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DATA SPACE 4 MOBILITY MODELS INTEGRATION

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Lead Beneficiary :	**EYSA**
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DS4MOB MODELS

Document Information

The DS4MOBMODELS project (GA 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.

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Abbreviations and acronyms

CINEA	European Climate, Infrastructure and Environment Executive Agency
CA	Consortium Agreement
EU	European Commission
GA	Grant Agreement
QAP	Quality Assurance Plan
PC	Project Coordinator
WPL	Work Package Leaders

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 D1.4 “Quality Assurance Plan” of the DS4MOBMODELS project (GA nº 101176007).

This deliverable outlines comprehensive procedures for ensuring high-quality standards and risk management across the project’s progress, deliverables and reports. By implementing a Quality Assurance Plan (QAP) the DS4MOBMODELS project establishes the framework to develop a **high-quality assurance and effective risk management.**

The objective of the deliverable D.1.4 is to ensure the quality of the project by providing guidelines on the management of quality, responsibilities and roles of the partners. Furthermore, this document aims to ensure the identification and management of risks and deviations from the GA and the CA, and if necessary, the pertinent implementation of risk-mitigation measures. Taking into consideration these two objectives, this QAP covers two dimensions: quality assurance and risk management.

The QAP is to be used by:
• Consortium partners, responsible for drafting and amending deliverables, milestones and technical progress reports and periodic report.
• PC and WPLs, responsible for drafting and amending the GA and the CA, reviewing deliverables, milestones, technical progress reports and periodic report.
• Project Advisor of CINEA and Project Reviewers, responsible for assessing and the approval of deliverables and progress of the project.

As the project progresses, the QAP will be updated with the latest relevant information and upgraded on a regular basis.

Quality Assurance Procedure

Deliverables, technical progress reports and periodic report are documents that provide information to ensure effective monitoring of the project and are to be sent by the due date to the Project Advisor for their approval. There are different types of deliverables and reports (e.g. report on specific tasks and results, project website, open data portal, etc) and each deliverable and report have a partner assigned who is responsible for providing deliverables and reports with a proper level of quality.

To ensure that deliverables, technical progress reports and the periodic report meet the required quality standards, an internal quality assurance procedure will be implemented. The **DS4MOBMODELS quality assurance procedure** involves:

- Using the guidelines and templates of the deliverable, the technical progress reports and the periodic report that are provided in Annex 1 of the deliverable D1.1 Project Management and Coordination.
- Applying the internal quality review in place (see Figure 1).
- No undue delays for submission of deliverables, technical progress reports and periodic report. Only under exceptional circumstances a grace period may be approved by the Project Advisor. The partner in charge has to duly inform well in advance and justify the reasons of the delay to the WPL and the PC.

The implementation of the quality assurance procedure of deliverables starts with the partner in charge of the deliverable and continues with the supervision and the approval of the WPL and the support of the PC. In this way, WPL and PC are responsible for a close monitoring of the tasks and activities collected in the deliverables and reports and for reviewing that their content is aligned with the GA and the CA. The PC is also responsible for ensuring the quality requirements of the technical progress reports and the periodic report. Ultimately, the approval of the compliance of the quality principles of deliverables, progress reports and the periodic report depends on the Project Advisor and the Project Reviewers.

Each deliverable and report have to undergo an **internal quality review** (see Figure 1), ensuring a broader assessment of the quality of their content. The internal quality reviewers are members of the project who are involved in the work that leads to the deliverable or report. The assessment and recommendations of the internal quality reviewers will be documented in writing. The internal quality review will be performed under the supervision of the WPL, the support of the PC, and in close collaboration with the author of the deliverable or report.

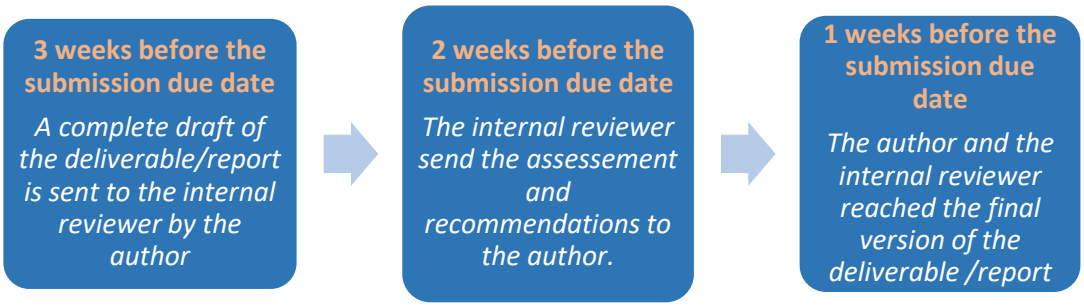


Figure 1. Internal Quality Review for deliverables and reports

In case a shortcoming in quality is found, the internal reviewer will inform the author of the deliverable/report and if necessary, measures will be implemented by the partner in charge of the deliverable/report, with the support and supervision of the WPL and the PC.

