

Change toolkit for digital building permit

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Coordinator	Jantien Stoter	15/12/2022

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1. Introduction

1.1 Purpose of this document

This Project Handbook and quality manual has mainly two functions.

Firstly, it is a reference source for all consortium members covering many day-to-day activities. Secondly, it intends to standardise various elements of the project e.g. project reports, deliverables, etc. through the use of agreed procedures and templates where relevant.

It will be a dynamic document and will be updated as required throughout the project.

1.2 Precedence

The general principles for the project execution are defined in the EU Grant Agreement (GA), the Description of the action (DoA) and the Consortium Agreement (CA). The Project Handbook does not replace any of these established agreements, nor does it replace any of the EU guidelines for project implementation and documentation.

Where there are any inconsistencies between these documents, the following order of precedence should be applied:

1. EU Grant Agreement including Description of the action, also referred to as the Grant Agreement (EU GA) Annex 1;
2. Consortium Agreement (CA);
3. Project Handbook (present document).

2. General Project Information

Title	Change toolkit for digital building permit
Acronym	CHEK
Grant Agreement No.	101058559
Funding Programme	Horizon Europe - HORIZON-CL4-2021-TWIN-TRANSITION-01-10
Type of Action	IA (Innovation Action)
Project Start Date	01-10-2022
Project duration	36 months

Scientific Coordinator (TUD)	Admin. Project Coordinator (TUD)
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Table 1 Partners - CHEK Project

No	Partner name	Acronym	Country
1	Delft University of Technology	TUD	Netherlands
2	Fraunhofer Italia Research	FHI	Italy
3	University of Brescia	UBS	Italy
4	University of Minho	UM	Portugal
5	CYPE	CYP	Spain
6	Virtual City Systems	VCS	Germany
7	Xinaps	XNP	Netherlands
8	RDF Ltd.	RDF	Bulgaria
9	Zwei Ltd	ZWE	Republic of North Macedonia
10	SIA.architects	SIA	Luxembourg
11	PREFASADA sp.zoo	FAS	Poland
12	Mostostal	MST	Poland
13	Municipality of Lisbon	LIS	Portugal
14	Institut plánování a rozvoje hl. m. Prahy	IPR	Czechia
15	Municipality of Ascoli Piceno	APC	Italy
16	Open Geospatial Consortium Europe iVZW	OGC	Belgium
17	Gaiurb - Municipality of Vila Nova de Gaia	GAI	Portugal
18	DiRoots	DIR	Portugal
	Associate partner	Acronym	Country
19	BuildingSMART International	BSI	United Kingdom

3. Legal Aspects

3.1 Grant Agreement

The Grant Agreement forms the legal basis for the implementation of the project. It consists of:

Terms and Conditions (this is the core contract);

- Annex 1 Description of the action (DoA)*;
- Annex 2 Estimated budget for the action;
- Annex 2a Additional information on unit costs and contributions (if applicable)
- Annex 3 Accession Forms (if applicable)*;
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)*
- Annex 4 Model for the financial statements;
- Annex 5 Specific rules (if applicable).

* Template published on [Portal Reference Documents](#).

Although the core contract is signed between the EU and the Coordinator of the project, all partners have become individual contract partners with the commission by signing the Accession Forms.

The Grant Agreement must be kept by all partners and should be provided to the auditor in case of an audit. It is downloadable in the participant portal, in document library of the CHEK project.

3.2 Consortium agreement

Whereas the Grant Agreement is signed between the EU and the partners, the Consortium Agreement is signed between the partners themselves. It arranges in more detail the provisions of the Grant Agreement, such as but not limited to financial issues, payments, management, decision-making, conflict resolution, intellectual property rights and liability.

The Consortium Agreement must also be kept by the partners and must be shown in case of audits.

3.3 Amendments

During the project, circumstances may arise to call for a request to the EU for an amendment of the Grant Agreement. Reasons may vary, but could be:

- Change of partner(s);
- Change of legal entity;
- Changes in the Budget (EU GA: Annex 2);
- Changes in the DoA (EU GA: Annex 1).

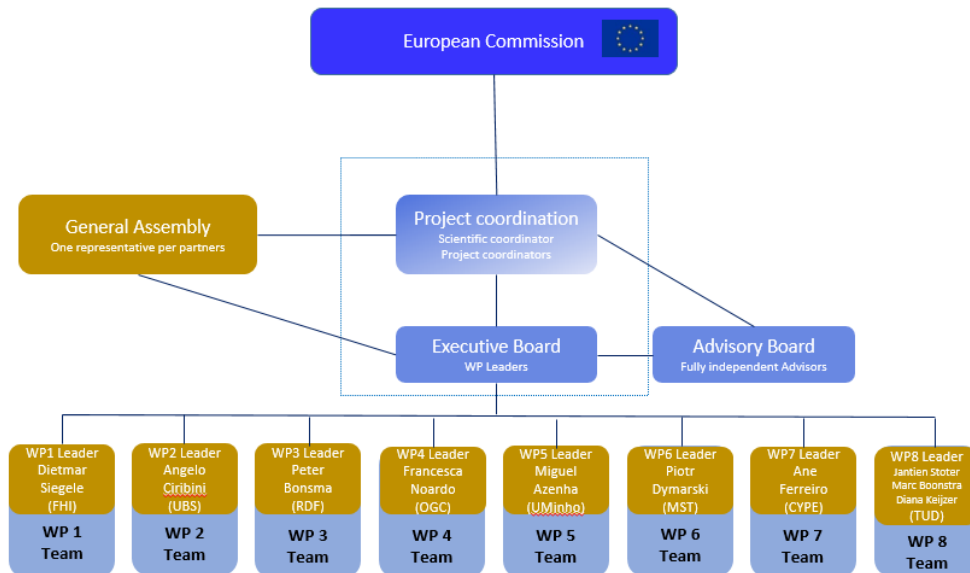
In case an amendment is needed, the coordinator shall submit such a request after a decision by the General Assembly. After approval, the Coordinator shall distribute the revised Grant Agreement to the partners, replacing former versions.

Budget changes that do not affect the content of DoA can be taken care by the consortium itself; decision through the General Assembly and inform the Project Officer. Amendments may be requested by any of the project partners.

4. Management Structure and Procedures

4.1 Project Organizational Structure

Figure 1 Project organizational structure



The project organizational structure has multiple layers of decision-making:

General Assembly (GA)

The General Assembly is the decision-making body of the consortium. The GA deals with partner enrollment and exit, budget changes, (IPR) issues and conflicts.

Executive Board (EB)

The Executive Board is the supervisory body for the execution of the Project, which shall report to and be accountable to the General Assembly.

Work Package Leaders (WPL)

Work Package Leaders are responsible for workflow, coordination and progress within their WPs and other WPs. They ensure that the coordinator is informed about WP developments. Adjustment to work must be agreed by coordinator

Project Coordination

The Project Coordination is responsible for efficient management of the project and individual activities with respect of time, budget and quality. It also functions as the intermediary for all communication between co-beneficiaries and the European Commission. The Project coordinator shall, in addition to its responsibilities as a beneficiary, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement.

Advisory Board (AB)

The Advisory Board will be the advisory body to the Executive Board. The AB gives advice to the project to facilitate a quick market uptake and to ensure a scientifically sound methodology, bringing higher quality results.

