



## Reporting on Deliverable D7.1 – ActEU Management Handbook including quality assurance, risk assessment and contingency plan

PROJECT	
Project number:	101094190
Project acronym:	ActEU
Project name:	Towards a new era of representative democracy - Activating European citizens' trust in times of crises and polarization
Call:	HORIZON-CL2-2022-DEMOCRACY-01
Topic:	HORIZON-CL2-2022-DEMOCRACY-01-08
Type of action:	HORIZON-RIA
Responsible service:	REA
Project starting date:	01 / 03 / 2023
Project duration:	36 months

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DELIVERABLE	
Deliverable No	D26
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Work package No	WP7
Description	ActEU Management Handbook including quality assurance, risk assessment and contingency plan
Lead beneficiary	UDE
Type	Other
Dissemination level	PU
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Approved by	Scientific Lead Prof. Daniela Braun



# ActEU Management Handbook including quality assurance, risk assessment and contingency plan

## Executive Summary

The Management Handbook structures the collaboration of the consortium, the scientific lead and the coordinator in the project ActEU. First, it gives an overview of the general information of the project and the important dates during the project. It informs about the rules and procedures for meetings, such as the general assembly and the three main conferences. Since reporting is of high importance in the project, the legal points as well as the ActEU specific procedures are described here. Regarding the budget, the budget flexibility as well as amendments, the relevant points from the grant agreement are summarized and complemented by the concrete procedures of ActEU. Since the first data is already being collected in the project, the handbook contains information on data management, which will be expanded by the data management plan. As the dissemination of the project's results is highly relevant, the manual contains information on publications and the acknowledgement of EU funding/disclaimer. To ensure the success of the project, a quality assurance, risk assessment and contingency plan was prepared. Moreover, information is provided on the digital infrastructure set up by the coordinator. In addition to the information, the manual contains practical advice on project procedures and communication to ensure efficient cooperation.



# ActEU

## Project Management Handbook

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## 1 General information

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List of Participants				
N°	Role	Legal name	Short name	Country
1	Coo	UNIVERSITAET DUISBURG-ESSEN	UDE	DE
2	Ben	UNIVERSITAT DES SAARLANDES	USAAR	DE
3	Ben	PARIS-LODRON-UNIVERSITAT SALZBURG	PLUS	AT
4	Ben	TRANS EUROPEAN POLICY STUDIES ASSOCIATION	TEPSA	BE
5	Ben	USTAV MEZINARODNICH VZTAHU V.V.I.	IIR	CZ
6	Ben	ABO AKADEMI	ÅAU	FI
7	Ben	FONDATION NATIONALE DES SCIENCES POLITIQUES	Sciences Po	FR
8	Ben	INSTITUT CATHOLIQUE DE LILLE	ICL	FR
9	Ben	ARISTOTELIO PANEPISTIMIO THESSALONIKIS	AUTH	EL
10	Ben	UNIVERSITA DEGLI STUDI DI TRENTO	UNITN	IT
11	Ben	SWPS UNIWERSYTET HUMANISTYCZNOSPOLECZNY	SWPS	PL
12	Ben	UNIVERSIDAD DE OVIEDO	UNIOVI	ES



## 2 Reference documents

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### Legal Documents

#### GRANT AGREEMENT Project 101094190 – ActEU (GA)

The Grant Agreement (GA) is the funding agreement concluded between the European Commission (EC) and the project participants. It forms the legal basis for the implementation of the project and specifies the rights and obligations of the contracting parties. It contains important specifications for the implementation of the project (e.g. criteria for the eligibility of costs, reporting, open science obligations, provisions for handling intellectual property rights, etc.).

The ActEU GA is available for download in the Document Library on the EC Grant Management Services platform as well as on the password-protected ActEU file sharing platform Sciebo.

#### ActEU Consortium Agreement (CA)

The Consortium Agreement (CA) specifies the rights and obligations of the project partners. For example, it covers provisions such as internal organisation and decision-making, financial issues and the handling of intellectual property.

The CA is available for download on the password-protected ActEU file sharing platform Sciebo.

**GA and CA are important for the implementation of our project. Please read them thoroughly.**

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### Useful resources and documents

- o EC Funding & tenders online manual: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Grant+management>
- o EC Funding & Tenders Portal: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- o EC reference and guidance documents: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON>
- o EC Horizon Europe Annotated Grant Agreement with explanations on the provisions of the modal grant agreement: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf)

## 3 ActEU project management basic principles

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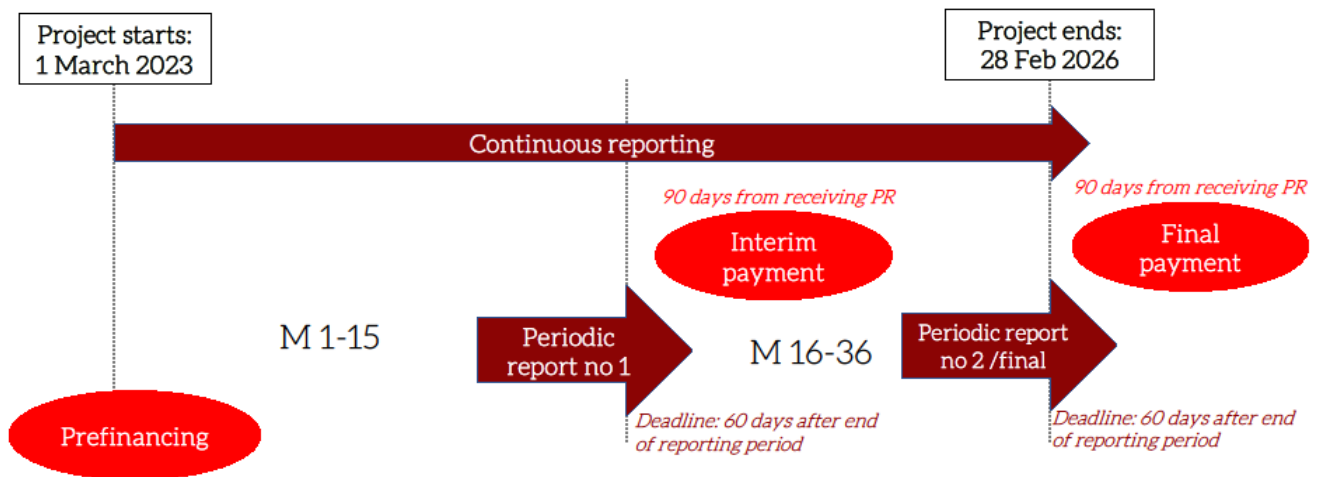
- o No feedback = approval  
If one of the partners requests feedback by the consortium or a single partner, please provide your feedback within the given deadlines. Partners may assume your approval, if no feedback is given within the set (reasonable!) deadline.
- o Send intranet link to documents instead of circulating documents to avoid crowded mailboxes.
- o Use the project templates and layouts (will be provided via the intranet)



