RESKILLING

Deliverable D1.2

Project Quality, Ethics and Risk Assessment Plan

Grant Agreement no.: 101147328

Project acronym: RESKILLING

Project title: Research initiative for Enhancing and Adapting Workforce SKILLs for Implementing TraNsport Automation with Employment Growth

Project coordinator name and organisation:

Matina Loukea, Centre for Research and Technology Hellas (CERTH)

Funded by the European Union

This project has received funding from the European Commission under the European Union's Horizon Europe research and innovation programme under grant agreement No. 101147328

This work has received funding from the Swiss State Secretariat for Education, Research and Innovation (SERI) for the Swiss partners

Document Details	
Document identifier	Project Quality, Ethics and Risk Assessment Plan
Due Date of Delivery	31/03/2025
Actual Date of Delivery to EC	31/03/2025
Task Number	T1.2, T1.2, T1.3
Dissemination level	PU

Contributors
Evangelos Bekiaris (CERTH, Greece)
Katerina Touliou (CERTH, Greece)
Matina Loukea (CERTH, Greece)
Ingrid Skogsmo (VTI, Sweden)

Reviewers
Fabienne- Agnes Bauann (VDI/VDE, Germany) Caroline Almeras (ECTRI, Belgium) Giuseppe Garofalo (ECTRI, Belgium)

Disclaimer

Control Sheet			
Version	**Date**	**Editor**	**Summary**
0.1	03/03/3025	Evangelos Bekiaris (CERTH)	Deliverable template and structure
1.0	20/03/2025	Evangelos Bekiaris, Katerina Touliou, Matina Loukea (CERTH), Ingrid Skogsmo (VTI)	First version of the deliverable ready
1.1	26/03/2025	Fabienne- Agnes Bauann (VDI/VDE, Germany) Caroline Almeras (ECTRI, Belgium) Giuseppe Garofalo (ECTRI, Belgium)	Review and provision of comments
2.0	28/03/2025	Evangelos Bekiaris, Katerina Touliou, Matina Loukea (CERTH), Ingrid Skogsmo (VTI)	Update of deliverable, based onreview comments
Final	31/03/2025	Evangelos Bekiaris, Matina Loukea (CERTH)	Final version ready

List of Acronyms	
DPIA	Data Privacy Impact Assessment
EB	Ethics Board
EC	European Commission
EGE	European Group on Ethics
FMEA	Failure Mode and Effects Analysis
GA	Grant Agreement
GDPR	General Data Protection Regulation
IP	Internet Protocol
PCG	Project Core Group
PMT	Project Management Team
PPT	Powerpoint
PQH	Project Quality Handbook
RN	Risk nNmber
SERI	Secretariat for Education, Research, and Innovation
SES	Socioeconomic Status
T	Task
ToC	Table of Contents
WP	Work Package

Table of Contents

List of Figures

List of Tables

Executive Summary

The Project Quality, Ethics, and Risk Assessment Plan (D1.2) is a key deliverable of the RESKILLING project, developed within the framework of Work Package 1 (WP1) – Project Management & Coordination. WP1 is dedicated to the administrative and technical coordination of the project, ensuring the timely achievement of planned outcomes while fostering smooth and effective collaboration among project partners. In addition to overseeing project administration, financial monitoring, and internal/external communication, WP1 also addresses critical management aspects such as quality assurance, data management, risk assessment, and ethical considerations.

Deliverable 1.2 outlines the management and quality assurance strategy to be implemented throughout the project's lifecycle. This strategy is designed to ensure that project outputs meet the expected objectives and maintain high-quality standards. Furthermore, the document establishes the rules, processes, and support mechanisms that will guide partner collaboration and project governance.

Additionally, this deliverable serves as the RESKILLING ethics manual, acting as a reference document throughout the project's duration regarding ethical considerations and ethics management. It establishes principles and procedures to ensure compliance with ethical standards and regulatory requirements.

Finally, D1.2 also encompasses the risk assessment methodology for the project. This methodology provides the foundation for conducting annual risk assessments, ensuring that potential challenges are proactively identified and addressed to mitigate risks that may impact project execution.

Chapter 1 outlines the purpose of the document**,** defines its intended audience, and explains its interconnections with other project components, **Chapter 2** presents the quality assurance policy and processes, detailing the peer review process for deliverables to ensure consistency and high-quality outputs, **Chapter 3** addresses the ethical considerations relevant to the RESKILLING project, summarising key ethical concerns, the applied control methodology, and the Ethics Policy, which governs various aspects of project implementation.. Finally, **Chapter 4** describes the risk management approach, detailing the methodology for identifying, assessing, and mitigating risks throughout the project lifecycle.

The document also includes several Annexes, providing practical templates and supporting materials for project implementation:

- **Annex I** – The RESKILLING Peer Review Plan for deliverables.
- **Annex II** – The consolidated peer review template to standardise review processes.
- **Annex III** – The meeting agenda template, ensuring structured discussions during project meetings.
- **Annex IV** – The project meeting minutes template, facilitating consistent documentation of discussions and decisions.
- **Annex V** – The project deliverables template, standardising document formatting across the project.
- **Annex VI & Annex VII** – The Corrective Action Request and Decision Forms, used to document and address project-related issues.
- **Annex VIII** – The Consent Form Template for ethical compliance.
- **Annex IX** – Indicative list of relevant laws and directives, ensuring compliance with applicable legal and regulatory frameworks.

By integrating these key elements—quality assurance, ethics, and risk management—this deliverable plays a pivotal role in safeguarding the smooth implementation and overall success of the RESKILLING project.

1. Introduction

1.1. Purpose of the Document

This Deliverable establishes a comprehensive framework of processes, protocols, and standards within the RESKILLING project to ensure an efficient workflow and seamless communication among its participants. It provides a structured approach to project coordination, facilitating collaboration and consistency across all project activities.

A key aspect of this Deliverable is the definition of the project's quality policy, which ensures that all processes are systematically organised and closely monitored to maintain a high level of effectiveness and compliance with quality standards. It also outlines the quality review procedures to be followed, ensuring that all Deliverables adhere to the contractual obligations and meet the required standards. Furthermore, it details essential rules and procedures governing various project processes, including Work Package (WP) performance, meeting organisation, reporting, monitoring, and internal communication. The structure and referencing of key project documents are also clearly defined. Additionally, the Deliverable includes standardised templates for official RESKILLING documents, which must be used by all Consortium members to maintain consistency and clarity in documentation.

In parallel, this Deliverable delineates the risk management framework for the project, specifying the methodology for risk identification, assessment, mitigation, and communication throughout the project's duration. It ensures a proactive approach to risk management, facilitating early detection and mitigation strategies to minimize potential disruptions to project activities.

Furthermore, the Deliverable establishes the ethics requirements applicable to activities involving data collection from external users, stakeholders, and organisations outside the Consortium. It provides a preliminary assessment of the ethical considerations and compliance requirements for project partners engaging in stakeholder consultations, user surveys, and case study research. This ensures adherence to ethical standards and data protection regulations, safeguarding the rights and privacy of individuals involved in project-related activities.

By integrating these elements, this Deliverable serves as a foundational document for project governance, fostering a structured, high-quality, and ethically responsible approach to achieving the objectives of the RESKILLING project.

1.2. Intended Audience

This Deliverable applies to all activities related to the RESKILLING project, ensuring coherence and consistency in project execution. The primary target audience for this document is the Consortium partners, as it establishes the internal processes necessary for effective project management and seamless internal communication.

Serving as a fundamental reference document, this Deliverable provides guidance for all project team members, outlining essential procedures and best practices. Each project beneficiary is responsible for ensuring that all team members are familiar with and adhere to the provisions outlined in this document, thereby fostering a structured and well-coordinated project environment.

1.3. Interrelations

This Deliverable is integral to the entire project work plan, as it encompasses horizontal governance principles and mechanisms that apply across all project activities. By establishing overarching guidelines, it ensures consistency, transparency, and effective coordination throughout the RESKILLING project.

2. RESKILLING Quality Assurance Processes and Principles

2.1. Quality approach and review plan

Quality planning is a fundamental component of overall management planning. Prior to its development, the Quality Manager conducted a comprehensive review of all project requirements to identify the necessary quality-related activities. This has led to the preparation of the Quality Plan which describes RESKILLING's deliverable review and quality assurance process as well as document handling. This proactive approach at an early stage of the project provides the Consortium with verifiable assurance that:

1. A robust and systematic quality planning process has been implemented.
2. All contract requirements and conditions have been meticulously reviewed.
3. The established quality management system is suitably aligned with project needs.

The Consortium is committed to upholding the following quality principles:

- Implementing and maintaining a quality system in strict accordance with ISO 9001:2015 standards[1].
- Defining and communicating quality responsibilities for all partners.
- Ensuring that every Deliverable and tangible outcome of the project meets the contractual requirements.

To maintain the relevance and effectiveness of the Quality Plan throughout the project lifecycle, the Quality Manager will perform regular quality reviews, particularly at key project milestones and upon any contractual changes, verifying that the plan's requirements are consistently met. The Quality Plan is accessible to all relevant parties to ensure transparency and compliance.

Quality assurance is designed as a cross-cutting function that spans all distinct project processes. Specifically, the RESKILLING partners have been designated as the responsible entities to ensure that the planned quality activities are executed according to the predefined principles, as detailed in each corresponding chapter of this report.

