Funded by
the European Union

ROBOtics KNOwledge Transfer Lab Project

ROBO-KNOT

GA: 101216484

Project Management Plan

Deliverable D4.1

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Executive Agency. Neither the European Union nor the European Research Executive Agency can be held responsible for them.

Deliverable D4.1 Project Management Plan

Work package	**WP4 PROJECT MANAGEMENT AND COORDINATION**
Task	Task 4.1 Operational, administrative and financial management
Due date	30-11-2025
Submission date	29-11-2025
Deliverable lead	EIT Digital Hungary
Version	V1.0
Authors	Marton Belik (EITDH), Gergely Horváth (EITDH)
Reviewers	Annela Hendrikson (TALT), Michał Rybacki (ADRA)

Abstract:

The ROBO-KNOT Project Management Plan (Deliverable D4.1) provides the overall framework for the operational, administrative, and financial management of the project. It outlines the management structure, roles, and responsibilities, internal workflows of all governing bodies, roles and activities. The document establishes clear procedures for coordination, communication, reporting, to ensure the effective and timely implementation of project activities in compliance with the Grant Agreement and Consortium Agreement.

Document revision history

Version	Date	Description of change	Contributor(s)
V 0.1	16-10-2025	1st version of deliverable template shared with partners.	Marton Belik (EITDH)
V.0.2	24.11-2025	Reviewed by	Annela Hendrikson (TALT), Michał Rybacki (ADRA)
V.1.0	28.11.2025	Reviewed and approved	Marton Belik (EITDH), Gergely Horváth (EITDH)

Nature of the deliverable	**to specify: R**
Dissemination level	
Public - fully open. e.g., website	**PU**
Sensitive (SEN) - 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 types:**
R: document, report (excluding periodic and final reports).
DEM: demonstrator, pilot, prototype, plan designs.
DEC: websites, patent filings, press and media actions, videos, etc.
OTHER: software, technical diagrams, etc.

Copyright notice:

© ROBOtics KNOwledge Transfer Lab (ROBO-KNOT) 2025-2028

This document is licensed under a Creative Commons Attribution 4.0 license.

Table of Contents

Abbreviations

GA	Grant Agreement
GEA	General Assembly
EC PO	European Commission Project Officer
PC	Project Coordinator
PEC	Project Executive Committee
QM	Quality Manager
WPL	Work Package Leader
TL	Task Leader
TSC	Talent Selection Committee

1. Executive Summary

The Project Management Plan (Deliverable D4.1) defines the governance, operational, and administrative framework for the implementation of the ROBO-KNOT – Robotics Knowledge Transfer Lab project. It sets out the management structure, roles, and responsibilities of all consortium bodies. The plan provides clear procedures for coordination, communication, and financial management to ensure efficient, transparent, and compliant project delivery.

As the first deliverable under Work Package 4 – Project Management and Coordination, this document serves as the foundation for collaboration and accountability across the consortium. The plan is a living document that will guide project execution throughout its lifecycle, supporting effective governance, timely delivery of results, and the achievement of ROBO-KNOT's strategic objectives.

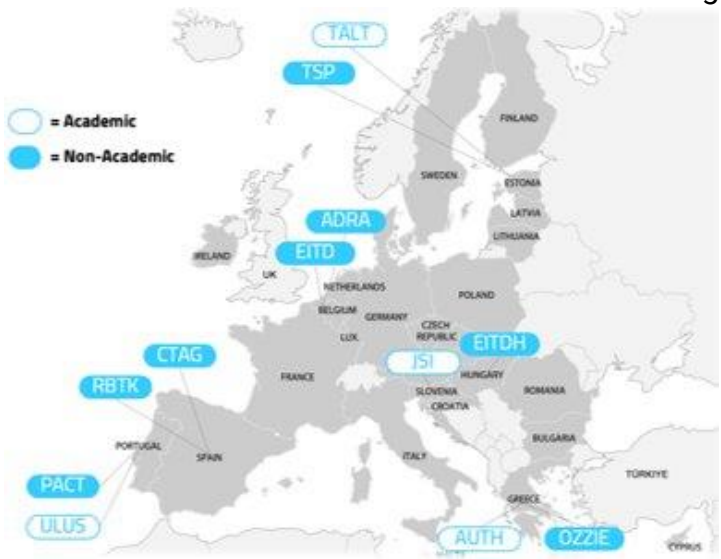
This Project Management Plan (D4.1) serves as a supplementary document to be used alongside the Quality Manual (D4.2) and the Data Management Plan (D4.3), which provide further operational and procedural details.

The Quality Manual outlines the Quality Assurance Plan, ensuring the qualitative assessment of Work Packages and their key outcomes, supported by Quality Monitoring Tools and a Risk Management Plan addressing potential risks and impacts. The Data Management Plan, following the Horizon Europe DMP template and FAIR (Findability, Accessibility, Interoperability, Reusability) principles, defines how project data will be managed in compliance with GDPR and ethical standards. Both documents integrate gender equality, diversity, and inclusion commitments, particularly in talent selection and communication activities, ensuring that project implementation upholds excellence, transparency, and fairness.

