Foundations of Trustworthy AI – Integrating Reasoning, Learning and Optimization
TAILOR
Grant Agreement Number 952215
Project Handbook

Document type (nature)	Report
Deliverable No	D1.1, version 1.0
Work package number(s)	WP1
Date	Due M3
Responsible Beneficiary	LiU, ID 1
Author(s)	Trine Vikinge, Project Manager
Publicity level	Public
Short description (Please insert the text in the Description of Deliverables in the Appendix 1.)	The project quality plan (the project handbook) constitutes a set of project templates, explanations on the project management process, the review process, quality checks, meeting organisation, which is communicated to all partners.
NOTE	**This handbook is to be updated regularly to reflect the development of the processes and routines in the project. Some topics, such as IPR management, have not been included in this first version and will be added later.**

Document History			
Revision	**Date**	**Modification**	**Author**
1.0	Nov 30, 2020	first version	Trine Vikinge

Document Review		
Reviewer	**Partner**	**Date and result of Review**
Gabriel Gonzales-Castañe,	UCC	Nov 26, 2020. Approved
Umberto Straccia,	CNR	Nov 24, 2020. Approved

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Useful links

The EC webportal Sygma:
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

The EC support and help on h2020:
https://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm

EMDESK. https://app.emdesk.com/#!/login
Tutorials for EMDESK.

Folder A on Drive, with useful documents, is found here (link)
In Folder A:
- The official and approved version of the Project Handbook in pdf
- The Project handbook with comments and suggestions for improvements
- List of project Milestones (MS), Deliverables (D), and Tasks (T), and Objectives with Key Performance Indicators (KPI)
- List of all Partners as well as all individuals engaged in the project
- Document for Reporting dissemination and outreach activities
- Advice from EC on how to avoid errors when claiming costs
- Basic facts on the project and how to acknowledge it in publication

The purpose of the document is guidance on how

The purpose of this document is to provide a consistent set of working procedures, quality check processes and guidelines to ensure quality in the project outcomes, in order to satisfy the financer, the EC.

The purpose of TAILOR project is to build a strong academic-public-industrial research **network** with the capacity of providing the scientific basis for **Trustworthy** AI leveraging and combining learning, optimization and reasoning for realizing AI systems that incorporate the safeguards that make them in the **reliable**, **safe**, **transparent** and **respectful** of human agency and expectations.

The Grant Agreement (GA) and the Consortium Agreement (CA), with annexes, describes the actions and regulates the legal aspects of the project in great detail.

This Handbook is provided as a tool for all involved in the project, a convenient means to find the information needed on a day to day basis when working in this project. It is a live document and should be revised and improved when needed, to always reflect the ways that the consortium choses to work and collaborate. For the full explanation and descriptions, please consult the CA and GA with annexes. Also, in case of conflict between these documents, the CA and GA prevails.

The Handbook will be found on Drive (see previous page), and all involved in TAILOR may add comments to the document. Suggestions for improvements and changes should be communicated to the Project Manager.

Overview of the project basic information

This section describes the key aspects, structural information, implementation of the project and the mechanisms and links to access relevant information for daily operations of the project Project key information is provided in Table 1 below.

Project acronym	TAILOR
Project full name	Foundations of Trustworthy AI - Integrating Reasoning, Learning and Optimization
EC Grant Agreement number	952215
Project starting date	01/09/2020 (September 1, 2020)
Duration	36 months
Day for finalization	31/8/2023 (August 31, 2023)
Call identifier	H2020-ICT-2019-3
Topic	ICT-48-2020 Towards a vibrant European network of AI excellence centres

Maximum grant amount	€ 12 M
Number of partners	54
Coordinator	Linköping University, IDA, SE-581 83 Linköping, Sweden
Project Coordinator	Fredrik Heintz Fredrik.heintz@liu.se T: +46 70 089 56 89
Project Manager	Trine Vikinge Trine.vikinge@liu.se T:+46 79 062 16 39
Coordinator Financial Officer	Kirstin Kahl Kirstin.kahl@liu.se T: +46 13 28 28 97

Table 1: Project basic facts and contact information to the coordinator and project manager.

Project work packages and work package leaders

The project has 13 work packages, named as shown in table 2, which also gives the Lead partner acronym and the lead partner principal investigator, PI.