This Quality Plan will be reviewed during Project Core Group (PCG) meetings, where several key aspects will be considered. These include the results of both project and internal audits, the status of official project Deliverables such as reports and prototypes, and the progress of corrective and preventive actions. Additionally, reviews will address any deficiencies in the project solution, the adequacy of the project staff in relation to their tasks, and the appropriateness of resource allocation per category relative to the specific tasks or activities undertaken.

Decisions regarding these elements will be discussed during the PCG meetings and recorded in the minutes. These discussions will assess the result of the audits, corrective actions, and complaint outcomes, as well as determine the need for further audits or additional corrective measures. The Quality Manager is responsible for producing and archiving the minutes, ensuring that records include the list of attendees and a comprehensive summary of the issues raised and resolutions achieved.

2.2. Documents management

2.2.1. Document templates

All documents produced within the RESKILLING project adhere to standardised templates developed under WP6. These templates have been designed to align with the project's visual identity, ensuring a

[1] https://www.iso.org/standard/62085.html

.

cohesive and recognisable appearance across all project outputs. The use of a consistent format enhances the project's visibility and facilitates stakeholder engagement.

The templates are centrally stored on the RESKILLING shared digital workspace on Microsoft Teams, ensuring accessibility for all project partners. Two versions of the template have been developed, differing only in their disclaimer sections to accommodate the specific requirements of different funding entities:

1. **EU Partner version**: This version includes the European Union logo and disclaimers, alongside a shortened disclaimer for the Swiss partner, the International Road Federation (IRF). It is intended for use by all EU partners.
2. **Swiss Partner version**: This version features an extended disclaimer for IRF, explicitly mentioning the Swiss funding authority, the Federal Department of Economic Affairs, Education, and Research – State Secretariat for Education, Research, and Innovation (SERI). Additionally, it includes the SERI logo. This version will be exclusively used by IRF.

Table 1: List of document templates

Template	Utilisation	Name
Agenda	For RESKILLING project meetings (General Assembly, PCG, WP meetings etc.).	RESKILLING meeting agenda template
Participants' list	For RESKILLING project meetings (General Assembly, PCG, Work Package meetings etc.).	RESKILLING participants list template
Deliverable	For official reporting to the EC.	RESKILLING Deliverable template
Minutes	For RESKILLING project meetings (General Assembly, PCG, Work Package meetings etc.).	RESKILLING meeting minutes template
Presentation	For RESKILLING project meetings (General Assembly, PCG, Work Package meetings etc.) and external meetings/events.	RESKILLING PPT Template
Press Release	For dissemination of the project press releases.	RESKILLING press release template

2.2.2. Documents naming and versioning

For naming any project document the following rules apply:
Each document's name consists of the following elements, in the order as listed:

- The project's name (= RESKILLING).
- An indication of the organisational unit where it belongs to (= WP1, PCG, …).
- A clear, short document description.
- A version number (= vX.Y).
- The date of the version (= DDMMYYYY).
- The following additional elements are inserted only in the case of comments to an existing document:
    - The uppercase designator "COMMENTS".
    - The last name of the person providing feedback.
    - The date of the comments (=DDMMYYYY).

- The document format abbreviation.

Table 2. Examples for document naming

Meeting Minutes	RESKILLING_WP1_Minutes2ndMeeting_v0.1_11072021
Deliverable	RESKILLING _WP4_Deliverable4.1_v0.3_26022021
Agenda	RESKILLING _WP5.1_Agenda1stWorkshop_v1.1_20102022

Document versioning shall adhere to the following structured guidelines:

To ensure a structured and transparent approach to document versioning within the RESKILLING project, the following version control system is applied:

- **Versioning progression**: Document versioning commences with an initial draft labelled as v0.1. Subsequent iterations (e.g., v0.2, v0.3, etc.) are produced as the document undergoes refinement. Once a document reaches a finalised state, it is designated as v1.0. If modifications are required after this milestone, versioning continues incrementally (v1.1, v1.2, etc.) until a significant revision results in a new finalised version, labelled as v2.0. This systematic approach is maintained consistently until the document receives its final acceptance.
- **Tracking revisions**: Document iterations are typically developed using track changes to ensure transparency and traceability. Before a new version is issued, all resolved comments must be removed, and all tracked changes accepted to present a clean and finalised version.
- **Authority for version updates:** Only the primary author of a document, or an explicitly authorised collaborator, has the authority to issue and upload new versions of the original file to the project's shared digital workspace (Microsoft Teams). This measure ensures clear accountability, maintains document integrity, and prevents unauthorised or uncontrolled modifications. Furthermore, it is important to emphasize that receiving feedback or comments on a document does not automatically require an update to the version number. A new version should only be issued when feedback results in substantial content revisions that significantly alter the document's scope, structure, or key information.

Furthermore, for consistency in project documentation:

- **Project meeting agendas** follow the standardised template outlined in **Annex III.**
- **Project meeting minutes** are recorded using the template provided in **Annex IV**.

2.2.3. E-mail headings

Email subject lines should adhere to the following format to ensure clarity and consistency:

1. **Begin with "RESKILLING"** – Every email subject must start with 'RESKILLING' to clearly identify project-related communication.
2. **Specify the relevant organisational unit** – Indicate the affected work package, task, or group (e.g., WP2, T2.1, PCG) to facilitate targeted communication.
3. **Include concise, descriptive keywords** – Provide clear and brief terms that summarize the purpose or content of the email.

2.3. Deliverables

Throughout the RESKILLING project, a total of 28 official Deliverables will serve as key documentation of the project's progress and outcomes. These Deliverables will be formally submitted to the European Commission (EC) in compliance with the project's contractual obligations.
To ensure a smooth, timely, and high-quality submission process—while maintaining a consistent and professional presentation—this section defines the required structure, layout, and development

procedures for the project's reports. Adhering to these guidelines will facilitate clarity, readability, and alignment with EC standards.

A comprehensive list of Deliverables can be found in Annex 1 (Part A) of the Grant Agreement (pages 22–32) and is also reproduced in ANNEX I of this document for easy reference.

2.3.1. Deliverables format & layout

All 28 official Deliverables must fully comply with the formatting and structural guidelines outlined in the deliverable template (Annex V of this document). This template is also readily accessible on the RESKILLING Teams portal to ensure that all project partners can easily access it. It establishes a standardised format for critical report elements, ensuring clarity, consistency, and compliance with the EC requirements.

The main author, as designated in the Grant Agreement, is responsible for developing the first draft using the correct template before circulating it for review. The Quality Manager has the final responsibility to ensure that all Deliverables adhere to the formatting standards and maintain uniformity across the project's outputs.

To avoid common mistakes and ensure high-quality Deliverables, the following guidelines must be observed:

- **Professional Quality**: The Deliverable should exhibit a level of quality equivalent to that of a professionally published document, free from typographical, grammatical, or formatting errors.
- **Comprehensive Coverage**: All relevant outcomes from the associated tasks must be fully addressed. The main author is responsible for collecting contributions from other partners, ensuring their relevance and quality, requesting revisions when necessary, and synthesizing inputs into a coherent and impactful final document.
- **Concise and structured presentation**: While there is no fixed page limit, excessive verbosity should be avoided. Detailed analytical content should be placed in Annexes, with a summary provided in the main body of the document for readability and clarity.
- **Language consistency**: All Deliverables must be written in UK English, in line with European Union standards.
- **Standardised formatting**: All structural elements, such as **headers, footers**, and **headings**, must adhere to the formatting defined in the current **deliverable template** to ensure uniformity across all project documents.
- **Acknowledgment requirement**: The cover page of each Deliverable must include the mandatory acknowledgment to the European Commission, as specified in the Deliverable template.

Funded by the European Union

This project has received funding from the European Commission under the European Union's Horizon Europe research and innovation programme under grant agreement No. 101147328

- All RESKILLING deliverables and dissemination materials incorporate an acknowledgment to the Swiss Government, reflecting IRF's role as an Associated Partner in the project. This acknowledgment is presented using the following text:

This work has received funding from the Swiss State Secretariat for Education, Research and Innovation (SERI) for the Swiss partners

To maintain the highest standards of clarity, coherence, and professionalism in RESKILLING deliverables, the following common mistakes must be avoided:

- **Lack of clear purpose and missing table of contents**: Every deliverable should begin with a well-defined objective, ensuring that the content is focused and relevant to the project's goals.

Additionally, an initial Table of Contents must always be included to facilitate navigation and readability.

- **Confusing Executive Summary with the Introduction or Conclusion**: The Executive Summary should provide a comprehensive overview of the entire Deliverable, summarising key findings and conclusions. It should not replicate the Introduction, which sets the context, nor the Conclusion, which synthesizes results and implications.
- **Illogical or inconsistent structuring**: Deliverables must follow a logical and methodologically sound structure. Sections should be clearly sequenced, ensuring a coherent flow of ideas from background to methodology, results, and conclusions.
- **Copy-paste/ plagiarism / poor language and formatting**: It is essential to avoid copy-pasting, plagiarism, or any form of content duplication in Deliverables. Additionally, poor language use, inconsistent formatting, and lack of attention to detail will undermine the quality and professionalism of the final document.

2.4. Deliverables quality review and roles

As outlined in the synthesis of the Quality Control Board, presented in D1.1, each Deliverable will undergo review by the following individuals:

- The Quality and Risk Manager (Evangelos Bekiaris, CERTH)
- The Project Coordinator (Matina Loukea, CERTH)
- The Technical & Innovation Manager (Ingrid Skogsmo, VTI)
- At least one internal expert, appointed by the relevant project beneficiary, as detailed in Annex I
- For selected Deliverables, reviews will also be conducted by members of the Advisory Board, based on their expertise and availability.

