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DATA SPACE 4 MOBILITY MODELS INTEGRATION

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Project ID :	**101176007**

Deliverable number:	**D1.1**
Deliverable name:	**Project Management Plan**
Work Package number:	**1.PROJECT MANAGEMENT AND COORDINATION**
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Lead Beneficiary :	**EYSA**
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DS4MOB MODELS

Document Information

The DS4MOBMODELS project (Grant Agreement nº: 101176007) project is co-funded by the EU. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the EU or the CINEA. Neither the EU nor the CINEA can be held responsible for them.

Revision History

Version	**Date**	**Lead Beneficiary**
V 1.0	23/01/2025	EYSA
V 2.0	27/02/2025	EYSA

Glossary

CINEA	European Climate, Infrastructure and Environment Executive Agency
EU	European Commission
GA	General Assembly
PC	Project Coordinator
WP	Work Package
WPL	Work Package Leader

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Project description

The DS4MOBMODELS project aims to define and create an advanced Mobility Data Space that integrates transport, traffic, and travel data across various regions, including the Spanish state, the Nouvelle-Aquitaine-Euskadi-Navarre Euroregion, and the Central Portugal region.

The primary goal is to enhance the availability, quality, and interoperability of mobility data to address key national, cross-border, regional, and local use cases related to sustainable urban mobility, traffic management, and real-time operations within the Trans-European Transport Network (TEN-T).

The project will develop a data platform that will support the integration of various mobility models and data science tools to facilitate efficient, safe, and sustainable mobility management. The initiative will also establish robust data governance in line with European and national regulations, ensuring secure and interoperable access to the data for all the stakeholders in a non-discriminatory way.

The DS4MOBMODELS project aligns with the broader objectives of the European Data Strategy, the Digital Europe Programme, and national digital and mobility strategies in Spain, France and Portugal, contributing to the creation of a more integrated and resilient European mobility infrastructure.

Executive Summary

This document is the deliverable D1.1 “Project Management Plan” of the DS4MOBMODELS project (Grant Agreement nº 101176007).

This deliverable has been set up to establish and provide guidelines for the day-to-day operation of the project. This Project Management Plan contains processes, tasks and responsibilities which are intended to support the Parties on the achievement of project objectives, the effective management of the project and the timely delivery of project results.

The main target group for the Project Management Plan is the project members because this deliverable contains the management, monitoring and supporting processes necessary to the successful implementation of the DS4MOBMODELS project.

In addition to the Project Management Plan, the Parties are guided by the Grant Agreement, the Consortium Agreement, the deliverable D1.2 “Project Information Repository” and the deliverable D1.4 “Quality Assurance Plan”, among others deliverables.

Governance and management structure

The main objective of the governance and management structure of the project is to ensure that all project-related tasks are performed successfully and comply with the Grant Agreement and the Consortium Agreement requirements.

The management structure of the consortium is comprising of the following Consortium Bodies:

- **General Assembly (GA)**. The GA is the decision-making body of the consortium and consists of one representative of each Party. The Project Coordinator chairs all meetings of the GA, unless decided otherwise by the GA. The Associated Partners are not part of the GA.

  The Parties agree to abide by all decisions of the GA that are taken in accordance with its jurisdiction, the Grant Agreement and the Consortium Agreement. This does not prevent the Parties from exercising their veto rights or from submitting a dispute for resolution in accordance with the provisions of settlement of disputes in Section 11.8 of the Consortium Agreement.

  The following decisions shall be taken by the GA:

  - Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the CINEA.
  - Changes to the Consortium Agreement.
  - Modifications or withdrawal of Attachment 1 (background), Attachment 3 (List of Third Parties) and Attachment 4 (Identified entities under the same control) of the Consortium Agreement.
  - Entry of a new Party to the project and the approval of the conditions of the accession of a new Party.
  - Withdrawal of a Party from the project and the approval of the conditions of the withdrawal.
  - Identification of a breach by a Party of its obligations under the Grant Agreement or the Consortium Agreement.
  - Declaration of a Party to be a Defaulting Party, remedies to be performed by a Defaulting Party and termination of a Defaulting Party's participation in the consortium and measures relating thereto.
  - Steps to be taken for litigation purposes and the coverage of litigation costs in case of joint claims of the Parties of the consortium against a Party.