The AB are experts in the investigation or application field and will provide feedback and suggestion on the planned methodology as well as on the intermediate results presented to them ones or twice per year.

CHEK Community of Practice (CoP)

The CHEK Community of Practices will be composed of potential end users of the outcomes of the project. Their participation is intended to enhance scalability of the solutions provided. They will be consulted in critical moments of the project workflow, to guide developments, and will give feedback to improve the provided solutions with respect to potential uptake.

4.2 Roles

4.2.1 General Assembly (GA)

The GA is ultimately responsible for the management of the project and consists of one representative from each partner in the consortium. It is chaired by the WP 8 leader(s).

The GA shall be free to act on its own initiative to formulate proposals and take decisions. In addition, all proposals made by the Executive Board shall also be considered and decided upon by the GA.

Table 2 General Assembly Members

Partner Nr	Organisation	Name	E-mail
1	TUD	Jantien Stoter	j.e.stoter@tudelft.nl
2	FHI	Dietmar Siegele	dietmar.siegele@fraunhofer.it
3	UBS	Angelo Ciribini	angelo.ciribini@unibs.it
4	UM	Miguel Azenha	miguel.azenha@civil.uminho.pt
5	CYP	Ane FERREIRO	Ane.ferreiro@cype.com
6	VCS	Lutz Ross	lross@vc.systemss
7	XNP	Hugh Geoghegan	Hugh@Xinaps.com
8	RDF	Peter Bonsma	peter.bonsma@rdf.bg
9	ZWE	Trajche Stojanov	office@zweiconsult.com
10	SIA	Gregorio Saura	sag@sia-arch.eu
11	FAS	Agnieszka Łukaszewska	a.lukaszewska@prefasada.pl
12	MST	Piotr Dymarski	p.dymarski@mostostal.waw.pl
13	LIS	Luís Moraes	dmu.epiou@cm-lisboa.pt
14	IPR	Jiří Čtyrský	ctyroky@ipr.praha.eu
15	APC	Milena Coccia	m.coccia@comune.ap.it
16	OGC	Francesca Noardo	fnoardo@ogc.org
17	GAI	Carla Pires	cpires@gaiurb.ptt
18	DIR	Jose Oliveira	jose.oliveira@dirroots.com
19	BSI	Richard Kelly	richard.kelly@buildingsmart.org

The GA shall take the following decisions:

- Content, finance and intellectual property rights;
- Evolution of the consortium (e.g. Entry of a new partner, withdrawal of a partner).

All decisions of the GA are taken with 2/3 majority votes, though the objective is unanimity.

The quorum of the GA meetings is 2/3 of its members. On a regular basis, the GA members will communicate via TEAMS and email.

The General Assembly shall consist of one representative of each Partner. Each Member shall be deemed to be duly authorised to deliberate, negotiate and decide on:

- Content, finances and intellectual property rights
- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Granting Authority
- Changes to the Consortium Plan
- Modifications or withdrawal of Background in Attachment 1 (Background Included)
- Additions to Attachment 3 (List of Third Parties for simplified transfer according to Section 8.3.2)
- Additions to Attachment 4 (Identified entities under the same control)
- Entry of a new Party to the Project and approval of the settlement on the conditions of the accession of such a new Party
- Withdrawal of a Party from the Project and the approval of the settlement on the conditions of the withdrawal
- Identification of a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement
- Declaration of a Party to be a Defaulting Party; Remedies to be performed by a Defaulting Party; ermination of a Defaulting Party's participation in the consortium and measures relating thereto
- Proposal to the Granting Authority for a change of the Coordinator
- Proposal to the Granting Authority for suspension of all or part of the Project
- Proposal to the Granting Authority for termination of the Project and the Consortium Agreement

4.2.2 Executive Board (EB)

The EB is the supervisory body responsible for the proper execution and implementation of the decisions of the GA.

The EB consists of all WP leaders and the CO. The EB will be led by the CO and will review technical progress and formally report to the GA. Depending on the specific task progress and requirements for a more detailed report, other partner members can be invited to the EB meetings.

The EB is responsible, within the guidelines of the GA, for the final decisions on work package (WP) management aspects resulting from:

- revisions of the overall project progress;
- revisions of the work plan and the consortium structure;
- efforts to guarantee that the project maintains its objectives and relevance;
- monitoring and maintenance of the coherence, integration and societal impact of the project;

- project technical roadmap decisions;
- resolution of relevant technical issues;
- final decisions concerning the project implementation.
- prepare the meetings, propose decisions and prepare the agenda of the General Assembly
- seek a consensus among the Parties.
- responsible for the proper execution and implementation of the decisions of the General Assembly.
- monitor the effective and efficient implementation of the Project.
- collect information at least every 6 months on the progress of the Project, examine that information to assess the compliance of the Project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the General Assembly.
- support the Coordinator in preparing meetings with the Funding Authority and related data and deliverables
- prepare the content and timing of press releases and joint publications
- In the case of abolished tasks as a result of a decision of the General Assembly, the Executive Board shall advise the General Assembly on ways to rearrange tasks and budgets of the Parties concerned.

The Coordinator shall chair all meetings of the Executive Board. The Coordinator shall convene ordinary meetings of the EB at least once every six months.

Table 3 Executive Board Members

Topic	WP	Partner	Name(s)	E-mails
The DBP process and changing strategy	1	FHI	Dietmar Siegele	dietmar.siegele@fraunhofer.it
Information requirements for the DBP use case	2	UBS	Angelo Ciribini	angelo.ciribini@unibs.it
GeoBIM	3	RDF	Peter Bonsma	peter.bonsma@rdf.bg
Software Development	4	OGC	Francesca Noardo	fnoardo@ogc.org
Upskilling/Reskilling construction value chain	5	UM	Miguel Azenha	miguel.azenha@civil.uminho.pt
Piloting action coordination and demonstration	6	MST	Piotr Dymarski	p.dymarski@mostostal.waw.pl
Dissemination and Exploitation	7	CYP	Ane Ferreira	ane.ferreiro@cype.com
Project management and Scientific Coordinator	8	TUD	Jantien Stoter	j.e.stoter@tudelft.nl

The leader(s) of WP8 (Project Management) shall chair all meetings of the EB, unless decided otherwise by a majority of two-thirds.

4.2.3 Work Package Leaders and Task Leaders

The WP Leaders (WPLs) and the Task Leaders (TLs) will be responsible for the detailed implementation of the work packages and tasks and preparation of the corresponding deliverables and milestones. The WPLs perform operative management at the level of their work package and are responsible for the following activities:

- Reporting progress at project meetings and in management reports;
- Immediately reporting major decisions related to any deviation to the work plan;
- Coordinating the activities of the task leaders;

- Highlighting any partners whose contributions are of insufficient or of unacceptable quality.

The EB report to the GA if the GA requires more detailed information on certain issues. The TLs assist the WPLs in planning, managing and performing their respective tasks in the WP context.