The peer review template outlined in Annex II will be utilised for this review process.

The Quality Manager, Evangelos Bekiaris (CERTH), holds the authority to oversee and manage all quality assurance processes within the RESKILLING project. His responsibilities encompass the following:

- **Quality control of project outcomes**: Ensuring that all project outputs, including Deliverables, meet the defined specifications and deadlines outlined in the Grant Agreement (GA). This involves overseeing all related quality assurance processes, including the peer review of Deliverables.
- **Prevention of quality non-conformities**: Taking proactive steps to avoid deviations from established quality control processes.
- **Problems identification and resolution**: Detecting non-conformities early, suggesting corrective actions, monitoring their resolution, and ensuring the effectiveness of the implemented solutions.

For project Deliverables, the Quality Manager is responsible for the final consolidated review, which includes:

- Collecting and consolidating feedback from all internal and external peer reviewers.
- Compiling a unified review report for the author(s), summarising all received comments.
- Ensuring necessary revisions are made, with authors providing a response to each modification in line with the peer review template in Annex II. If any comments are not fully addressed, authors must provide a detailed explanation in the response section of the peer review form.

During the consolidation process, particular attention will be given to:

- Compliance with formatting and stylistic requirements, as outlined in the Deliverable template and this Quality Plan.
- Language quality assurance, ensuring clarity, coherence, and adherence to UK English standards.

2.4.1. Peer review by internal experts

The internal peer reviewers have to review each Deliverable (assigned to them according to Annex I) with respect to the following topics, concluding, finally, whether the Deliverable is accepted or not.

General comments

- Deliverable contents thoroughness
- Innovation level (see explanation in 2.4.3)
- Correspondence to project and programme objectives

Specific comments

- Topic A: Relevance
- Topic B: Methodological framework soundness
- Topic C: Quality of achievements
- Topic D: Quality of presentation of achievements
- Topic E: Deliverable Layout / Spelling / Syntax/ Format

The **final rating of the Deliverable** draft will be marked (by each individual reviewer) as:

- Fully accepted
- Accepted with reservation
- Rejected unless modified as suggested
- Rejected

2.4.2. Review to be conducted by the Project Management Team

In addition to the internal peer reviewers, the Project Management Team, led by Project Coordinator Matina Loukea (CERTH) and Technical and Innovation Manager Ingrid Skogsmo (VTI), will review each Deliverable based on the following principles:

- **Alignment with project objectives**, ensuring the Deliverable effectively meets the project's defined goals and expectations.
- **Technical rigor, innovation, and added value**, evaluating the technical depth, novelty, and the Deliverable's contribution to the project's advancement.
- **Quality of presented outcomes**, assessing the clarity, completeness, and relevance of the findings and results presented in the Deliverable.

Before final submission, the Deliverable will undergo a final review by the Quality Manager, Evangelos Bekiaris (CERTH), to ensure it is fully prepared for submission. The Project Coordinator will perform a swift review of the document and if there are no objections, she will proceed with submitting an electronic copy to the European Commission via the Funding & Tender Opportunities Portal, ensuring that the submission is made within the required timeframe and in the correct format.

Once submitted, CERTH will archive both the backup and original versions of the Deliverable. Electronic copies will also be circulated to all project partners via the project's Teams platform, clearly marked as SUBMITTED and, later, APPROVED.

2.4.3. Peer review by external experts

Certain high-priority deliverables will undergo an additional external review process conducted by selected members of the Advisory Board, alongside the internal peer review. Annex I outlines which specific deliverables will be externally reviewed by the Advisory Board.

Once the Deliverable is submitted for peer review by the author(s), the Quality Manager, in collaboration with IRF (responsible for coordinating interactions with the Advisory Board), will oversee the distribution of the document to the designated Advisory Board members. The Quality Manager will then consolidate their feedback into the peer review form.

The external review by the Advisory Board experts may extend beyond the standard review criteria to focus on the following aspects:

- Technical Content Review

  - Alignment with the objectives of the deliverable.
  - Well-reasoned and substantiated argumentation supporting the content.
- Innovation Level
  - Assessment of whether the report reflects cutting-edge advancements in the field or market.
- Clarity and Readability
  - Evaluation of the clarity and straightforwardness of the report, ensuring that the content is easily understood.
- Structure and Organisation
  - Examination of the logical flow and organisation of the document, ensuring it is well-structured and cohesive.

This additional review process ensures that the highest quality standards are met, adding valuable expert insights from the Advisory Board to enhance the deliverable's impact and quality.

2.5. Deliverable peer review process

The RESKILLING Consortium has established a shared commitment that Deliverables represent the tangible outcomes of the project and, as such, must meet the highest possible quality standards. Ensuring this quality is the responsibility of the Quality Manager and the Project Management Team (PMT), who must communicate this expectation to all beneficiaries and oversee its implementation throughout the project's duration. The quality control processes outlined in this document serve as key mechanisms to achieve this objective.

To maintain rigorous quality assurance, the following structured **review process** is established for all project Deliverables:

1. **Initial structuring:**
   - The Deliverable main author drafts a provisional Table of Contents (ToC) and uploads it to the designated Teams folder **two months before the official deadline** set in the Grant Agreement (GA).
   - The PMT and the respective Task and WP leaders are notified and asked for feedback.
2. **Content development & coordination:**
   - Once the ToC is finalised, the Deliverable main author assigns responsibilities to contributors/co-authors and monitors progress in collaboration with the Task and WP leaders, notifying the PMT.
   - The Deliverable is progressively refined, ensuring clarity in its purpose, audience, and content.
3. **Internal review (within the WP):**
   - **One month before** the submission deadline, the Deliverable main author circulates a complete draft for internal review within the WP.
   - The PMT is notified to oversee the process.
4. **Peer review process:**
   - **Three weeks before** the deadline, the main author uploads the Deliverable draft to the RESKILLING Teams platform for peer review and notifies the Quality Manager.
   - The Quality Manager initiates the review process, informing internal and external peer reviewers and the Technical Manager, allowing **15 calendar days** for feedback.
5. **Review consolidation & finalisation:**
   - Peer reviewers submit their feedback using the designated **peer review form** within the given timeframe.
   - The Quality Manager consolidates all comments and provides them to the main author(s).
   - The main author(s) address the feedback and upload the revised version, along with their responses to comments, **within one week**, notifying the Quality Manager and the PMT.
6. **Final validation & submission:**
   - The Quality Manager verifies conformity within **two calendar days** and notifies the Coordinator.

- The Coordinator conducts a final review within **one calendar day** and proceeds with official submission, notifying the entire Consortium.

If any non-conformities are identified during the final validation steps, the Quality Manager and/or Coordinator will request the lead author(s) to implement corrective actions before the Deliverable is finalised. In cases where the European Commission (EC) requests a revision of a submitted Deliverable, the internal review process will only be repeated if the required changes are deemed significant. The decision on whether a revised Deliverable needs to undergo a second review will be made by the Coordinator and Quality Manager. The same approach applies to Deliverables that are scheduled for revision and re-submission within the project framework.

3. Ethical considerations

The RESKILLING project is committed to ensuring that all research activities involving human participants comply with ethical standards, national and European legislation, and data protection regulations.
The principles of the European Convention of Human Rights, the rules of the Convention of the Council of Europe for the protection of individuals about automatic processing of personal data and especially Regulation (EU) 2016/679 (General Data Protection Regulation - GDPR), which has replaced the European Directive 95/46/EC, for the protection of personal data will be strictly followed when addressing the project's ethical questions. Relevant Laws and Directives can be found in Annex XI.

The proper management of such issues will be carefully handled as well as any relevant principles and the main procedures regarding privacy, data protection, security, legal issues and ethical challenges will be defined during both development and validation phases.

In the context of this document, the term "users" refers to the intended beneficiaries of the outcomes from RESKILLING**,** such as the Business Models Toolkit (T4.1) or the CCAM Employment & Skills Observatory (T4.6)**.** Conversely**,** "participants" denote individuals actively engaged in surveys, case studies, or other research activities.

3.1. RESKILLING Ethics Policy

The RESKILLING project is committed to the highest standards of ethical research and data protection. The project's research activities will be continuously monitored by the Ethics Board (EB), led by the Ethics Manager, Dr. Katerina Touliou (CERTH). To ensure strict adherence to ethical guidelines, RESKILLING will follow the recommendations of leading expert ethics committees, such as the European Group on Ethics in Science and New Technologies (EGE) and the Ethics Committee of the American Psychological Association. Furthermore, all research will fully comply with national legal and ethical requirements outlined in the relevant Directives of the countries where the research is conducted.

RESKILLING places the utmost priority on confidentiality and the protection of participants' personal data. To safeguard privacy, the following measures will be strictly enforced:

- **Informed consent**: Participants will have the ability to provide voluntary, informed consent before taking part in any research activity.
- **Anonymity and confidentiality**: No personally identifiable data will be included in the analysis, and all collected data will be anonymised and used strictly for the project's purposes.
- **Data minimisation**: Only the essential data necessary for the completion of each case study will be collected, with each case study lead ensuring compliance with this policy.
- **Storage and security**: No personal data will be centrally stored unless fully anonymised.
- **Participant rights**: All participants will receive a copy of their signed consent form, as well as pre-study briefing materials (information sheet) and a debriefing after their participation.
- **Voluntary participation**: Participation in the project will be entirely voluntary, with monetary compensation provided when appropriate for the time spent in testing.