2. Introductions

2.1. ROBO-KNOT project

The ROBOtics KNOwledge Transfer Lab (ROBO-KNOT) is a cross-sectoral and cross-border mobility initiative designed to accelerate knowledge transfer in the Robotics field. By facilitating secondments of Research and Innovation (R&I) talent between academic and non-academic sectors, this project aims to promote more attractive and sustainable research careers in Widening Countries, in alignment with the European Commission's ERA Policy Agenda (Action 4). The project will directly involve 24 researchers and 12 R&I support staff from academic institutions in Widening Countries (Greece, Portugal, Slovenia), who will be seconded to non-academic organisations in either Widening (Estonia, Greece, Portugal) or non-Widening (Spain) countries. ROBO-KNOT's structured methodology, comprising Pre-secondment, Secondment, and Post-secondment phases, ensures impactful skills development and knowledge exchange. Firstly, talent is carefully selected and matched with opportunities that align with both individual goals and hosting organisations' strategic needs. Through a modular secondment approach, participants are then immersed in diverse work settings, enhancing their practical knowledge of Robotics technologies' commercial development. Finally, the Post-secondment phase includes targeted training activities and ongoing support to ensure long-term impact of the action, particularly with regards to the innovation-to-commercialisation pipeline. ROBO-KNOT aims to develop a tailored Skills Development Framework, in line with the European Commission's ResearchComp, as well as a Career Advancement Plan, which ensures high impact of the project on secondees' employability, future career prospects and knowledge sharing capabilities. ROBO-KNOT not only benefits seconded talent individually, but also increases consortium organisations' R&I support capacity and ability to establish effective cross-sectoral and cross-border collaborations, contributing to a more integrated European innovation ecosystem.



2.2. Work Package 4 (WP4)

Work Package 4 (WP4) in is dedicated to comprehensive management of the ROBO-KNOT project, encompassing operational, administrative, and financial oversight. It ensures effective coordination across consortium partners through structured

communication and regular engagement, fostering long-term collaboration. WP4 implements rigorous quality assurance and risk management protocols, while ensuring compliance with ethical, legal, and gender equality standards, including robust data management practices. These measures collectively support the delivery of project objectives on time and within budget.

The deliverables of WP4 are:

- D4.1 – Project Management Plan, M3
- D4.2 – Quality Manual, M5
- D4.3 – Data Management Plan, M6

2.3. Project Management Plan (D.4.1)

The Project Management Plan provides guidance for partners on the effective administrative and procedural management of the project. It outlines implementation processes, coordination structures, and key responsibilities for EU engagement, supporting the achievement of project objectives, partner performance, and timely delivery of results.

The purpose of the Project Management Plan to provide a framework withing which the project will be managed by the Project Coordinator, and to guide participants with a clear set of rules and expectations.

The main objective of the Project Management Plan is to define procedures, key roles and responsibilities, while ensuring its timely execution and monitoring.

3. Acknowledgements

As Robotics Knowledge Transfer Lab project (ROBO-KNOT) is 100% funded by the European Union, all communication, dissemination, and visibility activities carried out by beneficiaries under this project must acknowledge the support of the European Union.

The project name and number “ROBO-KNOT: 101216484” must always be displayed.

The European Union emblem “Funded by the European Union” must always be displayed clearly, distinctly, and separately. It cannot be modified by adding visual marks, brands, or text. No other visual identity or logo may be used to highlight EU support. When the EU emblem is displayed alongside other logos (e.g. beneficiaries, partners, or sponsors), it must be shown at least as prominently and visibly as the others.

Beneficiaries may use the EU emblem without prior approval from the granting authority, but this does not grant any right to exclusive use, nor does it allow appropriation of the emblem or similar trademarks.

Please ensure that the EU emblem or the Programme logo is displayed in all relevant materials. Templates and official logos can be downloaded here: EU Logo Download Center and from ROBO-KNOT MS SharePoint.

Funded by the European Union

The following disclaimer must be added: “Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the Research Executive Agency. Neither the European Union nor the Research Executive Agency can be held responsible for them.“

Further information on ROBO-KNOT branding guidelines can be found in the ROBO-KNOT Brand Guidelines (November 2025).

4. Project governance structure

The management structure of ROBO-KNOT project is described by the (DESCA) Consortium Agreement which was tailored to the needs of the GA and the Proposal.

Every member organization which is appointed to take part in a Consortium Body shall designate one representative. Any representative should be present or represented at any meeting, may appoint a substitute or a proxy to attend and vote at a meeting, and shall participate in a cooperative manner in the meetings.

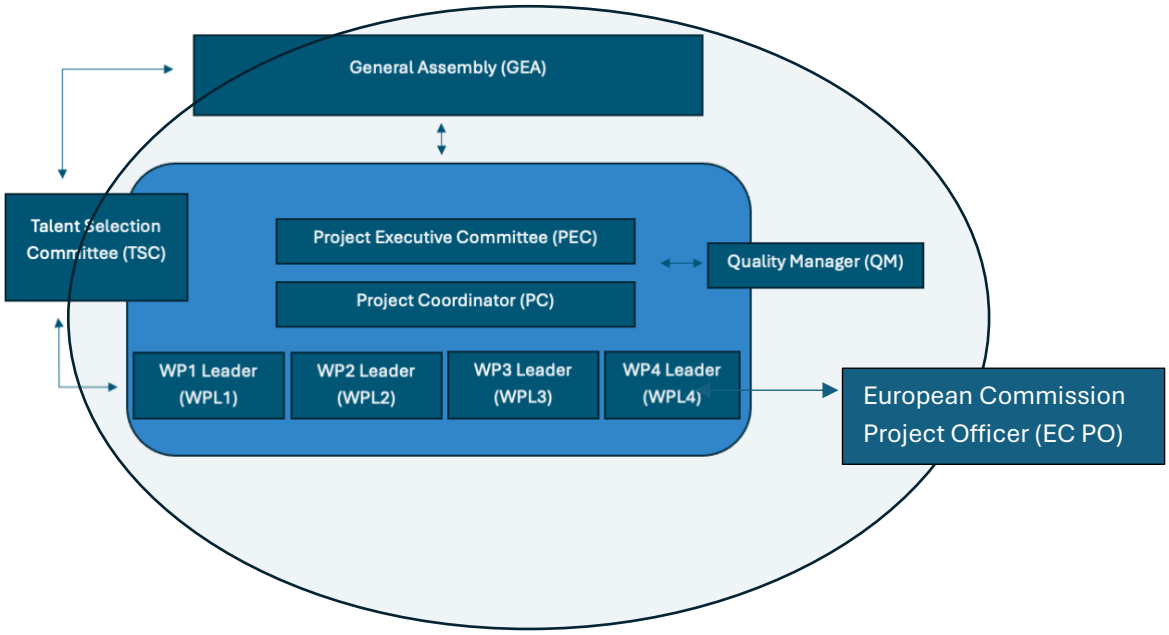
4.1. List of Consortium Bodies, Roles, and responsibilities