- o Please follow agreed routines (e.g. review procedure for deliverables, work progress for reports)
- o WP leaders are responsible for communication, procedures, tasks and deliverables within their WPs.
- o Please inform the Coordinator/Coordination Team of all (potential) deviations as soon as possible!

## 4 Timelines

### Timeline for reporting and payments



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The **timeline for reporting and payment** contains an overview of the reporting and payment periods. The first reporting period starts at month 1 (01 March 2023) and ends at month 15 (31 May 2024). At the beginning of the first period all consortium members received their prefinancing. 60 days after the end of period 1 the first periodic report must be submitted. The interim payment will be paid 90 days from receiving the periodic report. The second reporting period starts at month 16 (01 June 2024) and ends at month 36 (28 February 2026). At the end of this period the periodic report 2/final report will be filed to the EC. The final payment will be disbursed 90 days after receiving the report.



### Timeline for meetings

<i>Due Date</i>	<i>Lead Ben</i>	<i>Name</i>	<i>Where</i>
<b>2023</b>			
31 Mar 2023	TEPSA	kick-off conference / general assembly 1	Brussels
25 Sep 2023	UDE/ USAAR	general assembly 2	online
<b>2024</b>			
Mar 2024	UDE/ USAAR	general assembly 3	online
Tbc	UDE/ USAAR	ActEU Review Meeting 1	online
Sep 2024	UDE/ USAAR	general assembly 4	online
Dec 2024	TEPSA	mid-term conference	Brussels
<b>2025</b>			
Mar 2025	UDE/ USAAR	general assembly 5	online
Sep 2025	UDE/ USAAR	general assembly 6	online
<b>2026</b>			
Jan 2026	TEPSA	final conference	Brussels
Tbc	UDE/ USAAR	ActEU Review Meeting 2	online

## 5 Meetings

### 5.1 General Assembly

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“The General Assembly is the **decision-making body of the consortium.**” (Consortium Agreement, CA 6.1). The General Assembly decides on the **content, finances and intellectual property rights.** Ordinary meetings of the General Assembly take place at least once every six months. Upon written request of a member, an additional extraordinary meeting shall be convened.

The coordinator shall operate as the Chairman and is the legal entity acting as the intermediary between the Parties and the Granting Authority.

All requests for extraordinary meetings and the agenda should be sent to michael.kaeding@uni-due.de and liese.doepcke@uni-due.de.

#### Members (CA 6.2)

- The General Assembly shall consist of **one representative of each Party**, who should be present or represented at any meeting or **appoint a substitute** to attend and vote at any meeting.

Please let the coordinator know according to the deadlines provided by the coordinator who will be representing your institution!

- Members shall participate in a **cooperative manner** in the meetings.
- The coordinator shall chair all meetings of the General Assembly, unless decided otherwise by the General Assembly.

#### Operational procedures (CA 6.3)

- You will receive a written notice of a meeting as soon as possible and not later than 21 calendar days preceding an ordinary meeting (10 calendar days preceding an extraordinary meeting).

To ensure that everyone can attend the meeting, the chairman will send out a poll to select dates for ordinary meetings.



- The chairperson will prepare and send each member an agenda no later than 14 calendar days preceding the ordinary meeting (7 calendar days before an extraordinary meeting). Any member may **add an item to the original agenda** by written notice to all of the other members **no later than 7 calendar days preceding the meeting** (2 days preceding an extraordinary meeting).
- The General Assembly will be held by **videoconference**, unless it overlaps with conferences (kick-off/ mid-term).
- The chairperson produces minutes of each meeting which shall be the formal record of all decisions taken (send draft minutes to all members within 10 calendar days of the General Assembly meeting). → within 15 calendar days from receipt, no party has sent an objection to the chairperson = considered as accepted

#### Voting rules and quorum (CA 6.3.4)

- two-thirds (2/3) of its members = quorum = the General Assembly shall deliberate and decide validly in meetings
- If the quorum is not reached, the chairperson of the General Assembly shall convene another ordinary meeting within 15 calendar days.
- **Each member** present or represented in the meeting shall have **one vote**.
- **Decisions** shall be taken by a **majority of two-thirds (2/3) of the votes cast**.

#### Veto rights (CA 6.3.5)

- A party 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 the General Assembly may exercise a **veto** with respect to the corresponding decision or relevant part of the decision.
  - foreseen on the original agenda → veto during the meeting
  - new item added to the agenda before or during the meeting → during the meeting or within 15 calendar days after receipt of the draft minutes of the meeting
- When a decision has been taken without a meeting a party may veto such decision within 15 calendar days after receipt of the written notice by the chairperson of the outcome of the vote.
- Exception: a party 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.