To ensure transparency, all participants will receive detailed oral and written explanations of their involvement. The minimum information provided will include:

- A clear and accessible description of the study.
- The project's goals and planned progress.
- Details of the research/validation procedures.
- Clear information about their right to withdraw at any time.
- Information about face and voice data recordings, where applicable, and reference to the relevant consent form.

During the RESKILLING Case Studies realisation, a dedicated reponsible partner (see role description in Section 3.1.3) will act as the primary contact for all ethical concerns and participant interactions. This

person will report to the principal researcher, ensuring that all participant-related ethical and data protection issues are appropriately addressed. In parallel, the Ethics Board will oversee all research activities to ensure that participants face no undue risk. The research team will fully adhere to national legal and ethical frameworks and codes of practice and where/when required, the necessary authorisations from national bodies will be obtained before the relevant research activities begin. Copies of these authorisations will be made available to ensure full compliance with RESKILLING's ethical commitments.

Through these measures, RESKILLING ensures that its research is conducted responsibly, ethically, and in full respect of participants' rights and privacy.

3.1.1. Ethics Board

The Ethics Board (EB) plays a crucial role in ensuring that the RESKILLING project adheres to all ethical standards and regulatory requirements. Its primary objective is to guarantee that all evaluation and demonstration activities within the project are conducted in full compliance with applicable regulations and ethical guidelines.

The structure and specific responsibilities of the EB are detailed in Deliverable 1.1: *Project Presentation and Inception Report* (Section 3.3.5). Through its oversight, the EB ensures that RESKILLING maintains the highest standards of integrity, transparency, and participant protection throughout the project's duration.

3.1.2. Informed consent procedure

The procedures for obtaining informed consent will be carefully managed in WP1 (Task 1.4).
Regarding the project's case studies realisationm, each case study responsible partner will customise the informed consent forms and information sheets, ensuring that all procedures related to the collection, storage, and protection of personal data align with ethical and legal requirements. The relevant templates are provided in Annex VIII.

Participation in the project's case studies, as well as in all theproject's activieres concnering the external participation will be strictly voluntary, requiring individuals to explicitly declare their consent. The Consortium will implement safeguards to prevent:

- **Data collection without explicit informed consent**: Individuals who cannot provide free and informed consent due to age, medical, or psychological conditions will not be included.
- **Misuse of collected data**: No data will be sold or used for purposes beyond RESKILLING**.**
- **Unnecessary data collection**: A data minimisation policy will be strictly applied at all levels, ensuring that only essential data is gathered.
- **Retention of ancillary personal data**: Any incidental personal data (e.g., names, addresses, IP addresses) will be immediately deleted to maintain participant privacy.

Additionally, the project will comply with Council of Europe's Recommendation R(87)15**,** which prohibits data collection based solely on sensitive attributes such as racial origin, religious beliefs, political opinions, or sexual behaviour, unless absolutely necessary for the research. Dedicated sessions between the technical and ethical teams will ensure full compliance.

To enhance transparency and participant awareness, a two-stage consent procedure will be implemented in all case study locations:

1. **Oral Briefing**:
    - Each responsible partner will present the aim and the process of each relevant activity (e.g., case study) to potential participants, explaining the research objectives, data protection measures, and any potential privacy implications.
    - Participants who do not wish to be informed about the details (right not to know) can opt out at this stage.
2. **Written Consent**:

- After a few days, individuals willing to participate will receive an informed consent form that provides a clear and detailed explanation of the activity in both English and the local language.
- Participants will have ample time to review the form, ask questions, and provide their signed consent before engaging in any study activities.

Before use, all informed consent forms will be reviewed and approved by the Ethics Board and local ethics committees. To ensure clarity and accessibility, the translated versions will be tested with a small group of participants**,** verifying that the content is easily understood.

Participants will receive an information sheet accompanying the consent form, outlining:

- **Research/Validation procedures**: A step-by-step description, estimated duration, and assurance that no risk, or discomfort will occur.
- **Aim and –if applicable- participant benefits**: Explanation of how the specific activity contributes to mobility workforce reskilling and any applicable reimbursement for time spent.
- **Contact details**: Direct access to the principal investigator or researcher for questions and clarifications**.**
- **Voluntary participation**: Confirmation that participation is optional, and withdrawal is allowed at any time without consequences**.**

Each consent form will include key details, such as:

- Project and consortium overview
- Specific activity (e.g., interview, evaluation) objectives and methodology
- Responsible organisation conducting the activity
- Types of collected data and processing methods
- Data controllers and processors **(**to be defined in D1.3: Data Management Plan**)**
- Participant rights**,** including access to and deletion of their data
- Duration of data storage and activity's timeframe
- Potential benefits and risks for participants
- Privacy policy and GDPR compliance
- Consent for photos, videos, and audio recordings (if applicable)

To ensure ethical compliance, RESKILLING has developed standardised GDPR-compliant consent template (ANNEX VIII)**,** providing study details and participant rights. A dedicated Photo & Video Release Form will be also developed if needed, especially during the realisation of the case studies, for individuals who agree to be photographed or recorded.

These templates will serve as foundational documents, adaptable to each reelvant RESKILLING context. As the project progresses these forms will be re-visited and recirculated to partners in order to investigate if anything has changed in relation to Ethics guidelines/legislation at an organisation/regional/national level., while in case additional consent forms are required during the project, they will be developed accordingly.

By following this structured and transparent approach, RESKILLING aims to uphold the highest ethical standards while ensuring the rights, privacy, and well-being of all participants**.**

Key aspects of RESKILLING's ethics management, in particular related to participants and users are outlined in Table 3 below.

Table 3 : RESKILLING Ethical Risk Management Aspects

Ethical and Social risks	Description	Ethical Risk Management in RESKILLING
Application of overarching Ethical and legal framework	All relevant legislation, regulation and ethical codes will be considered.	The RESKILLING Ethics Board (EB) will oversee the ethical concerns involved in the project and the ethics approval processes at project level.
Transparency & participants' consent	The administration of informed consent ensures that participants not only formally agree to take part in the study but also have a clear understanding of the project's objectives and the specific aims of the different respective activities (e.g., case studies). Prior to obtaining written consent, participants receive comprehensive and comprehensible information regarding their roles, including their tasks, rights, and responsibilities. Additionally, they are informed about the research objectives, applied methodologies, duration, and any variations in participation timelines. Furthermore, key aspects such as confidentiality, potential risks, and expected benefits—both for the participants and the project—are explicitly communicated. These considerations are systematically managed in the adjacent column and are reflected in the informed consent form template provided in ANNEX VIII.	The basic parts of the RESKILLING informed consent include: 1. The objective of the study, its duration and methodology; 2. Possible risks, discomforts and side-effects; 3. Privacy and data protection procedures; 4. The possibility to decline the offer and to withdraw at any point of the process (and without consequences); 5. Information about the data controllers, processors and data manipulation in general; 6. Identification of data controllers and processors; 7. Contact person. If vulnerable user groups are included (e.g. people with visual, cognitive or other disabilities, children, etc.), these templates will be further adopted.
Privacy and data protection	The data processing approach primarily relies on anonymised data, ensuring that no personal data is linked to any specific user. Participants' names will not be associated with any identifying characteristics such as age, gender, nationality, health status, or mobility profile. The handling of anonymous data strictly adheres to both European and national legislation governing the lawful processing of personal data. In cases where pseudonymised data or personal data must be processed, this will be explicitly detailed in the Data Management Plan (D1.3; D1.4; D1.5) and systematically addressed within the Data Privacy Impact Assessment (DPIA) process.	The project identifies which data protection rules apply and establishes a list of risks and potential solutions; taking due account of the following (D1.3, D1.4 & D1.5): What kind of data will be processed? What is the purpose of the processing? Will the data exceed the purpose of the study? Are there procedures ensuring that data is processed only for the originally identified purposes? Who is the owner of the data? Is data connected to other information? Will data be commercially exploited? What is the duration of the storage of the data? Where will the data be stored and according to which national legislation?

Ethical and Social risks	Description	Ethical Risk Management in RESKILLING
	To mitigate potential risks associated with personal data processing—such as identity theft, discriminatory profiling, or continuous surveillance—the principle of proportionality will be upheld. This means that data will only be used for the specific purposes for which they were initially collected. Furthermore, anonymisation and pseudonymisation serve as essential safeguards to ensure compliance with privacy and data protection regulations. Data processing will be strictly limited to what is necessary, in alignment with the principle of data minimisation.	Who will access the data? Are they secured? Will the user be recorded? Which metrics will be implemented? Who will supervise the data protection? The collected information will consequently feed the DPIA process that will be managed by CERTH and VTI within D1.3, D1.4 and D1.5 respectively.
Participants' engagement	The research aims to be inclusive and representative, ensuring the participation of diverse user groups. The selection and recruitment of participants are critical elements of the engagement process, as they directly influence the quality, relevance, and long-term impact of the research outcomes. At this stage, efforts are focused on achieving a sufficient sample size while ensuring a well-balanced combination of participant characteristics. Particular attention is given to maintaining gender balance and promoting equality, fostering a diverse and representative participant pool that reflects the broader population.	RESKILLING will target various user groups. For the case studies participants will be screened prior recruitment. Adequate number of participants will ensure sample representativeness, including: i) different age groups, ii) balanced female/male ratio iii) various social, cultural, and socio-economic (SES backgrounds), balance of rural/urban setting and regional balance. The EB will oversee the selection of participants.

