cover additional activities, carried out by a sub-set of the EMN members, which will result in the EMN achieving greater (or earlier) impact than it could achieve with the national funding alone. Such activities should lead to specific, time limited, deliverables. Any ongoing responsibilities resulting from the deliverables should become the responsibility of the EMN to be funded from other resources.
2. EMNs will receive support from EURAMET similar to that provided to its Technical Committees e.g. web presence, brand design, administration, legal and communications support. These services may be assumed in the proposal and should not be included in the funding requested for the JNP. For example, if a JNP proposes to develop a specialised, web based, communications portal, then the development should be funded from the JNP, but the required hosting and ongoing servicing should rely on the infrastructure provided by EURAMET.
3. Not all members of an EMN need to be beneficiaries of the JNP. In the extreme case a JNP may have a single beneficiary. For example, if the sole task of a JNP were to develop a Strategic Research Agenda for an EMN then it may be that only one member needs to be funded to manage the tasks, arrange consultation meetings with stakeholders, compile and edit documents. All other EMN members would participate as part of their normal activities related to the EMN and avoid the burden of financial and technical reporting.

## 2 Submission

You should submit your JNP proposal electronically via the Call webpages <https://msu.euramet.org/calls.html> before the Call deadline. For each complete proposal, the following documents must be combined as a single ZIP file and submitted:

1. [Template 11: JNP protocol](#) (required)
2. [Template 5: Project Administrative Data](#) (required)
3. Letters of support (optional). These should be collated together as a single unsecured pdf file, which should not exceed 6 MB in size. Letters of support should be from key stakeholders and the maximum number of letters of support that may be submitted is 20. The letters of support MUST include a cover page with a table which states each organisation providing a letter of support and the name of the signatory. Please note that letters of support submitted in an unsuitable format will not be provided to the referees by EURAMET.

This document includes size limits for some sections of your JNP proposal, the referees will be instructed to ignore any text over these limits.

If you wish to make corrections or amendments, you should resubmit a complete set of documents as a new ZIP file via the online submission system, indicating the original submission reference number.

Proposers should note that no other documents should be submitted, and any that are, will not be passed to the referees by EURAMET.

### 3 Participants

JNPs may include four types of project participant

1. Internal Funded Partner(s)
2. External Funded Partner(s)
3. Unfunded Partner(s)
4. And rarely, Linked Third Parties

If you think you will need to include a Linked Third Party, please email [EMPIR.msu@euramet.org](mailto:EMPIR.msu@euramet.org) or contact the [EURAMET Management Support Unit \(MSU\)](#) for advice.

The eligibility criteria for each type of participant are described in [Guide 1: Admissibility and Eligibility for EMPIR Calls](#). EURAMET will also make further checks to establish eligibility prior to issuing contracts.

### 4 Completing the JNP protocol

All sections of [Template 11: JNP protocol](#), are mandatory, unless otherwise stated, and should be completed as detailed in the sections below.

The page limits given for a section MUST be adhered to using Arial font size 10. If the page limits are exceeded (for a section) then referees will be asked to disregard the text/information that is over the page limit.

| Section or sub-section                           | Maximum length  |
|--|---|
| B1.a: Summary of the project                     | 3.5 pages   |
| B2.a: Projected early impact on user communities | 1 page  |
| B2.b: Projected wider impact of the project      | 1 page  |
| B2.c: Data management                            | 1 page  |
| B3.a: Overview of the consortium                 | 1.5 pages for up to 15 partners,<br>2 pages for up to 20 partners,<br>2.5 pages for up to 25 partners |

#### 4.1 Title page

Please complete and remove the <>, and ensure that the data is consistent with that in [Template 5: Project Administrative Data](#). The JNP number and title must be the same as the SNT number and title. If your proposal is selected for funding it will be issued with a new JNP number and you may revise the title during grant preparation (if required). You should include a proposed short name/acronym for your JNP (a maximum of 13 characters including spaces) and ensure that the proposed short name is consistent between [Template 11: JNP protocol](#) and [Template 5: Project Administrative Data](#).

Please do **not** delete the automatic footers from [Template 11: JNP protocol](#).

#### 4.2 Glossary

A Glossary is optional and, if required, should be included before the table of contents.

#### 4.3 Section A: Key data

##### 4.3.1 Section A1: Project data summary and Section A2: Financial summary

In order to help proposers capture the necessary data, reduce duplication of data, and minimise errors, EURAMET have created [Template 5: Project Administrative Data](#) (an Excel workbook). The data entered in Template 5 automatically populates a number of worksheets containing tables that you should copy and paste into Section A1 and Section A2 in [Template 11: JNP protocol](#).

| Pasting tables from Template 5 into Section A1 and Section A2 in Template 11: JNP protocol |  |   |
|--|--|---|
| Template 5 Worksheet   | Template 11: JNP protocol Section A tables | Notes   |
| A  | Section A1 Coordinator contact details     | Select the right hand column inside the table and copy. Ctrl V or Paste Special as "Formatted Text". Do not paste as "Picture".   |
| B  | Section A1 Participant details             | Select the area inside the table and copy (excluding the column and row headings). Ctrl V or Paste Special as "Formatted Text". Do not paste as "Picture".<br>Please delete any empty rows in the tables.<br>If your project does not include Linked Third Parties then "table b. Linked Third Parties" should be deleted.  |
| C  | Section A2 Financial summary               | Select the area inside the table and copy (excluding the column and row headings). Ctrl V or Paste Special as "Formatted Text" those cells that include data. Do not paste as "Picture" or re-paste the column or row headings.<br>If your proposal includes any subcontracting, include one or two sentences under the A2 table explaining what will be subcontracted and why. |

#### 4.3.2 Section A3: Work packages summary

The information should be consistent with the work packages in Section C of [Template 11: JNP protocol](#) and the "WP months data entry" worksheet in [Template 5: Project Administrative Data](#).

If your project includes a Linked Third Party you must include the following sentence under the work packages summary table "Some of the staff working on the project at YYY are employed by the Linked Third Party NNN. NNN will provide N months of labour resource overall to this project in WPX, WPY and WPZ. This resource is included in the table above." and you must identify the number of person months the Linked Third Party will provide to each WP.

#### 4.4 Section B: Overview

Section B should be used to explain how your project addresses each of the 3 evaluation criteria ("Excellence", "Impact" and "Quality and Efficiency of the Implementation"). Proposers should therefore take note of the evaluation criteria (see [Section 5.1](#)).

Please do not include any photographs in Section B. Diagrams should only be included if absolutely necessary and should be limited to one or two schematic diagrams. In addition, do not include lists of references in Section B. Lists of references should only be included in Sections E and G, as appropriate (see [Sections 4.12](#) and [4.14](#)).

#### 4.5 Section B1: Excellence

##### 4.5.1 Section B1.a: Summary of the project

This section should be aimed at a non-specialist audience and must cover the need for the project, its objectives, its key technical outputs (what it will achieve), and the wider benefits to end users and society (who will be using the outputs). The summary of the project should be a standalone and self-contained summary that can be read and understood without reading any other sections from the proposal. Where the project is associated to an EMN, the summary should focus on the JNP and what support it provides to any associated EMN rather than focussing on the EMN alone.

The summary of the project should be no more than 3.5 pages in length and should have the following subsections with subheadings:

| Subsection                           | Content   |
|--------------------------------------|---|
| <b>Overview</b><br>(50-100 words)    | This section should present a two or three sentence high-level overview of the purpose of the project. It should state a high-level overview of the project including the overall need and how the project will address this.   |
| <b>Need</b><br>(150-300 words)       | This section should explain why the project needs to be undertaken, but not the activities that will be carried out in the project. It should clearly state the external needs for the network, including the needs for end users and the wider needs across Europe and internationally. Where relevant, refer to European legislation, documentary standards, technology roadmaps etc.   |
| <b>Objectives</b><br>(100-300 words) | This section presents the objectives for the project. To provide some context for the objectives, please begin with the overall goal of the project in one simple sentence.   |
| <b>Results</b><br>(≤ 1 page)         | This section should describe the expected final outputs of the project on an objective by objective basis (i.e. use each objective as a subheading). It should not contain detailed descriptions of the project's activities.   |
| <b>Impact</b><br>(≤ 1 page)          | This section should describe the impact the project is expected to have and the route to impact. To do this please explain how the network and outputs of the project will be used and the benefits to end users. It should also explain how the impacts may spread to the wider community to create wider and longer-term economic, social and environmental impacts and what the impacts are expected to be. It can be based on the text from Section B2. |

Please note that a preliminary Publishable Summary will be required for successful proposals and EURAMET will ideally use the summary in section B1.a for that purpose. You should therefore exclude any confidential material and SNT references from the summary. The Publishable Summary will not include a list of references, hence any key reference documents should be detailed in full in the summary and any abbreviations should be explained.

| <b>Example 1 (JNP): Section B1.a: Summary of the project)</b>   |
|---|
| <p><u>Overview</u></p> <p>Metrologically based quality assessments (QA) of clinical laboratory testing for <i>in vitro</i> diagnostic devices (IVD) are now compulsory for meeting the new European In-Vitro Diagnostic Device Regulation (IVDR) 2017/746. To support the needs of the IVDR, this project aims to bring together metrology institutes and key stakeholders, such as proficiency testing (PT) providers, clinicians, and regulators, in order to identify and prioritise their needs, to coordinate the provision of services, and to foster the development of new standards. The project will also develop a web based central point of contact for calibration and reference laboratories, and IVD manufacturers to support the traceability of their procedures and IVDs.</p> <p><u>Need</u></p> <p>The reliability of measurement results in laboratory medicine impacts decision making for the health of European citizens. The goal for reliable measurements is to produce equivalent results for a stated measurand within medically relevant limits, irrespective of the measurement procedure used or the laboratory performing the measurement.</p> <p>A large proportion of the measurands relevant to disease diagnostics and health monitoring are determined by using diagnostic test kits. The results generated from these test kits should be comparable and reliable and independent of when and where they are made, to ensure that patients receive the correct diagnosis and treatment. However, further work is needed to ensure this. Linking-up results obtained in clinical laboratories with the international reference framework is currently making a substantial contribution to maintaining a consistent level of safety and performance for users (clinical laboratories) and end users (patients) but more is needed.</p> <p>In order to meet the requirements of the new IVDR, metrologically based QA of clinical laboratory testing for IVDs is needed. According to the IVDR, metrological traceability of values assigned to calibrators and control materials must be assured to certified reference materials (CRM) or reference measurement procedures (RMP). European NMIs and DIs are very active in this field and already provide traceability for a range of markers, however, the measurands currently being considered as high priority are not linked to the SI via CRM or RMP. In addition to this, a common priority list has not been established and agreed (in view of the new IVDR) on a Pan-European basis. But regardless of current or future priority lists, no single European NMI/DI currently has the capacity and the technological capabilities to provide the full scope of primary standards needed for laboratory medicine.</p> <p><u>Objectives</u></p> <p>The overall aims of this project are to integrate existing PT schemes into an appropriate infrastructure and to develop a joint strategy to identify and prioritise measurands for laboratory medicine for which SI-traceability needs to be provided. The specific objectives are:</p> <ol style="list-style-type: none"> <li>1. To develop a plan for a sustainable European metrology infrastructure for traceability in laboratory medicine by stimulating smart specialisation of European NMI facilities and services. This should include processes to promote dialogue between NMIs/DIs and stakeholders such as clinicians, national medical associations, External Quality Assurance (EQA) providers, regulators and IVD manufacturers.</li> <li>2. To create a coherent strategy for a Pan-European response to the need for traceability in laboratory medicine and IVD producers in this field, in accordance with the IVDR. This response should accommodate the need for sufficient redundancy</li> </ol> |

while avoiding unnecessary duplication of work. A web portal serving as a single access point should direct customers' requests for specific calibration services and reference materials to service providers.

3. To develop a joint strategy with EQA providers for reference laboratories to identify and prioritise measurands for which SI traceability is required. Existing national priority lists should be used to identify an initial set of measurands. Reference points for PT schemes for SI-traceable measurements should be provided. With input from clinical research and national medical associations, the strategy should also propose additional candidate measurands for future EQA schemes.
4. To set up a roadmap addressing the further development of activities and services currently offered in traceability in laboratory medicine in Europe. Broadening the scope of the activities may include but is not limited to engagement with (a) clinicians, to support the identification and quantification of novel biomarkers and the definition of more reliable clinical thresholds, (b) IVD manufacturers, to provide tools for the metrological validation of new assays in accordance with the new IVDR, (c) emerging European NMIs/DIs.

## Results

*Objective 1:* Development of a plan for a sustainable European metrology infrastructure for traceability in laboratory medicine by stimulating smart specialisation of European NMI facilities and services. The project's plan will include processes to promote a constructive dialogue between NMIs/DIs and stakeholders such as clinicians, national medical associations, EQA providers, regulators and IVD manufacturers. Strategic communication and dissemination is an important aspect for this network project in order to establish broad acceptance amongst stakeholders. The project's stakeholder engagement will be based on a communication strategy plan and thorough stakeholder analysis. Communication will be facilitated by a multi-functional web portal enabling stakeholders and customers to interact with the project.

*Objective 2:* A strategy will be developed in compliance with IVD producers and other stakeholders to address ways to implement sustainable services for delivering metrological traceability as required by the IVDR. This plan will accommodate the need for sufficient redundancy while avoiding unnecessary duplication of work. The practical benefits of the concept of a co-ordinated approach to underpin the IVDR will be shown in demonstration exercises. A multi-functional web portal serving as a single access point will also direct customers' requests for specific calibration services and reference materials to the necessary service providers.