Table 4 Work Package Leaders

Topic	WP	Code	Name(s)	E-mails
The DBP process and changing strategy	1	FHI	Dietmar Siegele	dietmar.siegele@fraunhofer.it
Information requirements for the DBP use case	2	UBS	Angelo Ciribini	angelo.ciribini@unibs.it
GeoBIM	3	RDF	Peter Bonsma	peterbonsma@rdf.bg
Software Development	4	OGC	Francesca Noardo	fnoardo@ogc.org
Upskilling/Reskilling construction value chain	5	UM	Miguel Azenha	miguel.azenha@civil.uminho.pt
Piloting action coordination and demonstration	6	MST	Piotr Dymarski	p.dymarski@mostostal.waw.pl
Dissemination and exploitation	7	CYP	Ane Ferreira	ane.ferreiro@cype.com
Scientific Coordinator and administrative project management	8	TUD	Jantien Stoter Diana Keijzer Marc Boonstra	j.e.stoter@tudelft.nl g.j.m.keijzer@tudelft.nl m.h.boonstra@tudelft.nl

4.2.4 Project Coordination

The CHEK project is coordinated by TUD and acts as the intermediary between the partners and the European Commission (Funding Authority).

The coordination of the project is performed at two levels:

Scientific coordination

Professor Jantien Stoter (TUD) is the scientific coordinator, assisted by Francesca Noardo (OGC). She takes care of the scientific development of the project. The main responsibility is to ensure that the main goals of the project are pursued and to verify the quality of all deliverables resulting from the project.

Project coordination

Diana Keijzer (TUD) and Marc Boonstra (TUD) are responsible for the project coordination. They assist the scientific coordinator and the consortium on financial, legal, administrative as well as on organizational matters.

The scientific coordinator and project coordinators work closely together to guarantee a smooth project communication internally (within the project) and externally (with the EU and the public at large).

The Coordinator shall be responsible for:

- monitoring compliance by the Parties with their obligations under this Consortium Agreement and the Grant Agreement
- 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 certification) and specific requested documents to the Granting Authority
- preparing the meetings, proposing decisions and preparing the agenda of General Assembly 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 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 Coordinator when such copies or originals are necessary for the Parties to present claims.

4.2.5 Advisory Board (AB)

The Advisory Board representatives are listed in the contact list on the Teams platform [\[LINK\]](#).

An Advisory Board (AB) will be appointed and steered by the General Assembly. The AB shall assist and facilitate the decisions made by the General Assembly.

The Coordinator will ensure that a non-disclosure agreement is executed between all Parties and each AB member.

The AB members shall be allowed to participate in General Assembly meetings upon invitation but have not any voting rights.

The roles of the AB are the following: 1) to provide guidance to CHEK; 2) to facilitate quick market uptake; and 3) to represent government and industry.

The AB meets annually as part of the project meeting. Project information will be communicated by TUD. The members of the AB have a possible role in stocktaking and evaluation of innovations. They possibly participate in mid-term and final review. Travel and lodging costs of the AB members are compensated through TUD.

Throughout the run of the project the consortium will invite more stakeholders to join the advisory board.

4.2.6 Community of Practice (CoP)

The members of the Community of Practice are also listed in the contact list on the Teams platform. The members are recruited via open invitations (e.g. through the EUnet4DBP network, networks of AB-members, EuroSDR etc.), direct mailings by the consortium partners, an open call on our website etc.

The CoP consists of municipalities as well as other stakeholders (designers, construction companies) who will be asked to contribute to specific project activities, e.g. defining requirements, testing software tasks or demonstration tasks. The input from the CoP will be very valuable to develop solutions that will support building permit digitalisation in practice across Europe.

4.2.7 Meetings

Two in-person meetings are planned in the three years.

The Scientific coordinator shall chair all meetings of the General Assembly. The Coordinator shall convene ordinary meetings of the General Assembly at least once every six months and extraordinary meetings at any time upon written request of any Member.

Table 5 Meeting schedule

Month	Meeting	Attendance	Online / offline
Oct 2022	Kick off Meeting	Consortium / EB /GA	Online
Nov 2022	Monthly meetings	Consortium	Online
Dec 2022	Monthly meetings	Consortium	Online
Jan 2023	Monthly meetings	Consortium	Online
Feb 2023	Progress Meeting	EB/GA	In person (Delft)
March 2023	Monthly meetings	Consortium	Online
April 2023	Monthly meetings	Consortium	Online
May 2023	Monthly meetings + Executive board	Consortium / EB	Online
Jun 2023	Monthly meetings	Consortium	Online
July 2023	Monthly meetings	Consortium	Online
Aug 2023	Monthly meetings	Consortium	Online
Sept 2023	Monthly meetings + Executive board + General assembly	Consortium / EB /GA	Online
Oct 2023	Monthly meetings	Consortium	Online
Nov 2023	Monthly meetings	Consortium	Online
Dec 2023	Monthly meetings + Executive board	Consortium / EB	Online
Jan 2024	Monthly meetings	Consortium	Online
Feb 2024	Monthly meetings	Consortium	Online
March 2024	Monthly meetings + Executive board + General assembly	Consortium / EB /GA	Online
April 2024	Monthly meetings	Consortium	Online
April/May 2024	Review meeting	EB/GA	TBD
May 2024	Monthly meetings	Consortium	Online
Jun 2024	Monthly meetings + Executive board	Consortium / EB	Online
July 2024	Monthly meetings	Consortium	Online
Aug 2024	Monthly meetings	Consortium	Online
Sept 2024	Monthly meetings	Consortium	Online
Oct 2024	Progress Meeting	EB/GA	In person
Nov 2024	Monthly meetings	Consortium	Online
Dec 2024	Monthly meetings	Consortium	Online
Jan 2025	Monthly meetings + Executive board	Consortium / EB	Online
Feb 2025	Monthly meetings	Consortium	Online
March 2025	Monthly meetings	Consortium	Online
April 2025	Monthly meetings + Executive board + General assembly	Consortium / EB /GA	Online
May 2025	Monthly meetings	Consortium	Online
Jun 2025	Monthly meetings	Consortium	Online
July 2025	Monthly meetings	Consortium	Online
Aug 2025	Monthly meetings	Consortium	Online
Sept 2025	Monthly meetings + Executive board + General assembly	Consortium / EB /GA	Online
Dec /Jan 2025	Review meeting	EB/GA	TBD

5. Communication

5.1. Internal communication

Internal communication is considered the communication within the consortium.

5.1.1 Email

Many people may be working on a number of different projects and are likely to receive numerous emails every day. Therefore, a standard subject title is proposed. This helps to quickly recognise the project related emails.

Project related emails should include in the subject title: 'CHEK' followed by a more specific description of the subject, deadline for feedback or reply, see below an example:

[Subject: CHEK: Kick off meeting minutes, comment till October 25th 2022]

Furthermore, it is required to copy the (scientific) coordinators j.e.stoter@tudelft.nl, fnoardo@ogc.org and g.j.m.keijzer@tudelft.nl in most important e-mail communications.

There are several distribution lists:

- Consortium: Chek-all-bk@tudelft.nl
- Executive Board: Chek-eb-bk@tudelft.nl
- Finance/Legal: Chek-finance-legal-bk@tudelft.nl
- General Assembly: Chek-ga-bk@tudelft.nl

Furthermore, distribution lists per work package:

- Work Package 1 Chek-WP1@tudelft.nl
- Work Package 2 Chek-WP2@tudelft.nl
- Work Package 3 Chek-WP3@tudelft.nl
- Work Package 4 Chek-WP4@tudelft.nl
- Work Package 5 Chek-WP5@tudelft.nl
- Work Package 6 Chek-WP6@tudelft.nl
- Work Package 7 Chek-WP7@tudelft.nl
- Work Package 8 Chek-WP8@tudelft.nl

Partners are able to adjust the Excel contact list in TEAMS 'CHEK – general – files' themselves. The contact list consists of:

- Email addresses of the contact persons;
- Telephone numbers (only to be used in case of project emergency issues);
- Work Package, Task and Financial entry fields

The coordinator must be informed in order to update the distribution lists in case of adjustments. This can be done either via Teams or via email: g.j.m.keijzer@tudelft.nl.