#### Decisions of the General Assembly (CA 6.3.7)

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)

Evolution of the consortium:





- o Entry of a new party to the project and approval of the settlement on the conditions of the accession of such a new party
- o Withdrawal of a party from the project and the approval of the settlement on the conditions of the withdrawal
- o Identification of a breach by a party of its obligations under this Consortium Agreement or the Grant Agreement
- o Declaration of a party to be a defaulting party
- o Remedies to be performed by a defaulting party
- o Termination of a defaulting party's participation in the consortium and measures relating thereto
- o Proposal to the granting authority for a change of the coordinator
- o Proposal to the granting authority for suspension of all or part of the project
- o Proposal to the granting authority for termination of the project and the Consortium Agreement
- o Any changes to the External Scientific Advisory Board (ESAB) (e.g. appointments, withdrawal of its members etc.)

## 5.2 Conferences and events

### Main conferences

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The project includes **three main conferences**: the **kick-off conference (31 March 2023)**, the **mid-term conference (Dec 2024)** and the **final conference (Jan 2026)**. All three conferences will be held in **Brussels** (1 day).

The aim of the **kick-off conference** was a first meeting of all consortium partners. The conference was used for the presentation of organizational contents and the first General Assembly was held. At the same time, the first content steps (WP1) were discussed, and feedback was gathered.

The **mid-term conference** will be held to present and share findings and exploit synergies across different work packages (WPs) in light of the beginning of phase 2. The Mid-Term-Conference will kick-off the second phase, in which, the consortium members will start developing predominantly a toolbox of remedial actions for boosting trust amongst citizens across Europe. The conference will be open to other academics upon invitation.

The **final conference** serves as a key forum to convey the main findings of the project and the toolbox of remedial actions to relevant policy makers and representatives of EU institutions, in addition to academics, think tankers, media and civil society.

**TEPSA will contact all consortium participants well in advance of the conference with information on the schedule, venue, and possible hotels.**

### Additional events

Apart from the three main conferences, ActEU includes additional conferences and events to engage all target groups.

This includes conferences organized by ActEU, such as online methods workshops, a PhD workshop, or a 4-day young researchers' workshop in Brussels.



In addition, ActEU researchers will participate in external high-level academic conferences to disseminate the results of ActEU. For example, a joint participation at academic conferences, within the framework of the European Consortium for Political Research (ECPR) Joint Sessions, or as part of panels organized by pertinent Standing Groups ("Participation and Mobilization"; "Political Parties"; "Political Representation"; "Democratic Innovations") at the ECPR General Conference (PPC panel discussing topics of relevance to the ActEU project within one of TEPSA's Pre-Presidency Conferences, a bi-yearly key forum of exchange between academics and policymakers). Moreover, the ActEU researcher will be Co-organizer of sections and panels at conferences or specialized workshops with other consortia funded under the same topic.

**All consortium participants will receive all information on active or passive participation well in advance.**

## 6 Reporting

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The European Commission (EC) expects the beneficiaries and the coordinator to report on the progress of the action and on the use of payments, in accordance with the schedule and modalities set out in the GA (GA Art 21).

### 6.1 Continuous reporting

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Continuous reporting is used to provide regular information on the status of the project. The beneficiaries and the coordinator must report on the achievement of milestones and submit the deliverables via the Continuous Reporting Module in the Funding & Tenders Portal. In addition to the report on deliverables and milestones, continuous reporting also includes updates to the publishable summary and list of researchers involved in the project, response to critical risks, outcomes/outputs such as publications and further dissemination & communication activities, datasets, etc.

#### Milestones

Milestones are defined as "Control points in the project that help to chart progress (*kick-off meetings, steering committees, first-draft of a survey, prototype, etc.*). They may correspond to the completion of a key deliverable, which allows the next phase of the work to begin or is needed at intermediary points." (EC Funding & Tender Opportunities Online Manual).

**The consortium participants are responsible for reaching the milestones. The coordinator submits the milestone via the continuous reporting module.**



### Milestones in the ActEU project

MS	MS Name	WP No	Lead Beneficiary	Due Date
1	ActEU Website	WP6	UDE	31 Mar 2023
2	Kick-off conference	WP6, WP7	TEPSA	31 Mar 2023
3	Focus groups completed	WP1	USAAR	30 Sep 2023
4	Pre-registrations of survey experiments	WP1	USAAR	30 Nov 2023
5	Web scraping data completed	WP1	USAAR	29 Feb 2024
6	Experimental survey data completed	WP1	USAAR	30 Apr 2024
7	Mid-term conference	WP6	TEPSA	31 Dec 2024
8	Final conference	WP6	TEPSA	31 Jan 2026

### Deliverables

The deliverables are the output that is created in the project and will be submitted to the EC. The deliverables were defined together with all beneficiaries and a lead was identified.

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**All consortium participants involved in the work must contribute an input to the deliverable. The responsibility for the timely completion of the delivery lies with the lead.**

**The coordinator submits the delivery via the continuous reporting function in the grant management system.**

### Deliverables in the ActEU project

WP No	Del. related No	Del. No	Deliverable Name	Lead Beneficiary	Due Date
WP1	D1.1	D1	Report on focus group discussions	USAAR	30 Sep 2023
WP1	D1.2	D2	Codebook and dataset(s) on the web-scraped data, i.e. salience/polarization of gender, climate change, and immigration issues in Europe	USAAR	30 Jun 2024
WP1	D1.3	D3	Codebook and data set of the experimental survey	USAAR	30 Jun 2024
WP1	D1.4	D4	Delivering the teaching script to the online methods workshop on collected data and all applied methods to measure the concept of political trust and legitimacy in Europe	USAAR	30 Sep 2025
WP 2	D2.1	D5	Report on the general dynamics of trust based on secondary data analysis	SWPS	30 Apr 2024
WP 2	D2.2	D6	An integrated open dataset with micro and macro-level indicators and determinants of trust to be shared through an open repository and Zenodo	SWPS	30 Sep 2024