Only after the deliverables and reports have been fully-validated by the internal reviewer, the WPL and the PC, the deliverable or report will be submitted to the Project Advisor for review via the EU Funding and Tenders Portal. Any comments and assessment from the Project Advisor and the Project reviewers will be taken into consideration and the deliverables or reports will be amended accordingly to receive the final approval.

Regarding the project milestones, they are considered as control points that help chart project's progress. The successful completion of milestones is crucial for ensuring the fulfilment of key project results. For this reason, the internal quality review described for deliverables and reports also applies to the project milestones.

The quality assurance procedure and the project's progress in terms of quality management, will be assessed and discuss periodically through different meetings (plenary, Work Package and bilateral meetings). If necessary, adjustments and measures will be taken to ensure the fulfilment of all the quality requirements.

For further information, the deliverables and milestones, the responsible partner and due dates have been included in Annex 1 of this deliverable.

Risk Management Procedure

Critical risks, uncertainties and unexpected events could have an adverse impact on the ability of the DS4MOBMODELS project to achieve its objectives. This section describes the DS4MOBMODELS **Risk Management Procedure** which will help the consortium to predict issues that could delay, hinder project results or cause negative effects on the project results.

The aim of the DS4MOBMODELS Risk Management Procedure is to identify, measure, minimise, monitor and control critical risks as well as to implement risk-mitigation measures during the project lifetime. The Risk Management Procedure will be put in place through the following phases:

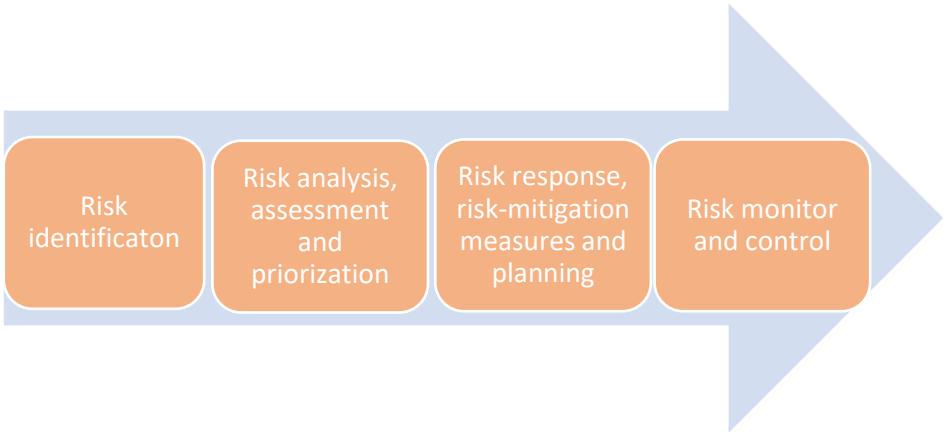


Figure 2. 4-phases of the DS4MOBMODELS Risk Management Procedure

The 4-phase Risk Management Procedure will be assessed and discussed periodically through different meetings (plenary, Work Package and bilateral meetings). The relevant results of each phase of the Risk Management Procedure will be documented in the Risk Register (see Annex 3).

The Risk Manager will be responsible of the **Risk Register** which will include the risks that may have an adverse impact on the project implementation. At each WPL meeting and at each plenary meeting, the Risk Manager will share and discuss the assessment and the risk levels of the identified risks. Moreover, the phases of risk response, risk mitigation, monitor and control will be also evaluated with all partners. All the relevant outputs and conclusions achieved during these meetings will be included in the Risk Register. The Risk Register will be updated after each plenary and WPL meeting, and in the case that an unexpected event with potential severe consequences occur.

A template of the Risks Register has been included in Annex 3 of this deliverable.