*Objective 3:* To develop a joint strategy with EQA providers for reference laboratories to identify and prioritise measurands for which SI traceability is required. A strategy plan will be developed which will include a process for the identification and prioritisation of measurands for which metrological traceability shall be provided. In addition to this a draft list of priority measurands and calibration services will also be developed, as well as additional candidate measurands for future EQA schemes, and a strategy facilitating a widespread and efficient uptake and exploitation of research results from completed and ongoing projects. The stakeholder support for the strategy will include contributions by EQA providers, clinical researchers and national as well as international medical associations. Existing national priority lists will be used to identify an initial set of measurands and to this, reference points in PT schemes for SI-traceable measurements shall be added.

*Objective 4:* To set up a roadmap addressing the further development of the activities and services currently offered in traceability in laboratory medicine in Europe. The project will develop a strategy plan and roadmap on fostering the involvement of emerging NMIs/DIs in the field of clinical chemistry and laboratory medicine in Europe. This will be based on interactions with emerging European NMIs/DIs, ongoing and planned projects of partners with emerging NMIs/DIs and an analysis of the current implementation of traceability in laboratory medicine.

## Impact

This project will support the implementation of a European quality infrastructure in accordance with the new IVDR by transferring the developed reference measurement procedures for important measurands to reference laboratories across Europe. This approach will promote European coherence by providing consistent services for clinical laboratory testing on a long-term basis and will enable a faster response to stakeholder needs by better directing research resources.

The envisaged sustainable infrastructure will ensure the long-term provision of services for clinical laboratory testing not covered by a single institute or an individual country. Considering the full scope of services needed and the total resources available within the European metrology landscape, it is evident that collaboration at a Pan-European level is a prerequisite for accomplishing this.

The coordinated approach supported by this project will considerably reduce the need to provide the required range of priority measurands through every NMI/DI in Europe and will enable individual sets of necessary reference points to be provided by at least one partner. This will significantly reduce the workload for NMIs/DIs required for the regular organisation of EQA schemes. Further to this, the results of participating laboratories in these EQA schemes may then be used for the validation of the SI-traceability of their measurement results or IVD calibrators within a known measurement uncertainty, such as underpinning evidence in laboratory accreditation processes. Thus, this approach will lead to a more efficient and effective use of European metrology resources.

In the long-term the infrastructure provided by this project intends to serve as a central point of contact for metrological aspects of laboratory medicine and will be available to any European customer or stakeholder. In this way, it can also be a central contact point for NMIs and DIs who wish to develop their capabilities in the field of clinical laboratory testing.

The successful implementation of the new IVDR has the potential for significantly improving safety and reliability in clinical diagnostics for European healthcare systems. This should also lead to considerable cost savings and patient health benefits in the European healthcare systems through the avoidance of duplicate measurements, improper medical treatments and unnecessary treatments based on false positive or false negative measurement results.

## **Example 2 (JNP associated with an EMN): Section B1.a: Summary of the project**

### Overview

Renewable energy gas sources are gradually entering the market, as driven by EU legislation on renewable energy (2009/28/EC) and by the ratification of the Paris agreement, which aims at a zero-carbon economy. The European Metrology Network (EMN) for Energy Gases, aims to become the central nucleus to cover the metrological needs raised by the diversification of energy sources and thereby to facilitate the energy transition with respect to quality, efficiency, safety and trade aspects. This project will support the EMN in its initial tasks, thus providing the basis for a harmonised and sustainable European measurement infrastructure to catalyse the energy transition.

### Need

Energy gases stakeholders have established national and European platforms to address the fundamental challenges caused by the diversification of energy sources and by the fluctuations in renewable energy supply and demand. However, the robustness of the measurements performed in these areas is often compromised by a lack of traceable standards and by the absence of appropriate quality control, standardisation and procedures. Addressing these needs and bridging the gap between the metrology and end user communities goes beyond the current activities of NMIs, DIs and technical committees under EURAMET and the International Committee for Weights and Measures (CIPM).

The energy transition needs European harmonisation and implementation, which will extend beyond national boundaries. Therefore, a coordinated effort is needed to create a strong single metrological point of contact: i.e. the EMN for Energy Gases. There is a need to prioritise the energy gases measurement challenges that are of pan-European importance, thus avoiding duplication, and to generate research that represents good value for money. There is also a need for measurement standardisation for renewable gases, such as biomethane and hydrogen, by successfully incorporating EMRP/EMPIR research results into documentary standards, thus ensuring the formal standing and uptake of these results by the relevant stakeholders.

The fragmentation of the measurement capabilities of individual NMIs and calibration and testing organisations in the energy gases sector does not currently allow end-users to easily find information, whether it is a calibration service or a technical question. Therefore, a centralised point-of-contact for knowledge transfer, support and metrological services, would address this gap.

### Objectives

The overall aim of this project is to enable the EMN for Energy Gases to become the European metrology centre for the energy gas transition, where knowledge, needs and services are identified and easily accessible by the metrology community and stakeholders. The specific objectives are:

1. To develop and publish a strategic research agenda (SRA) with an emphasis on the European energy transition process. The SRA will identify the key measurement gaps and challenges (roadmap) as experienced by regulators and stakeholders working in the energy gases industry and will prioritise these, with the aim of focusing European research capacity. The SRA will be regularly reviewed to take account of the changes in market trends and rapid technology evolution.
2. To develop a freely accessible online measurement service platform that will boost the dissemination and knowledge transfer of metrological services in the energy gases field to European industry. The platform will allow customers to access available energy gases measurement services in Europe and will advertise measurement and calibration services, including those developed in the EMRP and EMPIR Programmes.
3. To develop processes to create synergies between the EMN, stakeholders and other parties to address emerging issues related to energy gas production, trade, transmission and use. These collaborations should facilitate the provision of services that cannot be provided by one single party and deliver solutions at a scale relevant to the needs of the sector.
4. To disseminate results from European metrology research activities related to energy gases (e.g. EMRP, EMPIR) for the benefit of relevant policy makers and regulatory bodies to support their ongoing standardisation activities. This will be achieved through presentations and the distribution of reports at relevant meetings, through the regular distribution of a newsletter, and through stakeholder workshops. Furthermore, the stakeholder group of the EMN will be expanded by the addition of relevant policy makers and regulatory bodies.

### Results

The outputs of this project will establish the EMN for Energy Gases as a recognised knowledge and metrological service centre for European energy gases.

*Objective 1:* The SRA that this project will develop will inform the metrology community and relevant stakeholders about the emerging measurement challenges associated with the energy transition. The SRA will consist of three chapters and will contain i) a review of the current energy gases market in Europe, ii) a roadmap that identifies the measurement gaps and challenges, and iii) strategies to tackle these challenges. The SRA will be kept up-to-date with annual updates.

*Objective 2:* An online measurement service platform will be developed by this project. The platform will be freely accessible and will host a database containing all of the measurement and calibration services that are available in Europe, which are relevant to energy gases. This unique overview of services will allow potential customers to quickly find the right service for their measurement needs. The platform will be hosted on the EMN for Energy Gases external website, giving additional visibility to the EMN. Apart from the measurement service platform, this external website will also publicise the SRA, EMN news and the outcomes of relevant EMRP/EMPIR research programmes.

*Objective 3:* This project aims to create synergy between the EMN and European stakeholders. By identifying the measurement needs and developing processes for collaborative approaches, new synergies will be created between parties. To demonstrate this, collaborative research for, and with, an industrial stakeholder will be developed as part of this project, as well as a training programme and a PT scheme.

*Objective 4:* The results of EMRP/EMPIR research on energy gases will be disseminated to standardisation bodies by this project through presentations at Technical Committee (TC) meetings. The uptake of research results in the standardisation process will be further

enhanced by the inclusion of regulatory bodies and policy makers in the stakeholder group of the EMN. In addition, stakeholders will be kept updated on the EMN and its activities through regular dissemination activities such as newsletters and workshops.

#### Impact

This project, in support of the EMN for Energy Gases, will impact on societal needs related to energy transition, enabling the diversification of energy sources and facilitating the introduction of renewable fuels in the European market. It will do so in two specific targeted areas (1) Energy gas production, transmission, distribution, storage and fiscal metering (for heating and electricity production) and (2) Energy gases for transportation (including energy conversion and use).

To create the broadest impact, this network project will liaise with a variety of stakeholders such as (energy) gas and manufacturing industries, energy gases associations, research groups, standardisation and regulatory bodies, and policy makers. In this way, it will be possible to bring metrology into the field, to identify and prioritise the direct needs of industry and society in the energy transition and also to promptly address new emerging energy measurement needs.

*Objective 1:* The SRA for future research, and the provision of recommendations on the priority measurement gaps and challenges will ensure the best allocation of research funds. The SRA will be updated regularly and will become a key tool for the EMN as it will enable engagement with research programmes and to define the role of Metrology in the European research arena. Furthermore, by promoting dedicated research, in collaboration with industry and research groups, the EMN will strongly impact and support innovation.

*Objective 2:* The added value and strength of this project lies in its cross-cutting approach which will enable the various metrological aspects and challenges in e.g. gas composition, gas transport and flow metering, material data, humidity, temperature, pressure, density, particles and material testing to be simultaneously addressed. The expertise and metrological capabilities of the EMN and partners in this project organisation, will be used to create an easy-to-access “contact” platform for the exchange of knowledge with stakeholders, the identification of research topics and the dissemination of (new) measurement services. By doing this, the project will significantly impact industry and on the scientific community dealing with conventional and renewable/sustainable energy sources. Consequently, the EMN for Energy Gases will benefit from this project as it will create a stronger bridge to networks and associations active in energy gases (e.g. Sector Forum Energy Management (SFEM), European Biogas Association (EBA), European Gas Research Group Innovation for the European Energy Transformation (GERG), etc.) research centres and testing laboratories.

*Objective 3:* Building synergies to create collaborative activities between the EMN, stakeholders and other parties, such as enabling the calibration of complex equipment as a follow-up of EMRP/EMPIR projects, organising a PT scheme where more disciplines are involved, providing training courses addressing relevant metrological aspects, will have a strong socio-economic impact. Industrial and testing laboratories that are involved, for instance, in the production or distribution of energy gases will be able to efficiently access these services and prove their measurement results or gain know-how at reduced costs and in a shorter time frame.

*Objective 4:* This project will disseminate specific research results, either from ongoing or previous European metrology research activities, by for example feeding them into new documentary standards. This will allow the EMN to have a seat at the standardisation TCs involved in energy gases, to strengthen the link with standardisation and regulatory organisations (the European Committee for Standardisation (CEN), the International Organisation for Standardisation (ISO), the International Organisation of Legal Metrology (OIML)) and to hasten the uptake of metrology. It is expected that this will help energy gases stakeholders to comply with regulation and that metrology experts will be involved in the preparation of future regulation at an earlier stage.

The wider and longer-term European impact of the project and the EMN for Energy Gases will be to ensure quality, efficiency and safety in the production, use and trade of energy gases. By doing this, the European energy gases stakeholders will be able to meet regulations and become more sustainable and competitive in the energy market.

It is anticipated that only through a complementary network and by focusing on the specific societal challenges associated with energy gases, will it be possible to achieve the “next level” in creating impact, innovation and metrological services, surpassing the possibilities of a single NMI or a EURAMET technical committee.

In broader terms, this project and the EMN will contribute to greater societal prosperity by providing diversification of energy sources for a growing global population while finding ways to emit much less carbon dioxide and therefore starting to tackle climate change.

#### **4.5.2 Section B1.b: Overview of the objectives**

This section should describe the objectives for your project and it should be approximately half a page. A numbered list is required for your objectives and you should indicate which work package(s) address each objective. The list of specific objectives should be preceded by a sentence at the start of the section describing the overall aim of the project.

The description of the objectives should align with those in [Section B1.a](#) and with the SNT objectives. They may be the same as the SNT objectives, or they may be slightly revised or refocused. However, if there is a divergence from the SNT objectives, please:

- Identify any SNT objectives or parts of objectives that the proposed project does not address and explain why
- Explain why any additional objectives (i.e. that are not part of the SNT objectives) are included.

#### **Example 1 (JNP): Section B1.b: Overview of the objectives**

The overall aim of this project is to support the European Metrology Network on Smart Electricity Grids and to accelerate its full implementation. The specific objectives are:

1. To establish systems and align national R&D strategies, including (i) developing a European joint strategic research agenda together with relevant stakeholders, and describing current and future stakeholder metrology needs related to smart electricity grids, (ii) defining roadmaps and strategies to meet these needs, (iii) discussing prioritisation of national R&D strategies with the aim of preventing unnecessary duplication and optimising use of resources, (iv) liaising with instrument manufacturers and other relevant stakeholders to ensure early uptake of future metrology (WP1).
2. To significantly enhance exploitation and uptake of research results from EMRP and EMPIR projects and national research activities through the development of a virtual knowledge hub, which will serve as a single point of contact to stakeholders, providing easy access to smart electricity grid metrology research results and relevant NMI calibration services (WP2).
3. To develop a plan for a joint sustainable European metrology infrastructure for Smart Electricity Grids by stimulating smart specialisation of European NMI/DI facilities and services, including (i) producing a comprehensive overview of existing facilities and services across Europe and gap analysis and (ii) promoting alignment of national R&D priorities with the gap analysis and with the future needs of stakeholders (WP3).
4. To create a widely visible identity as the voice of the European electricity grid metrology community and to establish liaisons with relevant European stakeholder organisations such as CENELEC, WELMEC, EURELECTRIC, TD Europe, ESMIG and similar organisations world-wide such as IEC, OIML, CIGRÉ, with the European JRC on Smart Electricity Systems and Interoperability, and with related European H2020 research projects (WP4).
5. To set up an extensive knowledge transfer programme for training courses, webinars, best practice guides, and other training material (WP4).