Name of the consortium body, role	Acronym	Definition and responsibilities
General Assembly	GEA	Composed of the members of the consortium. Responsible for the project implementation, including introducing any potential major changes.
European Commission Project Officer	EC PO	Main interface with the consortium on behalf of the European Commission
Project Coordinator	PC	Is the legal entity acting as the intermediary between the Parties and the Granting Authority, and tasks described in the GA and CA.
Project Executive Committee	PEC	Composed of the WP Leaders. Responsible for technical and operational management, quality, risk mitigation and progress tracking.
Quality Manager	QM	WP 4 Lead.

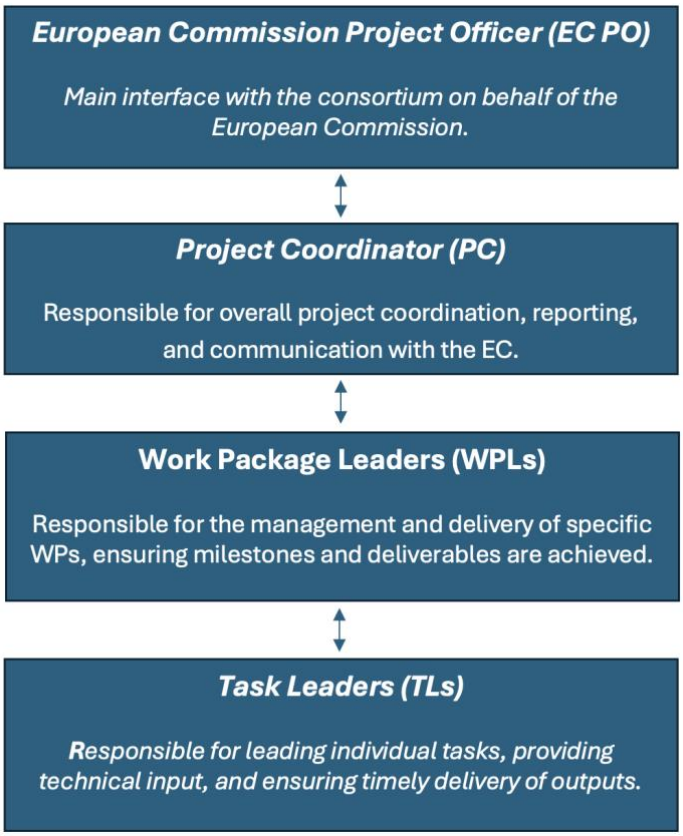
		Responsible for Quality Plan creation and implementation and risk management.
Work Package Leader	WPL	WP Lead. Responsible for planning and progress in a WP, ensuring deliverables and milestones are achieved, and contributing to the PEC.
Task Leader (specified in the proposal and D4.1.)	TL	Responsible for the planning and deployment of the specific actions defined under a task.
Talent Selection Committee (specified in the proposal and D4.1.)	TSC	TSC is composed of one representative from each entity of the consortium, and is responsible for the selection of individual applicants, secondees.

4.2. Interaction Scheme

4.2.1. ROBO-KNOT project



4.2.2. ROBO-KNOT project Governance Structure



4.3. General Assembly (GEA)

As described in ROBO-KNOT Consortium Agreement, GEA consists of one representative of each Party (General Assembly Member), each having one vote. This is to ensure the ownership of the results and to prove the commitment on all sides. The GEA is the highest decision-making body. The Project Coordinator shall chair all meetings of the GEA, unless decided otherwise in a meeting of the GEA.

The GEA will assume overall responsibility for project deliverable to the contract. The GEA deals with contractual issues escalated to it, or issues requiring GEA confirmation and/or voting according to the consortium agreement. The GEA ensures that the partners give continued support and adequate resources to the project; promotes the results of the project and acts as the final level of escalation, should serious conflicts arise during the project.

The description of the responsibilities is part of the Consortium Agreement.

In particular, the GEA is responsible for:

- Major changes to the consortium, work plan or budgets, especially if requiring EC approval.
- Review, quality check and approval of project deliverables and, more in general, of any public output.

- Guaranteeing confidentiality of internal Project Results/outputs designated as restricted to the consortium.
- Establishing a controlling and reporting system for resource consumption and progress against schedule.

4.4. Project Executive Committee (PEC)

The Project Executive Committee (PEC) consists of the Project Coordinator and the Work Package ("WP") Leaders (WPLs).

PEC will carry out monitoring and evaluation of the WP progress compared to the description of the action (Annex 1 of the Grant Agreement) and take decision on corrective actions where necessary. Further, it will review and approve the main reports such as deliverables and milestones. The Project Coordinator shall chair all meetings of the PEC, unless decided otherwise by a majority of two-thirds of the votes cast. The minutes of the PEC meetings shall be sent by the Project Coordinator to GEA members. Any member can be invited to PEC meetings as an observer.

All important issues on project level, which effect the achievement of the overall project objectives and the defined KPIs of the milestones, will be discussed and decided in the PEC. This means that the PEC is the central board for decisions regarding the implementation of the Project.

The PEC oversees project progress and in particular:

- Implementation of all action plans of all WPs.
- Coordination of all WPs, dependencies and linkages.
- Ensuring reporting by maintaining communication.
- Supporting implementation of the QA system.
- Ensuring that guidance on ethical, legal and data protection issues is followed.
- Creation of team structures.
- Establishing flexible, effective communication and meeting schedule.