WP 2	D2.3	D7	Report on how trends in trust among specific social and political groups, including ethnic and territorial identities, territorial attachment and regime types at subnational level impact on varying levels of trust across European subnational units	ÅAU	31 Oct 2024
WP 2	D2.4	D8	Report (including policy recommendations) on variation across policy areas of climate change, migration and gender	UNITN	30 Apr 2025
WP 2	D2.5	D9	Report (including policy recommendations) on the consequences of deceitful behavior for political trust	ÅAU	31 Dec 2025
WP 3	D3.1	D10	Report on voting behavior in Europe	SWPS	30 Nov 2024
WP 3	D3.2	D11	Report (including policy recommendations) on changing patterns of citizens' political participation	ICL	30 Nov 2024
WP 3	D3.3	D12	Report (including policy recommendations) describing the relationships between trust and participation within the fields of immigration and climate change on the basis of web-scraped data and survey experiments	ICL	28 Feb 2025
WP 3	D3.4	D13	Report (including policy recommendations) explaining for which groups in society, decreasing trust acts as a critical mediator for the changing pattern of citizens' political participation in Europe	UNITN	30 Apr 2025
WP 4	D4.1	D14	Two datasets on objective descriptive and substantive representation	PLUS	30 Sep 2024
WP 4	D4.2	D15	Report (including policy recommendations) on the patterns of objective representation across countries and across parties within countries	Sciences Po	30 Nov 2024
WP 4	D4.3	D16	Report (including policy recommendations) on the populist far right, representation and their role in view of the new transnational cleavage (migration, climate change, and gender equality)	IIR	30 Sep 2024
WP 4	D4.4	D17	Report (including policy recommendations) on the pirate innovations and the link between responsiveness and political trust and legitimacy of these party movements	IIR	31 Oct 2024
WP 4	D4.5	D18	Report studying Central European populism and new cleavages (using the web-scraped data)	IIR	28 Feb 2025
WP5	D5.1	D19	An integrated report on recommendations deriving from national ActEU Youth Democracy Labs	UDE	31 Aug 2025
WP5	D5.2	D20	Collection of a joint series of policy briefs (including policy recommendations)	USAAR	30 Nov 2025
WP5	D5.3	D21	Collection of educational political cartoons "Cartooning for democracy" (including recommendations for political journalists)	USAAR	31 Jan 2026
WP5	D5.4	D22	Collection of teaching materials for schoolteachers and other actors working in the field of citizenship education (including recommendations for teachers and other actors)	UDE	31 Jan 2026
WP 6	D6.1	D23	Communication, dissemination and exploitation plan	TEPSA	31 May 2023



WP 6	D6.2	D24	Report of mid-term conference	TEPSA	31 Jan 2025
WP 6	D6.3	D25	Report of final conference	TEPSA	28 Feb 2026
WP 7	D7.1	D26	ActEU Management Handbook	UDE	30 Jun 2023
WP 7	D7.2	D27	ActEU Data Management Plan	USAAR	31 Aug 2023

The coordinator has developed a template for the submission of deliverables (Annex I). This template contains the corporate design of ActEU, the disclaimer and all necessary basic information about the project.

To ensure that the coordinator receives the document in time for submission, the lead (and all relevant beneficiaries) will receive multiple reminders:

**Reminder 1:** 2 months before the delivery date; to: lead and relevant beneficiaries. The reminder includes the template for reporting.

**Reminder 2:** 1 month before the delivery date; to: lead.

**Reminder 3:** 2 weeks before the delivery date; to: lead.

**The lead shall submit the final document to the coordinator no later than 3 working days prior to the delivery date so that the coordinator can review to verify consistency and submit it within the deadline.**

### Publications, Dissemination & Communication activities

The Continuous and Periodic Reporting also includes information on publications, further dissemination as well as communication activities. Specific questionnaires are available in the continuous reporting online masque: <https://ec.europa.eu/research/participants/grants-app/reporting/DLV-101094190>. The information of the questionnaire will also be included in the Technical Part (Part A) of the relevant Periodic Report (PDF). In order to minimise the burden of reporting close to the reporting due dates, we recommend that project-relevant activities are recorded regularly and in a timely manner in the portal.

## 6.2 Periodic reporting

In addition, the beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Grant Agreement (GA Article 21). For receiving the interim payments and the final payment the beneficiaries must submit a **periodic report**.



### Periodic reporting in the ActEU project

Phase	Reporting Period (Month)	Deadline for report
1	1-15 (01 March 2023 – 30 June 2024)	29 Aug 2024
2	16-36 (01 July 2024 - 28 Feb 2026)	29 Apr 2026

The periodic report includes a technical and financial part.

The **technical part** involves an overview of the action implementation. Part A contains the structured tables with project information (retrieved from the Grant Management System). Part B includes the application form and requires the participants to report on differences (delays, work not implemented, new subcontracts, budget overruns etc.)

The **financial part** of the periodic report includes:

- o the financial statements (individual and consolidated; for all beneficiaries/affiliated entities; the eligible costs and contributions for each budget category and, for the final payment, also the revenues for the action)
- o the explanation on the use of resources
- o the certificates on the financial statements (CFS) (only at final payment, if threshold is reached: requested EU contribution to costs  $\geq$  EUR 430 000.00; only applicable for USAAR and UDE)

The technical report part A and the financial report is generated automatically based on the data in the Grant Management System. Part B needs to be prepared outside the tools. The periodic report should be prepared by the consortium participants together and submitted by the coordinator.

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## 7 Budget, budget categories and budget flexibility

The grant is an action grant which takes the form of a budget-based mixed actual cost grant (i.e. a grant based on actual costs incurred, but which may also include other forms of funding, such as unit costs or contributions, flat-rate costs or contributions, lump sum costs or contributions or financing not linked to costs) (GA Art 5).