5.1.2 Internal Communication Platform

A project internal communication platform: TEAMS was set up to act as repository for all working documents, minutes and reports. Link to TEAMS-CHEK [[LINK](#)]. Request for access to TEAMS, contact g.j.m.keijzer@tudelft.nl. Every member of the consortium has access to the TEAMS platform and its channels. In case of problems/need for a new account, please contact: g.j.m.keijzer@tudelft.nl.

Channels in TEAMS

There are channels for every work package in TEAMS to discuss and communicate on the specific work package. Every channel is accessible to all member in TEAMS. All members have rights to read/download/edit/upload documents.

In every Work Package channel threads can be created (e.g. per task) to have a clearer view of which discussions per WP there are in a channel.

Every 'files' tab in a WP channel has folders with the title of the tasks. When uploading documents, use the folders to keep the 'files' tab organised.

The 'general' channel is a storage for the general project related documents, which can be found in the tab 'files'. Folders are created for meetings, deliverables, contract, etc. and for general communication via the chat.

Meetings

When organizing meetings for Work Packages, send an email invitation first to the distribution list of the WP, so that everyone involved in the WP is notified and everyone can add the meeting in their personal calendar system.

The meeting can be held in Teams either by sending a Teams link to join the meeting or start the meeting in the WP channel. In this way, the recording and meeting info will remain stored within the channel. Please double check that the recording will not expire at least until the end of the project. Please, remember to add a suitable title to the meeting, e.g. '2022-11-22_WP2_Task2.1_Discussion on regulations' in this way it is possible to retrieve the relevant information properly and possibly follow the discussion in the generated thread.

Google calendar

An overview of all meetings are in 'CHEK Google calendar': https://calendar.google.com/calendar/u/0/embed?src=c_4jt2rjtt8psscjl5utd3748pko@group.calendar.google.com&ctz=Europe/Rome&pli=1

Everyone is added to this calendar with editing rights, via the provided emails (working or personal ones). It will not be the first means to invite to meeting, but an additional source to have an overview of all CHEK meetings.

5.2 External communication

External communication is considered towards parties outside the consortium, target groups of the project, stakeholders and the EU Project Officer.

The external communication is part of WP 7 Dissemination and Exploitation for which one of the partners (CYP) is responsible (Ane Ferreiro, ane.ferreiro@cype.com).

Communication of project results is an important part of a Horizon Europe. You will find more information in deliverable 'D7.2 Communication and Dissemination plan', Lead beneficiary TUD for this deliverable, due 31-03-2022 (M6).

5.2.1 Project website

The project website is set up for external communication purposes. It can be found at <https://chekdbp.eu/>. The project website is created with information about the project, its objectives, results, partners and events. Contact person Trajche Stojanov office@zweiconsult.com.

5.2.2 General Requirements

You are requested to indicate at all times that the project has received funding from the European Union (See article 17 of the GA). Using the following:

- (a) display the [EU emblem](#) (When displayed together with another logo, the EU emblem must have appropriate prominence.):



See also: download centre for visual elements [\[LINK\]](#)

- (b) include the following text (Disclaimer):

"This project has received funding from the European Union under the Horizon Europe Research & Innovation Programme (grant agreement no. 101058559 CHEK). Views and opinions expressed are however those of author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them."

- (c) include the following project logo:

You can find the logo on TEAMS CHEK 'Work Package 7 > T7.1 Communication and Dissemination > 01_CHEK_logos' [\[LINK\]](#). It is recommended to always place the project logo on the front page of the document and the EU logo at the left side of the footer of the first page in the document.

5.2.3 Specific Project Presentation

On TEAMS you can find the standard CHEK PowerPoint presentation that can be used in external communication. You can find it TEAMS CHEK – Work Package 7 > T7.1 Communication and Dissemination > 01_CHEK_logos' [\[LINK\]](#).

5.3 Document standard/Templates

All public documentation needs to conform to the document standards provided by the Project Coordinator. The document standard could be used for:

- Official EU reports (such as Periodic, Final);
- Public documents by the consortium;
- Project deliverables (in a report format);

All project templates (deliverables, presentations, document standard) are uploaded in TEAMS [\[LINK\]](#).

For internal project documents, it is also advised to apply this standard, such as WP meeting agenda and minutes.

5.3.1 Document Titles

Table 6 Document Titles

	Deliverables	Meetings
First letters	CHEK	CHEK
Underscore	–	–
Next letters	Deliverable number [Dx.y] [x=WP number, y=deliverable number]	Type of document (i.e. Agenda, Minutes, Presentation) and type of meeting (e.g. EB, GA) In case of presentation include WP number.
Underscore	–	–
Next letters	Short explanatory title for the document.	Date and location of the meeting
Underscore	–	
Next letters (for presentations only)		Short name of organisation and Initials of presenter
Underscore		–
Next letters	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version v2.0=updated final version]	"v" and number of revision of this specific report [v0.1 =draft version, v1.0=final version, v2.0=updated final version]

Deliverable documents: [CHEK_Dx.y_Title_v0.1]

example: CHEK_D8.1_ProjectHandbook_v0.1

Meeting documents: [CHEK_Type of Doc_Location_YYYYMMDD_Organisation/Initials)_v0.1]

example: CHEK_Agenda_EB_Online_20230126_v0.1

example: CHEK_Minutes_GA_Delft_20230126_v0.1

example: CHEK_(WPx_)Presentation_Monthly meetings_Delft_20230126_MB/TUD_v0.3

6. Reporting

Throughout the lifetime of the project there are the following technical and financial reports:

- Progress report(s) (internal);
- Periodic report(s) to the EC;
- Final Report to the EC.

To ensure timely submission the partners should respect the following deadlines:

Table 7 Reporting Calendar

Kind of report	Period covered	Template ready and uploaded to TEAMS by project coordinator	Deadline to send to project coordinator	By whom?	Finalised & submitted to EC by project coordinator
Internal Progress Report 1	Oct 2022 - March 2023 (M01 – M6)	March 2023 (M6)	April 2023 (M7)	All consortium partners	n/a
Internal Progress Report 2	April 2023 - Sep 2023 (M7 - M12)	Sep 2023 (M12)	Oct 2023 (M13)	All consortium partners	n/a
Periodic Report 1	Oct 2022 - March 2024 (M01-M18)	March 2024 (M18)	April 2022 (M19)	WPLs	May 2022 (M20)
Internal Progress Report 3	April 2024 - Sep 2024 (M19 – M24)	Sep 2024 (M24)	Oct 2024 (M25)	All consortium partners	n/a
Internal Progress Report 4	Oct 2024 – March 2025 (M25 – M30)	March 2025 (M30)	April 2025 (M31)	All consortium partners	n/a
Periodic Report 2 / Final Report	Oct 2022 - Sept 2025 (M1 - M36)	Sept 2025 (M36)	Oct 2025 (M37)	WPLs	Nov 2025 (M38)

6.1 Internal Progress Reports

A progress report is an internal project document, meaning that it is **not sent to the EU**. The objective of this internal report is to monitor project expenditure and technical progress and to be able to align the different project activities. It should be a brief summary of the technical work completed as well as a brief explanation for any deviations (budget and content!) from the DoA (*EU GA: Annex 1*).