WP #	Title	Lead Partner	PI	Email
1	Management, Governance and Assessment	LiU	Fredrik Heintz	fredrik.heintz@liu.se
2	Strategic Research and Innovation Roadmap	INRIA	Marc Schoenauer	marc.schoenauer@inria.fr
3	Trustworthy AI	CNR	Fosca Gianotti	fosca.giannotti@isti.cnr.it
4	Integrating AI Paradigms and Representations	KU Leuven	Luc De Raedt	luc.deraedt@cs.kuleuven.be
5	Deciding and Learning How to Act	UNIROMA	Guiseppe De Giacomo	degiacomo@diag.uniroma1.it
6	Learning and Reasoning in Social Contexts	IST	Ana Paiva	ana.paiva@inesc-id.pt
7	Automated AI	ULEI	Holger Hoos	hh@liacs.nl
8	Industry, Innovation and Transfer program	DFKI	Philipp Slusallek	philipp.slusallek@dfki.de
9	Network collaboration	UNIBRISTOL	Peter Flach	Peter.Flach@bristol.ac.uk;

10	Connectivity Fund	TU/e	Joaquin Vanshoren	j.vanschoren@tue.nl
11	Coordination with AI on Demand platform	UCC	Barry O'Sullivan	b.osullivan@cs.ucc.ie
12	Dissemination and Outreach	UNIBO	Michela Milano	michela.milano@unibo.it
13	Ethics requirements	LiU	Fredrik Heintz	fredrik.heintz@liu.se

Table 2: TAILOR project work packages, lead partners, principal investigators (PI) and mail address to the PIs.

Access to project documents

The project has 54 Partners with well over 100 persons engaged, to deliver on
- One vision
- 6 Objectives with a total of 20 KPIs
- 13 Work Packages
- 61 Tasks
- 77 Deliverables
- 10 Milestones

The TAILOR Objectives with Key performance Indicators (KPI), Milestones (MS), Deliverables (D), and Tasks (T), and the timelines are available on the EC portal where all partners have access
(https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home).
These are also available on EMDESK, the project collaboration platform.
(https://app.emdesk.com/#!/login)

For day to day work and quick references, the same information can be found on Drive. There may be differences to the official information, but we work hard to avoid this.

The risks associated with working and sharing on Drive have been weighed against the benefits of the transparency and smoothness it offers, and the benefits have been found to be greater than the risks. The consequences of the risk of people unintentionally erasing or distorting documents is mitigated by keeping backups.

A table showing all the deliverables in the project, sorted on the date of delivery, is found as appendix 1 to this document.

The following documents, and more, are found in the shared repository, which at the time is on Drive, and called TAILOR Useful documents for all involved. This folder is referred to as **Folder A**[1] and some of the documents found there are listed in table 3 below.

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[1] https://drive.google.com/drive/folders/1eUTYgJ8h0os_cCnQECgoiMqiHdy1JNpv

Folder A contains documents with the following information
Basic facts and when we refer to TAILOR
Project Handbook (this document)
KPIs, MS, Ds, Ts
Finding people involved
Folder A also contains the following documents, for reporting
Reporting of dissemination and outreach
Templates for reports and review

Table 3: Some of the very useful documents found in Folder A on Google Drive.

Please note: You will need an invitation to get access to Folder A. If you have not received an invitation, or if it does not work for some other reason, please contact the project manager.

Organisation

The project governance structure is described in the CA, section 6. The project management structure and organisation is described in the GA, Annex 1, section 3.2. Below is a brief introduction and the reader is advised to consult the CA and GA for details.

Project organisation

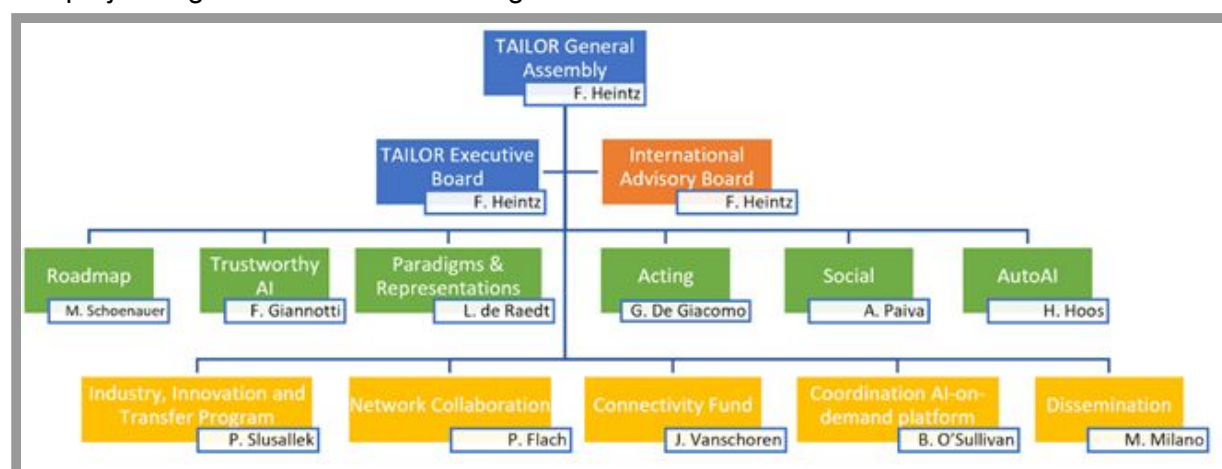The project organisation is shown in Figure 1.