#### **Example 2 (JNP associated with an EMN): Section B1.b: Overview of the objectives**

The overall aim of the project is to accelerate the establishment of a strong, collaborative and long-term self-sustaining EMN for climate and ocean observation that understands and responds to stakeholder requirements. The specific objectives are:

1. To establish a forum for dialogue to understand metrological needs related to the three themes of the EMN (Land, Ocean and Atmosphere) and those of organisations operating in the themes. The forum will facilitate engagement with stakeholders including: policy makers, scientists and engineers (instrument builders, monitoring networks, modellers, and information service developers), research organisations, space agencies, EU bodies such as European Ocean Observing System (EOOS), Joint Programming Initiative – Oceans, and Copernicus and international coordinating bodies such as World Meteorological Organization's (WMO), Group on Earth Observations (GEO), Global Climate Observing System (GCOS), Committee on Earth Observation Satellites (CEOS) (WP1).
2. To create a European focal point (one-stop-shop) for the EMN for the provision of metrological guidance and associated services available for the climate and ocean observation user communities. To provide links and summaries of on-going and concluded national and coordinated research (e.g. EMPIR and other H2020 relevant research) and a directory of available services and expertise tailored to stakeholder needs (WP2).
3. To establish a strategic research agenda (SRA) for the EMN, to ensure that, for all appropriate (~50) Essential Climate Variables (ECVs) and Essential Ocean Variables (EOVs) traceability to the SI or to a community reference can be supplied by at least one European NMI/DI. The SRA will define research priorities, strategies and roadmaps for metrology to develop the necessary knowledge and infrastructure and to interact with relevant international networks and coordination bodies. The SRA will cover the three EMN areas, include a section on cross-cutting techniques and will consider synergies between the different themes. The SRA will also create the conditions for the long-term operation of the EMN including interaction with the Central Facilities offered by the WMO (WP3).
4. To disseminate training material on uncertainty estimation and analysis tailored to climate and oceanographic sciences through e-learning, webinars, video and face-to-face courses, including clear and standardised key terminology (WP4).

### **4.5.3 Section B1.c: List of deliverables**

You should list your deliverables in the table provided in [Template 11: JNP protocol](#). The deliverables should align with the project's objectives in [Section B1.b](#) and hence the SNT objectives. There should be a maximum of 10 deliverables including a mandatory deliverable for impact and a mandatory deliverable for the completion of the project's reporting.

Deliverable descriptions must provide evidence of a tangible high-level project output, such as the key output of a work package. Please remember that each deliverable should be able to be sent to EURAMET and stored, and hence must be of a suitable format e.g. not a piece of equipment etc. Each deliverable must have been reviewed and approved by the whole consortium before being submitted to EURAMET by the coordinator.

Ideally each partner will be included in at least one deliverable (in addition to the mandatory impact and reporting deliverables where all partners are required).

For each deliverable you should include the activity (e.g. A1.1.13) where the deliverable is delivered to EURAMET in the first column under the objective number(s).

| <b>Example 1 (JNP): Section B1.c: List of deliverables</b>                        |                           |   |                           |                                 |                      |
|---|---------------------------|---|---------------------------|---------------------------------|----------------------|
| <b>Relevant objective (Activity delivering the deliverable)</b>                   | <b>Deliverable number</b> | <b>Deliverable description</b>  | <b>Deliverable type</b>   | <b>Partners (Lead in bold)</b>  | <b>Delivery date</b> |
| 1 (A1.1.13)   | D1                        | Strategic Research Agenda (SRA) for smart electricity grid metrology to address the priority needs of European stakeholders   | Strategic Research Agenda | <b>AAA</b> , BBB, CCC, DDD      | M24                  |
| 1 (A1.1.16)   | D2                        | Report on the stakeholder consultation process for the SRA, including questionnaire design, outcomes and responses and lessons learned  | Report                    | <b>CCC</b> , BBB, AAA, DDD      | M36                  |
| 3 (A1.2.9)  | D3                        | Report on the existing metrology landscape for electrical energy, including an overview of existing capabilities and national priorities, gap analysis, and a strategy for smart specialisation | Report                    | <b>AAA</b> , BBB, CCC, DDD      | M24                  |
| 2 (A2.1.7)  | D4                        | Summary report on the virtual knowledge hub and the access for stakeholders to (smart) grid metrology research results and relevant NMI measurement services                                    | Summary report            | <b>AAA</b> , BBB, CCC, DDD      | M36                  |
| 2 (A2.1.9)  | D5                        | Manual for the development and maintenance of the virtual knowledge hub, including technical instructions and guidance  | Manual                    | <b>CCC</b> , BBB, AAA, DDD      | M34                  |
| 5   | D6                        | Examples of early uptake of project outputs by end users.<br>Examples of contributions to new or improved international standards   | Reporting documents       | <b>CCC</b> , all partners       | M36                  |
| n/a   | D7                        | Delivery of all technical and financial reporting documents as required by EURAMET  | Reporting documents       | <b>AAA</b> , all partners       | M36<br>+ 60 days     |
| <b>Example 2 (JNP associated with an EMN): Section B1.c: List of deliverables</b> |                           |   |                           |                                 |                      |
| <b>Relevant objective (Activity delivering the deliverable)</b>                   | <b>Deliverable number</b> | <b>Deliverable description</b>  | <b>Deliverable type</b>   | <b>Partners (Lead in bold)</b>  | <b>Delivery date</b> |
| 1 (A1.2.6)  | D1                        | Summary report on stakeholder needs for the EMN on the three themes (Land, Ocean and Atmosphere) including measurement techniques and synergies between themes                                  | Summary Report            | <b>AAA</b> , BBB, CCC, DDD, EEE | M12                  |
| 1 (A1.4.8)  | D2                        | Update of D1 summary report on stakeholder needs for the EMN on the three themes (Land, Ocean and Atmosphere) including measurement techniques and synergies between themes                     | Summary Report            | <b>AAA</b> , BBB, CCC, DDD, EEE | M36                  |

|               |    |  |                           |                         |                  |
|---------------|----|--|---------------------------|-------------------------|------------------|
| 2<br>(A2.2.7) | D3 | Document outlining an operational framework for a one-stop-shop for the provision of metrological guidance and associated services available for climate and ocean observation | Document                  | AAA, BBB, CCC, DDD, EEE | M32              |
| 3<br>(A3.1.8) | D4 | Strategic Research Agenda (SRA) for the EMN on the three themes (Land, Ocean and Atmosphere) and synergies between themes  | Strategic Research Agenda | AAA, BBB, CCC, DDD, EEE | M24              |
| 5<br>(A4.2.5) | D5 | Report on training provided at the metrological training day and through the online portal to stakeholders including feedback from participants                                | Report                    | AAA, BBB, CCC, DDD, EEE | M36              |
| 5             | D6 | Examples of early uptake of project outputs by end users including the EMN.<br>Examples of contributions to new or improved international standards                            | Reporting documents       | AAA, all partners       | M36              |
| n/a           | D7 | Delivery of all technical and financial reporting documents as required by EURAMET   | Reporting documents       | AAA, all partners       | M36<br>+ 60 days |

#### 4.5.4 Section B1.d: Need for the project

This section must explain a clear need for the project i.e. why the project is being undertaken. It should be approximately 1 page in length and should explain the background to the need for the project. Where the project is associated to an EMN, this section should clearly demonstrate the need for the JNP and what it provides to any associated EMN rather than focussing on the EMN alone.

The description should follow a logical flow from the high-level needs (e.g. to contribute to mitigating climate change, improve productivity in sector X), through to the specific user needs (problems encountered in specific types of companies or public agencies) that needed to be addressed via improved measurement capabilities at NMIs/DIs.

The explanation of the need for the project should link clearly to the project's objectives and explain the need for each of them i.e. it should be clear to the reader why the project, with its particular objectives, needs to be conducted. Where relevant, you should refer to the European legislation, documentary standards, and technology roadmaps etc. that need to be addressed.

If your project continues the work undertaken in a previous EMRP or EMPIR project please summarise why further work is needed in this area.

You may also include evidence of support from the "end user" community (e.g. letters of support; see [Section 2](#)), but please note that all references to letters of support will be removed during grant preparation, therefore the need should be adequately explained without requiring reference to them.

For most proposals the need for the work extends beyond the metrology community, so you should clearly identify the potential stakeholder groups. You should explain why bringing together a critical mass of European expertise, will enable progress in this area; and why a non-collaborative approach would be less successful.

#### 4.6 Section B2: Potential outputs and impact from the project results

This section is made up of two impact sub-sections; [sections B2.a](#) and [B2.b](#) should provide details of the **early impacts** and the **wider economic, social and environmental impacts** that your project will contribute to. [Section B2.c](#) provides information on the data management for the project.

You should describe how your project will make a positive difference to Europe (and internationally) by addressing the needs described in Section B1.d. This should not be a statement of what your project will do, but a statement of the benefits the project will bring to those who make direct use of the project outputs (**early impact**) and how these early impacts will contribute to the wider economic and societal benefits (**wider impacts**). You should also ensure that the impact you describe can realistically be achieved by your project.

Where the project is associated to an EMN, this section should clearly demonstrate the impact of the JNP and what it provides to any associated EMN rather than focussing on the EMN alone.

#### 4.6.1 Section B2.a: Projected early impact on user communities

This section is mandatory and should be a maximum of 1 page. It should describe the direct effect your project will have on user communities. The early impacts described in this section should relate to the uptake, exploitation and use of project outputs by the early users of the project's outputs. These impacts will begin in the short-term, (towards the end of the project and very soon after its completion). The beneficiaries are expected to be the people and organisations in the target user community, with which the project has direct interactions, such as any non-NMI/DI partners, collaborators and stakeholders.

You should describe your expected early impacts including: details of who the organisations are (specific organisations and types of organisations) that will benefit; which project outputs different types of beneficiaries will benefit from, as well as describing how you will ensure the maximum benefits are achieved.

#### 4.6.2 Section B2.b: Projected wider impact of the project

This section should explain why your project is important and should be a maximum of 1 page. You should describe the wider (i.e. longer-term) impacts that your project will contribute to and the routes to facilitate them (i.e. the links between the early impacts and the wider impacts).

For the wider impacts, please explain the **economic, social and environmental** impact that your project will make across Europe (and internationally). Where possible quantify each of the impacts numerically. You should also provide details of who will benefit from the project, and which aspects of the project each stakeholder group will benefit from.

If your project is expected to contribute to wider impact through EC Directives, regulations and/or legislation, you should provide details of this. Finally, describe how you will ensure that the maximum benefits and impact is achieved by your project.

#### 4.6.3 Section B2.c: Data management

For EMPIR call 2017 onwards, the Grant Agreement will contain conditions related to open access to research data. Projects that 'opt-in' will be required to prepare a Data Management Plan (DMP) which will describe the data management plans for all of the data sets that will be collected, processed or generated by the project.

Please note that even if projects 'opt-in' to having a DMP they will not be required to open up all of their research data. The DMP applies primarily to the data needed to validate the results presented in scientific publications.

The use of a DMP is obligatory for all projects that do not 'opt-out'. Projects can opt-out on the following grounds:

- Incompatibility with the Horizon 2020 obligation to protect results that are expected to be commercially or industrially exploited
- Incompatibility with the need for confidentiality in connection with security issues
- Incompatibility with rules on protecting personal data
- Incompatibility with the project's main aim
- If the project will not generate / collect any research data, or
- If there are other legitimate reasons not to provide open access to research data

Further information on DMPs is available in the [EMPIR Reporting Guidelines Part – 9 Preparing data management plans](#) and in [Reporting Template 9 – Data Management Plan](#).

**A proposal will not be evaluated more favourably if the consortium agrees to share its research data, nor will it be penalised if it opts-out.**

The consortium's approach to research data management should be detailed in section B2.c for projects that both opt-in and opt-out, and should include the following issues:

- How will data be exploited and/or shared/made accessible for verification and reuse? If data cannot be made available, why?
- What standards (including data security and ethical aspects) will be applied?

- How will data be selected, managed and preserved?

You must state whether your proposal will 'opt-in' or 'opt-out' and explain why. This section should be a maximum of 1 page.

**Example 1: Section B2.c: Data management (opt-in)**

The project chooses to 'Opt-in' to the open access data requirement.

The consortium has chosen to opt-in as the deliverables and/or outputs from the project include publications in peer reviewed journals. Thus, for these to be disseminated as widely as possible and used by as many stakeholders as possible, the data should be freely accessible. Furthermore, the consortium intends the outputs of the project to be adopted and up taken by as many end users as possible. Therefore, as the consortium includes NMI/DIs who will generate data sets which can be considered traceable to the SI, these data sets should be available to other organisations for use in tests and validation.

The project will make its research data Findable, Accessible, Interoperable and Reusable (FAIR) in order to ensure that it is soundly managed. The consortium will produce a suitable Data Management Plan (DMP) which will describe the data management plans for all of the data sets that will be collected, processed or generated by the project. The DMP will cover the following aspects:

- the handling of research data during and after the end of the project
- specification of the data that will be collected, processed or generated
- the methodology and standards (including data security and ethical aspects) that will be applied
- plans for data curation and preservation (including after the project).

An outline DMP will be created within the first month of the project and agreed by the consortium. The consortium intends to prepare a first draft of the DMP for discussion at the project kick-off meeting. Each subsequent project meeting will include an agenda item on the DMP.