Concerning the 4-phases of the DS4MOBMODELS Risk Management Procedure, each phase consists of the following:

- **Risk identification**. Risk identification entails the phase of identifying potential risks before negative consequences occur. In this regard, a critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

  The first critical risk identification has already been done during the proposal of the project and the list of the critical risks according to the GA is available in Annex 2 of this deliverable.

  Project members involved in critical risk identification include the Risk Manager, the PC, the WPL and all the partners for whom the potential risks are connected to their tasks, activities, deliverables and milestones within the project.

  Identified risks will be documented in the Risk Register and discussed and reviewed at the WPL meetings, plenary meetings and bilateral meetings.

  Risk identification is an ongoing process that will continue throughout the lifecycle of the project and it is under the responsibility of the Risk Manager, in closed collaboration with the WPL and all the partners concerned, and the supervision of the PC.

- **Risk analysis, assessing and prioritization.** This phase involves analysing, assessing and prioritising the risks identified.

  For each risk, the level of severity and its likelihood to occur will be measured. In this sense, the level of likelihood to occur is the probability that the risk will materialise even after the mitigating measures are put in place, and the level of severity is the relative seriousness of the risk and the significance of its effect. The likelihood to occur and the level of severity will be assessed using the following approach:

  Level of likelihood (also known as Probability)
  - Low < 30%
  - Medium 30-50%
  - High >50%

  Level of severity (also known as Impact)
  - Low or minimal. Risk that has relatively minimal impact on project performance, cost or schedule.
  - Medium. Risk that has the potential to have significant impact on project performance, cost or schedule.
  - High. Risk that has a major impact on project performance, cost or schedule.

  The combination of the probability and impact serves to evaluate and rank the **risk level.** Table 1 shows the **Impact and Probability Matrix,** where risk levels are marked as follows:
  - green shows a low-risk level.
  - yellow shows a medium-risk level.
  - red shows a high-risk level, which requires constant monitoring.

	PROBABILITY			
IMPACT		Low	Medium	High
	High			
	Medium			
	Low			

Table 1. Impact and Probability Matrix

Risk analysis, assessing and prioritization is an ongoing process that will continue throughout the lifecycle of the project and it is under the responsibility of the Risk Manager, in closed collaboration with the WPL and all the partners concerned, and the supervision of the PC.

- **Risk response and planning.** Risk response and planning is the phase of deciding what should be done with a risk, if needed, by whom and when. For each critical risk (e.g. those falling in the red and yellow zones in the Impact and Probability Matrix), the following range of risk response and actions will be put in place:

Type of response	Actions	Responsible	Timeframe
Accept	Do nothing, but handle the risk as an issue if it occurs. However, no further resources are used in managing the risk. These are usually risk of lower significance.		
Avoid	Determine actions that if executed enough in advance will prevent the risk from occurring		
Watch	Monitor the risks for early warning of changes with negative effects on impact, probability, timeframe or other aspects		
Mitigate	Eliminate or lower the risk by reducing the impact and probability, or adjusting the timeframe when action must be taken.		
Contingency	Determine actions are executed once the risk has occurred to address the situation and to minimize adverse consequences.		

Table 2. Risk response, actions and planning

For all identified risks, the actions and measures to be taken will be evaluated in terms of feasibility, expected effectiveness, and schedule implications. The results of this evaluation and the partners concerned will be added and documented in the Risk Register.

The Risk Manager, in close collaboration with the concerned partners and the WPL, and with the support of the PC, is responsible for developing the risk response phase, programming and handling actions and measures that are best suitable for the viability of the project.

- **Risk monitor and control.** Risk monitor and control covers the phase of keeping track of the risks and controlling the effectiveness of the risk response actions and measures.

Monitoring may also provide a basis for developing additional response actions and measures, re-analysing existing risks, as well as identifying new critical risks. Risk monitoring and control will be done in a continuous manner and the results periodically included in the Risk Register.

Risk monitoring and controlling is an ongoing process that will continue throughout the lifecycle of the project and it is under the responsibility of the Risk Manager, in close collaboration with the concerned partners and WPL, and the supervision of the PC.

Roles and responsibilities of the Risk Management Procedure

The Risk Manager is responsible for the Risk Management Procedure, and to take on this responsibility, the consortium has appointed David Murias, from EYSA, who acts as a **Risk Manager**.