4.5. Project Coordinator (PC)

The PC shall be the intermediary between the Parties and the Granting Authority and shall perform all tasks assigned to it as described in the GA and CA. The PC will be supported by the WPLs and PEC.

The PC of ROBO-KNOT is EIT Digital Hungary where a dedicated Unipreneurship Specialist leads the coordination team, ensuring timely delivery of the work plan, consolidating results, organizing consortium (GEA, PEC, WP) meetings, applying governance and quality assurance procedures as a Quality Manager. The Unipreneurship Specialist is supported by an Ecosystem Specialist, Ecosystem Lead and the Regional Director.

In particular, the PC shall be responsible in particular for:

- Monitoring compliance by the Parties with their obligations under this CA, and GA,
- Keeping the address list of members and other contact persons updated and available,
- Collecting, reviewing to verify consistency and submitting reports, other deliverables (including financial statements and related certifications) and specific requested documents to the Granting Authority,
- Transmitting documents and information connected with the Project to any other Parties concerned,
- Administering the financial contribution of the Granting Authority and fulfilling the financial tasks described in Section 7.2,
- Providing, upon request, the Parties with official copies or originals of documents that are in the sole possession of the PC when such copies or originals are necessary for the Parties to present claims
- The PC is the chairperson and ensures proper operation of the key consortium bodies GEA and PEC.

If one or more of the Parties is late in submission of any Project deliverable, the PC may nevertheless submit the other Parties' Project deliverables and all other documents required by the GA to the Granting Authority in time.

4.6. Quality Manager (QM)

The Quality Manager ensures that all activities, outputs, and results of the project meet the highest standards of quality, consistency, and compliance. Working closely with the PC, WPLs, and TLs, the QM is responsible for designing, implementing, and overseeing quality assurance procedures across the entire project lifecycle.

The QM develops the Quality Manual, including Quality Assurance Plan, Quality Monitoring Tools and the Risk Management Plan. The Quality Manager sits with WP4.

4.7. Work Package Leader (WPL)

The Work Package Leader (WPL) is responsible for the overall coordination, implementation, and delivery of a specific work package within the project. WPL ensures that objectives, deliverables, and milestones are achieved on time, within scope, and to the expected quality standards. WPLs work closely with the PC, Task Leaders, and other WPs to ensure alignment, communication, and smooth project execution. WPLs are members of the PEC.

4.8. Task Leader (TL)

A Task Leader is responsible for the effective planning, coordination, execution, and reporting of a specific task or set of activities within a Work Package. TLs play a key

role in ensuring that the project's objectives are met by delivering high-quality results on time, within scope, and in alignment with the overall project plan.

Develop a detailed action plan for the task in coordination with the WPL and other partners involved and ensures that the activities under the task are implemented according to the Description of Action and project timeline.

4.9. Talent Selection Committee (TSC)

The Talent Selection Committee (TSC) was brought to life in the ROBO-KNOT proposal. TSC consists of one nominee from each consortium member organization and is elected by GEA.

Committee members evaluate eligible applications independently based on a defined scoring system and convene for online consensus meetings. Representatives from sending institutions will not evaluate applications from their own organisation to maintain impartiality and given the consortium's composition of 12 entities, each evaluation will exclude one entity to ensure an odd number of evaluators, facilitating consensus-reaching.

Minutes of the TSC meetings will be sent to members of the GEA.

5. Organizing a meeting

The chairperson of a consortium body shall convene meetings of that consortium body. The chairperson for ROBO-KNOT GEA and PEC is the PC, the chairperson of the TSC is from ULUS. Each WP leader is the chairperson of its respective WP.

5.1. Notice of a meeting

The chairperson shall give a written notice of a meeting to each member of that Consortium Body as soon as possible and no later as described in the table below (5.5 Consortium Bodies and their meetings).

5.2. Sending the agenda

The chairperson of a Consortium Body shall prepare and send each member of that Consortium Body an agenda no later than the minimum number of days preceding the meeting as indicated the table below (5.5 Consortium Bodies and their meetings).

5.3. Adding Agenda Items

Any agenda item requiring a decision by the members of a Consortium Body must be identified as such on the agenda. Any member of a Consortium Body may add an item to the original agenda by written notice to all of the members of that Consortium Body, up to the minimum number of days preceding as indicated below in table below (5.5 Consortium Bodies and their meetings).
During a meeting members of a Consortium Body present or represented can unanimously agree to add a new item in the original agenda.

5.4. Administering a meeting

All project meetings shall be convened by the chairperson of the relevant consortium body (e.g., GEA, PEC, WP, TSC). The chairperson is responsible for ensuring that meetings are planned, conducted, and documented effectively to support transparency, participation, and decision-making within the consortium.

The Chairperson's responsibilities include:

Calling the Meeting: Initiate and schedule the meeting in advance using an appropriate scheduling tool (e.g., Outlook, Teams, or Forms) and based on the official ROBO-KNOT Contact List.

Preparing the Agenda: Draft and circulate the meeting agenda in a timely manner prior to the meeting. Additional items may be added before the deadline or at the meeting if agreed by all participants.

Collecting and Sharing Materials: Gather all relevant background documents and presentations from participants ahead of time. Upload these materials to the project's shared repository for easy access by attendees.

Conducting the Meeting: Ensure that the meeting proceeds according to the agenda, that all participants have an opportunity to contribute, and that discussions remain focused and productive.

Recording and Documentation: Record the meeting and, when applicable, generate an automatic transcript. The recording must be downloaded from meeting organisers MS Drive, and the recording and the transcript should be saved in the meeting materials folder within the shared repository.