The consortium agrees to deposit its open access data sets in suitable repositories. These will be located by the consortium using the Registry of Research Data Repositories (<http://www.re3data.org/>). Possible examples include Zenodo (<https://zenodo.org/>), which will allow the consortium to deposit both publications and data, and the EUDAT B2SHARE tool (<https://b2share.eudat.eu/>) which includes a license wizard for data licence selection.

In order to follow current best practice on data management further information will be obtained by the consortium from the Digital Curation Centre (<http://www.dcc.ac.uk/dmponline>), ScienceMatters (<https://www.sciencematters.io/>) and the Research Data Alliance (<http://rd-alliance.github.io/metadata-directory/>). The project will also seek to follow current best practice guidance on open data such as that from the Open Data Institute (<https://theodi.org/>).

As a minimum, the consortium will ensure that the data selected for open access:

- can be linked to and is available in a standard, structured format (e.g. JSON, XML, ASCII or TIFF), so that it can be easily shared
- is consistently availability over time, so that end users can reliably use it
- is stored self-descriptively or with a link to the publication/document (e.g. identified with a DOI) that accurately describes the data format and parameters used.

The selection of data to be openly accessible will be made on a case by case basis and agreed by the consortium. This will include ethical aspects and data security such as for the protection of IP for any project outputs that are considered to be commercially exploitable. In such cases, it may be necessary to withhold all or some of the data generated. This will be decided by the relevant partner(s) and managed by the DMP, the Consortium Agreement and if appropriate the project's exploitation plan.

**Example 2: Section B2.c: Data management (opt-out)**

The project chooses to 'Opt-out' to the open access data requirement.

The consortium has chosen to opt-out because of incompatibility with the Horizon 2020 obligation to protect results that are expected to be commercially or industrially exploited.

The consortium believes that the protection of innovative research at an early stage or, more generally, IP protection, is a way the EU can grow and compete with non-EU economies. As the project is of fundamental nature and has the potential to lead to genuine innovation regarding novel theoretical models, experimental solutions and the design and fabrication of artificial materials, all data produced within the project should not be disclosed by default, even if it only relates to the validation of the results presented in the scientific outputs. In fact, the validation data or methods can themselves be very valuable and subject to potential IP protection.

However, all scientific publications generated within the project will be submitted to scientific journals as open access (as per EMPiR/Horizon 2020 requirements). Additionally, if required by a specific journal, or deemed useful for the broader scientific community, data obtained from the experiments or numerical computations can be made available on the publisher's website.

Furthermore, all partners agree on the importance of having a Data Management Plan (DMP), and a DMP will be maintained by the coordinator and updated as required. The consortium will produce a suitable DMP which will describe the data management plans for all of the data sets that will be collected, processed or generated by the project. The DMP will cover the following aspects:

- the handling of research data during and after the end of the project

- specification of the data that will be collected, processed or generated
- the methodology and standards (including data security and ethical aspects) that will be applied
- plans for data curation and preservation (including after the project).

The DMP will be set up at the beginning of the project and agreed by the consortium. The consortium intends to prepare a first draft of the DMP for discussion at the project kick-off meeting. Each subsequent project meeting will include an agenda item on the DMP.

## 4.7 Section B3: The quality and efficiency of the implementation

### 4.7.1 Section B3.a: Overview of the consortium

This section should be a maximum of 1.5 pages for proposals with 15 partners or less (up to 20 partners a maximum of 2 pages, and up to 25 partners a maximum of 2.5 pages) and should explain how the consortium brings a balance of skills and high quality experience to the project. You should explain how your consortium makes the best use of the available capabilities and if there are any duplicated skills or facilities between your partners, you must justify this. Similarly, if a few partners dominate particular parts of the project this should be explained.

You must explain the contribution of all partners on a partner by partner basis, even if they have a small role in the project. If the proposal includes a linked third party, please include details at the end of the information about the partners. Please do not name individual people or include collaborators.

#### **Example: Section B3.a: Overview of the consortium**

The consortium brings together six European NMIs operating at the state-of-the-art in smart electricity grid metrology with complementary expertise. Their joint knowledge and strong ties to energy utilities (both DSOs and TSOs), standardisation bodies and legal metrology organisations will ensure that the aims of this challenging project will be realised in an effective and timely way, resulting in a flourishing EMN on Smart Electricity Grids with maximum impact and added value to the signatories of the EMN SEG MoU and the smart electricity grid stakeholder community.

- **AAA** has extensive capabilities in the field of electrical metrology, with a focus on power and energy. AAA's experts provide customised services and calibrate measuring instruments, including on-site measurements in utility grids and at the premises of major grid manufacturers. AAA will use its extensive network and long experience with stakeholder interaction in the liaison and KT activities of WP2 and WP3. AAA has previously led the development of the EURAMET EMPIR strategic research agenda on energy metrology, and this experience will be used to develop a similar SRA dedicated to smart electricity grid metrology in WP1. As coordinator, AAA has extensive expertise in the management of complex EU and EMPIR projects, including EMRP JRP ENGXX SuperGrids and the on-going normative EMPIR JRP 17NRM0X LossyElec.
- **BBB** has significant expertise in the metrological characterisation of grid sensors and measurement systems under laboratory reproduced or actual on-site conditions. BBB is currently the coordinator of EMPIR JRP 16ENGXX ChuffChuff, which aims to develop the metrological infrastructure to support the European DC and AC railway network and DC subway system. Given its strong links to Italian universities and industries, BBB's project contribution will concentrate on creating and maximising the EMN's impact by setting up an extensive knowledge transfer and training programme in WP3.
- **CCC** has extensive experience in European and national R&D projects and a full range of conformity services from calibration and testing to technical assistance and training. CCC pursues its scientific and technical development to support the very pro-active position of its national government in the Energy Transition. CCC will use its extensive network in the area of smart electricity grids and close contacts with European players such as WELMEC, CEN-CENELEC, EDF and General Electric Power, to establish the liaison programme in WP2.
- **DDD** has many years' experience in power networks metrology. Particular specialisms include instrument production, algorithm development, real-time software, grid data analysis and electrical power metrology. DDD has been a leader in the definition of the smart electricity grid metrology research agenda for over a decade, coordinating five EMRP/EMPIR projects as well as multiple industry funded projects. This experience will be used in WP1 to support the development of the EMN strategic research agenda. DDD will collaborate closely with EURAMET to produce specific material to promote the EMN and present the EMN at stakeholder events. The dedicated web development team of DDD will work with EURAMET's website provider on the realisation of the knowledge hub in WP2.
- **EEE** has a strong electric energy and power laboratory, supporting the national industry through direct collaborations or projects initiated by the national Federal Office of Energy in the framework of the Energy Strategy 2050 developed by the Federal Council. Furthermore, EEE participates in a wide range of European research projects on power and energy within EMPIR and Horizon 2020. This experience will be used in WP1 to develop the strategic research agenda of the EMN SEG together with its technical implementation roadmap.

## 4.8 Section C: Detailed project plans by work package

This section should describe the work planned to meet the objectives described in [Section B1.b](#) and to deliver the summary list of deliverables in [Section B1.c](#).

Your proposal must contain:

- A maximum of 5 network work packages
- 1 “Creating impact” work package (mandatory)
- 1 “Management and coordination” work package (mandatory).

PLEASE NOTE that each work package should have a clear aim, be suitably challenging, and demonstrate that the project is collaborative, therefore it should usually have a good balance of partners. In addition, unless stated, it is expected that the activities within the work packages will be carried out using the facilities available at the partners and under their supervision.

Please do NOT include any photographs, diagrams or lists of references in Section C. Lists of references should only be included in Sections E and G, as appropriate (see [Sections 4.12](#) and [4.14](#)).

### 4.8.1 Special case of similar work in proposals

In previous Calls there have been occasions where projects addressing different SRTs or SNTs require similar work. In such cases, you should treat the work as part of your own project, but you should also identify in the relevant tasks where there is synergy with another proposal. Should both projects be selected for funding the overlapping work in each of the projects will be examined and an appropriate resolution will be reached to avoid double funding. It would therefore simplify proceedings if you design the work in such a way that the potential duplicate work could be removed with minimal changes.

### 4.8.2 Section C1: Network work packages

You should choose a suitable and concise title that describes the work in the work package. Then provide a brief overview of the work package, which is a maximum of half a page and includes;

- The aim of the work package
- A brief overview of the background for the work package and tasks
- How the tasks of the work package fit together, and the task aims. PLEASE NOTE that the task aims must match those stated in each task.

PLEASE NOTE that where the project is associated to an EMN, the activities in each work package should include links to the EMN and input from signatories of the EMN Memorandum of Understanding (MoU). In addition, as per [Section 1](#) please remember that:

1. There should be a clear distinction between the routine activities of the EMN and the additional activities to be funded by the JNP. Activities to establish an EMN, develop its governance processes and maintain routine activities are to be funded by the members of the EMN from their national funds, not a JNP. The JNP should cover additional activities, carried out by a sub-set of the EMN members, which will result in the EMN achieving greater (or earlier) impact than it could achieve with the national funding alone. Such activities should lead to specific, time limited, deliverables.
2. EMNs will receive support from EURAMET similar to that provided to its Technical Committees e.g. web presence, brand design, administration, legal and communications support. These services may be assumed in the proposal and should not be included in the funding requested for the JNP. For example, if a JNP proposes to develop a specialised, web based, communications portal, then the development should be funded from the JNP, but the required hosting and ongoing servicing should rely on the infrastructure provided by EURAMET.

### 4.8.3 Section C1.a: Network tasks

You should choose a suitable and concise task title that describes the work/aim of the task. Then describe the aim of the task. This should be a maximum of 2 short paragraphs ONLY.

For each task use the activity table format in [Template 11: JNP protocol](#). Using this table, describe the activities that will be undertaken and the role of each partner in the activity. Where an activity relies on input from another activity, the text should include reference to that dependency. You should also include the end date of each

activity e.g. M15, under the activity number in the first column. Activities should be scheduled so that all necessary inputs will be available in time. All partners involved in the activity should be mentioned in the activity text and listed in the appropriate column, with the lead partner in bold text.

For each deliverable in [Section B1.c](#) you need to include an activity for the submission of the completed deliverable to EURAMET.

If a Linked Third Party is included in your project, they should not be mentioned in the activities. Instead, a sentence similar to “The Linked Third Party NNN will work with partner BBB on this task.” should be included under the activities table.

PLEASE NOTE it is important that each project (and any associated EMN) clearly identifies:

- who their stakeholders are
- what key communications they intend to have with these stakeholders
- and when and how the project will liaise with them.

Ideally each project will begin with a task devoted to stakeholder identification and mapping for the JNP (and EMN). Following the stakeholder identification and mapping, and based on its results, ideally another task should then produce a stakeholder communications plan for the JNP (and EMN). This communications plan should be shared with EURAMET so that it can be aligned with EURAMET’s communication plan and EURAMET can allocate resources accordingly and support the JNP (and EMN).

| <b>Example 1 (JNP): Network tasks</b>  |  |                                |
|--|--|--------------------------------|
| <b>Task 1.2: Communications plan for stakeholder involvement</b>   |  |                                |
| The aim of this task is to develop a communications plan for establishing and maintaining regular and sustainable dialogue between the metrology community and relevant stakeholders such as reference and calibration laboratories, EQA providers, regulators, national medical associations, policy makers, clinicians, and IVD manufacturers. |  |                                |
| <b>Activity number</b>   | <b>Activity description</b>  | <b>Partners (Lead in bold)</b> |
| A1.2.1<br>M6,<br>M12,<br>M24,<br>M36   | AAA with input from all partners and in liaison with EURAMET will perform stakeholder analysis to identify and map stakeholders.<br><br>Updates to the stakeholder analysis will be an indelible item on the agenda of the annual project meetings and AAA will implement and circulate updates.<br><br>The stakeholder analysis will cover, inter alia, the following aspects: <ul style="list-style-type: none"> <li>• Gathering of existing stakeholder contacts and stakeholders and/or stakeholder groups</li> <li>• Identification of key stakeholders without established contacts</li> <li>• Identification and nomination of suitable contact persons to establish required but missing contacts.</li> </ul> Results from the stakeholder analysis will be used: <ul style="list-style-type: none"> <li>• To define target groups of workshops, surveys and consultations</li> <li>• To elaborate communication strategies</li> <li>• For the development of features for the multifunctional web portal (A1.3.4).</li> </ul> | <b>AAA</b> , all partners      |
| A1.2.2<br>M6   | AAA with input from all partners and in liaison with EURAMET will develop a process for conducting surveys and consultations. This process must be followed for the design of every survey/consultation and will define as a minimum: <ul style="list-style-type: none"> <li>• Responsibility for identification and decision on the target groups</li> <li>• Target number of responses</li> <li>• Responsibility for contacting participants</li> <li>• Responsibility for designing questions</li> <li>• Approval of questions</li> <li>• Responsibility for data handling, collation, storage and analysis.</li> </ul>   | <b>AAA</b> , all partners      |
| A1.2.3<br>M6   | AAA with input from all partners and in liaison with EURAMET will develop a process for conducting workshops and events. This process needs to be followed for the planning of every workshop and will define as a minimum: <ul style="list-style-type: none"> <li>• Responsibility for identification and decision on the target groups</li> <li>• Number of participants</li> </ul>  | <b>AAA</b> , all partners      |