  Preparation and organisation of meetings of the GA

  The Project Coordinator shall convene ordinary meetings of the GA at least once every six months and shall also convene extraordinary meetings at any time upon written request of any Party. To do so, the Project Coordinator (chairperson) shall give written notice of a meeting to each Party as soon as possible and no later than 14 calendar days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting.

  Additionally, the Project Coordinator shall prepare and send each Party an agenda no later than 14 calendar days preceding the meeting, or 7 calendar days before an extraordinary meeting. Any Party may add an item to the original agenda by written notice to all of the other Party no later than 7 calendar days preceding the meeting and 2 days preceding an extraordinary meeting. During a

meeting of the GA the project members present or represented can unanimously agree to add a new item to the meeting.

- **Project Coordinator (PC).** EYSA is DS4MOBMODELS PC and is the legal entity acting as the intermediary between the Parties and the CINEA. The PC, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and the Consortium Agreement.

  The PC's responsibilities are generally:

  - Monitoring the general progress of the project, as well as providing project members with guidance on the execution of the work and to propose alternative scenarios in case of deviation.
  - Monitoring compliance by the Parties with their obligations under the Grant Agreement and the Consortium Agreement.
  - Keeping the address list of the members of the Parties and other contact persons updated and available.
  - Collecting, reviewing to verify consistency and submitting reports, other deliverables and specific requested documents to the CINEA.
  - Preparing the meetings, proposing decisions and preparing the agenda of GA meetings, chairing the meetings, preparing the minutes of the meetings and monitoring the implementation of decisions taken at meetings.
  - Transmitting promptly documents and information connected with the project to any other Party concerned.
  - Administering the financial contribution of the CINEA and fulfilling the financial tasks described in Article 5 of the Grant Agreement and Section 7.2 of the Consortium Agreement.

- **Work package Leaders (WP leaders).** A leading organisation with a respective person in charge is defined per each WP. The WP leader will be supported by internal staff of her or his organisation and in case of necessity by the PC.

  The WP leaders, together with the PC, are in charge of coordinating, monitoring and assessing the progress of their respective WP and have to pay attention to good performance and keeping all activities on schedule.

  Th responsibilities of the WP leaders include:

  - Drafting of project deliverables according to the work plan.
  - Monitoring the risks already identified, identifying new risks to report to the PC and complying with the Quality Assurance Plan (deliverable D1.4).
  - Reporting status of their WP and quality issues to the PC.
  - Achieving the objectives, tasks and milestones under their WP.

WP Nº	WP name	WP Leader	Contact persons
WP1	PROJECT MANAGEMENT AND COORDINATION	EYSA	José Lozano David Murias
WP2	IDENTIFICATION, DEFINITION AND VALIDATION OF MOBILITY AND LOGISTICS USE CASES	CPS	Jesús Alba
WP3	DATA INTEROPERABILITY AND FAIRNESS	INGARTEK	Isidro Arrieta Saioa Etxebarría Andrea Velasco
WP4	AI DATA SCIENCE AND SIMULATION TRANSPORT MODELS	AIMSUN SLU	Jordi Casas Antonio Pellicer
WP5	MOBILITY DATA SPACE	NTTDES	Arturo Corbí Eduardo Martínez
WP6	BUSINESS AND SYNERGIES	EYSA	José Lozano David Murias

- **Parties.** Each Party undertakes to take part in the efficient implementation of the project, and to cooperate, perform and fulfil, promptly and on time, all of its obligations under the Grant Agreement and the Consortium Agreement as may be reasonably required from it.

  Each Party must have the appropriate resources to implement the project and implement the project under their own responsibility and in accordance with Article 11 of the Grant Agreement.

  The responsibilities of the Parties include:

  - Inform PC (and the other Parties) immediately of any events or circumstances likely to affect significantly or delay the implementation of the project.
  - Submit to the PC and the WP leaders in good time their contribution to the WP, deliverables and periodic reports, the financial statements and certificates on the financial statements (if required) and any other documents or information required by CINEA under the Grant Agreement.
  - Keep information stored in the EU Funding and Tenders Portal up to date and submit via the Portal data and information related to the participation.

- **Associated Partners.** Associated Partners do not sign the Grant Agreement and do not receive funding from the CINEA and, therefore, do not have a right to charge costs or claim contributions from the CINEA.