Minutes of the Meeting: Draft and circulate the minutes of the meeting within a reasonable timeframe after the meeting. Partners will have the opportunity to review and propose corrections. The final version shall be stored in the shared repository as well.

Follow-up on Actions and Urgent Matters: In case of urgent or exceptional issues arising during the meeting, the chairperson will immediately inform the PC for appropriate action or escalation.

5.5. Consortium Bodies, and their meetings

	Chairperson	Ordinary Meeting	Notice of a Meeting	Adding Agenda Items	Minutes of the Meeting	Extraordinary meeting	Notice of a meeting	Adding Agenda Items	Minutes of the meeting
General Assembly (GEA) **Y1 – until M3** **Y2 – first half** **Y3 – first half**	PC	4 times during the project	30 calendar days	10 calendar days	20 calendar days	At any time upon request of the Project Executive Committee or 1/3 of the members of the General Assembly.	14 calendar days	7 calendar days	7 calendar days
Project Executive Committee (PEC)	PC	Monthly (online) meetings in person every 6 months	7 calendar days	3 calendar days	7 calendar days	At any time upon request of any WPL.	4 calendar days	1	7 calendar days
Work Package Meeting	WPL	Every 2-4 weeks, online meetings	7 calendar days	3 calendar days	7 calendar days	At any time upon request of any member of the WP or PC.	4 calendar days	1	7 calendar days
Talent Selection Committee (TSC)	Task 1.2 Lead (ULUS)	1 or 2 meetings for each cohort	14 calendar days	3 calendar days	7 calendar days	At any time upon request of ULUS.	7 calendar days	1	7 calendar days

5.6. Meeting Rules and Quorum

At least 2/3 of the consortium body must be represented to reach quorum. If the quorum is not reached, the chairperson of the Consortium Body shall convene another ordinary meeting within 7 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of members is present or represented.

Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

Member which the GEA has declared according to CA Section 4.2 to be a “Defaulting Party” may not vote.

5.7. Veto rights

A member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of a Consortium Body may exercise a veto with respect to the corresponding decision or relevant part of the decision.

The exercise of the veto shall be supported by a written justification by the member exercising such veto. The written justification will be made available to all Parties.

In case of exercise of veto, the Members of the related Consortium Body shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all the member.

A member may neither veto decisions relating to its identification to be in breach of its obligations nor to its identification as a “Defaulting Party”. The “Defaulting Party” may not veto decisions relating to its participation and termination in the consortium or the consequences of them.

A member requesting to leave the consortium may not veto decisions relating thereto. For further details see (CA 6.2.4).

5.8. Minutes of meetings

The chairperson of a Consortium Body shall produce minutes of each meeting which shall be the formal record of all decisions taken. The minutes shall be sent to all parties as described in table above (5.5 Consortium Bodies and their meetings).

The minutes shall be considered as accepted, if within 7 days from receipt no Parties sent objection by written notice to the chairperson. Decisions will only be binding once the relevant part of the minutes has been accepted.

5.9. Decisions without a meeting

Any decision may also be taken without a meeting, if,

- the PC circulates to all members of the Consortium Body a suggested decision with a deadline for responses of at least 7 calendar days after receipt by a member and
- the decision is agreed by 51% of all members of that Consortium Body.

The chairperson shall inform all members about the outcome of the vote.

6. Organizing day to day work

6.1. Shared documentation and knowledge Management

To ensure efficient collaboration, transparency, and traceability of project outputs, ROBO-KNOT consortium will use its online repository, called “ROBO-KNOT Project”. It provides access to Microsoft Teams, SharePoint and Microsoft Planner 3, and other MS office tools. This access provides a secure and organized framework for storing, sharing, and managing all project-related information.

All project documentation will be stored and maintained in this centralized repository. The repository serves as the single source of truth for all deliverables, reports, templates, and communication and meeting (agenda, minutes, presentations, action points) materials.

Each WP will have a dedicated folder structure organized according to WP tasks, deliverables, and reporting needs.

Access will be granted to all consortium members. Permissions are managed by the PC.

The shared repository operates with 4 channels, for the 4 work packages e.g.:

- 01. General and WP4 – Project Management and Coordination
  - 01. Agreements
  - 02. Work Plan
  - 03 Financial
    04. Reporting
  - 05. Quality Assurance
  - 06. Internal Reports
  - 07. Meetings
  - ROBO-KNOT project Contact List
- 02. WP1 – Secondment Set up and Execution
- 03. WP2 – Skills Development
- 04. WP3 – Communication, Dissemination and Exploitation
  - 01. Logos and Templates
  - 02. Website and Social Media
  - 03. Presentations

The folder structure described above is indicative and may be modified based on the needs of the project without the necessity to amend the Project Management Plan.

6.2. File naming convention

To ensure consistency, clarity, and traceability of all project documentation, the ROBO-KNOT consortium will follow a standardized file naming convention across all shared repositories (e.g., SharePoint, Teams, or other collaborative tools). This system facilitates efficient document storage, version control, and retrieval for all partners and reviewers.

6.3. Naming Structure

Each file name must follow the format below:

ROBO-KNOT_WP[Number]_[DocumentTitle]_ [NUMBER OF DELIVERABLE, MILESTONE]_[Version]_[Date/AuthorInitials]

Example:

ROBO-KNOT_WP4_ProjectManagementPlan_D4_1_v0.1_2025_10_25_MB.docx

6.4. Version Control Guidelines

Draft Versions:

Drafts should start from v0.1, v0.2, etc., until the document is reviewed and finalized.

Approved Versions:

Once approved by the responsible body (e.g., WP Leader, Project Coordinator, or PEC), the version is updated to v1.0.

Revisions:

Minor updates (typos, layout) → v1.1, v1.2.

Major updates (new content, structure) → increment to v2.0, v3.0.

Each new version must include a short change log within the document or in metadata (if supported by the repository).