An internal progress report includes:

1. A description of the **technical progress**, per work package;

Work package leaders are responsible to gather all information about the technical progress in their WP from their task leaders and compile a WP report before sending it to the coordinator.

2. A **financial overview** from each partner.

The coordinator provides an excel template, a preview can be found on TEAMS, to be filled out by all the partners. This excel sheet provides the coordinator with valuable information needed for monitoring purposes and management reporting.

The coordinator consolidates the provided information and sends the complete report to the consortium for review.

6.2 Periodic Report

The [periodic report](#) (*EU GA: Article 21.2*) must be submitted by the coordinator **within 60 days** following the end of each reporting period. This report must include explanations for any deviations (budget and content) from the DoA (*EU GA: Annex 1*). Just like the internal progress report, the periodic technical report consists of a technical report and a financial report.

The '**periodic technical report**' consists of two parts; Part A and Part B:

- A. **Part A** contains the structured tables with project information (retrieved from the Grant Management System) It is based on the information entered by the coordinator through the periodic report and continuous reporting modules of the electronic exchange system in the Participant Portal. The coordinator can update the information:
 - the cover page,
 - a summary which can be used for publications by the EC, and
 - the answers to the questionnaire (covering issues related to the project implementation and the economic and social impact).
- B. **Part B (the narrative part)**: mirrors the application form and requires the participants to report on differences (delays, work not implemented, new subcontracts, budget overruns etc.) It must be uploaded as PDF document. It includes explanations of the work carried out by the beneficiaries during the reporting period.

The coordinator is responsible for the summary and the questionnaire (Part A).

Work package leaders compile a report on their WP together with their task leaders (Part B) and send it to the coordinator.

The coordinator consolidates the provided information and sends the complete periodic technical report to the consortium for review. The final approved version will be uploaded in to the Participant Portal by the coordinator.

The Periodic Report Template can be found on the EC website under Horizon Europe reference documents:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents:programCode=HORIZON>

The '**periodic financial report**' consists of:

1. **Individual financial statement** (*EU GA: Annex 4*) for each partner, for the reporting period concerned. This financial statement must detail the eligible costs for each budget category. Each partner *and affiliated entities* must declare all eligible costs, even if costs exceed the amounts indicated in the estimated budget.
2. An **explanation of the use of resources** and information on subcontracting and in-kind contributions provided by third parties from each partner for the reporting period concerned;
3. A '**periodic summary financial statement**' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners, including the request for interim payment.

The F-Sign of each partner will be able to complete online their own Financial Statement including the explanations on the use of resources, (also for their third parties). The coordinator will have a final check on the statements and submit electronically to the EC.

6.3 Final Report

In addition to the periodic report for the last reporting period, the coordinator must submit the final report **within 60 calendar days** following the end of the last reporting period.

The Final Report Template is available on the EC website under Horizon Europe reference documents:

[periodic-report_horizon-euratom_en.pdf \(europa.eu\)](#)

The **final report** will most probably include the following:

1. A **'final technical report'** with a **summary** for publication containing:
 - an overview of the results and their exploitation and dissemination;
 - the conclusions on the action and
 - the socio-economic impact of the action.

The coordinator compiles this final technical report in consultation with the partners.

2. A **'final financial report'** containing:
 - **'final summary financial statement'** will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners for all reporting periods;
 - **'certificate on the financial statements'** for each partner (*and for each affiliated party*), if it requests a total contribution of EUR 430 000 (or more) reimbursement of actual costs and unit costs.

6.4 Financial Reporting in Detail¹

6.4.1 Budget

The budget contains the estimated eligible costs, broken down by Partner (*and affiliated entities*) and budget category (*EU GA: Articles 5.4, 6.2*).

The budget is based on estimated costs and person months. Frequent internal reporting assures that these budgets are monitored well and that under- and overspending is noticed at an early stage. Please note that in reporting, actual costs must be reported and not budgeted ones. The budget is presented on TEAMS.

The budget categories are listed in the EU GA: Article 6.2, these are:

- A. Personnel costs:
 - A.1 Employees (or equivalent);
 - A.2 Natural persons under direct contract;
 - A.3 Seconded persons by a third party against payment;

¹ All amounts must be specified in Euros. Beneficiaries and affiliated entities with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro. Use the average of the daily exchange rates published in [the Official Journal of the European Union](#), calculated over the corresponding reporting period. If no daily euro exchange rate is published, the costs must be converted at the average of the monthly accounting rates published on the [Commission's website](#), calculated over the corresponding reporting period. Beneficiaries and linked third parties with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

- A.4 SME owners or natural person beneficiaries.

B. Subcontracting costs

If necessary to implement the action, the partner may award subcontracts covering the implementation of certain action tasks described in the GA. The partner must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, it must avoid any conflict of interests (EU GA: Article 12).

C. Purchase costs:

- C.1 Travel and subsistence ;
- C.2 Equipment costs;
- C.3 Other goods, works and services.

D. Other cost categories (if option applies)

- D2. Internally invoiced goods and services

E. Indirect costs

Will be reimbursed at the flat-rate of 25% of the eligible direct costs (categories A, C, D, except volunteers costs, subcontracting costs, financial support to third parties and exempted specific cost categories, if any).

6.4.2 Individual Financial Statement – Declaration of Eligible Costs

The individual financial statement needs to be submitted electronically by each partner to the EU through the Participant Portal (EU GA: Annex 4).

The procedure below needs to be updated once this process is available in the EU Participant Portal of the Project.

1. Login to the Participant Portal [\[LINK\]](#)
 - a. To be able to login to the Participant Portal you need to have an ECAS (European Commission Authentication Service) password
 - b. Go to the sign-up page and create your ECAS account. Make sure you selected the right domain: External
2. Choose the tab 'my Projects'. If CHEK is not listed, contact the project coordinator of the TUD, add name project coordinator.
3. Click in the column 'Actions' on 'PR' (=Periodic Reporting).
4. Click under your organisation on the 'Financial statement'. Fill in the requested information with explanations.
5. Once everything is filled in press "save".
6. Then click on the button "inform F-sign", the F-sign will be asked by e-mail to sign the financial statement electronically. If an organisation has not yet added a F-sign to the project (the PF-sign), the LEAR needs

- to be contacted. The LEAR needs to nominate a F-sign for the organisation and then the participant contact needs to add the F-sign to the project.
7. The PF-sign then needs to submit the financial statement to the coordinator.
 8. The coordinator will make a final check and then submit the financial statements including all reports to the EU through the Participant Portal.

6.4.3 Audit – Certificate on the Financial Statements

A Certificate on the Financial Statements (CFS) is requested for each partner in case of total EU contribution of EUR 430 000 or more, (including the surcharge of 25% for overhead), as reimbursement of actual costs and unit costs (*Art. 24.2 of the GA*).

Partners submit:

- either one certificate per reporting period. Note: choose this option, only when you expect to exceed the threshold of EUR 430.000 at the end of the project;
- or a single CFS for the whole project.

In both cases, the certificate and related costs may only be submitted with the final financial report.

Please note that you have to keep the financial records of the expenses in this project, for a minimum of 5 years after the final payment has been received – digital or hardcopy.