|                               |   |                   |
|-------------------------------|---|-------------------|
|                               | <ul style="list-style-type: none"> <li>Workshop duration</li> <li>Definition of clear workshop goals</li> <li>Implementation of post-workshop practices.</li> </ul>   |                   |
| A1.2.4<br>M12,<br>M24,<br>M36 | <p>Using the results of the stakeholder analysis (A1.2.1), AAA with support from all partners will draft a communication plan defining how to maintain and continue an effective dialogue process for a joint sustainable European metrology infrastructure for traceability in laboratory medicine. In particular, the communication plan will:</p> <ul style="list-style-type: none"> <li>Define responsibilities, communication channels, the frequency of communications and reporting procedures</li> <li>Define the promotion of workshops, the multi-functional web-portal and surveys.</li> </ul> <p>The communication plan will be reviewed at each project meeting (A5.2.2) and will be updated as necessary. Revisions of the communications plan will specifically include results from the web-survey (A1.2.5), the stakeholder workshop (A1.2.6), and the workshops in A1.4.2.</p> <p>The communications plan will be agreed with EURAMET so that EURAMET can allocate resources accordingly, align EURAMET communication plans and make sure the same messages are communicated to stakeholders.</p> | AAA, all partners |
| A1.2.5<br>M18                 | <p>Using input from A1.2.1 and A1.2.2, AAA will update the list of stakeholder contacts and develop a web-based survey intended to help identify the interests and requirements of the stakeholders and how they propose their needs can be addressed in a way that fits their specific requirements. Based on the information from the survey, AAA will set up a stakeholder database.</p>   | AAA, all partners |
| A1.2.6<br>M24                 | <p>Using input from A1.2.1, A1.2.3 and A1.2.5, AAA with support from all partners will organise and host a stakeholder workshop (adjacent to the month 24 project meeting (as part of A5.2.2) with selected key stakeholders (e.g. IFCC, WHO, JCTLM) so that they can express their perspective, needs and expectations.</p> <p>Based on the results the communications plan will be updated as part of A1.2.4.</p>   | AAA, all partners |
| A1.2.7<br>M36                 | <p>AAA with support from all partners will review the updated communication plan from A1.2.4, and the coordinator will then submit it to EURAMET as <b>D2</b> '<i>Communication plan defining how to maintain and continue an effective dialogue process for a joint sustainable European metrology infrastructure for traceability in laboratory medicine.</i>'</p>  | AAA, all partners |

### **Task 1.3: Development of a multifunctional web portal**

The aim of this task is to design and implement a multifunctional web portal enabling stakeholders and customers to interact and to help them find providers that suit their specific needs for traceability in laboratory medicine.

| <b>Activity number</b> | <b>Activity description</b>  | <b>Partners (Lead in bold)</b> |
|------------------------|--|--------------------------------|
| A1.3.1<br>M6           | <p>AAA with support from all partners will identify the services and features that shall be offered by the web portal to serve as a single point of contact for stakeholders and customers with the metrological community. This will define the requirements of a first test version of the multifunctional web portal hosted on the EURAMET website.</p>   | AAA, all partners              |
| A1.3.2<br>M9           | <p>Using input from A1.3.1 and A4.1.1, AAA with support from all partners will design, produce and implement the multifunctional web portal. A first test version of the web portal will be generated using the tools already available from the EURAMET website such as news, events and newsletters.</p>   | AAA, all partners              |
| A1.3.3<br>M26          | <p>Using input from A1.2.4, A1.3.2, A1.2.5 and A1.2.6, AAA with support from all partners will identify the need for additional tools not provided through the first test version of the web portal. These needs will be based on the feedback given by selected stakeholders and all partners, who will be asked to review the test version. The selected stakeholders will be decided by AAA in consultation with all partners and based on the stakeholder analysis in A1.2.1. Feedback will be gathered by individual written feedback, feedback received in the course of the project meetings in M12 and M24 (A5.2.2) and the web-based survey in A1.2.5. These additional tools are needed to support a web-based mutual dialogue and to guide customers to the providers of the required services such as subscription page &amp; mailing lists, web-based surveys, stakeholder database and service database.</p> | AAA, all partners              |
| A1.3.4<br>M32          | <p>Based on the output of A1.3.3 and using input from A4.1.1, AAA with support from EURAMET's website provider will implement the additional tools in the first test version of the web portal from A1.3.2. This will be done in liaison with EURAMET.</p>   | AAA, all partners              |
| A1.3.5<br>M34          | <p>AAA will regularly collect input from all partners and stakeholders regarding updates or additional services to be made available on the web portal. Based on this input, AAA will update the web portal as required.</p>   | AAA, all partners              |

|               |   |                   |
|---------------|---|-------------------|
| A1.3.6<br>M36 | Using input from A1.3.4, AAA with support from all partners will produce a report on a multifunctional web portal enabling stakeholders to interact and to help them find providers that suit their specific needs for traceability in laboratory medicine.   | AAA, all partners |
| A1.3.7<br>M36 | AAA with support from all partners will review the report from A1.3.6, and the coordinator will then submit it to EURAMET as <b>D3</b> 'Report on a multifunctional web portal enabling stakeholders to interact and to help them find providers that suit their specific needs for traceability in laboratory medicine.' | AAA, all partners |

#### **Task 1.4: Strategies for capacity building in European countries not yet engaged in providing traceability for laboratory medicine**

The aim of this task is to set up a strategy plan and roadmap addressing the development of potential strategies that will help to build and maintain national capacities in those European countries that have not yet established structures for the provision of reference standards and services for traceability in laboratory medicine.

| Activity number      | Activity description   | Partners (Lead in bold) |
|----------------------|--|-------------------------|
| A1.4.1<br>M15        | Using input from A1.2.1, A1.2.3, and A1.2.4, AAA with support from all partners will identify and interact with NLMs, DIs, and stakeholders in European countries that have not yet established structures for the provision of reference standards and services for traceability in laboratory medicine.  | AAA, all partners       |
| A1.4.2<br>M24<br>M30 | Using input from A1.2.1, A1.2.3, A1.2.4 and A1.4.1, AAA with support from all partners will organise at least two workshop sessions (e.g., sessions attached to regular EURAMET Technical Committee for Metrology in Chemistry (TC-MC) plenary or SC meetings) dedicated to emerging European countries that have not yet established structures for the provision of reference standards and services for traceability in laboratory medicine.<br><br>The presentations and discussions in the workshops should address (a) definition of the main objectives and tasks, (b) current activities and future plans, e.g. <ul style="list-style-type: none"> <li>• Organisation of knowledge transfer</li> <li>• Provision of support and training, including staff exchange</li> <li>• Organisation of bilateral inter laboratory tests.</li> </ul> | AAA, all partners       |
| A1.4.3<br>M36        | Using input from A1.2.1, A1.4.1 and A1.4.2, AAA with support from all partners will produce a strategy plan and roadmap on fostering the involvement of emerging NLMs / DIs in the field of clinical chemistry and laboratory medicine in Europe.  | AAA, all partners       |
| A1.4.4<br>M36        | AAA with support from all partners will review the documents from A1.4.3, and the coordinator will then submit them to EURAMET as <b>D4</b> 'Strategy plan and roadmap on fostering the involvement of emerging NLMs/DIs in the field of clinical chemistry and laboratory medicine in Europe.'  | AAA, all partners       |

#### **Example 2 (JNP associated with an EMN): Network tasks**

##### **Task 1.1: Identification of stakeholder needs**

The aim of this task is to identify stakeholder needs that represent industry, regulation bodies and academia working in the field of mathematics and statistics for metrology. A stakeholder advisory committee for the EMN MATHMET will also be formed.

| Activity number | Activity description   | Partners (Lead in bold) |
|-----------------|--|-------------------------|
| A1.1.1<br>M3    | AAA with support from all partners and with input from signatories of the EMN Memorandum of Understanding (MoU) will carry out a Stakeholder Analysis. The analysis includes the identification of stakeholder types and a stakeholder mapping.<br><br>As part of the stakeholder mapping, priority areas in the field of mathematics and statistics that support European and EURAMET priorities will be identified. Based on these priority areas AAA with support from all partners and with input from signatories of the EMN MoU will decide whether to focus on stakeholders within subsets of the priority areas. It is anticipated that the focus will be on subsets of stakeholders in at least 4 priority areas (as required for the SRA development in A1.3.1). | AAA, all partners       |
| A1.1.2<br>M6    | With the results from A1.1.1, AAA with support from all partners and input from the signatories of the EMN MoU will produce a stakeholder communication plan. The stakeholder communication plan will be agreed and aligned with EURAMET.  | AAA, all partners       |
| A1.1.3<br>M7    | AAA with support from all partners and signatories of the EMN MoU will design and carry out a survey that collects information on the urgent research topics in the field of mathematics and statistics that support European and EURAMET priorities. The survey will also be used to provide a classification of metrological problems with respect to the urgent research topics. The stakeholders to be contacted will be identified in the stakeholder mapping in A1.1.1 and will be contacted as per the communications plan in A1.1.2.<br><br>From the results of the survey, AAA with support from all partners will make a list including a short description of all the research topics found. AAA will then send the list to all partners, and the               | AAA, all partners       |

|               |  |                   |
|---------------|--|-------------------|
|               | signatories of the EMN MoU and in consultation they will prioritise the research topics. The results of the prioritisation will be collected and analysed by AAA and from this the research topic areas will be selected according to the prioritisation. It is anticipated that there will be approximately 4 priority research topics which will be used as candidates for the SRA development in A1.3.1.  |                   |
| A1.1.4<br>M9  | AAA with support from all partners will invite stakeholders from each research topic identified in A1.1.3 to join a stakeholder advisory committee for the EMN. AAA and all partners will each contact at least three stakeholders.<br><br>The target is that for each research topic identified in A1.1.3 at least one stakeholder should join the EMN stakeholder advisory committee. It is intended that the EMN stakeholder advisory committee will consult and discuss the grand challenges in mathematics and statistics in metrology with end users as per the communications plan in A1.1.2. Input and promotional support from the signatories of the EMN MoU and EURAMET will be used to highlight the EMN stakeholder advisory committee.                         | AAA, all partners |
| A1.1.5<br>M12 | AAA with support from all partners will set-up a virtual meeting room where signatories of the EMN MoU and the EMN stakeholder advisory committee formed in A1.1.4 will be invited, as per the communications plan in A1.1.2. In this virtual meeting, members of the EMN stakeholder advisory committee together with NMI experts (identified in the stakeholder mapping in A1.1.1) will be consulted with regard to the most urgent needs regarding guidelines, software and reference data sets for the priority areas identified in A1.1.3.<br><br>AAA with support from all partners will collate the information from the virtual meeting and will produce a list of urgent stakeholder needs for priority research topics in the field of mathematics and statistics. | AAA, all partners |

### **Task 1.2: Implementation of stakeholder consultation processes**

The aim of this task is to design and initiate a stakeholder consultation processes for the EMN MATHMET based on the stakeholder needs identified in Task 1.1.

| <b>Activity number</b> | <b>Activity description</b>  | <b>Partners (Lead in bold)</b> |
|------------------------|--|--------------------------------|
| A1.2.1<br>M14          | AAA with support from all partners together with the EMN stakeholder advisory committee formed in A1.1.4 will establish a virtual meeting room on the EMN external website (A3.1.1) for discussions.<br><br>The design of the virtual meeting room will be based on input from A1.1.1, A1.1.2 and A1.1.5. Input from the signatories of the EMN MoU will also be sought, as well as liaison with EURAMET on the design of the virtual meeting room.  | AAA, all partners              |
| A1.2.2<br>M18          | Using the list of identified stakeholder needs (A1.1.5), AAA and all partners and the EMN stakeholder advisory committee (A1.1.4) will use the virtual meeting room developed in A1.2.1 and input from A1.1.2 and A2.1.6 to design a stakeholder consultation processes for the EMN MATHMET. The design of the EMN stakeholder consultation process will be documented and disseminated to all partners, the EMN stakeholder advisory committee (A1.1.4) and the signatories of the EMN MoU for feedback. The stakeholder consultation processes will include approximately 8 stakeholders.<br><br>The stakeholder consultation process will include regular evaluations of the stakeholder consultation process results by the signatories of the EMN MoU and input from the EMN stakeholder advisory committee (A1.1.4).<br><br>The stakeholder consultation process will be advertised and promoted by the EMN stakeholder advisory committee (A1.1.4) and on the EMN external website (A3.1.1). Promotional support from EURAMET and the signatories of the EMN MoU will also be sought. | AAA, all partners              |
| A1.2.3<br>M22          | AAA with support from all partners will implement the stakeholder consultation process as designed in A1.2.2 and using the EMN external website A3.1.1.<br><br>The stakeholder consultation processes will be further adjusted and improved using input from the regular evaluations of the consultation processes approximately every 12 months by AAA. The selection of the revisions will be based on A1.2.2 and will be decided by AAA with support from all partners.<br><br>It is intended that this activity will extend beyond the lifetime of this project to become part of the EMN MATHMET.   | AAA, all partners              |
| A1.2.4<br>M23          | Using input from A1.2.3, AAA with support from all partners will produce a 'report on the implementation of a stakeholder consultation process including results and recommendations for improvements of the stakeholder consultation process.'  | AAA, all partners              |
| A1.2.5<br>M24          | AAA with support from all partners will review the report from A1.2.4, and the coordinator will then submit it to EURAMET as <b>D1</b> 'Report on the implementation of a stakeholder consultation process including results and recommendations for improvements of the stakeholder consultation process.'  | AAA, all partners              |