  Associated Partners must ensure their own funding for the implementation of the project. The Associated Partners support the Parties regarding the dissemination and the exploitation of the project and commit to comply with the terms and conditions of the Grant Agreement and the Consortium Agreement that are applicable to the Associated Partners.

Communication and dissemination

In accordance with article 17 of the Grant agreement, the beneficiaries must promote the project and its results by providing targeted information to multiple audiences (including the media and the public), in a strategic, coherent and effective manner.

The Parties are using a variety of tools and channels to ensure the effective communication and dissemination of the DS4MOBMODELS project among the PC, CINEA, associated partners and other external actors, including the media and the public.

Concerning internal communication, the Parties are in continuous contact using the most appropriate communication channels and tools according to the issues that need to be addressed. Accordingly, emails are the main tool for internal communication within the project members. In addition to emails, on-line meetings are held on a regular basis within the consortium, together with face-to-face meetings, which are periodically organised as required by the work plan and the project needs.

The tools and channels of communication and dissemination available are:

Emails are used as a main means of internal communication for the Parties. The PC encourages the use of emails in the case of solving specific issues, sharing information among the consortium, providing guidance, etc. In certain circumstances, phone calls can be also suitable for internal communication.

Meetings. All members of the consortium meet regularly to discuss and assess the progress and exchange information and results.

The chair of the meeting will send the agenda in advance in order for the participants to prepare their contributions. During the meetings the chair will encourage the participants to express their ideas and concerns in order to achieve effective and productive communication. Once the meetings end, the chair sends the minutes, along with the attendance list in the case of face-to-face meeting.

On-line meetings are held between the PC, WP leaders and all the Parties. Microsoft Teams is used as conferencing software for on-line meetings.

Face-to-face meetings are organized to discuss advancements on the project, potential risks and relevant issues. Face-to-face meetings are arranged at least one every 12 months. Additional face-to-face meetings will be also held on a work package level or for other purposes as needed.

Project website. The project website (https://www.ds4mobmodels.eu/) is set up for external communication and dissemination purposes and it contains information about the project, its objectives, results, project partners and events. The PC is responsible for launching and maintaining the DS4MOBMODELS website and LinkedIn account and all Parties contribute to their content in addition. Moreover, the project website includes the e-mail address info@DS4MOBMODELS.eu for contacting the PC. The project website and the account in LinkedIn are included in the deliverable D 6.4. “Project website and social media accounts”.

Social media. For communication and dissemination and for professional networking the DS4MOBMODELS account in LinkedIn is being used.

Logo. The consortium has agreed in using a common logo in all communication and dissemination material (project website, LinkedIn, brochures, reports, presentations, posters, etc).

DS4MOBMODELS Logo

Document templates have been created in order to have a consistent communication and dissemination of the project. All document templates will be available on the Project Information Repository.

The project members have the following templates available (see Annex 1):

- Deliverables
- Agendas
- Presentations

Project Information Repository. The project information repository (eysaservicios.sharepoint.com) is a working tool for the project. EYSA is responsible for maintaining the Project Information Repository and has provided detailed information about this internal working tool within the kick-off meeting and the deliverable D1.2 “Project Information Repository”.

Project Contact List. In order to streamline communication and foster collaboration, EYSA has established a comprehensive contact list for the DS4MOBMODELS project. The contact list includes key details, such as names, role in the project, email addresses, and (optionally) phone numbers. The project contact list is regularly updated to include any changes in personnel or contact details. The contact list is a shared file within the Project Information Repository and is accessible to all project members.

Internal Communication: responsibilities and procedures

The PC is the main responsible for ensuring effective communication between all parties involved in the project. The PC meets periodically (weekly or monthly, depending on the issues) and is in continuous contact with the WP leaders and the rest of the project members.

The PC does its utmost to implement a clear, concise and transparent communication, making it easy for project members to access, discuss and share relevant information at any time. To do so, the PC is present, readily available, and engaged with everyone on the project.

The PC works in close collaboration with WP leaders and is continuously informed about the progress of the tasks and deliverables. In this way, the PC and WP leaders are able to act well in advance in case any unforeseen events or obstacles arise.

The WP leaders chair monthly meetings with the project members involved in their work package by video conference (and face-to-face meetings, whenever necessary).