The template is available on the EC website under [Horizon Europe Reference Documents](#).

6.5 Keeping records- supporting documentation

Each partner must — for a period of five years after the payment of the balance keep records and other supporting documentation in order to prove the proper implementation of the action and the declared costs to be eligible. The documents need to be the original documents. Digital and digitalised documents are accepted if national law accepts these documents as originals.

The partners must keep the records and documentation according to their usual cost accounting practices and internal control procedures. There must be a track between the amounts declared, the amounts recorded in accounts and the amounts stated in the supporting documentation (audit trail).

For the different cost categories, consider the following documents (*GA: Art. 20*):

Direct personnel costs:

- monthly signed time declaration sheet (*6.6.1 Time recording*);
- calculation of hourly rate (*EU GA: Article 6.2*);
- proof of paid salary;
- labour contracts.

Purchase costs (travel costs and related subsistence allowances, equipment costs, costs of other goods and services):

- quotations (sub)contracts;
- all receipts of expenditure;

- meeting docs: signed presence lists, minutes, agenda;
- calculations of depreciation costs charged to the project.

Direct costs of subcontracting:

- quotations (sub)contracts;
- signed (sub)contracts.

6.5.1 Time recording

For personnel costs (declared as actual costs or on the basis of unit costs), the partners must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly (*GA article 20*).

The time recording can be done by using a timesheet on paper or in a computer-based system. A template for time declaration is available on the Participant Portal:

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/time-declaration_en.docx

This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed below.

Time records should include:

- the title and number of the project, as specified in the EU GA;
- the partners full name, as specified in the EU GA;
- the full name, date and signature of the person working for the project;
- the number of hours worked for the action in the period covered by the time record; for reasons of assurance and legal certainty it is highly recommended that the number of hours is detailed per day (hours worked for the action in each day);
- the supervisor's full name and signature;
- a reference to the work package described in the DoA (*EU GA: Annex 1*), to easily verify that the work carried out matches the work assigned and the person-months reported to the action.

Information included in timesheets must match records of annual and sick leave taken, and work-related travel.

6.6 Budget flexibility

With the consent of the Project Executive Board a re-distribution of person-months between partners may be considered. This re-distribution is allowed without requesting an amendment (*EU GA: Article 5.5*) provided that it does not imply a substantial change to the action as described in the EU GA. All other re-allocations of budget items need to be discussed in order to decide whether to apply for an amendment to the EU GA.

The maximum grant amount (*EU GA: Article 5*) can however **NEVER** be increased.

7. Payments

The following types of payments are foreseen:

1. Pre-financing at the start of the project:
Pre-financing funds remain EU property until they are 'cleared' against eligible costs accepted by the European Commission.
2. Interim payment following the approval of the periodic reports:
After approval of the formal periodic report an interim payment will be issued.
First Periodic Report: 01-10-2022(M1) – 31-03-2024 (M18)
3. Final payment following the approval of the final report:
The final payment will be transferred after the approval of the final report and consists of the difference between the calculated EU contribution (based on the eligible costs) minus the amounts already paid.
Second Periodic Report: 01-04-2024 (M19) – 30-09-2025 (M36)

8. Deliverables

8.1 List of Deliverables

Table 8 List of Deliverables

Deliverable	Title	Lead Beneficiary	Reviewer	Due Month	Due Date	Dissemination level	Call for Deliverable CO to WPL -WPL to author	Author send draft to WP-lead WP-lead sends to reviewer, cc CO	Reviewer sends feedback to author, cc WPL and CO	Author improve and finalise the deliverable send to WPL, and WPL to CO	Submission CO to EC
D1.1	CHEK DBP process Map	FHI	UBS	M6	31-03-2023	PU	17-2-2023	03-03-2023	10-03-2023	24-03-2023	31-03-2023
D1.2	CHEK Maturity Model and Roadmap	FHI	OGC	M13	31-10-2023	PU	19-9-2023	03-10-2023	10-10-2023	24-10-2023	31-10-2023
D1.3	CHEK change Management Virtual Assistant	FHI	UM	M30	31-03-2025	PU	17-2-2025	03-03-2025	10-03-2025	24-03-2025	31-03-2025
D1.4	Testing phase – preliminary results	FHI	UBS	M25	31-10-2024	PU	19-9-2024	03-10-2024	10-10-2024	24-10-2024	31-10-2024
D1.5	Testing phase - Final results	FHI	UBS	M30	31-03-2025	PU	17-2-2025	03-03-2025	10-03-2025	24-03-2025	31-03-2025
D2.1	Regulations interpretation and needs identification for CHEK DBP	UBS	UM	M13	31-10-2023	PU	19-9-2023	03-10-2023	10-10-2023	24-10-2023	31-10-2023
D2.2	CHEK IFC specification	RDF	BSI	M18	31-03-2024	PU	18-2-2024	03-03-2024	10-03-2024	24-03-2024	31-03-2024
D2.3	CHEK CityGML specification	OGC	TUD	M18	31-03-2024	PU	18-2-2024	03-03-2024	10-03-2024	24-03-2024	31-03-2024
D2.4	CHEK data validity-supporting tools	TUD	OGC	M26	30-11-2024	PU	19-10-2024	02-11-2024	09-11-2024	23-11-2024	31-11-2024
D2.5	Exchange Information Requirements for DBP	UM	UBS	M25	31-10-2024	PU	19-9-2024	03-10-2024	10-10-2024	24-10-2024	31-10-2024
D3.1	Geo to BIM tool/procedure	RDF	TUD	M25	31-10-2024	PU	19-9-2024	03-10-2024	10-10-2024	24-10-2024	31-10-2024
D3.2	IFC georeferencing tool	TUD	BSI	M18	31-03-2024	PU	18-2-2024	03-03-2024	10-03-2024	24-03-2024	31-03-2024
D3.3	BIM to Geo conversion tool and procedure	TUD	OGC	M25	31-10-2024	PU	19-9-2024	03-10-2024	10-10-2024	24-10-2024	31-10-2024
D3.4	OGC-bSI GeoBIM documents with final CHEK specs	OGC	BSI	M36	30-09-2025	PU	19-8-2025	02-09-2025	09-09-2025	23-09-2025	30-09-2025
D4.1	Results of user requirements	FHI	UM	M7	30-04-2023	PU	19-3-2023	02-04-2023	09-04-2023	23-04-2023	30-04-2023
D4.2	Design Sprint results	OGC	CYPE	M9	30-06-2023	SEN	19-5-2023	02-06-2023	09-06-2023	23-06-2023	30-06-2023
D4.3	CHEK process and data management platform	CYPE	DIR	M31	30-04-2025	SEN	19-3-2025	02-04-2025	09-04-2025	23-04-2025	30-04-2025
D4.4	Open API for CHEK platform and integration manual	CYPE	VCS	M31	30-04-2025	PU	19-3-2025	02-04-2025	09-04-2025	23-04-2025	30-04-2025
D4.5	IFC digital signature module	DIR	CYPE	M31	30-04-2025	PU	19-3-2025	02-04-2025	09-04-2025	23-04-2025	30-04-2025
D4.6	Tools for BIM based urbanism and accessibility	CYPE	XNP	M31	30-04-2025	SEN	19-3-2025	02-04-2025	09-04-2025	23-04-2025	30-04-2025
D4.7	3D City Model Viewer for pilot uses-cases	VCS	TUD	M13	31-10-2023	SEN	19-9-2023	03-10-2023	10-10-2023	24-10-2023	31-10-2023
D4.8	Checking tolls for the CHEK regulations	VCS	TUD	M31	30-04-2025	SEN	19-3-2025	02-04-2025	09-04-2025	23-04-2025	30-04-2025
D4.9	Software documentation and workshops	CYPE	OGC	M32	31-05-2025	PU	19-4-2025	03-05-2025	10-05-2025	24-05-2025	31-05-2025