Figure 1: The project organisation of TAILOR, showing the General Assembly on top, and 11 work packages (WP). WP1 Management and WP13 Ethics are excluded from the figure.

The main elements of the project governance organization are:
- General Assembly (GenA): the decision-making body of the consortium, gathering all partners twice per year; strategic decisions and major technical and operational

decisions (like any reschedule of deliverables, milestones, tasks, effort) will be taken by the GenA.
- Executive Board (EB): the supervisory body for the execution of the project, with meetings once per month;

Not shown in the figure:
- Scientific Boards: led by the leaders of WP3-7, focusing on the technical guidance and management of scientific WPs;

An external reference group, an International Advisory Board (IAB), is headed by the project coordinator and is to be consulted once per year;

- A. Cohn (Leeds U, UK)
- T. Dietterich (Oregon State U, USA)
- T. Eiter (TU Wien, Austria)
- L. Getoor (USC, USA)
- L. Pack Kaelbling (MIT, USA)
- F. Provost (NYU, USA)
- P. Van Hentenryck (Georgia Tech, USA)
- M. Vardi (Rice U, USA)
- M-A Williams (UTS, Australia)
- Z. Zhou (Nanjing U, China)

The following project roles are defined:
- Project Coordinator (PC): responsible for the coordination (Day-to-day scientific and management decision will be taken by the PC). Also the final validation instance;
- Project Manager (PM): supporting the PC in administrative, financial and management issues;
- Principal Investigators (PI): the person responsible that the Partner fulfills its obligations and duties in the project.
- Work Package Leaders (WPL): The PI's of the lead partner of the WP, responsible for the successful execution of the work packages.
- Task leader: The PI of the Partner responsible for the Task, or if delegated, the person assigned by the PI to be responsible for the Task.
- Deliverable Author (Author): the person assigned, by the PI of the Partner responsible, the responsibility of the deliverable report
- Reviewer: A person assigned the responsibility of reviewing a deliverable report. The PC and PM selects the Partner responsible for the review and agrees with the PI on who is to take this responsibility.

For more details on Governance structure and procedures, please see Section 6 of the CA.

Decision making and conflict resolution

Conflicts resolution will be based on the principle that any dispute should be resolved by consent and as near the source as possible. Thus, conflicts on a local sphere will be managed by the people involved. If a conflict cannot be resolved within the local sphere, it

will be raised to the higher level (Task, WP), and if necessary to the PC and finally to the GenA. If the issue is submitted to GenA, the PC will coordinate the whole decision making process and notify the members of the GenA with all the necessary information. The issue will be discussed during the first scheduled GenA meeting or, if the situation gets to a serious crisis that jeopardizes the success of the entire project, the PC will call for a special GenA meeting. The GenA will decide which procedure will be followed to solve the conflicting situation, and the corresponding correction measures that should be taken. If the conflict cannot be resolved, the GenA will declare the participant that generates the conflict "not in line" with the project execution and the Consortium will ask for a contract termination for the participant concerned, with the contractually stated consequences. The Project Officer (PO) will be immediately notified of the situation and of the measures to be taken in order to solve it. An appropriate review of the work plan will be suggested by the PC and EB, approved by GenA and sent to the PO for acceptance. In case it is decided (by the PC or GenA) that a conflict resolution will involve a voting procedure among partners, a majority of the 8/10 will be required for the decision to go ahead. (3.2.3. in DoA, p. 45 Annex 1 of CA)

Project meetings

The following categories of meetings are mandatory to be organised by the coordinator during the project. As the covid-19 pandemic is on-going, meetings are by digital means.
- General assembly: twice per year
- Executive board: once per month

Invitations and agendas will be sent out in accordance with the CA, section 6 Governance.