3.1.3. Definition of responsibilities related to ethical issues

The RESKILLING project adheres to strict regulatory and ethical guidelines concerning users and case study participants, ensuring compliance, approvals, privacy protection, and handling of personal or sensitive information. The following key principles shall apply:

- Each case study responsible partner is solely accountable for ensuring full compliance with all applicable laws and regulations governing its activities. These include, but are not limited to, privacy rights, data protection laws, and intellectual property rights relevant to the project.
- Any information related to users and case study participants will be handled with the utmost confidentiality. Under no circumstances shall such information be shared, disclosed, or distributed to third parties in connection with the project. Additionally, no personal data that could identify a natural person or data subject will be included in project documentation, reports, or external communications.

- To uphold data protection and privacy standards, the case study responsible partner must anonymise all shared data to a degree that prevents re-identification by individuals lacking direct access to the original dataset. This ensures that even when combined with other information, the anonymised data cannot be traced back to specific participants.
- The anonymisation process will be implemented whenever feasible, balancing data protection requirements with the project's research objectives. Efforts will be made to uphold both the integrity of the study outcomes and the privacy rights of participants, ensuring compliance with ethical research standards and data protection regulations such as the General Data Protection Regulation (GDPR).

These measures are designed to safeguard participants' privacy, reinforce trust and transparency, and ensure that all project activities are conducted in accordance with legal and ethical obligations.

3.1.4. Consideration of gender aspects

Over the years, the European Parliament has supported and called for measures to improve the position of women. This work continues through the activities of the Women's Committee. In detail, several specific European and UN Policies have been adopted to promote the equity of gender:

- Council Directive 75/117/EEC of 10 February 1975
- Council Directive 76/207/EEC of 9 February 1976
- Council Resolution of 29 May 1990
- Council Resolution of 27 March 1995
- Council Regulation (EC) No 2836/98 of 22.12.1998
- Council Directives 86/378/EEC of 24 July 1986 & 96/97/EC of 20 December 1996.

The gender level of participation within the RESKILLING activities will be monitored by the PCG to ensure balance and those policies will be fully respected within the project.

4. Project Risk Management

The process of risk identification began during the proposal preparation phase and has remained an ongoing priority, given its critical role in the RESKILLING Project. Addressing project governance-related risks, along with their corresponding mitigation measures, is an integral part of the project's Risk Management procedure and will continue to be systematically handled throughout its duration.

Failure Mode and Effects Analysis (FMEA) is a widely adapted methodology used across various domains to enhance the design of products and processes. Its application leads to improved reliability, superior quality, enhanced user satisfaction, and cost reduction. In the RESKILLING Project, the extended FMEA methodology—originally developed in the ADVISORS project—will be applied.

This extended FMEA approach builds upon the classical FMEA methodology, which evaluates risks based on key indicators such as hazard consequence **severity**, **probability** of occurrence, **detectability**, and **recoverability**. However, it goes beyond traditional technical risk assessment by incorporating additional dimensions, including behavioural, legal, and operational risks.

For the RESKILLING project, risks will first be identified and categorised into **technical, behavioural, legal,** and **operational** types. The level of risk will be assessed based on a range of characteristics specific to each risk category. The overall significance of a given risk will be determined not only by its potential consequences and likelihood of occurrence but also by the ease with which emerging risks can be detected.

The structured process proposed for applying the extended FMEA methodology to specific solutions is illustrated in Figure 1 below:

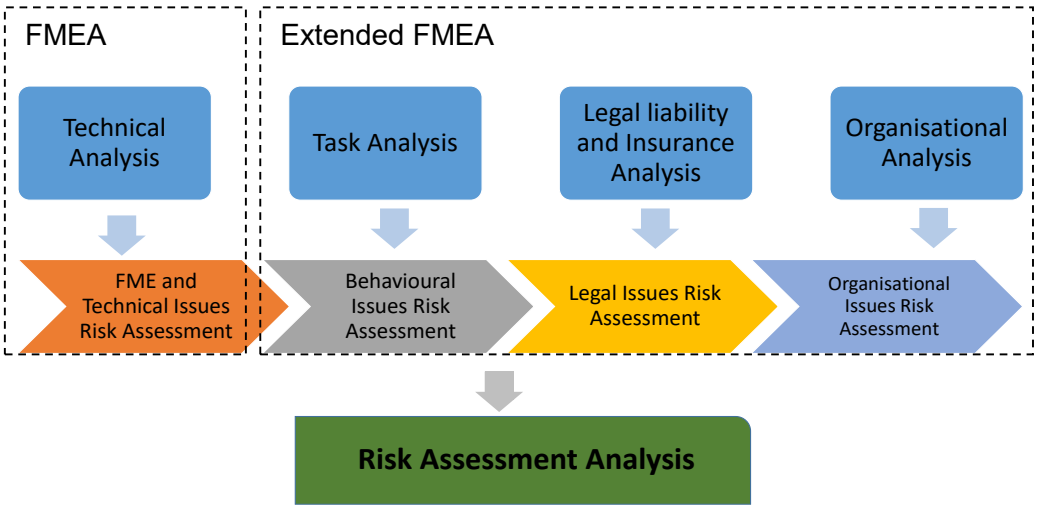

Figure 1 : Extended FMEA (proposed by Bekiaris and Stevens 2005)

A comprehensive risk assessment typically involves analysing potential hazards, estimating their potential impact, and evaluating the acceptability of the associated risks within the given context.

In the RESKILLING Project, the extended FMEA methodology follows a structured approach to risk calculation. This process includes identifying risks, assessing their severity, probability of occurrence, detectability, and recoverability, and determining their overall significance across technical, behavioural, legal, and operational domains.

The specific steps involved in calculating risk within the extended FMEA methodology, as applied in the RESKILLING Project, are illustrated in Figure 2.

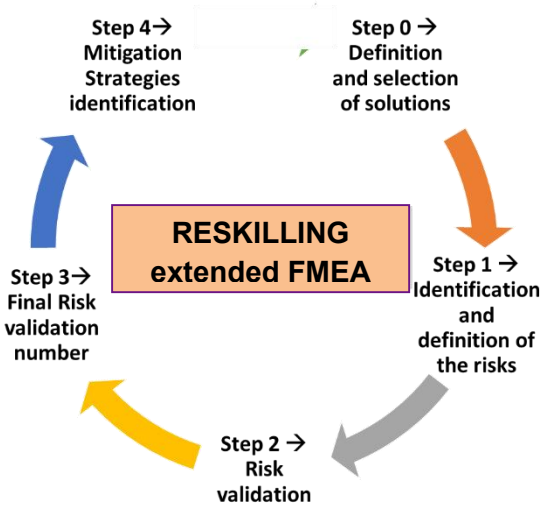

Figure 2: FMEA methodology steps in RESKILLING project

Various iteration of risks identification, analysis and assessment will be realised within the RESKILLING project.

4.1. RESKILLING risk analysis methodology

The first step in the RESKILLING risk identification process is to determine the specific areas of the project where risks may arise. Once identified, each risk will be assessed based on its severity, probability of occurrence, detectability, and recoverability. These evaluations will be conducted independently by three experts, and the overall risk level will then be calculated.

Risks will be categorised into four main types:

- **Technical risks** – In the context of the RESKILLING project, which focuses on societal aspects, technical risks refer to challenges related to the implementation, feasibility, and integration of technical elements that support reskilling efforts.
- **Behavioural risks** – These include challenges stemming from individual, organisational, or societal attitudes, perceptions, and resistance to reskilling initiatives.
- **Legal risks** – This category encompasses issues related to the legal framework, regulatory constraints, and the legal readiness for user acceptance of reskilling processes.
- **Operational risks** – These involve challenges that affect the implementation and sustainability of reskilling initiatives at an organisational, institutional, or workforce level.

Each risk type will undergo a specific validation process, which will be detailed in the following sections.

To implement the extended FMEA methodology, a structured template (see Table 4) will be completed by expert partners during the different assessments. Each cell in the table corresponds to a specific step in the methodology, facilitating a systematic and transparent risk evaluation process.

Table 4: Risks assessment methodology template

Risk type (select one)	Problem short description	Relevant WP/ Activity	S*	O*	D*	R*	Risk	Problem severity	Mitigation strategy*	Mitigation possibility
❑Technical ❑Behavioural ❑Legal										

Risk type (select one)	Problem short description	Relevant WP/ Activity	S*	O*	D*	R*	Risk	Problem severity	Mitigation strategy*	Mitigation possibility
❑Operational										

4.1.1. Risk Severity (S)

Severity is a ranking parameter that quantifies the impact of the most serious consequence associated with a given failure mode. This ranking is determined using predefined criteria from a severity scale and is applied as a relative measure within the specific scope of the FMEA. For the RESKILLING project, the factors influencing the severity assessment vary across different risk clusters. These factors, which determine the potential consequences of risks in technical, behavioural, legal, and operational domains, are detailed in Table *5* below.

Table 5: Examined factors per RESKILLING risks cluster

Risks Cluster	Examined factors
Technical risks analysis	• A technical solution or part of it, is not available, needs further investigation, or is highly complicated. • Cost of the technical solution or part of it would be prohibitive. • The benefits gained from the functionality of the solution are uncertain.
Behavioural Risks Analysis	• A change to human behaviour/reduced human error is required before the solution can be fully deployed. • The expected cost /training/ design changes/time availability of the deployment of the solution is significant. • The benefits gained from changed human behaviour/reduced human error due to the deployment of the solution are uncertain.
Legal Risks Analysis	• A change to existing law is required before the solution can be fully deployed. • The expected legal cost of deployment (including fees and coverage of damages) is significant. • There is uncertainty about where large potential liabilities will fall
Operational Risks Analysis	• Occurrence of organisational failures • The roles and responsibilities, as well as processes and communications has presented confusion • Uncertain support for the solution's adoption and actions by the organisations/operations

The severity levels (S) for risks in all clusters can be ranked as described below.