| <b>Task 1.3: Strategic Research Agenda</b>   |   |                                |
|--|---|--------------------------------|
| The aim of this task is to develop an SRA for the associated EMN MATHMET that supports European and EURAMET priorities using input from Tasks 1.1 and 1.2. |   |                                |
| <b>Activity number</b>   | <b>Activity description</b>   | <b>Partners (Lead in bold)</b> |
| A1.3.1<br>M30  | AAA with support from all partners together with the EMN stakeholder advisory committee from A1.1.4 and the signatories of the EMN MoU will use the virtual meeting room from A1.2.1 for discussions, based on input from the conference in A3.3.1 and the results of the stakeholder consultation process from A1.2.4.<br><br>The aim of the discussions is to reduce the number of priority research topics identified in A1.1.3 to a maximum of 4 topics that cover the majority of the grand challenges in the field of mathematics and statistics in metrology as well as the stakeholders identified in A1.1.1 and the list of stakeholder needs in A1.1.5. | <b>AAA</b> , all partners      |
| A1.3.2<br>M31  | AAA with support from all partners will summarise the discussions from A1.3.1. The summary will include justification for why the selected research topics from A1.3.1 are of high priority for the future development in the fields of mathematics and statistics in metrology.<br><br>The summary will be shared with the EMN stakeholder advisory committee from A1.1.4 and the signatories of the EMN MoU.  | <b>AAA</b> , all partners      |
| A1.3.3<br>M33  | Using input from A1.3.1 and A1.3.2, AAA with support from all partners will prepare a draft SRA supporting the EMN MATHMET by addressing EURAMET's key priorities and challenges in mathematics and statistics in metrology.<br><br>The draft SRA will be distributed to the EMN stakeholder advisory committee (A1.1.4), signatories of the EMN MoU and EURAMET for feedback. The virtual meeting room established in A1.2.1 will be used to discuss and gain feedback on the draft SRA.   | <b>AAA</b> , all partners      |
| A1.3.4<br>M35  | Using the feedback from A1.3.3, AAA with support from all partners will finalise the draft SRA from A1.3.3. As part of this process input will be used from the EMN stakeholder advisory committee (A1.1.4), signatories of the EMN MoU and the results of the stakeholder consultation process from A1.2.4.<br><br>The final SRA will be presented at the international event as part of A3.3.3 as well as promoted on the EMN external website (A3.3.1) and via the EMN stakeholder advisory committee (A1.1.4). Promotional support from EURAMET and the signatories of the EMN MoU will also be sought.   | <b>AAA</b> , all partners      |
| A1.3.5<br>M36  | AAA with support from all partners will review the SRA from A1.3.4, and the coordinator will then submit it to EURAMET as <b>D2</b> 'Strategic Research Agenda supporting the EMN MATHMET by addressing EURAMET's key priorities and challenges in mathematics and statistics in metrology.'  | <b>AAA</b> , all partners      |

#### 4.8.4 Section CN-1: Creating impact

This work package should include all partners in a wide range of activities to disseminate the outputs of the project and to particularly encourage their uptake by end-users. These activities should not duplicate those in the previous network work packages, but can link and use input from them.

You should ensure the work package includes adequate and appropriate links with the end-user community including any associated EMN, as well as appropriate links with stakeholders in standards developing organisations (and their relevant committees and working groups), regulatory bodies and industrial/policy advisory committees.

It is recommended that you structure your work package into 3 tasks:

**Task N-1.1 Knowledge transfer** ALL peer-reviewed scientific publications **MUST** be open access (see section 29.2 of the [Model Grant Agreement](#)). Activities related to open access peer-reviewed publications should also clearly indicate the target number of open access papers the project will produce and the number of these that will be collaborative publications.

**Task N-1.2 Training**

**Task N-1.3 Uptake and exploitation** Under the activity table you should include the sentence "All IP and potential licencing/exploitation will be handled in accordance with the Grant Agreement and the Consortium Agreement."

| <b>Example: WPN-1: Creating impact</b>     |   |  |  |                          |  |  |  |  |                           |
|--|---|--|--|--------------------------|--|--|--|--|---------------------------|
| <b>Task N-1.1: Knowledge transfer</b>      |   |  |  |                          |  |  |  |  |                           |
| <b>Activity number</b>                     | <b>Activity description</b>   |  | <b>Partners (Lead in bold)</b>             |                          |  |  |  |  |                           |
| AN-1.1.1<br>M36                            | <p>The EMN will have 2 websites; an EMN/JNP internal website and an EMN external website, both of which will be hosted on the EURAMET website, will align with EURAMET brand design and will follow EURAMET approval processes for publishing on the EURAMET website. Specifically:</p> <ol style="list-style-type: none"> <li>EURAMET will provide the EMN/JNP with an internal website. The EMN/JNP internal website will be created and hosted on the EURAMET website. The EMN/JNP internal website will be for communication between EURAMET, partners and the signatories of the EMN MoU. It will have a restricted access part that will be dedicated to the exchange of information and reports between partners and the signatories of the EMN MoU. The EMN/JNP internal website will be updated regularly with input from the signatories of the EMN MoU and partners. The EMN/JNP internal website must align with EURAMET brand design and will follow EURAMET approval processes for publishing on the EURAMET website.</li> <li>The partners will create the EMN external website for stakeholders. The EMN external website will be hosted on the EURAMET website and will be for the communication of the partners and the signatories of the EMN MoU with stakeholders. Such stakeholders will be identified in the project's stakeholder mapping in A1.1.3.</li> </ol> <p>The partners will subcontract the work for creating the EMN external website to EURAMET's website provider. This subcontract is required as the partners do not have the necessary expertise to interface and build such a website within EURAMET's website framework. The design of the website will be decided between EURAMET, the partners and the signatories of the EMN MoU and must align with EURAMET brand design.</p> <p>The EMN external website will be updated regularly with news stories and events for the EMN and JNP. Such communications will be part of the project's communications plan in A1.2.4 and will follow EURAMET's approval processes for publishing on the EURAMET website.</p> <p>The EMN external website will include additional functions such as a Webhub for guidance documents for XXXXX from A2.3.6. Stakeholder surveys (A2.1.2 and A2.2.5) will also be made available for online completion on the EMN external website. Furthermore, deliverables D1, D3, D5, D6 and D7 will be made available to stakeholders through the EMN external website.</p> |  | <b>BBB</b> , all partners                  |                          |  |  |  |  |                           |
| AN-1.1.2<br>M36                            | <p>The partners plan to present at least 4 papers or posters at the following international conferences;</p> <ul style="list-style-type: none"> <li>XX IMEKO world congress (Republic of Korea, September 2021)</li> <li>TEMPMEKO (Autumn 2021, tbc 2023)</li> <li>Metrologie 2022 (tbc)</li> </ul> <p>Further relevant conferences may be identified during the project. The choice of conferences will use input from the stakeholder mapping in A1.1.3 and the communications plan in A1.2.4.</p>  |  | <b>CCC</b> , all partners                  |                          |  |  |  |  |                           |
| AN-1.1.3<br>M36                            | <p>The partners will submit at least 4 papers to open access peer-reviewed journals during the project (2 from WP1 and 2 from WP2). Target journals include Metrologia, International Journal of Physics, Measurement Science and Technology. The choice of journals will use input from the stakeholder mapping in A1.1.3 and the communications plan in A1.2.4.</p> <p>The expectations are that at least 3 of the open access publications will be the result of a collaborative effort from partners from different countries.</p> <p>The authors of the open access peer reviewed papers will clearly acknowledge the financial support provided through the EMPIR as required by EURAMET.</p> <p>The authors will ensure that the following meta data is submitted and included for each paper in accordance with Clause 29.2 of the Grant Agreement:</p> <ul style="list-style-type: none"> <li>Funder name: European Metrology Programme for Innovation and Research</li> <li>Funder ID: 10.13039/100014132</li> <li>Grant number: EMPIR project number and project short name</li> </ul>   |  | <b>CCC</b> , all partners                  |                          |  |  |  |  |                           |
| AN-1.1.4<br>M36                            | <p>To promote the project and EMN to a broader range of industrial stakeholders, as identified in the stakeholder map in A1.1.3, 5 articles will be submitted to the popular press and trade journals such as XXXX. The choice of trade journals will use input from the communications plan in A1.2.4</p>  |  | <b>CCC</b> , all partners                  |                          |  |  |  |  |                           |
| AN-1.1.5<br>M36                            | <p>Information on the results of the project will be disseminated to a range of standards bodies and committees and feedback sought (see details below).</p> <table border="1" data-bbox="287 1948 1228 2038"> <thead> <tr> <th><b>Standards Committee / Working Group</b></th> <th><b>Partners involved</b></th> <th><b>Likely area of impact / activities undertaken by partners related to standard / committee</b></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>  |  | <b>Standards Committee / Working Group</b> | <b>Partners involved</b> | <b>Likely area of impact / activities undertaken by partners related to standard / committee</b> |  |  |  | <b>CCC</b> , all partners |
| <b>Standards Committee / Working Group</b> | <b>Partners involved</b>  | <b>Likely area of impact / activities undertaken by partners related to standard / committee</b> |  |                          |  |  |  |  |                           |
|  |   |  |  |                          |  |  |  |  |                           |

|  |                 |  |  |
|--|-----------------|--|--|
| ISO TC/212 WG2   | <b>AAA</b>      | ISO TC212 'Clinical Laboratory Testing and IVDs' aims to provide guidelines on standardisation in the field of laboratory medicine and in vitro diagnostic test systems. This project has an expert representative on ISO TC212 WG2 (reference systems) which meets biannually in May and October.<br><br>AAA will input to the recently approved revision of ISO 17511 - Reference systems for in vitro diagnostics, through submission of a relevant case study to the proposed annex to the standard. |  |
| CEN TC/140/WG10  | <b>AAA, CCC</b> | This CEN WG meets annually in March and it has a specific remit for the standardisation of reference method(s) for the in vitro testing of the susceptibility of bacteria, with importance in human infections, to antimicrobial agents. AAA and CCC will discuss with the DIN secretariat whether the WG could develop a new programme of standards to capture the specific guidance generated in this area by the project.   |  |
| The representatives on the corresponding committee or WG from the partners will jointly ask the chairperson to include a point in the agenda to briefly present the outputs of the project related to the WG activities and ask for comments. Where appropriate a written report will be submitted for consideration by the committee or WG. |                 |  |  |

#### **Task N-1.2: Training**

| Activity number         | Activity description   | Partners (Lead in bold)   |
|-------------------------|--|---------------------------|
| AN-1.2.1<br>M28,<br>M36 | Using input from A1.2.1, A1.2.3 and A1.2.4, CCC with input from all partners will organise at least two industry events to present the project results, and to scope out the exploitation of the developed network. The events will draw upon the stakeholder analysis, R&D surveys and roadmaps from A2.1.2, A2.1.3, A2.2.2, A2.2.3 A2.4.2, A2.4.3, A3.2.6, and the priority clinical measurands from A3.1.8.<br><br>The events will be used to raise the awareness of traceability requirements for product development in the light of the new IVD regulation, to discuss the relevance and impact of JCTLM reference materials and methods in improving product development, to promote the multifunctional web-portal (A1.3.5) and to discuss and gain feedback on R&D activities surveyed and prioritised in A2.1.2, A2.4.3, A3.2.3-3.2.5, and will take into consideration product development in industry.<br><br>Each industry event will be 1-2 days in duration and the approx. number of participants will be 20. If appropriate a webinar for gaining feedback on the industry events will be held subsequent to them. Input and promotional support from the signatories of the EMN MoU and EURAMET will also be sought. | <b>CCC</b> , all partners |
| AN-1.2.2<br>M36         | Using input from A1.2.1 and A1.2.4, CCC with input from all partners will launch an on-line training course for laboratory medicine metrology and its application to industry and may use existing training material such as provided by JCTLM/IFCC. The course will be made available to the public via advertisement on the EMN external website (A4.1.1), the industry events in A4.2.1 and CCC's training website. The course will have predominant focus on industry needs. Input and promotional support from the signatories of the EMN MoU and EURAMET will also be sought.  | <b>CCC</b> , all partners |
| AN-1.2.3<br>M36         | A two-day training course will be organised and held in M36, at CCC. The training course will be targeted at XXXX and will focus on XXXXX. The target number of delegates is 25, who will be identified by the stakeholder map from A1.1.3. The training course will be publicised through the EMN external website A4.1.1, via the EMN stakeholder advisory committee (A1.3.2) and by e-mail based on the communications plan in A1.2.4. Input and promotional support from EURAMET and the signatories of the EMN MoU will also be sought.   | <b>CCC</b> , all partners |

#### **Task N-1.3: Uptake and exploitation**

| Activity number | Activity description   | Partners (Lead in bold)   |
|-----------------|--|---------------------------|
| AN-1.3.1<br>M36 | An exploitation plan will be created at the beginning of the project by CCC with support from all partners and reviewed and updated at least at each project meeting.  | <b>CCC</b> , all partners |
| AN-1.3.2<br>M36 | Using input from A1.2.1 and A1.2.4, CCC with input from all partners will compile at least one database of reference materials, protocols and methods developed in and relevant to this project. The database or elements of it will be proposed for deposition in the JCTLM database and it will be made publicly available via the EMN external website (A4.1.1) and multifunctional web-portal (A1.3.5). For this purpose, CCC with input from all partners will propose an open source repository of developed materials and methods. Input and promotional support from the signatories of the EMN MoU and EURAMET will also be sought. | <b>CCC</b> , all partners |

All IP and potential licencing/exploitation will be handled in accordance with the Grant Agreement and the Consortium Agreement.

#### 4.8.5 Section CN: Management and coordination

This work package must involve all partners as each has to contribute to project reporting and should attend project meetings. It is recommended that you structure your work package into 3 tasks:

**Task N.1 Project management** If the JNP is associated with an EMN please add the activity ‘The consortium will ensure that results from the JNP will be transferred to and used by the EMN.’