In addition, WP leaders will meet once per month for less formal discussions.
It is the responsibility of the WP-leaders to organise WP meetings and task-specific meetings with the appropriate frequency and format.

Communication

Collaboration between 54 partners and more than 100 persons involved in the project requires tools for communication. A website with functionalities for internal as well as external communication is in progress and due M4. Until the website with all its functionalities is fully up and running, it has been agreed among the work package leaders to use some of the tools offered for free by Google.

Tools
The primary mode for communication is e-mail.
The e-mail addresses and a list of all Partners as well as all individuals engaged in the project are found on Drive in Folder A: ([Find people here](#))
It is the responsibility of each Partner PI to assure that Partner and person contact information in this document is always up to date.

OPEN email groups on Drive have been created for all WPs, as is shown in the table below.

These groups are open to all individuals involved or interested in the TAILOR project, by request to the group manager.

Email groups for the scientific boards or groups responsible for WP management may be created by the WP leaders if desired. If so, the naming suggested in table 4 below is recommended for consistency.

The WP leaders decide who is included in both OPEN and MGT groups.

Other tools are considered and may replace or complement those that are now used. This Handbook will be updated to reflect the tools and procedures recommended at any time.

WP2	TAILOR-WP2-OPEN@googlegroups.com TAILOR-WP2-MGT@googlegroups.com
WP3	TAILOR-WP3-OPEN@googlegroups.com TAILOR-WP3-MGT@googlegroups.com
WP4	TAILOR-WP4-OPEN@googlegroups.com TAILOR-WP4-MGT@googlegroups.com
WP5	TAILOR-WP5-OPEN@googlegroups.com TAILOR-WP5-MGT@googlegroups.com
WP6	TAILOR-WP6-OPEN@googlegroups.com TAILOR-WP6-MGT@googlegroups.com
WP7	TAILOR-WP7-OPEN@googlegroups.com TAILOR-WP7-MGT@googlegroups.com
WP8	TAILOR-WP8-OPEN@googlegroups.com TAILOR-WP8-MGT@googlegroups.com
WP9	TAILOR-WP9-OPEN@googlegroups.com TAILOR-WP9-MGT@googlegroups.com
WP10	TAILOR-WP10.OPEN@googlegroups.com TAILOR-WP10-MGT@googlegroups.com
WP11	TAILOR-WP11-OPEN@googlegroups.com TAILOR-WP11-MGT@googlegroups.com
WP12	TAILOR-WP12-OPEN@googlegroups.com TAILOR-WP12-MGT@googlegroups.com

Table 4: Google mail groups open to all involved or interested in the actions of the work packages have been established, with the names shown. The MGT groups have not been made, but if such groups for WP management is desired, the naming should be as suggested here.

Meetings are held on digital platforms
The project as such provides no tool for digital meetings.
The coordinator uses Zoom, and Google Meet is easily available (https://meet.google.com/#)

All partners are free to use the tool of preference when arranging web-based meetings, and all are responsible for compliance with the digital tools policies of their own organisations.

Physical project meetings are limited due to the covid-19 situation. All involved are responsible to follow local regulations and authority guidelines.

Project website

[The project website is due M4 and information about it will be included in the next version of this Handbook.]

Working in the project

Project success relies on all involved taking responsibility for their own parts and for the collaboration and sharing of knowledge and information with the others. Some tools are provided to help, and more tools are planned for.
All involved are encouraged to make suggestions for improvements and changes to the procedures and tools, so that the collaboration may be even smoother and the quality of our common work constantly increased.

Collaboration is the responsibility of all

The project has 54 Partners with well over 100 persons engaged, to deliver on
- One vision
- 6 Objectives with a total of 20 KPIs
- 13 Work Packages
- 61 Tasks
- 77 Deliverables
- 10 Milestones

Each and all Partners are responsible to comply with the Grant Agreement, Consortium Agreement and the Description of Actions, DoA.

Each Partner PI is responsible for making contact with the leaders(s) of the work package(s) in which the Partner is involved, and also responsible to assure the work package leader has the information and contact details required to involve the persons representing the Partner in the WP Tasks and Deliverables. The Find people document can be used for this purpose.

A summary of project effort in person-months per WP and per partner is found in Annex 1 of the Grant agreement, pages 68-70, section 1.3.6.

Co-working

The WP leaders are responsible for managing their respective work packages and organise the work so that the goals can be met.