In addition, the Risk Manager is also responsible for:

- Identifying and assessing risks, ensuring risk response and continuous risk monitoring and control.
- Ensuring that the outlined mitigation measures are implemented effectively and on time, coordinating with the WPL and partners concerned.
- Reviewing the effectiveness of the mitigation measures and, if necessary, adjusting them in accordance to the project's needs.
- Keeping the Risk Register up to date and providing regular updates to the PC, to WPL and to the partners and, if required, to the Project Advisor.

The process for risk management will be iterative and during each iteration a risk record will be included in the Risk Register by the Risk Manager.

In order to do so:

I. Each partner is responsible for reporting potential risks and for proposing mitigation measures to the Risk Manager, the WPL and the PC.
II. The Risk Manager, in close collaboration with the WPL, the PC and the partners involved, has the responsibility to analyse, assess and rank the level of risk, as well as to monitor and control the risks and ensuring the effectiveness of the mitigation measures.
III. For new risks of a potential severe grade, the Risk Manager will immediately inform the PC and the consortium. Major risks in terms of its impact will be reported immediately to the Project Advisor.
IV. All the partners must collaborate closely with the Risk Manager to properly implement the Risk Management Procedure.

Conclusion

This deliverable has outlined comprehensive procedures for ensuring high-quality standards and an effective management of risks during the lifecycle of the project. By implementing this QAP, the DS4MOBMODELS consortium establishes the framework to develop a **high-quality assurance and effective risk management.**

Annex 1: List of deliverables and milestones

LIST OF DELIVERABLES

Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open (⚠ automatically posted online)
Sensitive — limited under the conditions of the Grant Agreement
EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Project Management plan	WP1	1 - EYSA	R — Document, report	PU - Public	2
D1.2	Project information repository	WP1	1 - EYSA	R — Document, report	PU - Public	3
D1.3	Models and data management plan	WP1	1 - EYSA	R — Document, report	PU - Public	6
D1.4	Quality assurance plan	WP1	1 - EYSA	R — Document, report	PU - Public	7
D1.5	Identification and analysis of regulation report	WP1	1 - EYSA	R — Document, report	PU - Public	10
D1.6	Progress report M12	WP1	1 - EYSA	R — Document, report	SEN - Sensitive	13
D1.7	Policy and legal recommendations for action	WP1	1 - EYSA	R — Document, report	PU - Public	24
D1.8	Progress report M24	WP1	1 - EYSA	R — Document, report	SEN - Sensitive	25
D2.1	Participation Plan	WP2	7 - ITS SPAIN	R — Document, report	PU - Public	3
D2.2	Mobility Data Space Governance	WP2	3 - NTTDES	R — Document, report	PU - Public	6
D2.3	Final definition of selected use cases	WP2	2 - CPS	R — Document, report	PU - Public	7
D2.4	Use cases validation	WP2	2 - CPS	R — Document, report	PU - Public	28
D2.5	Scenarios validation	WP2	2 - CPS	R — Document, report	PU - Public	36

Deliverables

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Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D3.1	Specifications and collection of enriched datasets	WP3	10 - UPM	R — Document, report	PU - Public	8
D3.2	Interoperability and harmonisation plan	WP3	4 - INGARTEK	R — Document, report	PU - Public	10
D3.3	Data quality monitoring and assessment plan	WP3	4 - INGARTEK	R — Document, report	PU - Public	12
D4.1	Transport models design	WP4	5 - AIMSUN SLU	R — Document, report	PU - Public	6
D4.2	Validation methodology	WP4	5 - AIMSUN SLU	R — Document, report	PU - Public	12
D4.3	Transport models implementation	WP4	5 - AIMSUN SLU	R — Document, report	PU - Public	30
D4.4	AI Data science implementation	WP4	5 - AIMSUN SLU	R — Document, report	PU - Public	30
D5.1	Data discovery and governance framework	WP5	3 - NTTDES	R — Document, report	PU - Public	12
D5.2	Technical specifications of the cloud infrastructure	WP5	6 - INFONET	R — Document, report	PU - Public	18
D5.3	Technical specifications of the building blocks	WP5	3 - NTTDES	R — Document, report	PU - Public	14
D5.4	Mobility Data Space building blocks	WP5	3 - NTTDES	OTHER	PU - Public	22
D5.5	Mobility Data Space cloud infrastructure	WP5	6 - INFONET	OTHER	PU - Public	22
D5.6	Design of the organisation of the models and architecture	WP5	3 - NTTDES	OTHER	PU - Public	24
D5.7	Data connectors	WP5	3 - NTTDES	R — Document, report	PU - Public	18