**Task N.2 Project meetings**

**Task N.3 Project reporting** The dates for the submission of reporting documents will depend upon the duration of the JNP. However, there must be 2 periods and hence 2 periodic reports. Therefore, for a 36 month JNP reporting documents must be submitted at months 9, 27 (+ 45 days) and months 18 and 36 (+ 60 days). You should also include an activity for the reporting for the midterm review.

Under the activity table you should include the sentence “Formal reporting will be in line with EURAMET’s requirements and will be submitted in accordance with the Reporting Guidelines.”

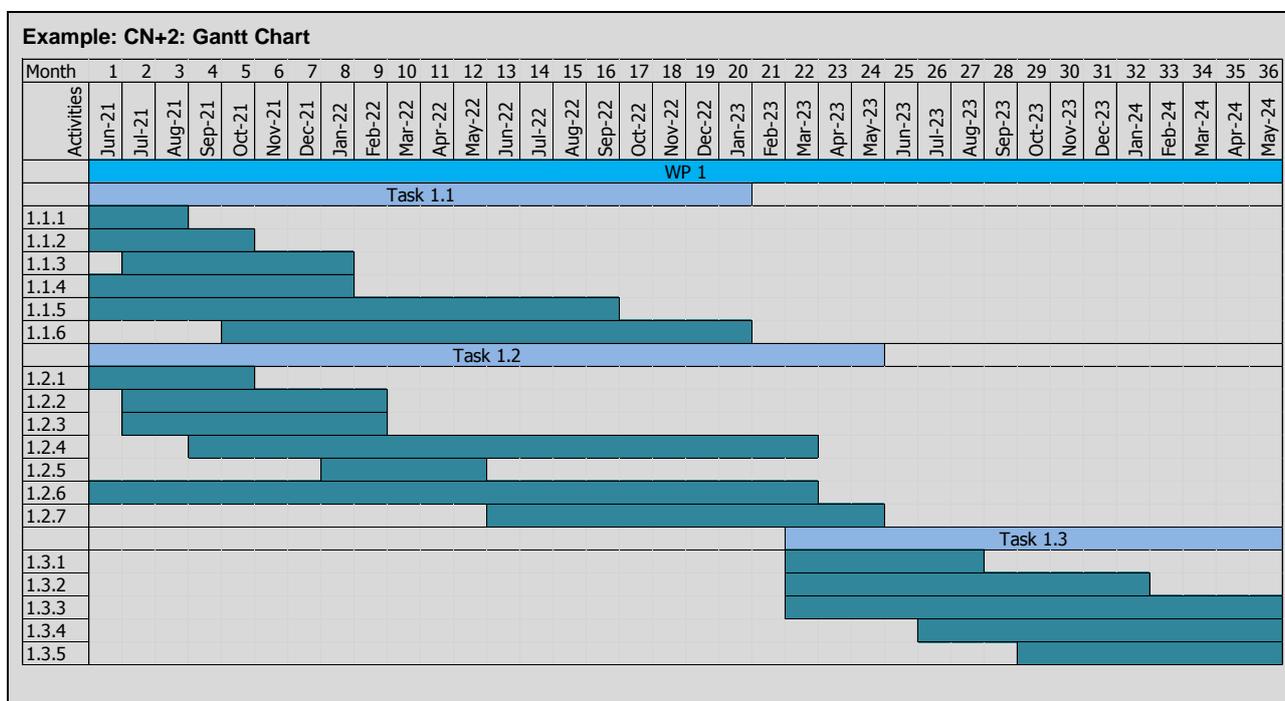
| <b>Example: WPN: Management and coordination</b> |  |   |
|--|--|---|
| <b>Task N.1: Project management</b>              |  |   |
| <b>Activity number</b>                           | <b>Activity description</b>  | <b>Partners (Lead in bold)</b>                    |
| AN.1.1<br>M36                                    | The project will be managed by the coordinator from AAA, who will be supported by the project management board consisting of one representative from each partner; including the leaders of each work package. The members of the project management board will guide the project, attend the project meetings, organise the progress meetings at their local institutes and call additional meetings if needed to ensure the overall project’s success.                       | <b>AAA</b> , all partners                         |
| AN.1.2<br>M36                                    | The work package leaders will report on the on-going progress of the project to the coordinator by e-mail and telephone conferences.   | <b>AAA</b> , <b>BBB</b> , <b>CCC</b> , <b>DDD</b> |
| AN.1.3<br>M36                                    | The coordinator, with support from the partners, will manage the project’s risks to ensure timely and effective delivery of the objectives and deliverables.   | <b>AAA</b> , all partners                         |
| AN.1.4<br>M36                                    | The consortium will ensure that any ethics issues identified (see Section D3) are addressed.   | <b>AAA</b> , all partners                         |
| AN.1.5<br>M36                                    | The consortium will ensure that results from the JNP will be transferred to and used by the EMN.   | <b>AAA</b> , all partners                         |
| <b>Task N.2 Project meetings</b>                 |  |   |
| <b>Activity number</b>                           | <b>Activity description</b>  | <b>Partners (Lead in bold)</b>                    |
| AN.2.1<br>M2                                     | The kick-off meeting involving all partners will be held approximately one month after the start of the project, at AAA.   | <b>AAA</b> , all partners                         |
| AN.2.2<br>M36                                    | There will be four formal project meetings. These meetings include the kick-off, mid-term (around M18) and final meeting (around M36). The meetings will be held prior to reporting. The meetings will review progress and will be used to ensure partners are clear as to their role for the next period. The location of the meetings will rotate among the partners. Where possible, meetings may be held as satellite meetings to project workshops or committee meetings. | <b>AAA</b> , all partners                         |
| AN.2.3<br>M36                                    | In addition, meetings of work package groups may be held whenever necessary, and will be arranged on an ad-hoc basis.  | <b>AAA</b> , all partners                         |
| <b>Task N.3 Project reporting</b>                |  |   |
| <b>Activity number</b>                           | <b>Activity description</b>  | <b>Partners (Lead in bold)</b>                    |
| AN.3.1<br>M1                                     | One month after the start of the project a publishable summary and data management plan (DMP) (if applicable) will be produced and submitted to EURAMET.   | <b>AAA</b> , all partners                         |

|                           |   |                   |
|---------------------------|---|-------------------|
| AN.3.2<br>M36<br>+60 days | Following Articles 17 and 20 of the grant agreement, information will be submitted to EURAMET, in accordance with the procedures issued by them to enable EURAMET to comply with its obligations to report on the programme to the European Commission. <ul style="list-style-type: none"> <li>Progress reports will be submitted at months 9, 27 (+ 45 days), 18, 36 (+ 60 days).</li> <li>Impact/Output reports will be submitted at the same times.</li> </ul> All partners will provide input to these reports and the coordinator will provide these and updated publishable summaries to EURAMET. | AAA, all partners |
| AN.3.3<br>M36<br>+60 days | Periodic Reports (including updated data management plan, financial reports and questionnaires) will be delivered at months 18 and 36 (+ 60 days) in accordance with Article 20 of the grant agreement.<br>All partners will provide input to these reports and the coordinator will provide these to EURAMET.  | AAA, all partners |
| AN.3.4<br>M36<br>+60 days | Final Reports will be delivered at month 36 (+ 60 days) in accordance with Article 20 of the grant agreement.<br>All partners will provide input to these reports and the coordinator will provide these to EURAMET.  | AAA, all partners |
| AN.3.5<br>MX              | The project will be subject to a midterm review probably in Spring 2023. Reports (project self-assessment, updated publishable summary and presentation) will be delivered prior to the midterm reviews for Call 2020, following the schedule detailed by EURAMET for the specific review.<br>All partners will provide input to these reporting documents and the coordinator will provide the documents to EURAMET.   | AAA, all partners |

Formal reporting will be in line with EURAMET's requirements and will be submitted in accordance with the Reporting Guidelines.

#### 4.9 Section CN+1: Gantt chart

The Gantt chart can be produced using MS Excel (preferable) or MS Project but it must show the duration of each work package, task, and activity (by month). Please do NOT include the partners involved or the title for work packages or tasks.



#### 4.10 Section D: Risks and risk mitigation

This section should be completed using the tables in [Template 11: JNP protocol](#). You should separate your risks into 2 categories:

- Section D1**      **Network risks** (problems related to the network tasks)
- Section D2**      **Management risks** (problems with staff, IP etc)

PLEASE NOTE that where a collaborator or a 'Linked Third Party' is included in your proposal you should include specific risks associated with their involvement.

Network risks should be considered on a task by task basis, although some may be grouped for identical or similar risks. For each risk, you should identify:

- What the risk is
- What is the likelihood of the risk occurring and what impact this would have on the project
- What could the consortium do to decrease the likelihood of the risk occurring (mitigation)
- What the consortium could do if despite the mitigation the risk still occurs (contingency)

| <b>Example: Section D1 network risks</b>  |   |  |  |
|---|---|--|--|
| <b>Risks (description)</b>  | <b>Likelihood and impact of occurrence</b>  | <b>Mitigation</b>  | <b>Contingency</b>   |
| Task 1.1:<br>The JNP and EMN are unable to identify the right stakeholders and what their needs are within the proposed timeframe | Likelihood without mitigation: High<br>Impact: The development of the JNP and EMN will be delayed and the impact on relevant stakeholders will be significantly affected.<br>Likelihood after mitigation: Low | Task 1.1 includes a specific activity for stakeholder mapping and a survey based on this for identifying their needs. Support from the EMN stakeholder advisory committee will also be sought.   | The stakeholders and needs will be decided by a majority of the consortium. In the case of disputes or a tie in voting the coordinator will have the casting vote/final decision.<br><br>Additional stakeholder mapping and an additional survey will be used to determine further stakeholders and their needs. |
| Task 1.1:<br>The JNP and EMN are unable to define a clear communications plan for their stakeholders                              | Likelihood without mitigation: High<br>Impact: The impact on relevant stakeholders will be significantly affected.<br>Likelihood after mitigation: Low  | Task 1.1 includes a specific activity for a communications plan based on focussed stakeholder mapping. Support from the EMN stakeholder advisory committee and the signatories of the EMN MoU will also be sought.<br><br>The communications plan will be prepared in collaboration with EURAMET so that EURAMET can allocate resources accordingly, align EURAMET communication plans and make sure the same messages are communicated to stakeholders. | The communications plan will be decided by a majority of the consortium. In the case of disputes or a tie in voting the coordinator will have the casting vote/final decision.<br><br>A virtual meeting of the consortium, EMN and EURAMET will be organised to finalise the communication plan.                 |
| Task 1.1:<br>Formation of the EMN stakeholder advisory committee not successful/delayed   | Likelihood without mitigation: Medium<br>Impact: The development of the SRA and stakeholder consultation processes will be delayed or unable to be achieved.<br>Likelihood after mitigation: Very low         | All partners will invite at least 3 partners each to join the EMN stakeholder advisory committee.<br>Input and promotional support from the signatories of the EMN MoU and EURAMET will also be used to highlight the EMN stakeholder advisory committee.<br><br>The partners and signatories of the EMN MoU are all experienced organisations and have previously developed close relationships with European stakeholders through collaborations.      | A stakeholder workshop on mathematics and statistics will be organised to promote the EMN. Partners and signatories of the EMN MoU will contact more stakeholders and convince them about the advantages of the EMN.   |

|   |  |   |  |
|---|--|---|--|
| <p>Task 1.2</p> <p>Stakeholder consultation process not successful/delayed</p>  | <p>Likelihood without mitigation: Medium</p> <p>Impact: Objective 2 cannot be achieved.</p> <p>Likelihood after mitigation: Very low</p>   | <p>The JNP will use the preliminary assessment of needs and current best practices in A2.1.6 and input from the signatories of the EMN MoU and EMN stakeholder advisory committee to help design the stakeholder consultation process. In addition the stakeholder consultation process will be kept focussed on a maximum of 4 priority areas with input from the stakeholder mapping and the list of stakeholder needs.</p> <p>Results from the stakeholder consultation process will be evaluated during the JNP and the stakeholder consultation process revised and improved as necessary.</p> | <p>The final stakeholder consultation process will be selected by a majority of the consortium. In the case of disputes or a tie in voting the coordinator will have the casting vote/final decision.</p>  |
| <p>Task 1.3:</p> <p>The JNP is unable to agree on the priority topics areas for the SRA</p>   | <p>Likelihood without mitigation: Low</p> <p>Impact: Objective 1 cannot be achieved and the impact on relevant stakeholders will be significantly affected.</p> <p>Likelihood after mitigation: Very low</p> | <p>Task 1.3 includes a virtual meeting for the stakeholder advisory board to identify the priority areas. The JNP can also use input from the conference in A3.3.1, the results of the stakeholder consultation process and the stakeholder mapping to help define the priority areas.</p>  | <p>The final topics will be selected by a majority of the consortium. In the case of disputes or a tie in voting the coordinator will have the casting vote/final decision.</p>  |
| <p>Task 2.2:</p> <p>Not enough questionnaires are completed by stakeholders or the results from the questionnaires are insufficient for proper analysis</p> | <p>Likelihood without mitigation: Medium</p> <p>Impact: Questionnaire input cannot be used to design the Web-hub infrastructure.</p> <p>Likelihood after mitigation: Low</p>                                 | <p>At the start of the project the partners will identify enough stakeholders to be contacted through the project's stakeholder mapping and determine how to contact them via the project's communications plan, with the aim of ensuring that a sufficient number of responses and a good quality of answers are received.</p>   | <p>Identify more stakeholders, using input from the signatories of the EMN Memorandum of Understanding (MoU) and the EMN stakeholder advisory committee. If no additional responses can be obtained the Web-hub infrastructure will be designed with input from the questionnaires as is and feedback gained for improvements from a stakeholder workshop.</p> |