Project website and Trustworthy AI repository are a separate deliverable of WP12 (D12.1) and due in M4. The website will have reserved areas for the partners' access only that may be used to exchange information between the project partners Several options are being explored. Foremost, the repository may be a thematic section on the AI on demand platform developed by the AI4EU project, or it may be a separate web site with cross-links to the project web site and the AI on-demand platform.

Project documents; Folder A & Folder B

The coordinator uses the Google Drive platform for sharing of working documents.
For documentation of WP work, such as meeting minutes and presentations, a WP-specific sub-folder, preferably in Folder A, can be established and used. This is the decision of the WP-leader. A different platform may be more feasible for some of the WPs. It is up to the involved people to decide how they want to work and what platform(s) to use.
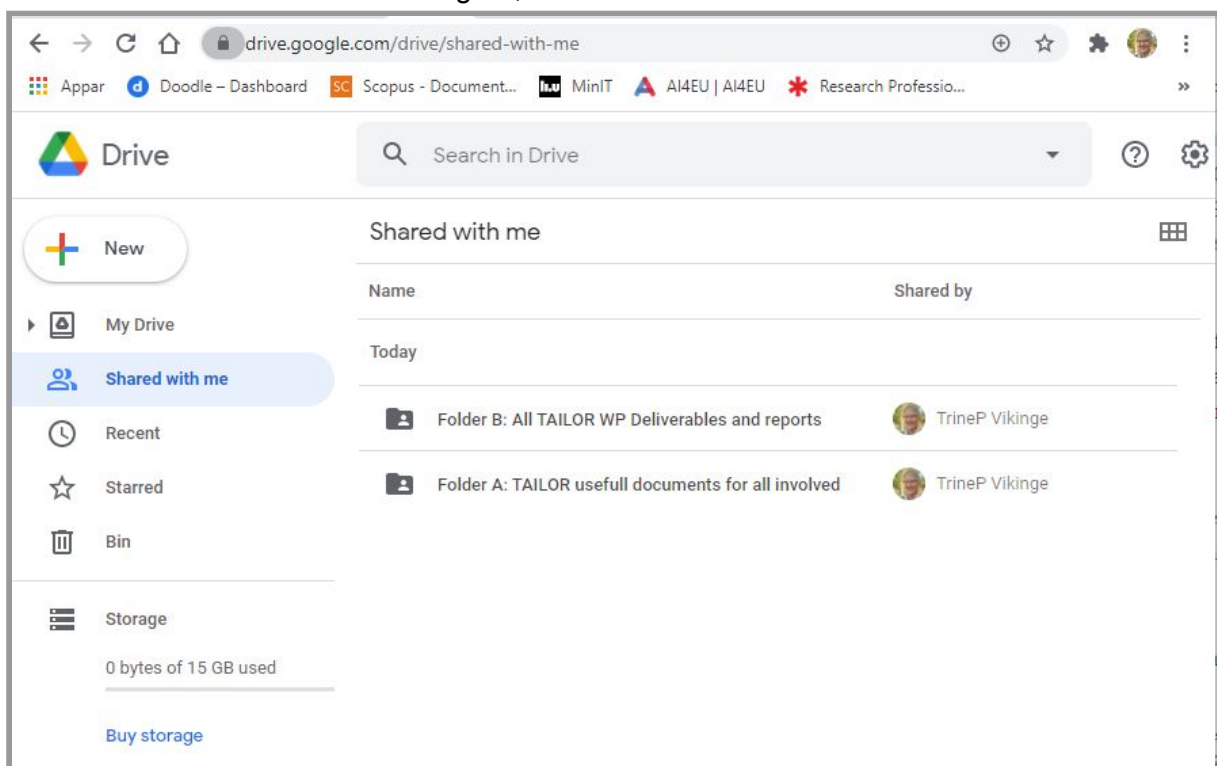If the members of the WP cannot agree, the WPL decides.

Figure 2: An example of what a Drive folder looks like. All involved in TAILOR shall have access to Folder A. Those in charge of a deliverable or of the review of a deliverable shall also have access to Folder B.

Folder A

All involved in the project shall have access to Folder A, where information about the project and the people in it can be found. Most documents can be edited by all, and should be, so they stay up to date, but some can only be viewed and commented on. Particularly, this Handbook, which is version controlled, can not be edited. It can be commented on, and having everybody's input and suggestions is a way of assuring improvements over time. The PM owns the folder and is responsible for access rights.