Table 6: Definition of unmitigated severity levels for risks clusters

Severity of unmitigated risk of issue now	Rate	Definition for technical risks	Definition for behavioural risks	Definition for legal risks	Definition for operational risks
Extremely severe	9-10	The failure could put user safety/security at risk.	The user error in operating the solution could lead to an incident worseness (e.g safety effects).	Are there laws in each applicable? country that do not allow the solution to be implemented?	Wide and different operational framework is needed, that is completely missing (e.g. new services).
Severe	7-8	The failure implies total loss of the	User behavioural error may abort	New laws, or changes to	Operational framework

Severity of unmitigated risk of issue now	Rate	Definition for technical risks	Definition for behavioural risks	Definition for legal risks	Definition for operational risks
		solution availability causing major user's dissatisfaction.	the solution's benefits (e.g. safety/security effects due to changes in ways of acquiring info).	existing laws, are required for solution's implementation and no relevant work has been performed yet.	adaptation is needed (some initial actions have been taken on this domain).
Moderate	5-6	Failure implies the partial loss of the solutions' function causing user's dissatisfaction.	User's behavioural changes may significantly reduce the positive effects of the solution.	New laws or changes to existing laws, are required for solution's implementation and work required has already been performed.	Operational framework adaptation is needed which has already started being realised.
Slight	3-4	The failure implies slight dissatisfaction to the user.	User's behavioural changes may somehow influence the positive effects of the solution.	New laws or changes to existing laws, are required for solution's implementation but consensus on them exist.	There is a need for limited and easily realised organisational changes.
Insignificant	1-2	The failure does not imply perceptible effects to the system function and to the user's satisfaction.	User's behaviour is not expected to reduce the solution's benefits significantly, or may even further enhance them.	No new laws or changes to existing laws are required for implementation.	There is no need at all for organisational changes.

4.1.2. Risk Occurrence Probability (O)

The **Occurrence Probability (O)** represents the likelihood that all identified risk causes associated with specific risk modes in the analysis will materialise. In many cases, especially when dealing with emerging or innovative technologies, this probability is often assessed using qualitative measures due to the limited availability of historical reliability data. As a result, expert judgment and scenario analysis play a crucial role in estimating occurrence probability, ensuring a comprehensive evaluation despite data constraints.

Table 7: Occurrence indicator scale of risk analysis methodology

Occurrence Probability (O)	Technical issue	Behavioural issue	Legal issue	Operational issue
9 – 10 (HIGH)	It is certain that some failures will sometimes occur.	It is certain that some behavioural effects will occur (by the users).	It is certain that some legal problems will occur.	It is certain that there will be a need for operational restructuring.

Occurrence Probability (O)	Technical issue	Behavioural issue	Legal issue	Operational issue
6 - 7 – 8 (MEDIUM)	A failure could occasionally occur.	Some behavioural effects could occasionally occur.	Some legal problems could occasionally occur.	A need for operational restructuring could occasionally occur (depending on the needs caused by the solution, or needed to operate the solution, that will arise).
3 - 4 – 5 (SLIGHT)	There is only a slight probability that an error/failure will occur.	There is only a slight probability that some behavioural effects will occur.	There is only a slight probability that some legal problems will occur.	There is only a slight probability that a need for operational restructuring will occur.
1 – 2 (IMPROBABLE)	It is unlikely that a fault will occur.	It is unlikely that some behavioural effects will occur.	It is unlikely that some legal problems will occur.	It is unlikely that a need for operational restructuring will occur.

4.1.3. Risk Detectability (D)

Detectability (D) refers to the likelihood of identifying the occurrence of a recognised risk before it leads to adverse consequences. Early detection plays a critical role in overall risk management, as it enables the timely application of mitigation strategies to minimise potential impacts.

In different risk domains, the methods for detecting risks vary:

- In the **technical** domain, and to some extent in the **behavioural** domain, detection can be enhanced through **data processing, and analytical tools** that monitor system performance and anomalies.
- In the **legal** and **operational** domains, risk detection relies more on **surveys, continuous monitoring, stakeholder feedback, and regulatory assessments** to identify emerging issues.

Detectability is assigned a value on a **scale from 1 to 10**, where:

- **1** indicates a risk that is always perfectly detectable, ensuring immediate awareness and response.
- **10** represents a risk that is nearly impossible to detect, posing significant challenges for early intervention.

Table 8: Detectability indicator scale of risk analysis methodology

Detectability (D)	Technical issue	Behavioural issue	Legal issues	Operational issue
9 – 10 (IMPROBABLE)	It is impossible or improbable that a technically problematic area will be detected.	It is impossible or improbable that a user's behavioural effect will be detected.	It is impossible or improbable that a legal problem will be detected.	It is impossible or improbable that an operational problem will be detected.

Detectability (D)	Technical issue	Behavioural issue	Legal issues	Operational issue
7 – 8 (SLIGHT)	The technically problematic area is detected only in particular cases.	The user's behavioural effect is detected only in particular cases.	The legal problem is detected only in particular cases.	The operational problem is detected only in particular cases.
5 – 6 (MODERATE)	It is probable that the technical problem will be detected (depending on the situation).	It is probable that the user's behavioural effect will be detected.	It is probable that the legal problem will be detected.	It is probable that the operational problem will be detected.
3 – 4 (HIGH)	It is very probable that a technical problem will be detected.	It is very probable that the user's behavioural effect will be detected.	It is very probable that the legal problem will be detected.	It is very probable that the operational problem will be detected.
1 – 2 (VERY HIGH)	It is certain that a technical problem will be detected.	It is certain that the user's behavioural effect will be detected.	It is certain that the legal problem will be detected.	It is certain that the operational problem will be detected.

4.1.4. Risk Recoverability (R)

Recoverability (R) is an index that evaluates the effectiveness of recovery actions implemented through risk management procedures. It measures the system's or solution's ability to tolerate and recover from a given risk, ensuring minimal disruption and long-term resilience.

The effectiveness of recovery is assessed in terms of **recoverability**, which is assigned a value on a **scale from 1 to 10**, where:

- **1** indicates a risk that is **always perfectly recoverable**, meaning that mitigation actions can fully restore functionality with minimal impact.
- **10** represents a risk that is **not recoverable**, signifying that once the risk occurs, its consequences are irreversible or extremely difficult to mitigate.

By systematically evaluating recoverability, the RESKILLING project can prioritize risks that require more robust contingency plans, ensuring that appropriate countermeasures are in place to enhance system resilience.

Table 9: Recoverability indicator scale of risk analysis methodology

Recoverability (R)	Technical issue	Behavioural issue	Legal issues	Operational issue
9 – 10 (NULL)	No recovery action is provided.	System is inflexible to user's behavioural effects.	System is either accepted or rejected by the legal framework.	System requires a fixed operational environment to operate.
6 - 7 – 8 (LOW)	The user is only advised on the failure.	Behavioural effects are taken into account by the solution.	System may be slightly adapted to meet legal restrictions.	System requires a fixed operational framework with limited adaptations.

Recoverability (R)	Technical issue	Behavioural issue	Legal issues	Operational issue
3 - 4 – 5 (HIGH)	Effective recovery action is provided.	System customisation might compensate for user's behavioural effects.	System encompasses different versions to meet particular legal demands.	System may operate within various operational frameworks.
1 – 2 (TOTAL)	The failure effect is completely avoided by the recovery action.	System does not allow user's behavioural effects.	System is easily reconfigurable to meet legal demands.	System does not require operational changes.

4.1.5. Final risk validation number

After classifying risks within the four domains **(**technical, behavioural, legal, and operational**),** it is beneficial to derive an overall relative indication of risk**.** To achieve this, the extended FMEA methodology calculates a Risk Number (RN) for each identified risk using the following formula:

Risk Number (RN) = $S * O * \{[D + R]/2\}$

where:

- **S** = Severity of the risk
- **O** = Occurrence probability
- **D** = Detectability
- **R** = Recoverability

This calculation is applied to each risk area (technical, behavioural, etc.) to generate a risk number. The results of this equation may vary from 0 to1000 depending on the validity of the risk each failure mode has. Normally, organisations select a pre-defined range for the RN, i.e. above 500 in the 0-1000 scale for which risks a mitigation strategy should be implemented. This is done in order to optimise use of resources and minimise cost.

The results of the risk number can be translated using the following table, which has been established by the FMEA methodology.

Table 10: Results of the risk number

Overall risk factor	Overall severity	Mitigation possibility
513-1000	I- Extremely severe	Very High
217-512	II- Severe	High
65-216	III - Moderate	Medium
9-64	IV - Slight	Low
1-8	V - Insignificant	Improbable

4.1.6. Mitigation strategies identification

The identified risks will undergo further analysis to assess the feasibility of implementing mitigation strategies. Risk reduction is an iterative process, as different risk factors often have interdependencies that must be addressed comprehensively.

In terms of mitigation, risks can be managed through several generic strategies:

1. **Reducing the probability** of the hazard occurring by implementing preventive measures.
2. **Increasing the speed and probability of failure detection** to allow early intervention.
3. **Minimising the severity** of the consequences if the risk materialises.
4. **Implementing protective measures** to compensate for failures, such as back-up systems or contingency plans.