The WP leaders, together with the PC, must ensure that all project members are correctly informed at all times and foster a collaborative framework where communication barriers are minimized. In this sense, the means of communication within the consortium will be updated and adjusted to meet any upcoming project needs.

The rest of Parties are also committed to communicating with the PC and WP leaders any issue regarding the advancement of the project. Furthermore, all Parties communicate amongst themselves on a regular basis to guarantee proper execution of the project. To achieve this commitment, all Parties make use of the communication tools and channels that work best.

Communication with the CINEA

The PC is responsible for an efficient communication between the consortium and the CINEA. Any communication of the partners with the CINEA should pass through the PC. It means that the project members should not directly contact the CINEA Project Adviser for questions regarding the DS4MOBMODELS project.

Visibility policy of the European flag and funding statement

All communication activities of the Parties related to the project (including media relations, seminars, public deliverables, information material, such as brochures, posters, presentations, project website, social media, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, supplies or major result funded by the **grant must acknowledge EU support and display the European flag** (emblem) and **funding statement** (translated into local languages, where appropriate):





EU Emblem

In addition to the above, all communication, dissemination materials produced by the project in whatever form or by whatever medium will include the following phrase: *The DS4MOBMODELS project (Grant Agreement nº: 101176007) project is co-funded by the EU. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the EU or the CINEA. Neither the EU nor the CINEA can be held responsible for them.*

Reporting and project monitoring

In terms of project monitoring throughout the lifetime of the project, there will be:

- **Technical Progress Reports** are based on the template available in "CEF: Continuous reporting" and a PDF version of the Technical Progress Reports will be submitted in month 12 (deliverable D1.6) and in month 24 (deliverable D1.8).

  The aim of the Technical Progress Reports is to monitor the project's technical progress within the consortium. Each WP leader is responsible for gathering all information about the technical progress and compile a WP report before sending it to the PC. The main objective is to ensure that the objectives and milestones of the DS4MOBMODELS project are properly met. In addition, it will be possible to respond in advance to any difficulties that a WP may be experiencing.

  The Technical Progress Reports include two sections:

  - Project Progress showing the overall project progress.
  - Project Progress per WP showing the project progress per WP.

- **Final Periodic Report** due at month 36 is based on the guidance available on "Reports & payment requests".

  The Final Periodic Report is composed of a Technical and Financial Report.

  - The Technical Report consists of:
    - Part A which will be automatically filled in with data extracted from SyGMa and also includes data from the Continuous Reporting.
    - Part B which include a descriptive part and a budget forecast per WP. A template of both parts will be available at month 36 and can be downloaded as a word and excel file directly from the Technical Part of the Periodic Reporting Module.
  - Financial Report for each Party declaring the eligible costs incurred during the reporting period and the Certificate on the Financial Statement, where applicable. The detailed cost reporting table can be downloaded as an excel file directly from the Periodic Reporting Module.

  The Final Periodic Report is submitted directly in the Periodic Reporting Module of the EU Funding and Tenders Portal (My Projects > Actions > Manage Project > Periodic Reporting). This module will become accessible at month 36.

Regarding the **naming of deliverables**, **meeting documents and presentations**, all project documents should respect the naming line outlined here:

Deliverable documents:

[DS4MOBMODELS_Dx.y_Title_vX.0]

example: DS4MOBMODELS _D1.1_Project Management and Coordination_v1.0

Meeting documents:

[DS4MOBMODELS _Type of Doc__ Initials/Organisation _YYYYMMDD_v1.0]

example: DS4MOBMODELS _Agenda__EYSA_20250204_v1.0

example: DS4MOBMODELS _Minutes_EYSA_ 20250204_v1.0

Presentations:

[DS4MOBMODELS _Presentation WPX_YYYYMMDD_Initials/Organisation_v1.0]

example: DS4MOBMODELS _Presentation WP1_EYSA_ 20250204_v1.0

References

1. European Data Strategy. https://digital-strategy.ec.europa.eu/en/policies/strategy-data
2. Digital Europe Programme. https://digital-strategy.ec.europa.eu/en/activities/digital-programme

Annexes 1: Templates

Deliverables

PROJECT TITLE

Project Acronym:	
Project ID :	