Folder B

Folder B is to be used in the process of assuring quality of the deliverables to be reported to the EC Sygma platform. This quality assurance process is described below. The folder contains one sub-folder for each work package. In each WP folder there is one subfolder for DRAFT deliverable and review reports and one for COMPLETED deliverable and review reports.
The PM owns the folder and is responsible for access rights.

Deliverables and reports

Documents that are to be uploaded to Sygma will be deposited, stored and shared on EMDESK in pdf format. This enables version control and also improves the efficiency for the PM when reporting on Sygma.
EMDESK is a project management platform developed for EC projects that we have purchased a license to, believing it will help keep control and enable efficiency, given the size of the project. Read more about EMDESK in the section about reporting.
For Deliverable reports and review reports, templates are found on Drive, in Folder A.
- The logo (when available M4) and a front page with essential information (like in this document), **shall** be used for all reports.
- All Deliverable reports **shall** have the deliverable number and the version in the title.

By using the template provided it is assured that key information is included. Using the templates is however not obligatory, only the features mentioned above.

A process for assurance of quality of the deliverable reports

A quality assurance procedure has been developed to help assure that reports and deliverables meet the quality standards desirable in the project.
All deliverable reports must go through a review process, before they can be filed to the EC. A part of the quality process is the documentation of the review process. The process is illustrated in figure 3, and also described below.
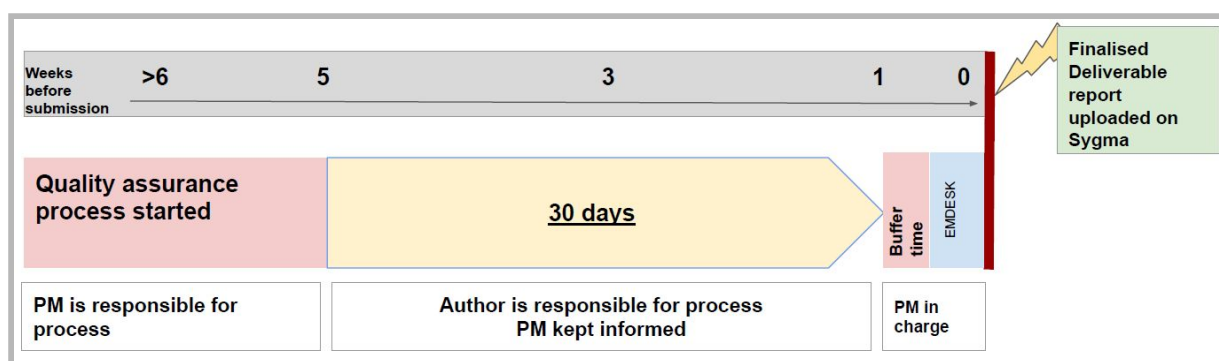

Figure 3: This is an illustration of the process to be followed to assure that deliverable reports are of desired quality when delivered to the EC visa Sygma.

The PI of the lead partner of a deliverable is responsible for appointing a person to be responsible for the deliverable. This person is called the Author.

Some deliverables are reports in themselves (for example this Handbook), others are not (the website, for example). For those that are not in themselves reports, a document report still has to be produced, as evidence of deliverable completion has to be uploaded on Sygma.
The person responsible for the deliverable is also the responsible Author of the deliverable report.

Each project deliverable will undergo an internal peer review by 2 people, involved in the same WP but not in the deliverable preparation, before being approved.
- The two Partners responsible for the review are decided by the PM
- The PIs of these two Partners will appoint one reviewer each.
- The PI shall communicate to the PM the name of the reviewer at the time this is decided, preferably 8, and at the latest 6, weeks before the deliverable is due.
- The PM informs the author of the deliverable report about the reviewers appointed.

The review process shall be documented in **Folder B** on Drive. In this folder, each WP will have a designated area for the review processes of the deliverables.

The author of the deliverable report shall communicate with the reviewers as early as possible the status of the report and the expected delivery of the first draft to be reviewed. The reviewers are expected to **support** and help the author in assuring a high quality report. Comments and suggestions for improvements are preferably provided in the report manuscript.

The author of the deliverable report will use the reviewers' input to improve the deliverable / report. This is mandatory if the quality requirements are not fulfilled and indeed desirable even if they are. The review is then repeated, until the author and the reviewers are agreed.

In case of disagreements on the report, with regard to contents, format, or other aspects, if the reviewers and the author cannot agree, the Project coordinator will decide.

The review template shall be used as a starting point for the obligatory documentation of the completed review process. The template is used to assure the key elements on the front page,header and footer are included in the review report, as explained above.