All deliverables will contain a version control table:

Document revision history example:

Version	Date	Description of change	Contributor(s)
V 0.1	25-10-2025	1st version of deliverable template	Marton Belik (EITDH)
V.0.2	24.11-2025	Reviewed by	Annela Hendrikson (TALT), Michał Rybacki (ADRA)
V.1.0	28.11.2025	Approved by the coordinator	Marton Belik (EITDH), Gergely Horváth (EITDH)

6.5. Archiving and Confidentiality Rules

At the end of each reporting period, the PC will archive materials uploaded. Archived materials will be stored in a designated “ROBO-KNOT Archive” section on SharePoint. All documents will be retained for five years after project closure. Confidential information will be clearly marked as “Confidential – Consortium Only” or “Public”.

6.6. Access and Maintenance

Each WPL is responsible for maintaining the structure and accuracy of their WP folder.

The PC oversees the repository and ensures compliance with naming conventions.

Periodic reviews will be conducted to archive outdated files and ensure consistency across the consortium.

6.7. Schedule

Because ROBO-KNOT operates with a secondment scheme (in Spring-Summer 2026 and Spring-Summer 2027), the preparation of the intersectoral and international mobilities will require more frequent meetings in Autumn 2025 and Autumn 2027. This may result in an increased number of WP and PEC meetings during the preparation, management of secondments, while in other periods fewer meetings will be needed.

6.8. ROBO-KNOT Contact List

The ROBO-KNOT contact list is a list of contacts of ROBO-KNOT project partners, it is essential for ensuring efficient coordination and smooth communication across all project partners. It provides a single, up-to-date reference for key personnel involved in management, including their roles and responsibilities.

In order to modify the ROBO-KNOT Contact List, project participants are kindly asked to send an email to the project Project Coordinator (Marton Belik – marton.belik@eitdigital.eu), who will provide support in the changes requested.

6.9. ROBO-KNOT Coordinator’s Office Hour

To support all ROBO-KNOT participants during the initial phase of the project, the PC will host a weekly Office Hour every Wednesday from 13:00 to 13:30.

Everyone involved in ROBO-KNOT is warmly encouraged to join these sessions to ask questions, share feedback, or simply check in. In addition to the weekly Office Hour, the Project Coordinator will also be available for individual or group meetings upon prior arrangement.

6.10. Interdependencies between Work Packages

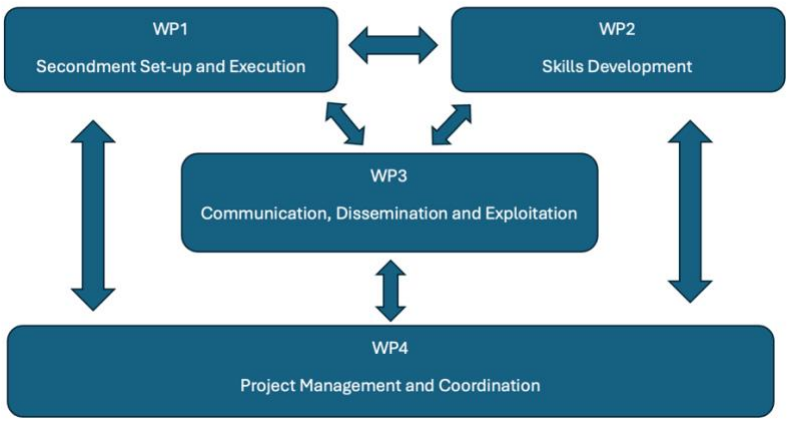
The effective implementation of ROBO-KNOT relies on strong coordination and awareness of dependencies and interrelations among Work Packages (WPs). Each WP contributes to the overall objectives through its specific deliverables, which often serve as inputs to subsequent activities in other WPs.

Understanding these linkages ensures that outputs are delivered in the correct sequence and that each WP can plan accordingly to use results efficiently.

Delays or changes in one WP can have cascading impacts across the project.

To mitigate this WPLs must anticipate resource needs, dependencies, and timing requirements well in advance, organize regular coordination meetings and share progress updates to keep the PC informed, and when needed, update the Microsoft Planner, used as a RACI (responsibility assignment matrix including the roles and responsibilities for tasks and deliverables in a project) table accordingly.

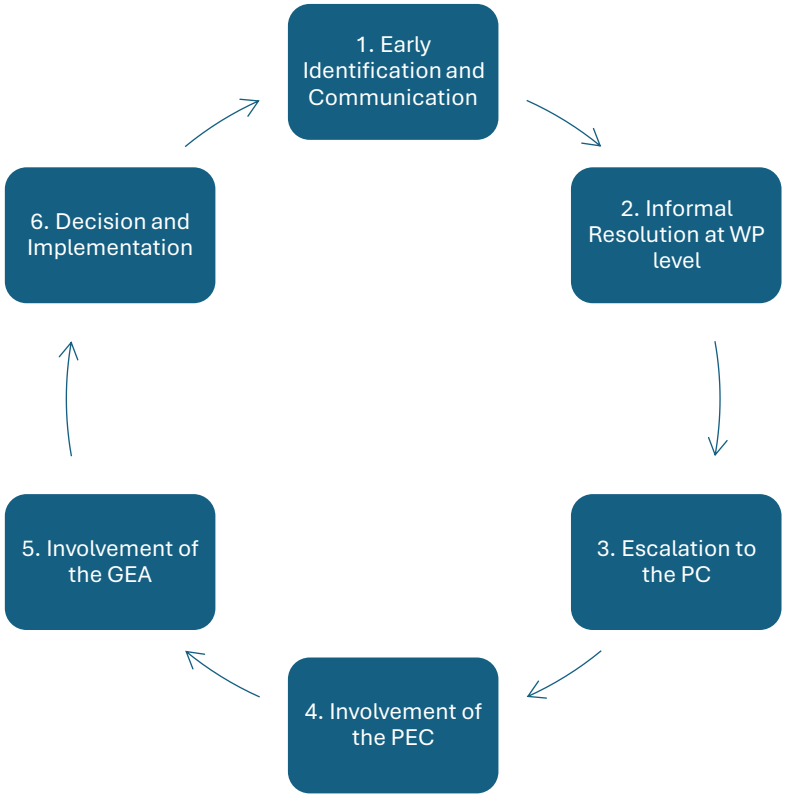
ROBO-KNOT Work Packages:



6.11. Conflict resolution

Conflicts may arise in various situations among project participants. In large multinational, multisectoral projects such as ROBO-KNOT, involving multiple locations, organisations, time zones, disagreements can emerge from differences in communication styles, work habits, or expectations. Factors such as the distribution of tasks, responsibilities, and decision-making authority, as well as variations in native language, meeting schedules, and working standards, can all contribute to potential misunderstandings or tensions within the consortium.

6.11.1. Conflict resolution steps



1. Early Identification and Communication:
   - ROBO-KNOT encourages open communication and early identification of potential disagreements or misunderstandings.
   - Partners are advised to raise concerns directly with the relevant WPL or TL as soon as issues arise.
2. Informal Resolution at WP level:
   - Most conflicts should be addressed and resolved informally within the work package, through constructive dialogue between involved parties.
   - The WPL facilitates discussion and ensures a fair and transparent resolution process.
3. Escalation to the PC:
   - If the conflict cannot be resolved at the work package level, it shall be escalated to the PC, who will mediate discussions and propose corrective actions.
4. Involvement of the PEC
   - For disputes affecting multiple work packages or overall project performance, the issue will be brought before the PEC by the WPL(s).
   - The PEC will review the situation, assess its implications, and make a decision.
   - If PEC would not be able to make a decision, GEA will be involved
5. Involvement of the GEA

- PEC informs GEA.
- GEA reviews the situation, and will take a decision on resolving the conflict.

6. Decision and Implementation
    - Agreed resolutions and decisions must be documented in meeting minutes (PEC and or GEA) and communicated to all consortium members.
    - Corrective actions, if applicable, are to be implemented immediately, and their effectiveness monitored by the PC.

Adherence to the Consortium Agreement

All conflict resolution processes must comply with the terms defined in the Consortium Agreement (Section 11: Conflict Resolution and Decision-Making), and the Grant Agreement. If an internal resolution cannot be reached, the procedures outlined in the Consortium Agreement, including potential mediation or arbitration, will apply.

7. Promoting a Collaborative Culture and Inclusivity

The ROBO-KNOT consortium is committed to fostering gender equality, diversity, and inclusivity throughout all project activities. All partners are expected to ensure equal opportunities and fair treatment regardless of gender, ethnicity, age, disability, religion, or sexual orientation. The project actively promotes balanced gender representation, with a target of at least 30% female participation among secondees.

The project promotes a balanced and inclusive environment by actively encouraging the participation of women and under-represented groups, monitoring gender-related indicators, and integrating gender-sensitive approaches into selection procedures, learning content, and team interactions. All partners are expected to uphold equal opportunities, apply unbiased evaluation practices, and foster a respectful, inclusive culture in line with Horizon Europe gender equality requirements.

Creating an open, respectful, and collaborative working environment is fundamental to the success of the project. All participants are encouraged to communicate in a constructive, considerate, and professional manner, both in meetings and in written correspondence. Discriminatory, disrespectful, or inappropriate behaviour is inconsistent with the values of the consortium and will be addressed promptly and appropriately by the PC in consultation with the relevant parties and, if necessary, the PEC.

More detailed guidelines, procedures, and monitoring mechanisms will be developed under Deliverable D4.3 – Data Management and Monitoring of Legal and Ethical Aspects, while the outreach efforts are detailed in D3.1 - D&E&C Plan.

8. Preparation of Deliverables and Milestones

To ensure that all deliverables are submitted on time, in high quality, before the submission the Deliverables will be reviewed by two consortium members and the PC, and will be submitted in the Portal by the PC. Quality assurance and monitoring will be further detailed in the ROBO-KNOT Quality Assurance Plan (D4.2).

9. Secondments

ROBO-KNOT ensures that secondees benefit from a safe, well-structured, meaningful and enriching mobility experience. The framework supports professional growth, skills enhancement, and cross-sector collaboration while guaranteeing compliance with EU funding rules and high-quality implementation standards.

ROBO-KNOT project provides secondees with financial provisions. The sending institutions will decide if the secondee with a contractual relationship are allowed to receive a scholarship or a reimbursement. The details of secondments will be discussed in the relevant materials of WP1.

10. Reporting

10.1. Periodic Reports and Review meetings

All partners, beneficiaries must provide reports to request payments. Reports consist of a technical *(narrative report)* and a financial *(Financial sheet)* part to the Periodic Reports to the European Commission.

ROBO-KNOT project consists of two reporting periods (RP):

- RP No 1., M1-M12, 1 September 2025 – 31 August 2026.
- RP No 2., M13-M36, 1 September 2026- 31 August 2028.

There will be two ROBO-KNOT project reviews (RV):

- RV No 1., M15 (online/onsite)
- RV No 2., M 36 (online/onsite).

The Reporting periods, deadlines, type of reporting and the time of payment are included in the Grant Agreement 4.2.