One key advantage of this approach is its consistency across different risk domains (technical, legal, operational, and behavioural), ensuring a structured and harmonised risk management process.

The project risk assessment will be conducted by CERTH every six months, addressing various project-related risks. The detailed list of identified risks will be systematically analysed using a structured template, facilitating transparency and traceability in risk evaluation and mitigation.

5. Conclusions and Next Steps

The rules governing the project and the responsibilities assigned to each partner encompass all necessary areas for effective project execution. However, the current Quality, Ethics, and Risk Assessment Plan may need to be updated periodically to account for changes in project governance, operational processes, quality standards, and risk management procedures. Additionally, the plan should reflect any corrective actions taken, if required, to ensure alignment with the project objectives. This task will be managed by the Quality Manager, in collaboration with the Project Management Team.

Despite potential updates, the core structure of the Deliverable will remain valid and applicable throughout the project duration.

The project management structure, combined with the high level of expertise within the Coordinating Team and the broader Consortium in managing EU research projects, ensures effective monitoring, coordination, and the smooth execution of all project activities.

References

Bekiaris, E., Stevens, A. (2005), "Common risk assessment methodology for advanced driver assistance systems", Transport Reviews, Vol. 25, No. 3, p. 283-292, May 2005.

International Organization for Standardization. (2016). ISO 37001:2016 – Anti-bribery management systems – Requirements with guidance for use. ISO. *https://www.iso.org/standard/62085.html*

ANNEX I: Deliverables list, delivery month and assigned peer reviewers

Del. ID	Deliverable name	WP	Author	Delivery month (according to GA)	1st Reviewer	2nd Reviewer	Additional review by the Advisory Board
D1.1	Project presentation and inception report	1	CERTH	2	PCG members		
D1.2	Project Quality, Ethics and Risk Assessment Plan	1	CERTH	3	PCG members		
D1.3	Data Management Plan (DMP)	1	VTI	6	PCG members, Beceptum		
D1.4	Update of Data Management Plan (DMP)	1	VTI	18	PCG members, Beceptum		
D1.5	Final update of Data Management Plan (DMP)	1	VTI	36	PCG members, Beceptum		
D2.1	Stakeholder mapping and engagement plan	2	POLIS	6	UITP	VDI/VDE-IT	
D2.2	Update of Stakeholder mapping and engagement plan	2	POLIS	18	UITP	VDI/VDE-IT	
D2.3	Stakeholder engagement report	2	POLIS	6	ECTRI	TSI	
D2.4	Update of Stakeholder engagement report	2	POLIS	36	ECTRI	TSI	
D3.1	Professions & jobs related to the entire CCAM services value chain	3	ZLC	12	POLIS	3DHUB	
D3.2	RESKILLING Use Cases definition	3	CERTH	17	FEHRL	Beceptum	√
D3.3	Short, medium and long-term employment effects of CCAM	3	ECORYS	18	Bax & Company	CTL	√
D3.4	Short, medium and long-term socioeconomic effects of CCAM	3	VUB	30	IRF	ZLC	√
D4.1	Novel Business Models for CCAM and	4	Bax & Company	24	EUROPCAR	ECORYS	√

Del. ID	Deliverable name	WP	Author	Delivery month (according to GA)	1st Reviewer	2nd Reviewer	Additional review by the Advisory Board
	RESKILLING Toolkit						
D4.2	Update of the Novel Business Models for CCAM and RESKILLING Toolkit	4	Bax & Company	32	EUROPCAR	ECORYS	
D4.3	Scenarios for social innovative skill ecosystems and implementation recommendations	4	VDI/VDE	32	UITP	DBL	√
D4.4	New (re) training curricula and schemes, developed in the project	4	ZLC	32	CTL	TSI	√
D4.5	Case studies results and transferability to other modes	4	Beceptum	30	CERTH	EURNEX	
D4.6	CCAM Employment & Skills Observatory	4	CERTH	18	3DHUB	VTI	
D4.7	Update of CCAM Employment & Skills Observatory	4	CERTH	34	3DHUB	VTI	
D4.8	Multi-layered replication & multimodal transferability	4	EURNEX	36	DBL	TSI	
D5.1	Evaluation and impact assessment	5	CTL	34	Bax & Company	VUB	
D5.2	Guidelines and policy recommendations	5	VUB	34	UITP	CERTH	√
D5.3	Roadmap on socio-economic transition to CCAM	5	CERTH	36	IRF	VTI	√
D6.1	Communication, Dissemination and Exploitation (CDE) strategy	6	ECTRI	6	ECORYS	CERTH	
D6.2	Update of the Communication, Dissemination and Exploitation (CDE) strategy	6	ECTRI	18	ECORYS	CERTH	
D6.3	Final update of Communication, Dissemination and Exploitation (CDE) strategy	6	ECTRI	36	ECORYS	CERTH	
D6.4	Exploitation plan	6	ECORYS	36	Beceptum	EUROPCAR	

ANNEX II: Consolidated Peer Review template

Research initiative for Enhancing and Adapting Workforce SKILLs for Implementing TraNsport Automation with Employment Growth

RESKILLING

Grant Agreement Number: 101147328

Consolidated Peer Review Report

Deliverable No.		**Deliverable Title**	
Deliverable Authors			
Quality Assurance Manager		Dr. Evangelos Bekiaris (CERTH)	
Workpackage No.	WPx	**Workpackage Title**	
Task No.	Tx.x	**Task Title**	
Date of Review:			
File Name:			

REVIEWERS

Evangelos Bekiaris (Quality Manager) – CERTH

Mr/Ms Y (Quality expert) – Company name

Mr/Ms Y (Quality expert) – Company name

External Reviewer:

OVERALL PEER REVIEW RESULT

Deliverable is:

☐ Fully accepted	☐ Accepted with reservation	☐ Rejected unless modified as suggested	☐ Fully rejected

Please provide an overall rating of this deliverable in a scale from 1 (very poor) to 10 (excellent): _____

SUMMARY OF SUGGESTED ACTIONS TO AUTHOR(S)

(Please note that they will be transmitted to the Author(s) and the European Commission)

1. The following changes should be implemented: ……

2. Specify missing chapters / subjects: ……..

3. Required changes on deliverable essence and contents: ……..

4. Further relevant required improvements: ……

COMMENTS OF PEER REVIEWERS

General comment *Referring to any issue not covered by the particular topics below.*
Specific comments
Topic A: Relevance. **Please answer the question: "Is this Deliverable relevant to RESKILLING and to the particular Tasks / WP it covers?"** ***Reviewer comment*** ***Author(s) response***
Topic B: Methodological framework soundness **Please comment on the soundness of the methodology followed and how it is explained. "Are the results arbitrary or based upon a clear methodology, involving tests, expert opinions, etc.?"** ***Reviewer comment*** ***Author(s) response***
Topic C: Quality of achievements **Please comment on the essence of the results. "Are they of high value? Are they what one should expect?"** ***Reviewer comment*** ***Author(s) response***
Topic D: Quality of presentation of achievements **Please comment on the results presentation. "Are the results adequately explained and commented or just listed? Is there a clear and established link between methodology and results?"**

Reviewer comment ***Author(s) response***
Topic E: Deliverable Layout / Spelling / Syntax/ Format **Please comment on the Deliverables layout. "Does it include all necessary Chapters, is it readable, in comprehensive language, etc.?"** ***Reviewer comment*** ***Author(s) response***

ANNEX III: Meeting agenda template

Name of the meeting

Day(s), Month X, 202X

Online/Physical/Hybrid

Location details & online link (if any)

TIME (time zone)	AGENDA ITEM	LEADER
xx:xx – xx:xx (xx mins)	1. XYZ	
xx:xx – xx:xx (xx mins)	2. XYZ	
xx:xx – xx:xx (xx mins)	3. XYZ	
xx:xx – xx:xx (xx mins)	4. XYZ	
xx:xx – xx:xx (xx mins)	5. XYZ	
xx:xx – xx:xx (xx mins)	6. XYZ	
xx:xx – xx:xx (xx mins)	7. XYZ	
xx:xx – xx:xx (xx mins)	8. XYZ	
xx:xx – xx:xx (xx mins)	9. XYZ	
xx:xx – xx:xx (xx mins)	10. XYZ	
xx:xx – xx:xx (xx mins)	11. XYZ	
xx:xx – xx:xx (xx mins)	12. XYZ	

ANNEX IV: Meeting minutes template

RESKILLING

Name of the meeting

Day, Month X, 202X

Online/Physical/Hybrid

Online link/location details

XX:XX AM/PM – XX:XX AM/PM CET (or other time zones)

Agenda

TIME	AGENDA ITEM	LEADER
xx:xx – xx:xx (xx mins)	13. XYZ	
xx:xx – xx:xx (xx mins)	14. XYZ	
xx:xx – xx:xx (xx mins)	15. XYZ	
xx:xx – xx:xx (xx mins)	16. XYZ	
xx:xx – xx:xx (xx mins)	17. XYZ	
xx:xx – xx:xx (xx mins)	18. XYZ	
xx:xx – xx:xx (xx mins)	19. XYZ	
xx:xx – xx:xx (xx mins)	20. XYZ	
xx:xx – xx:xx (xx mins)	21. XYZ	
xx:xx – xx:xx (xx mins)	22. XYZ	

Attendees

XYZ (Entity), XYZ (Entity), XYZ (Entity), XYZ (Entity), XYZ (Entity), XYZ (Entity), XYZ (Entity), XYZ (Entity),. XYZ (Entity), XYZ (Entity), XYZ (Entity).