### Budget and budget categories (GA 5.4)

The estimated ActEU budget includes the following categories of budget:

- o A. personnel costs (A.1 employees, A.2 natural persons under direct contract, A.3 seconded persons)
- o B. subcontracting costs (limited to certain beneficiaries)
- o C. purchase costs (C.1 travel and subsistence, C.2 equipment, C.3 other goods, works and services)
- o E. indirect costs

The estimated budget for the action contains the estimated eligible costs and contributions for the action, broken down by participant and budget category.



Estimated budget of all ActEU consortium partners

Forms of funding	Estimated eligible <sup>3</sup> costs (per budget category)											Estimated EU contribution <sup>1</sup>				
	Direct costs						Indirect costs					Total costs		EU contribution to eligible costs		Maximum grant amount <sup>6</sup>
	A. Personnel costs		B. Subcontracting costs		C. Purchase costs		D. Other cost categories		E. Indirect costs <sup>3</sup>			Funding rate % <sup>4</sup>	Maximum EU contribution <sup>5</sup>	Requested EU contribution		
A.1 Employees (or equivalent)	A.2 Natural persons under direct contract	A.3 Seconded persons	A.4 SME owners and natural person beneficiaries	B.1 Subcontracting	B.2 Subcontracting	C.1 Travel and subsistence	C.2 Equipment	C.3 Other goods, works and services	D.2 Internally invoiced goods and services	E.1 Indirect costs	E.2 Indirect costs				E.3 Flat-rate costs <sup>8</sup>	
a1	a2	a3	a4	b	c1	c2	c3	d2	e	f	g = f * U%	h	m			
1 - IDE	404 780.00	0.00	0.00	0.00	55 000.00	18 900.00	0.00	20 000.00	0.00	110 930.00	609 600.00	100	609 600.00	609 600.00		
2 - USAAR	280 800.00	0.00	0.00	0.00	130 000.00	14 000.00	0.00	10 200.00	0.00	76 250.00	511 250.00	100	511 250.00	511 250.00		
3 - PLUS	190 800.00	0.00	0.00	0.00	0.00	6 300.00	0.00	0.00	0.00	49 275.00	246 375.00	100	246 375.00	246 375.00		
4 - TEPESA	269 339.00	0.00	0.00	0.00	0.00	23 675.00	0.00	46 460.00	0.00	84 886.00	424 330.00	100	424 330.00	424 330.00		
5 - IIR	101 000.00	0.00	0.00	0.00	8 400.00	0.00	0.00	0.00	0.00	27 330.00	136 730.00	100	136 730.00	136 730.00		
6 - AAU	194 040.00	0.00	0.00	0.00	6 300.00	0.00	0.00	0.00	0.00	50 085.00	250 425.00	100	250 425.00	250 425.00		
7 - Sciences Po	287 760.00	0.00	0.00	0.00	0.00	11 600.00	0.00	0.00	0.00	74 840.00	374 200.00	100	374 200.00	377 000.00		
8 - ICL	154 800.00	0.00	0.00	0.00	0.00	4 500.00	0.00	0.00	0.00	39 825.00	199 125.00	100	199 125.00	199 125.00		
9 - AUTH	48 000.00	0.00	0.00	0.00	0.00	4 200.00	0.00	0.00	0.00	13 030.00	65 230.00	100	65 230.00	65 230.00		
10 - UNITN	35 400.00	0.00	0.00	0.00	0.00	8 400.00	0.00	0.00	0.00	10 950.00	54 750.00	100	54 750.00	10 500.00		
11 - SWPS	60 000.00	0.00	0.00	0.00	0.00	4 200.00	0.00	0.00	0.00	16 050.00	80 250.00	100	80 250.00	80 250.00		
12 - UNIOVI	80 462.00	0.00	0.00	0.00	60 500.00	4 200.00	0.00	18 150.00	0.00	25 703.00	189 015.00	100	189 015.00	189 015.00		
<b>Σ consortium</b>	2 107 171.00	0.00	0.00	0.00	245 500.00	114 675.00	0.00	94 810.00	0.00	579 164.00	3 141 320.00		3 141 320.00	2 999 870.00		



### Eligibility of costs (GA 6)

In order to be eligible, costs and contributions must meet the **eligibility** conditions set out in Article 6 of the Grant Agreement.

### Budget flexibility (GA 5.5)

The budget breakdown may be adjusted without an amendment by transfers between participants and budget categories, as long as this does not imply any substantive or important change to the description of the action.

The following points are exceptions:

- o changes to the budget category for volunteers (if used) always require an amendment
- o changes to budget categories with lump sums costs or contributions (if used; including financing not linked to costs) always require an amendment
- o changes to budget categories with higher funding rates or budget ceilings (if used) always require an amendment
- o addition of amounts for subcontracts not provided for in annex 1 GA either require an amendment or simplified approval in accordance with article 6.2 GA
- o other changes require an amendment or simplified approval, if specifically provided for in Article 6.2 GA

**For any form of budget change - even if it is covered by budget flexibility - the coordinator must be consulted, and it has to be line with the CA und GA.**

## 8 Amendments

It is permissible to make amendments to the GA, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants. Amendments may be requested by any of the parties (GA Art 39)

Procedure:

- 1) The party requesting an amendment must submit a request for amendment signed directly in the portal amendment tool (My Projects > Actions > Manage Project > Launch new interaction with the EU > Request for Amendment)
- 2) The coordinator submits and receives requests for amendment on behalf of the beneficiaries (if a change of coordinator is requested without its agreement, the submission must be done by another beneficiary, acting on behalf of the other beneficiaries).
- 3) The request for amendment must include:
  - o the reasons why
  - o the appropriate supporting documents and
  - o for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).
  - o the granting authority may request additional information.
- 4) If the party receiving the request agrees, it must sign the amendment in the tool within 45 days of receiving notification (or any additional information the granting authority has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.





- 5) An amendment enters into force on the day of the signature of the receiving party.
- 6) An amendment takes effect on the date of entry into force or other date specified in the amendment.