Schedule for the review process

Table 5 below gives the schedule with a recommended timeline for the review process.

Time before D is due	What
8 weeks	PM decides which Partners will appoint one reviewer each
8-6 weeks	PI of appointed Partner shall appoint a reviewer and inform the PM
5-4 weeks	Author shall send first draft report to reviewers

3-2 weeks	Reviewers shall send the first version of the review report to the author, and preferably set up a meeting to discuss the report
2-1 weeks	The author shall complete the deliverable report and notice PM of its completion
1 week	PM will check formal requirements and upload on EMDESK
1 day	PM will upload on Sygma

Table 5: This is an outline and recommendations for the review process. The author of the deliverable is responsible for communicating with the reviewers and with the PM the status of the deliverable report..

Documentation of the Review Process

The reviewers of deliverable reports shall use the template provided (Folder A) as a starting point. The two reviewers will document the review together, in the same report shared on Drive, so there will be one review report per deliverable.The table below is included in the template and a central part in the evaluation.

Quality criteria	Quality achieved				
	1	2	3	4	5
Completeness					
Correctness					
Understandability					
Consistency					
Applicability					

Table 6: Evaluation of the deliverable report with regard to the five criteria given in this table is a central part of the review process.

Explanation:
The quality criteria are to be related to the purpose of the project and in particular, to the Objective of the deliverable as stated in the DoA, Appendix 1.
The number 5 designates the highest possible achievement of desired quality, and the number 1 designates the lowest possible quality.
Numbers 2 or 1 are not acceptable, and the report will need to be improved.

Also, the reviewers shall observe if there are
- technical ambiguities or inconsistencies,
- non-conformance to the philosophy and concepts developed in the description of work, or
- non-conformance to the requirements laid down by the Commission from time to time.

Once the deliverable report is approved, the author shall notify the PM.
The reviewers shall finalise the review report and notify the PM.
The PM is responsible for uploading the deliverable report and the review report from the folder on Drive to EMDESK and for uploading the deliverable report on Sygma.

Reporting

The EC requires extensive reporting of the project. The coordinator is obliged to continuously report project achievements such as milestones and deliverables. In addition, after 18 months and after the end of the project at 36 months, technical and financial reports must be filed, demanding the efforts of all partners.
Financial reporting to the EC is non-trivial and a complex endeavor. The EC is giving advice on how to avoid the most common mistakes, and this advice can be found in Folder A.
It is important to understand that the correctness of the financial reporting is a matter between the partner and the EC. **Each partner holds the full responsibility for correct reporting of its own expenses.**

Reporting on EMDESK

As an action to reduce the probability of failing when reporting expenses to the EC, licenses to the project tool EMDESK have been purchased.
EMDESK project collaboration platform is a tool developed to give visual impressions of complex projects. It can visualise both the status and progression of actions and of expenses. This is expected to help in compliance and assure quality, by for example help in identifying hurdles and risks early in the project, and to enable mitigation in good time.

The PM is responsible for inviting users to EMDESK:
- For each partner, one person who can report expenses will be invited and required to report, at least every 6 month.
- For those partners in charge of a task or deliverable, a second person will be invited and required to report, desirably every 3 months.

EMDESK will also be used for deposition and storage of deliverables before uploading to Sygma. The PM will be responsible for the uploading and the management of EMDESK. EMDESK will thus be a repository of completed deliverables and reports, with version control.

For instructions on how to use EMDESK, please see Appendix 2 to this document.

Reporting expenses on EMDESK

To assure good control and understanding of project progression in relation to expenses, and to identify misunderstandings with regard to reporting of expenses, all partners are required to report expenses on EMDESK every 6 months. The dates for reporting are given in Table 7 below.

Update on EMDESK (date)	Report period
2021 April 15	Sept 20-Feb 2021
2021 Oct 15	March 21-Aug 2021
2022 April 15, Report to EC, period 1	Sept 21 -Feb 2022
2022 Oct 15	March 22-Aug 2022
2023 April 15	Sept 22-Feb 2023
2023 Oct 15 Report to EC, period 2, final report	March 23-Aug 2023

Table 7: The dates for reporting expenses on EMDESK and the report periods concerned.

Official reporting to the EC via Sygma

The coordinator is responsible for the continuous reporting of the project progression on the Sygma platform.
- All MS are to be reported at the days they are due.
- Deliverables shall be reported and the documents uploaded at the due date
- Dissemination activities, publications and networking are preferably logged on Sygma after the regular collection of action documentation from the partners.