Notes from the meeting

1. Agenda point 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

1.1 Sub-chapter

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2. Agenda point 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2.1 Sub-chapter

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

3. Agenda point 3

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

3.1 Sub-chapter

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

4. Agenda point 4

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

4.1 Sub-chapter

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Action List

Action no.	Description	Responsible Entity	Timeline
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

ANNEX V: Deliverables template

RESKILLING

Deliverable DX.X

-Full name of the Deliverable-

Grant Agreement no.: 101147328

Project acronym: RESKILLING

Project title: Research initiative for Enhancing and Adapting Workforce SKILLs for Implementing TraNsport Automation with Employment Growth

Project coordinator name and organisation:

Matina Loukea, Centre for Research and Technology Hellas (CERTH)

Funded by the European Union

This project has received funding from the European Commission under the European Union's Horizon Europe research and innovation programme under grant agreement No. 101147328

This work has received funding from the Swiss State Secretariat for Education, Research and Innovation (SERI) for the Swiss partners

Document Details	
Document identifier	<insert here the name of the full document>
Due Date of Delivery	<insert Due Date for Delivery to EC>
Actual Date of Delivery to EC	<insert Actual Date of Delivery to EC>
Task Number	<insert Task Number and Name>
Dissemination level	<Public vs Confidential>

Contributors
Name (Organisation, Country), Name (Organisation, Country), Name (Organisation, Country), Name (Organisation, Country)

Reviewers
Name (Organisation, Country), Name (Organisation, Country), Name (Organisation, Country), Name (Organisation, Country)

Control Sheet			
Version	**Date**	**Editor**	**Summary**
1	xx/xx/xxxx	Name (Organisation, Country)	Short summary of the version
2	xx/xx/xxxx	Name (Organisation, Country)	Short summary of the version
3	xx/xx/xxxx	Name (Organisation, Country)	Short summary of the version

List of Acronyms	
Acronym	**Definition**
Acronym 1	Definition 1
Acronym 2	Definition 2
Acronym 3	Definition 3

Table of Contents

List of Figures

List of Tables

Executive Summary

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

1. Introduction

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

1.1 Purpose of the Document

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

1.2 Intended Audience

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

1.3 Interrelations

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2. Chapter

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2.1 Sub-chapter (level 2)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2.1.1 Sub-chapter (level 3)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Sub-chapter (level 4)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud *exercitation* ullamco laboris nisi ut aliquip ex ea commodo consequat.

Figure xx - Frame (type 1)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Figure xx - Frame (type 2)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud.

Figure xx - Frame (type 3)

Table xx- Table (type 1)

Table Type 1	

Table xx - Table (type 2)

Table Type 2			

Table xx- Table (type 3)

Table Type 3	

3. Conclusions

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

References

Apa style to utilise as in the example below:

Saint-Exupéry, A. de. (1943). The Little Prince (K. Wood, Trans.). Houghton Mifflin Harcourt. (Original work published 1943)

ANNEX VI: Request For Corrective Action

Research initiative for Enhancing and Adapting Workforce SKILLs for Implementing TraNsport Automation with Employment Growth

RESKILLING

Grant Agreement Number: 101147328

Request for Corrective Action

WP	Task
Requesting Participant:	
Number of request:	

No	Issue	Reasoning	Proposal for remedy	Deadline for remedy implementation

ANNEX VII: Decision on Corrective Action Request

Research initiative for Enhancing and Adapting Workforce SKILLs for Implementing TraNsport Automation with Employment Growth

RESKILLING

Grant Agreement Number: 101147328

Decision for Corrective Action

CORRECTIVE ACTION DECISION **Number:** **Title:** **Date:**
SECTION 1: Description of issue Relevant WP / Task: .....
SECTION 2: Reasoning / Cause
SECTION 3: Immediate corrective action to be taken To be implemented by ..... Date .....

SECTION 4: Follow Up Action and Effectiveness Monitor

List of Changes to be made:

1.

2.

3.

4.

5.

8.

The Corrective/Preventive Action has been completed and has/has not effectively cured the problem.

Further action has been requested on Corrective Action Request No.....

ANNEX VIII: Informed consent template

What is this all about?

The RESKILLING project (Research initiative for Enhancing and Adapting Workforce SKILLs for Implementing TraNsport Automation with Employment Growth - Grant No 101147328) is a European Research Project research project aiming to implement a strategic approach, which will empower the workforce and businesses of Europe's mobility (of people and goods) sector, to effectively cope with the anticipated changes in the sector from CCAM deployment, but also to actively participate in advancing and refining the sector. RESKILLING aims to propose, implement, apply and validate a comprehensive approach, guided by inclusivity, co-creation, and social innovation principles, which will efficiently and sustainably coordinate a range of novel services and tools, fostering optimal adaptation of the mobility sector (covering both people and goods) to the deployment of CCAM solutions and services. This will range from analysing the socio-economic and employment impacts of CCAM across the entire value chain to facilitating businesses and workers in mitigating drawbacks and leveraging opportunities brought about by CCAM deployment. This involves innovating business models and employing mechanisms and tools for skill enhancement and adaptation, with an emphasis on their replication and transferability potential and customised scalability for adoption throughout the EU.

It is funded by the European Commission as part of its Horizon Europe programme and consists of 20 partners across Europe (the "**RESKILLING Research Partners**", "**we**", "**us**"). Further information about the RESKILLING project is available here: https://reskilling-project.eu/.

You have been asked to participate in a [**type of consultation/validation activity]** as part of RESKILLING project.

What is the purpose, methodology and timeframe of this (type of consultation/validation activity, e.g. survey, interview, workshop, case study, etc.)?

…

[To be completed by the relevant RESKILLING partner(s) before submitting to the external stakeholders].

Who is conducting this (type of consultation/validation activity, e.g. survey, interview, workshop, case study, etc.)?

[Please insert details of the entity, insert entity name] is conducting the [*e.g., case study]* as part of *RESKILLING* Research Partners.

Type of Information collected during the (type of consultation/validation activity, e.g. survey, interview, workshop, case study, etc.):

Information collected from you during the [*e.g., case study]* will be processed in accordance with our privacy policy, here [insert link when PP is ready. The RESKILLING Privacy Policy also sets out your rights to control personal information we hold about you. We will notify you if any changes are made to our Privacy Policy.

Who is responsible for this study?

The Lead Researcher is [NAME], who is based at [PARTNER ORGANISATION] (one of the RESKILLING Research Partners). You can contact [him/her] at [email address].

Participant Consent Form

I agree to participate in this **[type of consultation/validation activity]** being carried out as part of the RESKILLING project. ☐

I can confirm that (please tick each box to indicate you agree):

I have read and understood the information relating to this **[type of consultation/validation activity]** (contained in the Participant Briefing Sheet) ☐

I understand I can ask questions at any point before, during or after the **[type of consultation/validation activity],** using the contact details provided. ☐

I understand that the data collected for this study will be stored securely ☐

I understand that all information collected during this **type of consultation/validation activity]** will be recorded and stored anonymously ☐

I understand that all information collected during this **type of consultation/validation activity]** will be used for research purposes only ☐

I understand that my name will not be used on any documents or in any presentations about the research ☐

I understand that I can leave the study at any time without needing to say why ☐

I consent to receiving emails from the RESKILLING Research Partners relating to RESKILLING events, technologies and services. ☐

Signature of participant……

Name (in capitals) …… Date……..

If you have any questions about this research, please feel free to contact:

Name: <please insert the name of contact person>

Email: <please insert the email address of the contact person >

Telephone: <please insert the telephone number of the contact person>

ANNEX IX: Relevant Laws & Directives

Specific Laws and Directives to be considered per area are summarised in the Table below. In addition, the key changes for reforming EU data protection legislation are also considered with emphasis on the participant's **"right-to-be-forgotten**".

Table 11 : Legislation and non-binding instruments considered by RESKILLING EB

Ethical & social issue	Ethics area	Law/Directive
Human Dignity and integrity of user	Human rights	• Universal Declaration of Human Rights (United Nations) • Convention for the Protection of Human Rights and Fundamental Freedoms (Council of Europe) • European Charter of Fundamental Rights • Draft recommendation of the Council of Europe on the promotion of the human rights of older persons • European Charter of the Rights of Older People in need of Long-term care and assistance
Privacy	Data protection	• The Regulation (EU) 2016/679 (General Data Protection Regulation - GDPR) (replacing the Directive 95/46/EC of the European parliament and the Council (1995)), on the protection of individuals about the processing of personal data and on the free movement of such data. • Directive 2006/24/EC of the European Parliament and of the Council of 15 March 2006 on the retention of data generated or processed in connection with the provision of publicly available electronic communications services or of public communications networks and amending Directive 2002/58/EC. • Directive 2002/58/EC of the European Parliament and of the Council, concerning the processing of personal data and the protection of privacy in the electronic communications sector. • Take into account developments of Reform of the legislative framework for personal data protection (In January 2012, the European Commission proposed a reform of the Directive 95/46/CE, which constituted until now the basic instrument for personal data protection, in the form of a global Regulation on data protection 2012/001 (COD), supplemented by Directive 2012/0010 (COD) concerning the processing of personal in the area of police and judicial cooperation in criminal matters). • Art.29 Data Protection Working party: Working Document on Privacy on the Internet.