**Amendments can be prepared jointly by the consortium participants, but only the coordinator is allowed to launch, sign and submit them. The EU granting authority can also propose amendments.**

Amendments are normally NOT necessary for:

- o budget transfers covered by the budget flexibility
- o name, address or banking details changes of a participant
- o universal takeovers (merger/acquisition) of a participant

## 9 Quality assurance, risk assessment and contingency plan

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### Quality assurance

To ensure the quality of the actions, the coordinator monitors that the action is implemented properly, requests and reviews any documents or information required and verifies their quality and completeness before passing them on to the granting authority. The coordinator will be supported by the Scientific Lead to ensure appropriate control of scientific quality and compliance with ethical principles and relevant legislations,

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#### In the working process...

- o a **weekly meeting** between the coordinator and the scientific lead takes place to inform each other about the progress and activities of the project. The meetings allow an exchange about the progress of the project and guarantees that the overall goal of the project remains present.
- o one member of the coordination **team attends each major meeting** of the WP (e.g. web scraping meeting).
- o the coordinator has **permanent access to WP team groups and working documents**.

#### For the submission of deliverables and milestones...

- o the coordinator has created an **escalation level**, according to which the leads and contributors will receive a reminder to submit the deliverable, 2 months in advance, one month in advance and 2 weeks in advance.
- o The deliverable documents are written by a **main author and contributors** who control each other's input.
- o beneficiaries submit **drafts** of the deliverable during the preparation process, which the **coordinator and the scientific lead provide feedback** on.
- o the coordinator receives the **document 3 working days advance** to review the final content.



### Risk assessment and contingency plan

To guarantee the success of the ActEU project, critical risks have been identified in the project. These identified risks should serve to discuss potential challenges before they arise. Based on this, mitigation measures can be proposed in advance to be applied when a risk occurs.

#### Critical risks in the ActEU project

Risk number	Description	Proposed Mitigation Measures
1	Lack of common objective	The ActEU consortium has been careful to reach a common understanding of the project's objectives during the preparation of the proposal. The active involvement of each partner has been required. Also, the involvement of partners in different WPs – combined with co-leaderships of WPs – allows everyone to keep the common goal in mind.
2	A partner is unable to produce its work on time.	Managing this risk requires regular contact between the PC and the consortium partners. Also, the CA mitigates the risk. If it becomes apparent, however, that the risk is a serious one and a partner might not deliver, early remedial actions must be taken: Either another representative from the respective partner organization has to assist in completing the task, or, in extreme cases, a different partner takes over the task. Such a change would require agreement of the PC and an amendment to be signed by all parties.
3	Inadequate resources to perform the project activities.	Efforts have been made in order to properly budget the ActEU project – in particular the efforts put into generating new data by focus groups, experimental surveys and web-scraping representing 10% of the budget, excl. personnel costs. Offers have been requested for all three methods (and their underlying research designs). However, periodic risk assessments done by the project coordinator (PC) – together with the scientific lead (SL) – will facilitate early identification of unexpected difficulties.
4	The budget is exceeded.	To ensure that all tasks can be fulfilled on time and within the budget, the consortium comprises partners with experience in EU projects and a good financial standing.
5	Cross-national survey design could cause comparability problems.	To ensure that our cross-national survey will be designed without issues of comparability in terms of language, the master survey will be designed in English in a joint effort of all involved ActEU researchers with various cultural backgrounds. Moreover, translation and data collection will be organized in close exchange between WP 1 and the field institute IPSOS.
6	Web-scraping could lead to biased results due to language issues.	To ensure that the web-scraping will be executed smoothly without issues of biased results in terms of language, each task related to webs-scraping will be implemented by WP 1, albeit in close exchange with the researchers of WP 2, WP 3, and WP 4 (with various cultural backgrounds) to guarantee that the information will be collected by the right websites and using appropriate lists of keywords.
7	Delays in data gathering.	PC and SL summon respective task leaders to discuss contingency planning and to take steps to proceed in line with work plan.



8	Data not complying with GDPR.	The ActEU consortium will select a Data Protection Officer (DPO), expert in treatment/ privacy/GDPR, who will be involved in the CA design. USAAR will be in charge of this task throughout the project.
9	Conflict within the consortium.	Informal discussion between ActEU consortium partner(s) in conflict. If this fails, turn to PC for mediation. If necessary, bring issue to the General Assembly for a decision.
10	D&C not effective.	Reformulation of message, means of communication and strategy.
11	Difficulties in raising awareness of the project results.	Early mobilization and engagement of relevant stakeholders, also in close cooperation with the ActEU Civil Society Network throughout the project in order to raise awareness on the project objectives, a mid-term and final conference to showcase them the main outcomes achieved. Dissemination and communication activities will be increased and/or adapted if necessary.
12	Travel / assembly restrictions (e.g. due to pandemic situation)	Where possible, project activities will be rescheduled or organised virtually to ensure the further implementation of all activities and completion of the different tasks in good conditions. Alternative formats will be considered for events that cannot take place in their previously planned form.

## 10 Data management

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ActEU involves the production and collection of data (e.g., web-scraping, focus groups, experimental survey). These data must be carefully collected, stored, and accessed.

The following points must be considered:

**1) Findability** – ActEU will create a Zenodo community, which will allow to make all sorts of outputs available and findable, from the mere powerpoints of presentations, to data, reports, scripts, etc, and because Zenodo automatically provides PID and versioning. Both the concrete PID and versioning methods will be further defined in the Data Management Plan.

**2) Accessibility** – Open data will be shared on the project website and on a selected repository. Zenodo is the first ‘gateway’ to all of our outputs (not just data), as Zenodo allows to and then informs about the places where the actual output is stored, and this may vary depending on the actual output. The principle of being “as open as possible, as closed as necessary” will be followed. The preliminary Intellectual Property Rights (IPR) strategy will be defined in the Consortium Agreement during the grant agreement preparation (GAP).