D4.10	Business cases and go to market plan	OGC	CYPE	M36	30-09-2025	SEN	19-8-2025	02-09-2025	09-09-2025	23-09-2025	30-09-2025
D5.1	Wiki training materials and glossary related to DBP.	UM	UBS	M13	31-10-2023	PU	19-9-2023	03-10-2023	10-10-2023	24-10-2023	31-10-2023
D5.2	Materials for different types of users	UM	OGC	M36	30-09-2025	PU	19-8-2025	02-09-2025	09-09-2025	23-09-2025	30-09-2025
D5.3	Training sessions for different types of users	UM	LIS	M36	30-09-2025	PU	19-8-2025	02-09-2025	09-09-2025	23-09-2025	30-09-2025
D5.4	Technical-scientific DBP course and materials	UM	TUD	M36	30-09-2025	PU	19-8-2025	02-09-2025	09-09-2025	23-09-2025	30-09-2025
D6.1	Plan for demonstration of CHEK Digital Building Permit process on demo sites	MST	GAI	M13	31-10-2023	PU	19-9-2023	03-10-2023	10-10-2023	24-10-2023	31-10-2023
D6.2	Results Demonstration Scenario 1- CHEK DBP for new building construction	SIA	IPR	M34	31-07-2025	PU	19-6-2025	03-07-2025	10-07-2025	24-07-2025	31-07-2025
D6.3	Results Demonstration Scenario 2- CHEK DBP for building renovations	ZWE	LIS	M34	31-07-2025	PU	19-6-2025	03-07-2025	10-07-2025	24-07-2025	31-07-2025
D6.4	Report on the Pilots' assessment and stakeholders' feedback	FHI	UBS	M36	30-09-2025	PU	19-8-2025	02-09-2025	09-09-2025	23-09-2025	30-09-2025
D6.5	Best practices and scalability guidelines	FHI	IPR	M36	30-09-2025	PU	19-8-2025	02-09-2025	09-09-2025	23-09-2025	30-09-2025
D7.1	CHEK project identity and display window	SIA	ZWE	M3	31-12-2022	PU	19-11-2022	03-12-2022	10-12-2022	24-12-2022	31-12-2022
D7.2	Communication and Dissemination plan	TUD	OGC	M6	31-03-2023	SEN	17-2-2023	03-03-2023	10-03-2023	24-03-2023	31-03-2023
D7.3	Exploitation plan	CYP	VCS	M13	31-10-2023	SEN	19-9-2023	03-10-2023	10-10-2023	24-10-2023	31-10-2023
D7.4	Final (digital) event	TUD	OGC	M34	31-07-2025	PU	19-6-2025	03-07-2025	10-07-2025	24-07-2025	31-07-2025
D7.5	Informative booklet about DBP	FHI	UBS	M36	30-09-2025	PU	19-8-2025	02-09-2025	09-09-2025	23-09-2025	30-09-2025
D7.6	Standard and Best practices	TUD	OGC	M36	30-09-2025	PU	19-8-2025	02-09-2025	09-09-2025	23-09-2025	30-09-2025
D8.1	Project handbook	TUD	OGC	M3	31-12-2022	SEN	19-11-2022	03-12-2022	10-12-2022	24-12-2022	31-12-2022
D8.2	Quality and risk management Plan	TUD	OGC	M3	31-12-2022	SEN	19-11-2022	03-12-2022	10-12-2022	24-12-2022	31-12-2022
D8.3	Data Management Plan	TUD	OGC	M6	31-03-2023	PU	17-2-2023	03-03-2023	10-03-2023	24-03-2023	31-03-2023
D8.4	Lecture about Open Science principles and practice	TUD	OGC	M6	31-03-2023	PU	17-2-2023	03-03-2023	10-03-2023	24-03-2023	31-03-2023
D8.5	Interim Management Report M6	TUD	OGC	M6	31-03-2023	SEN	17-2-2023	03-03-2023	10-03-2023	24-03-2023	31-03-2023
D8.6	Interim Management Report M12	TUD	OGC	M12	30-09-2023	SEN	19-8-2023	02-09-2023	09-09-2023	23-09-2023	30-09-2023
D8.7	Interim Management Report M24	TUD	OGC	M24	30-09-2024	SEN	19-8-2024	02-09-2024	09-09-2024	23-09-2024	30-09-2024
D8.8	Interim Management Report M36	TUD	OGC	M36	30-09-2025	SEN	19-8-2025	02-09-2025	09-09-2025	23-09-2025	30-09-2025

8.2 Timetable of quality review process deliverables

Work Package leaders are responsible for their WP deliverables.

In agreement amongst the Partners, an internal review procedure is defined with appointed internal reviewers for each of the deliverables.

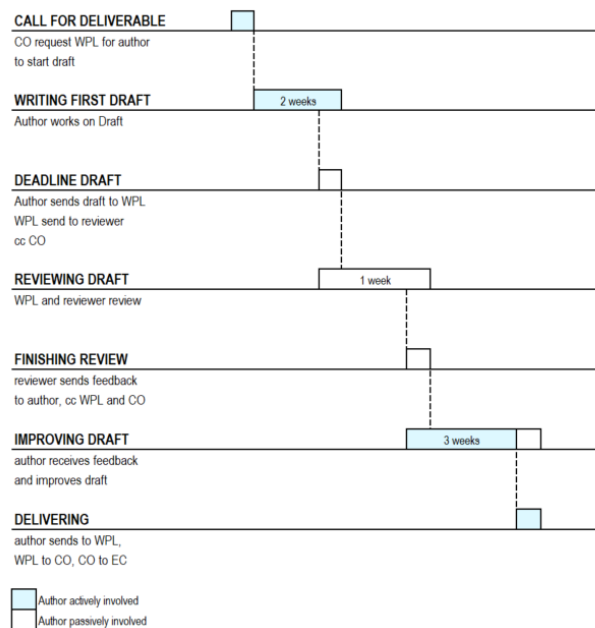
The quality review process should respect the following timeline:

1. Project coordinator request the WPL for deliverable responsible/author to start the draft, six weeks prior to the deadline for submission
2. Deliverable responsible/author has two week to work on the draft and sends the final draft version v0.1 to the appointed WPL, the WPL sends it to reviewer and cc to the project coordinator (g.j.m.keijzer@tudelft.nl), four weeks prior to the deadline for submission;
3. Internal reviewer and WPL have one week to perform the first check of the deliverable and will send it three weeks before due date to the deliverable responsible/author and cc the project coordinator;
4. The deliverable responsible/author has two weeks to improve the draft and sends it back to WPL. WPL gives feedback and sends the final deliverable to the scientific coordinator and project coordinator one week before due date for a final check and approval;
5. Project Coordinator uploads the deliverable to the Participant Portal (final submission to the EC) and to TEAMS.

In case the deliverable production occurs in a period with, e.g. public holidays the author should – timely - agree on an alternative feasible timeline with the WPL, the reviewer and the Project Coordinator.