Deliverable number :	
Deliverable name :	
Work Package number :	
Due date :	
Delivery date :	

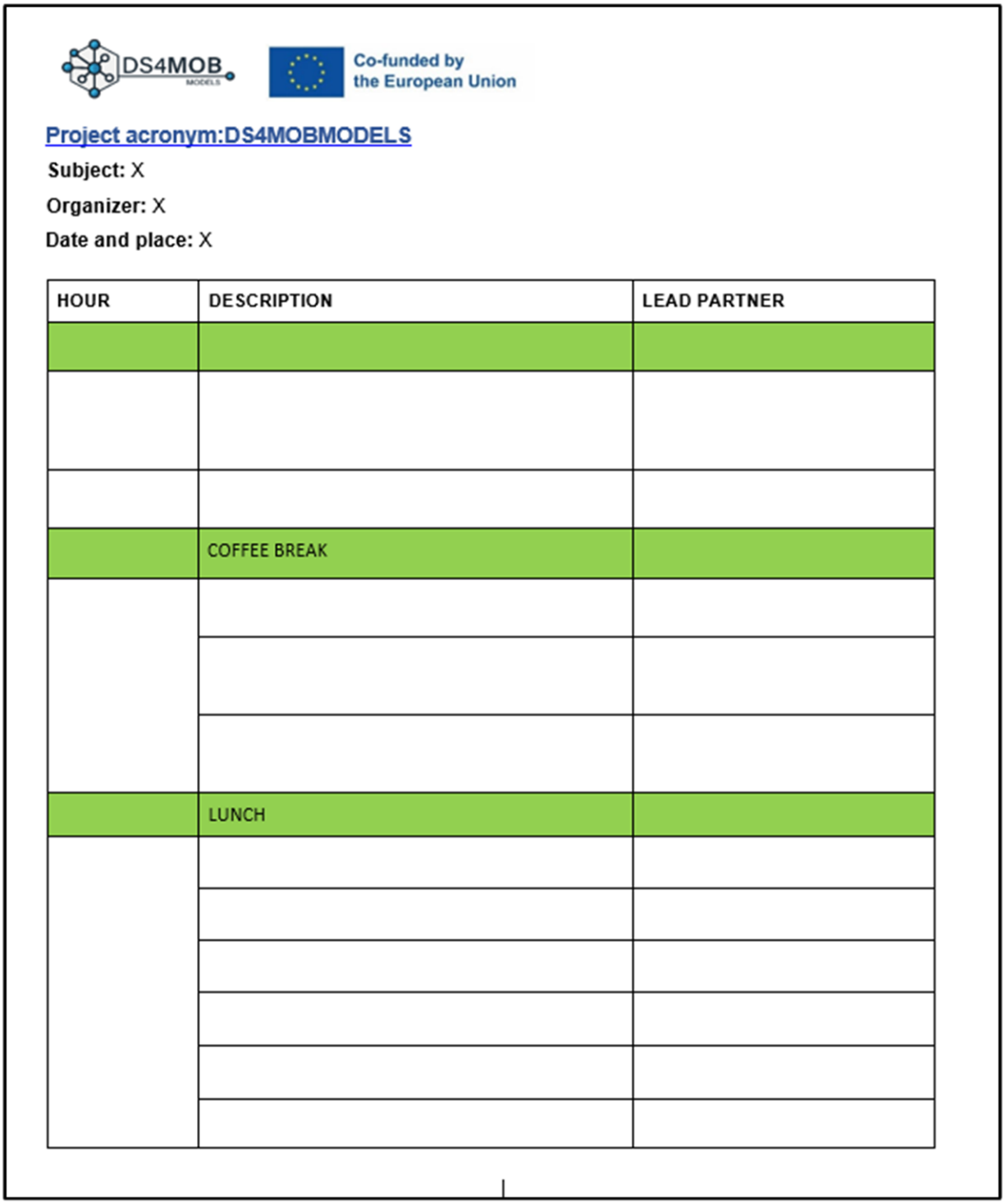
Lead Beneficiary :	
Main author :	



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Agenda



DS4MOB MODELS

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Project acronym:DS4MOBMODELS

Subject: X

Organizer: X

Date and place: X

HOUR	DESCRIPTION	LEAD PARTNER
	COFFEE BREAK	
	LUNCH	

Presentations template