**3) Interoperability** – Project partners will aim to produce their data in common formats and to use common vocabularies to ensure wide understanding. In addition, partners will discuss together the need and type of specialist software licenses at the start of the project to ensure smooth cooperation and interoperability.

**4) Reusability** – Data will be well-documented (e.g., it will include metadata and license information and read me files, if necessary).

**By the end of August, the data management plan will be published, providing detailed information on the type of data that will be collected under the project, as well as their confidentiality, retention requirements, and the procedure for data use.**



## 11 Publications

ActEU is a transparent and open science project. ActEU recognizes the good practice of research, strives for open-access publications only, seeks to be transparent in terms of data storage and makes data available to the public.

The ActEU consortium will fully comply with the open science standards (e.g. preregistration of survey experiment; open data) with regard to open access to publications and dissemination, communication and exploitation material. Open access will be granted to publications, being scientific publications, data, algorithms or any kind of dissemination material, as this is one of the key targets of ActEU to increase transparency and reproducibility. We will pursue diamond or gold OA whenever feasible, and always at least green OA where preprints are made available in line with copyright agreement. Also, we will avoid hybrid publishing where we pay fees to subscription-based journals. For the project duration and one year after the end of the project, the regulations from the GA apply.

### Open Science

The GA states the following in this regard (*Annex 5*):

**The beneficiaries must ensure open access to peer-reviewed scientific publications relating to their results.**

They must ensure that:

- o at the latest at the time of publication, a machine-readable electronic copy of the published version or the final peer-reviewed manuscript accepted for publication, is deposited in a trusted repository for scientific publications
- o immediate open access is provided to the deposited publication via the repository, under the latest available version of the Creative Commons Attribution International Public Licence (CC BY) or a licence with equivalent rights; for monographs and other long-text formats, the licence may exclude commercial uses and derivative works (e.g. CC BY-NC, CC BY-ND) and
- o information is given via the repository about any research output or any other tools and instruments needed to validate the conclusions of the scientific publication.

Metadata of deposited publications must be open under a Creative Common Public Domain Dedication (CC 0) or equivalent, in line with the FAIR principles (in particular machine-actionable) and provide information at least about the following: publication (author(s), title, date of publication, publication venue); Horizon Europe or Euratom funding; grant project name, acronym and number; licensing terms; persistent identifiers for the publication, the authors involved in the action and, if possible, for their organisations and the grant. Where applicable, the metadata must include persistent identifiers for any research output, or any other tools and instruments needed to validate the conclusions of the publication.



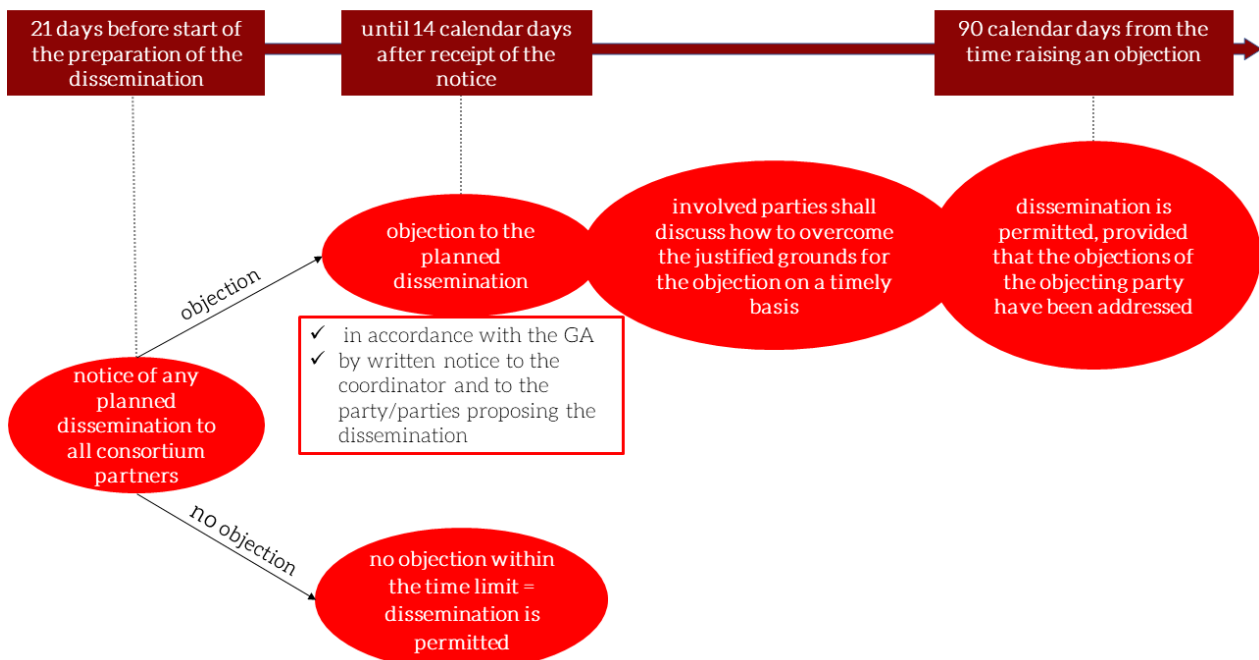
### Publication procedure

The consortium partners have agreed on the following points for all publication activities (CA 8.4.2):

- **Prior notice of any planned dissemination shall be given to the other Parties at least 21 calendar days before the start of the preparation of the dissemination.**
- Any **objection** to the planned dissemination 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 14 calendar** days after receipt of the notice.
- no objection within the time limit stated above = the dissemination is permitted.
- An objection can be raised against the publication: 1) the protection of the objecting party's results or background would be adversely affected, or 2) the objecting party's legitimate interests in relation to its results or background would be significantly harmed, 3) the proposed dissemination includes confidential information of the objecting party.
- If an objection has been raised the involved parties shall discuss how to overcome the justified grounds for the objection on a timely basis and the objecting party shall not unreasonably continue the opposition if appropriate measures are taken following the discussion.
- The objecting party can request a **dissemination delay** of **not more than 90 calendar days** from the time it raises such an objection. After 90 calendar days the dissemination is permitted, provided that the objections of the objecting party have been addressed.