Members of the AB can be consulted by the WPL during this whole process.

Figure 2 Time frame quality process deliverables



8.3 List of Milestones

Table 9 List of Milestones

Milestone number	Title	WP	Lead Beneficiary	Means of Verification	Due Month	Due Date
1	Process Map	WP1, WP4	2-FHI	D1.1 CHEK DBP process Map	6	31-03-2023
2	Regulations requirements	WP4, WP2	3-UBS	D2.1 Regulations interpretation, recommendations for unambiguous regulations text and Level of information need for CHEK DBP	13	31-10-2023
3	Information requirements specs (CHEK IFC and IFC CHEK CityGML)	WP3, WP2	3-UBS	D2.2 CHEK IFC specification D2.3 CHEK CityGML specification	18	31-03-2024
4	Prototype D1.3 CHEK Change Management Virtual assistant	WP1	2-FHI	Prototype D1.3 CHEK Change Management Virtual assistant	18	31-03-2024
5	CHEK Change Management Virtual Assistant	WP1, WP6	2-FHI	D1.3 CHEK Change Management Virtual Assistant	30	30-04-2025
6	GeoBIM converters	WP3, WP6	1-TUD	D3.1 Geo to BIM tool/procedure D3.3 BIM to Geo conversion tool and procedure	25	31-10-2024
7	Prototype D4.3 CHEK process and data management platform	WP4	5-CYP	Prototype D4.3 CHEK process and data management platform	25	31-10-2024
8	Prototype D4.4 Open API for CHEK platform and integration manual	WP4	5-CYP	Prototype D4.4 Open API for CHEK platform and integration manual	25	31-10-2024
9	Prototype D4.5 IFC digital signature module	WP4	18-DIR	Prototype D4.5 IFC digital signature module	25	31-10-2024
10	Prototype D4.6 Tools for BIM based urbanism and accessibility	WP4	5-CYP	Prototype D4.6 Tools for BIM based urbanism and accessibility	25	31-10-2024
11	Prototype D4.8 Checking tools for the CHEK regulations	WP4	6-VCS	Prototype D4.8 Checking tools for the CHEK regulations	25	31-10-2024
12	First version of D4.9 Software documentation and workshops	WP4	5-CYP	First version of D4.9 Software documentation and workshops	25	31-10-2024
13	CHEK platform and OpenAPIs	WP4, WP6	16-OGC	D4.3 CHEK process and data management platform D4.4 Open API for CHEK platform and integration manual	31	31-05-2025
14	CHEK checking software	WP4, WP6	5-CYP	D4.6 Set of desktop-based and web-based tools for urbanism and accessibility based on BIM	31	31-05-2025
15	Initial version for D5.2 Materials for different types of users	WP5	4-UM	D4.8 Set of tools to check the CHEK regulations based on 3D city model and set of functions to visualize regulations and CHEK results in a 3D City Model environment 4	28	31-01-2025
16	Training Materials	WP5, WP6	4-UM	D5.2 Materials for different types of users	36	30-09-2025
17	Demonstration Plan	WP6	12-MST	D5.2 Materials for different types of users	13	31-10-2023
18	Final demonstration	WP6	2-FHI	D6.1 Plan for demonstration of CHEK Digital Building Permit process on demo sites	36	30-09-2025

9. Dissemination of results and Open access

The partners must - as soon as possible (but not before a decision on their possible protection) - disseminate their results (i.e. make them public). Some of the classic forms of dissemination are:

- Website;
- Peer reviewed publication (open access);
- Presentation at a scientific conference.

The dissemination measures should however be consistent with the 'Communication and Dissemination plan' (D7.2) and proportionate to the impact expected from the action. This deliverable will be ready in 31-03-2023 (M6). This document will provide with more guidelines.

When deciding on dissemination, the partners must also consider the other partners' legitimate interests.

9.1 Open access to scientific publications

Each partner must ensure open access (free of charge online access for any user) to all peer reviewed scientific publications relating to its results.

In particular, it must:

- as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;
Moreover, the partner must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.
- ensure open access to the deposited publication — via the repository — at the latest:
 - (i) on publication, if an electronic version is available for free via the publisher, or
 - (ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
- ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms "European Union (EU)" and "Horizon Europe";
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

9.2 Dissemination rules

The complete rules for dissemination are covered in Section 8.4 of the CA and Article 17 of the EU GA.

9.2.1 Dissemination of own (including jointly owned) Results

During the Project and for a period of 1 year after the end of the Project, the dissemination of own Results by one or several Parties including but not restricted to publications and presentations, shall be governed by the procedure of Article 17.4 of the Grant Agreement and its Annex 5, Section Dissemination, subject to the following provisions.

Prior notice of any planned publication shall be given to the other Parties at least 14 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement by written notice to the Coordinator and to the Party or Parties proposing the dissemination within 7 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted. A partner shall not include in any dissemination activity another partner's results or background without obtaining written approval, unless they are already published.

The author informs the project coordinator when the planned publication has been accepted for publishing (for monitoring proposes).

An objection is justified if:

- a) the protection of the objecting Party's Results or Background would be adversely affected, or
- b) the objecting Party's legitimate interests in relation to its Results or Background would be significantly harmed, or
- c) the proposed publication includes Confidential Information of the objecting Party.

The objection has to include a precise request for necessary modifications.

If an objection has been raised the involved Parties shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication) and the objecting Party shall not unreasonably continue the opposition if appropriate measures are taken following the discussion.

The objecting Party can request a publication delay of not more than 90 calendar days from the time it raises such an objection. After 90 calendar days the publication is permitted, provided that the objections of the objecting Party have been addressed.

Figure 3 Time frame prior notice and objections to publications



9.2.2 Dissemination of another Party's unpublished Results or Background

A Party shall not include in any dissemination activity another Party's Results or Background without obtaining the owning Party's prior written approval, unless they are already published.

9.2.3 Cooperation obligations

The Parties undertake to cooperate to allow the timely submission, examination, publication and defense of any dissertation or thesis for a degree that includes their Results or Background subject to the confidentiality and publication provisions agreed in this Consortium Agreement.

9.2.4 Use of names, logos or trademarks

Nothing in this Consortium Agreement shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Parties or any of their logos or trademarks without their prior written approval.

9.2.5 General requirements

Unless the EC requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must:

- (a) display the [EU emblem](#) (When displayed together with another logo, the EU emblem must have appropriate prominence.):



- (b) include the following text (Disclaimer):

'This project (CHEK) has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101058559'.

'The opinions expressed in this document reflect only the author's view and reflects in no way the European Commission's opinions. The European Commission is not responsible for any use that may be made of the information it contains.'

10. References

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List of used abbreviations

<i>AB</i>	Advisory Board
<i>AGA</i>	Annotated Model Grant Agreement
<i>CA</i>	Consortium Agreement
<i>CFS</i>	Certificate on the Finance Statement
<i>CoP</i>	Community of Practice
<i>DoA</i>	Description of the action
<i>EB</i>	Executive Board
<i>EC</i>	European Commission
<i>ECAS</i>	European Commission Authentication Service
<i>EU</i>	The European Union
<i>EU GA</i>	EU Grant Agreement project specific
<i>GA</i>	General Assembly

PO Project Officer from the European Commission

TL Task Leader

WP Work Package

WPL Work Package Leader