4.2 Periodic reporting and payments

Reporting and payment schedule (art 21, 22):

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/10 days before starting date – whichever is the latest
1	1	12	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
2	13	36	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

10.1.1. Submission timeline – Technical Periodic report

Action	Description	Deadline
Project Coordinators Notification	The PC sends an email to WPLs and partners outlining the technical reporting requirements. Responsibilities for input submission are assigned to partners and WPLs.	**RP1: 1 August 2026** **RP2: 1 August 2028**
Notification from the Funding & Tenders Portal	All partners receive an official notification from the European Commission's Funding & Tenders Portal requesting the submission of technical inputs.	**RP1: in the course of September 2026** **RP2: in the course of September 2028**
Completion of Technical Inputs	Partners and WPLs provide information to the PC, covering KPIs, deliverables, milestones, dissemination, communication, publications, and other required sections.	**RP1: in the course of September 2026** **RP2: in the course of September 2028**
Project Coordinator Review and Validation	The PC reviews all submitted technical inputs for completeness and consistency, consolidates the information, and submits the validated report to the European Commission.	**RP1.: 30 September 2026** **RP2.: 30 September 2028**

10.1.2. Submission Timeline Periodic Financial report

Action	Description	Deadline
Opening of the Official Financial Report	The PC informs on the reporting period via email to all partners outlining the procedures, templates, and key deadlines and roles.	**RP1:** **1 August 2026** **RP2:** **1 August 2028**
Optional Workshop	A facultative workshop may be organised by the PC to guide partners through the reporting process and address any technical or financial questions.	**RP1:** **10 August 2026** **RP2:** **10 August 2028**
Notification from the Funding & Tenders Portal	All partners receive an automatic notification from the European Commission's Funding & Tenders system requesting the completion of their financial statements.	**RP1:** **in the course of, September 2026** **RP2:** **in the course of September 2028**
Completion of Financial Statements	Each partner enters the required figures and information (person-months, subcontracting, travel, other costs) directly into the Funding & Tenders Portal.	**RP1.:** **30 September 2026** **RP2.:** **30 September 2028**
Electronic Signature and Submission	Each partner electronically signs and submits their Financial Statement by selecting the "Sign & Submit" button in the portal.	**RP1.:** **15 October 2026** **RP2.:** **15 October 2028**
Project Coordinator's Review and Validation	The Project Coordinator reviews all submitted Financial Statements for completeness and consistency, then formally includes them into the Reporting Period.	**RP1.:** **15 October 2026** **RP2.:** **15 October 2028**

10.2. Internal Reporting

To support the reporting process, ROBO-KNOT members will submit internal technical (narrative) and internal financial (including person-months, subcontracting, travel, and other direct costs) report every 6 months, to the PC.

One month before an Internal Report (IR) is due, the PC will inform the Consortium about the reporting deadline and input needed. The information will be collected through a standard reporting template shared by the PC.

10.2.1. Template of the internal technical progress report

Internal technical progress report	
Please give a concise summary of your work accomplished, progress, what is the current status of your work? Kindly provide an overview. *(max 1000 character)* *Please provide your answer here.*	
Summarize the role you played in the work package(s).	
WP1	
WP2	
WP3	
WP4	
Are you encountering or do you anticipate problems achieving formal results/deliverables?	
WP1	
WP2	
WP3	
WP4	
Do you anticipate or encounter difficulties in delivering on your informal commitments? (For instance, offering support to other work packages)	
WP1	
WP2	
WP3	
WP4	
Are you currently facing or expecting any issues related to budget, including person-month allocation or financial resources? *Please provide your answer here.*	

10.2.2. Internal cost reporting:

10.2.2.1. Personnel costs internal reporting:

Internal Person Month internal reporting			
WP/Task	PMs	Monthly rate	Task Description
WP number, Task number	*Number of PMs*	*EUR*	*Task description*

10.2.2.2. Other costs internal reporting

Other Cost internal reporting			
Activity/Task	*Cost Type*	*Amount*	*Cost Description*
WP number, Task number	*Travel and Subsistence Other goods, works and services*	*EUR*	*For travel and subsistence: travelling date and destination and purpose of travel. For Other goods, works services and Subcontracting: description of the good, work or service, cost/value and date of invoice.*

10.3. Schedule of Internal Reports and Periodic Reports

Type of Report	Month Due	Due Date	Content
Internal Report 1.	M6	28 February 2026	Summary of activities of the first 6 months of the project (M1-M6).
n/a	M12		*No Internal Report collected on M6-M12 activities. Content will be gathered for Periodic Report 1.*
Reporting to the EC Reporting Period 1.	M14	31st October 2026.	Technical (narrative) and financial report to the EC about Reporting Period 1. (M1-M12) 1st September 2025 – 31st August 2026.
Review Meeting of the EC 1	M15		Review Meeting of the European Commission
Internal Report 2.	M18	28th February 2027.	Summary of activities within M13-M18 months of the project.
Internal Report 3.	M24	31st August 2027.	Summary of activities within M19-M24 months of the project.
Internal Report 4.	M30	29th February 2028.	Summary of activities within M24-M30 months of the project.
n/a	M36		No Internal Report collected on M30-M36 activities. Content will be gathered for Periodic Report 2.
Reporting to the EC Reporting Period 2.	M38	31st October 2028.	Technical (narrative) and financial report to the EC about Reporting Period 2. (M13-M36) 1st September 2026 – 31st August 2028.
Review Meeting of the EC 2	M36	.	Review Meeting of the European Commission

11. Ethics

The ROBO-KNOT project upholds the highest ethical standards in all its activities, ensuring full compliance with the principles and regulations of the European Union, including the Charter of Fundamental Rights of the European Union, the Horizon Europe ethics and integrity framework, the European Code of Conduct for Research Integrity (ALLEA), and Regulation (EU) 2016/679 on the protection of personal data (GDPR).

Ethical considerations will guide every aspect of project implementation. To ensure continuous ethical compliance, specific procedures, monitoring mechanisms, and documentation standards will be defined in detail under Task 4.3 – Data Management and Monitoring of Legal and Ethical Aspects, and presented in Deliverable D4.3.