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### Timeline for publication procedure



In addition, the coordinator will provide a shared document, accessible to all consortium members, containing the following information:

- a) who is involved in the paper/presentation;
- b) who has been asked (e.g. the data production people in WP 1) for approval on that



## 12 Acknowledgement of EU funding & disclaimer

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### Acknowledgment of EU funding (GA 17.2)

Any dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support.

- 1) Display the European flag
- 2) and funding statement (translated into local languages, where appropriate).



Funded by the  
European Union

Please make sure that...

- o the emblem remains distinct and separate and is not to be modified by adding other visual marks, brands or text.
- o no other visual identity or logo may be used to highlight the EU support.
- o when displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

The EU flag with the funding reference is available for all consortium participants in the Sciebo folder "Templates".

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### Disclaimer (GA 17.3)

Consortium participants must ensure that in every communication and dissemination activity, only factually accurate information is distributed. In addition, the following disclaimer must be indicated and translated if necessary:

*"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 granting authority can be held responsible for them."*

## 13 Digital infrastructure

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The coordinator has established a digital infrastructure that allows beneficiaries to file documents and structure their work. At the same time, the coordinator can share important documents with the beneficiaries. We use two digital tools in the working progress: Microsoft Teams and the sharing platform Sciebo. In addition, Zenodo and the GESIS Data archive are used to share the project results.

**Sciebo** is a non-commercial file hosting service for research, study and teaching. The service is operated by research institutions in the Federal State of North Rhine-Westphalia and is funded by the state government. The data is stored exclusively in Germany. Sciebo allows the coordinator to share relevant data with higher security standards (contracts, contact lists etc.). The documents are additionally protected by a password that is provided to all beneficiaries.



**Microsoft Teams** is used for everyday work in the WP and for sharing working papers with low security standards. Teams allows the exchange of information via chat, video conferencing and the sharing of documents. At the same time, subgroups can be created to work on individual tasks and work can be structured in calendars. The licenses for use are already available to the consortium partners at their institutions.

The coordinator has created a MS Teams group for each WP and is responsible for adding new members or apps. Let us know if you need help!



## About ActEU

How can we conceptualize and empirically measure political trust and legitimacy beyond the usual survey question “How much trust do you have in the parliament?”? Does the multi-level nature of European representative democracies require an identical level of citizen support at the regional, national and EU levels? How does social polarization on key policy issues of our times – immigration, climate change, and gender inequality– challenge the political trust in, and legitimacy of, democratic political systems? And what can policymakers and civil society do to master these challenges? ActEU aims at finding answers to these questions pursuing two overarching goals: In phase 1, we map and investigate persistent problems of declining trust, legitimacy and representation in Europe with a particular attention to the polarization of societies and the EU’s multi-level structures. Providing an innovative conceptual framework on political attitudes, behavior and representation across Europe, we establish an original empirical infrastructure based on an innovative combination of methods and newly collected quantitative and qualitative empirical data (focus groups, experimental surveys, web scraping). In phase 2, these results will flow directly into the creation of a toolbox of remedial actions to enhance political trust in and legitimacy of European representative democracies. In cooperation with a newly created Civil Society Network, Youth Democracy Labs across 13 European cities and in exchange with political cartoonists “Cartooning for democracy”, we will develop context-sensitive solutions for all polity levels and some of the most polarizing policy areas, and craft tailor-made toolkits for both policymakers and civil society and the educational sector. Finally, we deploy a differentiated dissemination strategy to maximize ActEU’s scientific, policy and societal impact in activating European citizens’ trust and working towards a new era of representative democracy.

[www.acteu.org](http://www.acteu.org)

## ActEU Consortium



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# Annex I: Template for reporting on deliverables



## Reporting on Deliverable DX.X – Title Deliverable

PROJECT	
Project number:	101094190
Project acronym:	ActEU
Project name:	Towards a new era of representative democracy - Activating European citizens' trust in times of crises and polarization
Call:	HORIZON-CL2-2022-DEMOCRACY-01
Topic:	HORIZON-CL2-2022-DEMOCRACY-01-08
Type of action:	HORIZON-RIA
Responsible service:	REA
Project starting date:	01 / 03 / 2023
Project duration:	36 months

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DELIVERABLE	
Deliverable No	
Deliverable related No	
Work package No	
Description	
Lead beneficiary	
Type	
Dissemination level	
Due to date	
Main author(s):	
Contributor(s):	
Approved by	e.g. WP leader, Project Coordinator



## Title Deliverable

### Executive Summary or Key Conclusion or Recommendations

Continuous text

*Summary of context, added value and conclusion (e.g. specific policy recommendations for which potential EU law uptake would be expected)*

*What has been discovered, what is so exciting about, where are potentials and policy recommendations and for whom, etc.*



## Content

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1 (Aleo 14).....	29
2 Chapter 2 (Aleo 14).....	29
2.2 Chapter 2.2 (Aleo 13).....	29
2.2.1 Chapter 2.2.1 (Aleo 13).....	29



## 1 Chapter 1 (Aleo 14)

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XXX (Aleo 11)

## 2 Chapter 2 (Aleo 14)

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XXX (Aleo 11)

### 2.2 Chapter 2.2 (Aleo 13)

XXX (Aleo 11) **Table 1.** Caption text. (contributing partner(s))


### 2.2.1 Chapter 2.2.1 (Aleo 13)

XXX (Aleo 11)

## Bibliography/List of References

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XXX (Aleo 11)



## About ActEU

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