**Example: Section D2 management risks**

| Risks (description)                          | Likelihood and impact of occurrence  | Mitigation  | Contingency  |
|--|--|---|--|
| <p>Key personnel are lost to the project</p> | <p>Likelihood without mitigation: Medium</p> <p>Impact: The loss of key team members would create difficulties in delivering the project, or specific tasks or deliverables.</p> <p>Likelihood after mitigation: Low</p> | <p>None of the team members are planning to leave or retire within the project.</p> <p>The grouping of experts within the consortium should minimise the areas where knowledge is held by a single person. All the partners will identify backups for key workers wherever possible to reduce the overall risk to the project. Project plans will be shared within the consortium and results and</p> | <p>i.e. what the consortium will do if despite the mitigation the risk still occurs</p> <p>If a key member leaves the project, then the partner concerned will be responsible for appointing a replacement. However, this may still lead to a delay in delivery.</p> |

|   |   |  |   |
|---|---|--|---|
|   |   | methodology will be documented.  |   |
| Problems dealing with Intellectual Property (IP) ownership and/or exploitation might occur and could be a source of potential conflict                  | <p>Likelihood without mitigation: Medium</p> <p>Impact: Disagreement between the partners could delay the progress of the project (in implementing the work and publishing results).</p> <p>Likelihood after mitigation: Low</p>  | All partners will sign the grant agreement and consortium agreement, which includes IP clauses.  | Independent arbitrators will be used in the event of disagreement between partners.   |
| Problems dealing with decision making within the consortium and with signatories of the EMN MoU might occur and could be a source of potential conflict | <p>Likelihood without mitigation: High</p> <p>Impact: Disagreement between the partners and signatories of the EMN MoU could delay the progress of the project and its impact.</p> <p>Likelihood after mitigation: Medium</p>   | <p>The partners are all experienced with complex multinational projects. Many have previously developed close relationships with the signatories of the EMN MoU.</p> <p>The coordinator and EMN Chair will work closely together.</p>  | <p>The coordinator and EMN Chair will play an important role in flagging up potential problems and solving minor problems.</p> <p>In the case of major disputes majority voting by partners with overall approval from the coordinator will be used.</p> <p>Independent arbitrators will be used as a last resort on disagreements.</p> |
| Complexity of managing input from a large network of stakeholders including the signatories of the EMN MoU  | <p>Likelihood without mitigation: High</p> <p>Impact: Failure to fully cooperate or communicate effectively with the network of stakeholders including signatories of the EMN MoU could endanger efficient targeting of the project and its impact (and input to the EMN).</p> <p>Likelihood after mitigation: Medium</p> | <p>The partners are all experienced with complex multinational projects. Many have previously developed close relationships with European stakeholders through collaborating within other projects.</p> <p>Regular communication and feedback with the signatories of the EMN MoU (in particular the EMN Chair) and stakeholders and will ensure that any potential problems are identified early. Project meetings are held every 12 months, so any issues will be discussed at these meetings.</p> | <p>The coordinator and each WP leader will play an important role in flagging up potential problems. The project management board will then decide on the best course of action to take. Advice from the EMN Chair will also be taken into consideration.</p>   |
| A stakeholder fails to provide input to the project   | <p>Likelihood without mitigation: Low</p> <p>Impact: The consortium may not be able to complete the planned work, or the work might miss an important stakeholder need.</p> <p>Likelihood after mitigation: Very low</p>  | <p>The coordinator or relevant partner will liaise with stakeholders, the EMN Chair and the signatories of the EMN MoU as early as possible in the project.</p> <p>The coordinator and each WP leader will work closely with an associated group of stakeholders to ensure regular communication. Project meetings are held every 12 months, so any issues will be discussed at these meetings.</p>  | The WP leader will work with the coordinator and EMN Chair to find alternative stakeholders.  |
| The subcontract for the project contribution to the EMN external webpage is delayed or fails  | <p>Likelihood without mitigation: High</p> <p>Impact: The consortium may not be able to complete the EMN external webpage on time or at all.</p> <p>Likelihood after mitigation: Medium</p>   | The software provider for EURAMET is a professional organisation and experienced in software projects. The coordinator will work closely with EURAMET's website provider and EURAMET to report any issues back. Project meetings are held every 12 months, so any issues will be discussed at these meetings.  | The coordinator and EURAMET will work closely together to find an alternative software provider.  |

|  |  |   |  |
|--|--|---|--|
| Disagreement in the approvals process between the consortia and EMN for publication of information on the EMN external website | <p>Likelihood without mitigation: High</p> <p>Impact: Disagreement could delay the publication of information on the EMN external webpage and hence reduce the impact of the project and EMN.</p> <p>Likelihood after mitigation: Medium</p> | <p>An approval process will be put in place by the JNP and EMN so that anything to go on the EURAMET website is approved by the consortia and EMN and then it will be passed to EURAMET for approval before publishing.</p> <p>The consortia and EMN approvals process needs will be robust enough for a proper review, but without being too onerous that nothing gets approved e.g. majority voting by a sub-committee of partners with overall approval from the coordinator in the case of disagreements.</p> | The coordinator and EMN will work closely together to ensure work is of a suitable quality for EURAMET and that it aligns with the EURAMET design brand and any EURAMET approvals processes for the EURAMET website. |
| The project is unable to define and agree with EURAMET a clear communications plan for dissemination to stakeholders           | <p>Likelihood without mitigation: High</p> <p>Impact: Without a clear communications plan the impact of the project and EMN will be significantly reduced.</p> <p>Likelihood after mitigation: Medium</p>                                    | A communications plan will be developed at the beginning of the project. The partners and EMN MoU signatories will agree it in collaboration with EURAMET so that EURAMET can allocate resources accordingly and align EURAMET communication plans.   | The coordinator and EURAMET will work closely together to ensure the communications plan is of a suitable quality and that it aligns with EURAMET.   |
| The Linked Third Party does not deliver their key parts of the work  | <p>Likelihood without mitigation: Low</p> <p>Impact: Parts of the project may not be delivered effectively.</p> <p>Likelihood after mitigation: Very low</p>   | Under the terms of the grant agreement partner YYY would be liable for the relevant parts of the project if the Linked Third Party defaults.  | If partner YYY also defaults on their obligations, then the other partners become liable. The tasks affected would have to be reassigned or re-scoped in agreement with EURAMET.                                     |

#### 4.11 Section D3: Ethics

EURAMET is required by the Horizon 2020 Rules for Participation to undertake an ethics review of all EMPIR projects. This will be part of the evaluation process and there are 4 possible outcomes for a proposal following the ethics review:

1. Ethics clearance (the proposal is 'ethics ready')
2. Conditional ethics clearance (clearance is subject to conditions, i.e. ethics requirements. The requirements must either be fulfilled before grant signature or become part of the grant agreement)
3. Ethics Assessment recommended (i.e. the proposal raises serious and/or complex ethics issues)
4. No ethics clearance (the proposal will not be funded).

The MSU will complete Section D3 as part of the grant preparation of successful proposals therefore please do not complete this section at the proposal stage. Examples of text included during the negotiation following the ethics review are shown below.

|   |
|---|
| <p><b>Example D3: Ethics</b></p> <p>The EMPIR Ethics Review 2019 has given JNP 19NET99 NETWORK "Ethics clearance".</p> <p><u>Third Countries</u></p> <p>The consortium will ensure that any partners or collaborators from Third Countries fully adhere to H2020 ethics standards, no matter where the research or activities are carried out and that research or activities performed outside the EU are compatible with European Union, national and international legislation and can be legally conducted in one of the EU Member States. If applicable, details on the material and/or software which will be imported to/exported from EU must be provided and the adequate authorisations granted by the relevant authorities are or will be obtained and kept on file. The consortium will also, in the case of dual use applications, clarify whether any export licence is required for the transfer of knowledge or material.</p> |
|---|

#### Data protection

By signing or acceding to this grant agreement each beneficiary asserts that the requirements of the General Data Protection Regulation (GDPR) 2016/679 which entered into force on 25 May 2018 will be met. Under the regulation, the data controllers and processors are fully accountable for the data processing operations. Any violation of the data subject rights may lead to sanctions as described in Chapter VIII, art.77-84 of the GDPR.

#### Ethical integrity

The consortium will ensure that the ethical policy to be followed in the project complies with the highest standards of research integrity (as set out in the European Code of Conduct for Research Integrity).

### **4.12 Section E: Operational capacity**

EURAMET is required by the Horizon 2020 Rules for Participation to assess the operational capacity of all partners in a proposal to deliver EMPIR projects. This will be part of the evaluation process and carried out by the referees. Section E asks for information on each partner in order to allow the referees to make their judgement on whether each partner has the necessary basic operational capacity to carry out their proposed activities.

Therefore, for each partner, you should write a description, including key roles and contributions (usually half a page per partner) and include:

- A brief curriculum vitae or description of the profile of the organisation and persons who will be primarily responsible for carrying out the proposed research
- A description of any significant infrastructure and/or any major items of equipment, relevant to the proposed work
- A list of up to five relevant previous projects or activities
- A list of up to five relevant publications, and/or products, services (including widely-used datasets or software), or other relevant achievements
- A description of any third parties that are not represented as partners, but who will nonetheless be contributing towards the work (e.g. providing facilities, computing resources). This description is only required for third parties which supplement the infrastructure of a partner – it should NOT include collaborators.

For the proposed coordinator please also include evidence of their experience in managing similarly complex and large projects.

Please note that if your project is selected for funding this section will be deleted before the grant agreement is issued.

### **4.13 Section F: Potential collaborators**

You should add details of any potential collaborators to the table in [Template 11: JNP protocol](#), identifying the work packages where they plan to collaborate and their role.

Please note that if your project is selected for funding this section will be deleted before the grant agreement is issued.

### **4.14 Section G: References**

All references, other than those identified under the individual partners in [Section E](#), should be listed in this section. Please only include key references.

## 5 Evaluation

### 5.1 Evaluation criteria

The evaluation criteria for proposals are described in [Guide 6: Evaluating EMPIR projects](#). They are:

1. Excellence
2. Impact
3. The quality and efficiency of the implementation.

Due to the limited time EURAMET has between announcing the selection of projects and contract signature, opportunities for negotiation will be limited and therefore referees will evaluate each proposal as submitted and not on its potential if certain changes were to be made.

If the referees identify shortcomings (other than minor ones and obvious clerical errors) in the proposal, they will reflect these in a lower score for the relevant criterion.

Proposals with significant weaknesses that prevent the project from achieving its objectives or with resources being seriously over-estimated will not receive above-threshold scores.

### 5.2 Evaluation meetings

The dates for evaluation meetings will be given on <https://msu.euramet.org/>. The evaluation of JNP proposals will usually take place at either a review conference (held in a physical location) or a 'virtual' review conference (as necessary). For further information please read [Guide 6: Evaluating EMPIR projects](#).

#### 5.2.1 Review conference

In the case of a review conference (held in a physical location), then one representative only of each consortium must attend the review conference in person. This representative must be an employee at one of the partners in the consortium. Ideally, they will be the coordinator for the proposal or from a Funded Partner

The representative must present a poster and answer referees' questions.

#### 5.2.2 'Virtual' review conference

In the case of a 'virtual' review conference, one representative of each consortium must attend the review conference virtually (as required and instructed by the MSU). This representative must be an employee at one of the partners in the consortium. Ideally, they will be the coordinator for the proposal or from a Funded Partner

The representative must provide a presentation and answer referees' questions.

### 5.3 Preparing a presentation for a 'virtual' review conference

In the case where a JNP proposal is evaluated at a 'virtual' review conference, every consortium must prepare a presentation for the event. The presentation should:

- Present the key aspects of your proposal in a clear and concise manner
- Help the referees evaluate your proposal against the 3 evaluation criteria
- Help to clarify the referees understanding of your proposal. You may wish to include a diagram of how the work packages fit together.
- Meet the requirements emailed by the MSU to the coordinator for each consortium. This more detailed information will be provided following the close of Stage 2 and the successful eligibility checking of submitted proposals (i.e. in mid-October 2020).

Organisations' logos should only be included where (i) the organisation is a partner or (ii) the organisation has specifically supported the project i.e. through a letter of support. Please note that the EURAMET or EMPIR logos should not be used in such presentations.

#### **5.4 Preparing a poster for a review conference**

In the case where a JNP proposal is evaluated at a review conference (held in a physical location), and a representative of the consortium attends the review conference in person, then every consortium must prepare a poster for the event. The poster should not be laminated nor attached to a hardboard backing. The poster should:

- Have a portrait orientation and a maximum size of A0 (841 mm × 1189 mm)
- Present the key aspects of your proposal in a clear and concise manner
- Help the referees evaluate your proposal against the 3 evaluation criteria.

You may also wish to include a diagram of how the work packages fit together. At past review conferences, consortia have also provided individual A4 copies of their posters to referees.

Organisations' logos should only be included on review conference posters where (i) the organisation is a partner or (ii) the organisation has specifically supported the project i.e. through a letter of support.

Please note that the EURAMET or EMPIR logos should not be used on review conference posters.

## **6 Contractual requirements after selection**

The Horizon 2020 Rules for Participation require EURAMET to sign Grant Agreements within 8 months of call close. The dates for the expected announcement of selection and the consequential time-frame for negotiation are given in the table of [Budget and Features](#) for the Call. If your proposal is selected for funding you will be invited to take part in grant preparation; this may cover any scientific, legal or financial aspects of the proposal, based on the comments of the referees or other issues.