Deliverables

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Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D6.1	Business models and exploitation plans	WP6	1 - EYSA	R — Document, report	PU - Public	29
D6.2	Intellectual property and protection plan	WP6	1 - EYSA	R — Document, report	C-UE/EU-C - EU Classified	36
D6.3	Open Data portal	WP6	1 - EYSA	OTHER	PU - Public	36
D6.4	Project website and social media accounts	WP6	1 - EYSA	OTHER	PU - Public	3
D6.5	Standardization activities	WP6	3.1 - NTTDGE	R — Document, report	PU - Public	36

Source: page 89,90 and 91 of the GA.

LIST OF MILESTONES

Milestones

Grant Preparation (Milestones screen) — Enter the info.

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Project Management plan ready	WP1	1 - EYSA	D1.1	3
2	Project information repository available	WP1	1 - EYSA	D1.2	4
3	Data management plan ready	WP1	1 - EYSA	D1.3	7
4	Quality assurance plan ready	WP1	1 - EYSA	D1.4	8
5	Identification and analysis of regulation report ready	WP1	1 - EYSA	D1.5	11
6	Progress report M12 ready	WP1	1 - EYSA	D1.6	13
7	Report on policy and legal recommendations for action	WP1	1 - EYSA	D1.7	19
8	Participation plan ready	WP2	7 - ITS SPAIN	D2.1	3
9	Fulfilment of the participation plan	WP2	2 - CPS	D2.2	6
10	Use cases definition and their KPIs per each pilot	WP2	2 - CPS	D2.3	7
11	Data and Use cases validation using their designed transport models	WP2	11 - UPC	D2.4	28
12	Evaluation and Assessment of the scenarios	WP2	2 - CPS	D2.5	36
13	Data collection agreements	WP3	10 - UPM	D3.1	8
14	Data integration and enrichment	WP3	4 - INGARTEK	D3.2	8
15	Data harmonisation and interoperability	WP3	4 - INGARTEK	D3.3	10
16	Data quality assurance according to FAIR principles	WP3	4 - INGARTEK	D3.4	12

Milestones

Grant Preparation (Milestones screen) — Enter the info.

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
17	Transport models design	WP4	5 - AIMSUN SLU	D4.1	9
18	Validation methodology	WP4	5 - AIMSUN SLU	D4.2	12
19	Transport models implementation	WP4	5 - AIMSUN SLU	D4.3	30
20	Data discovery and governance framework	WP5	3 - NTTDES	D5.1	12
21	Initial design of the cloud infrastructure	WP5	6 - INFONET	D5.2	18
22	Technical specification of the Mobility Data Space	WP5	3 - NTTDES	D5.3	14
23	Mobility Data Space building blocks implementation	WP5	3 - NTTDES	D5.4	22
24	Privacy and security services	WP5	3 - NTTDES	D5.4	22
25	Visualisation and federation of the dataspaces	WP5	3 - NTTDES	D5.4	22
26	Data connectors plan	WP3	3 - NTTDES	D3.5	18
27	Final design of the cloud infrastructure	WP5	1 - EYSA	D5.5, D5.6	24
28	Business models and exploitation plans ready	WP6	1 - EYSA	D6.1	29
29	Intellectual properties and protection plans defined	WP6	1 - EYSA	D6.2	36
30	Open Data portal available	WP6	1 - EYSA	D6.3	36
31	Project website and social media accounts online	WP6	1 - EYSA	D6.4	2

Source: page 101 of the GA.

Annex 2: List of critical risks in accordance with the GA

LIST OF CRITICAL RISKS

Critical risks & risk management strategy

Grant Preparation (Critical Risks screen) — Enter the info.

Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	Partner drops out of the project or is not able to fulfil its responsibilities. (Impact: High; Likelihood: Low)	WP1	A direct replacement with a partner of similar expertise will take place. This task will be facilitated by the good reputation of all consortium partners and their complementary expertise and corporate relations.
2	Delays and administrative oversight. (Impact: High; Likelihood: Low)	WP1	We follow strict administrative guidelines and will implement actions against partners that fail to comply with procedures. EYSA has a large experience in coordinating large projects, and a good relationship with all consortium partners. Therefore, this risk is low.
3	Discontinuous communication flow (internal and external). (Impact: High; Likelihood: Low)	WP1	Mailing lists for all platform bodies are continuously updated. Information flow processes are set up and monitored by the platform management. All project partners as well as European Services are invited to consortium meetings belonging to their project tasks and competencies.
4	Lack of data in the different scenarios. (Impact: High; Likelihood: Low)	WP3	Continuous collection of public and private data from partners and regional, national and EU reference institutions in relation to transport and mobility. In the latter point that some specific data is not available and for specific demonstration purposes, methods for synthetic data generation will be applied.
5	Data provided by one/multiple sources contains spatial and/or temporary gaps. (Impact: High; Likelihood: Low)	WP4, WP3	Issues related gaps in data, as well as bias and other usual issues when dealing with just one type will mainly be addressed with the fusion of different the sources. Data quality methods will be applied to the data to ensure their correctness and fair. Additionally, simulation will become an essential technique to expand and replace faulty/missing data.
6	Lack of a robust mobility events feed (wrong identification of events, wrong location of events). (Impact: High; Likelihood: Low)	WP4	Redundant identification of location of events (by road name, mile marker, coordinates).
7	Lack of sufficient quality in the transport models to reproduce incidents and traffic characteristics. (Impact: High; Likelihood: Low)	WP4	Specific modules for tracking all processes quality, in special regarding the forecasts. Continuous quality monitoring. Definitions on maintenance plans to reviews all necessary input for forecasting.

Critical risks & risk management strategy

Grant Preparation (Critical Risks screen) — Enter the info.

Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
8	Cuts and/or temporary lack of live data feed. (Impact: High; Likelihood: Low)	WP5	Redundant and backup systems for gap filling and provision of forecast even with total lack of data (based on historical information). GUI equipped with alert systems. Reliability scores for each forecast for deep understanding on quality and data used for each forecast produced.
9	Lack of quality in the definition of the response plans in the simulations. (Impact: High; Likelihood: Low)	WP5	Penetration rate analysis versus real events data for detailed traffic management impact calibration. Iterative process, with internal deliveries and internal audits. Test of the system against independent sets of data. Dry runs before system acceptance.
10	Bottlenecks in the deployment of the Mobility Data Space components. (Impact: Medium; Likelihood: Medium)	WP5	Continuous integration methods will be applied to ensure the successful deployment of the dataspace in the different proposed use-cases. During this process, specific validations and testing will be performed to ensure the correct vertical integration of the whole digital system.
11	Insufficient management procedures regarding the pilots resulting in project failures. (Impact: High; Likelihood: Low)	WP2	Develop a Project Quality Plan. Review regularly the effectiveness of project management procedures. Hold regular progress meetings.
12	The studies are not effective in delivering the project objectives. (Impact: High; Likelihood: Low)	WP6	Regularly review the progress in the studies through the Project Management Team and undertake corrective actions when necessary.
13	Results are not visible for the outside world including external stakeholders. (Impact: High; Likelihood: Low)	WP6	Three measures are undertaken to avoid that risk: 1. Involvement of external stakeholders already in the preparatory phase. 2. Active dissemination events are planned to attract and inform external stakeholders. 3. The close link to other initiatives will ensure a broader dissemination strategy including a broader involvement of external stakeholders.

Source: page 103 and 104 of the GA.

Annex 3. Risk Register template

Risk Nº	Description	Detection date	WP Nº	Likelihood	Severity	Risk response	Risk mitigation measures	Responsible parties and responsibilities	Timeframe	Monitoring and control remarks

- **Risk description**: detailed explanation of the risk after the risk analysis.
- **Detection date**: date in which the risk is identified.
- **Responsibility parties and responsibilities**: name of the parties concerned and WPL and their responsibilities.
- **Level of likelihood**: probability of risk occurrence.
- **Level of severity**: assessment of the impact if the risk occurs.
  The level of likelihood and severity will direct the urgency and the seriousness of mitigation measures, in accordance with phase 2 of the Risk Management Procedure.
- **Risk response:** what should be done, if needed, by whom (responsible parties and responsibilities) and when (timeframe), in accordance with phase 3 of the Risk Management Procedure.
- **Risk mitigation measures**: measures to reduce the probability of the event (prevention) or the magnitude of the impact (reaction), if the risk materializes, ensuring quick containment and effective implementation to minimize negative consequences.
- **Monitoring and control remarks**: keeping track of the risks, controlling the effectiveness of the risk responses and the mitigation measures.