This is the responsibility of the PM.

In addition to the continuous reporting, the EC define two distinct report periods (RP):
- RP1 at M18. This report is due April 30, 2022
- RP2 at M36. This report is due October 30, 2023

These report periods entail each partner's declaration of financial statements (costs and efforts) for the period. The financial statement form is Annex 4 of the GA.

It is the responsibility of each partner to assure appropriate documentation of expenses compliant with the Grant agreement. For example, all partners are responsible for the proper reporting of the time of each person involved in the project. Guidance on economic reporting provided by the EC on how to avoid errors can be found in Folder A here.

The structure and content of the periodic reports is defined by the Grant Agreement and can be summarized as follows:

The periodic technical report

The periodic technical reports has two parts:
- an explanation of the work carried out by the partners, an overview of the progress towards the objectives of the action including milestones and deliverables, differences between work expected and actually carried out, exploitation and dissemination of the results

- a summary for publication by the EC, answers to the H2020 questionnaire (covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements)

This is the responsibility of the PC.

The periodic financial report

The periodic financial report also has two parts:
- the individual financial statement from each Partner
- the explanation of the use of resources, subcontracting and in-kind contributions.

Each Partner shall report expenses on Sygma, at the latest
- March 31, 2022, for RP1
- September 29, 2023, for RP2

The reporting of expenses on Sygma is the responsibility of each Partner.

Final report

A final report has to be submitted by the coordinator within 60 days after the end of the project. (30 October 2023)
This final report must include
- A 'final technical report' with a summary for publication containing:
  - an overview of the results and their exploitation and dissemination;
  - the conclusions on the action, and
  - the socio-economic impact of the action;

- a 'final financial report' containing:
  - a 'final summary financial statement', created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance and
  - a 'certificate on the financial statements' (drawn up in accordance with Annex 5) for each beneficiary and for each linked third party, if it requests a total contribution of EUR 325 000 in direct costs or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices.

At the latest 90 days after the EC has received the Final report, and accepted it, they will pay the remaining balance to the coordinator. The coordinator will distribute the funds without delay.
For details on the payments and procedures, please see articles 20 and 21 of the GA.

For advanced questions related to financial reporting, the Coordinator Financial Officer may be contacted; Kirstin.Kahl@liu.se

Dissemination

Dissemination and communication of project events and regular achievements to an audience external to the project is a task coordinated from WP12. Deliverables D12.4 and D12.5 will outline the overall strategy and plan for dissemination and communication activities of the project in M6 and M28, respectively. However, since communication and dissemination activities have already started, some general guidelines are provided in this document.

Particularly, reporting of dissemination and outreach activities, of publications and networking, is part of the continuous reporting that is required on the Sygma EC platform (see below). Reporting is demanded in great detail. A first document draft to help in keeping track of all activities, and help in the inclusion of all required details in the reporting, has been produced and is found in the dedicated document in Folder A.

All involved in the project are expected to comply when encouraged on a regular basis to document activities in the dissemination document.

Results shall be made publicly available

Dissemination of results is regulated by Article 29 of the GA. The first paragraph is: "Unless it goes against their legitimate interests, each beneficiary must — as soon as possible —'disseminate' its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium)."

Dissemination may sometimes be against legitimate interests, and protection to enable exploitation of results shall always be considered. If results can reasonably be expected to be commercially or industrially exploitable, and if protecting them is possible, reasonable and justified (given the circumstances), results should be adequately protected for an appropriate period and with appropriate territorial coverage.
When deciding on protection, the beneficiary must consider its own legitimate interests and the legitimate interests (especially commercial) of the other beneficiaries.

When commercial or industrial exploitation is considered as a path for project results, the PM and PC shall be notified. The GA, particularly Section 3, should be consulted, and a more detailed set of procedures may need to be set in place in order to strengthen the case and reduce risks, such as risks of conflicts.

Open Access:

Article 29 of the GA:
"Each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results.
In particular, it must:

(a) as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;

Moreover, the beneficiary must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.

(b) ensure open access to the deposited publication — via the repository — at the latest:

(i) on publication, if an electronic version is available for free via the publisher, or

(ii) within six months of publication in any other case.

(c) ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

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

- the terms "European Union (EU)" and "Horizon 2020";

- the name of the action, acronym and grant number;

- the publication date, and length of embargo period if applicable, and

- a persistent identifier."

A suggested wording for acknowledgement of TAILOR, approved by our EC project officer, is found in table 8 below, as well as suggested wording of disclaimer, and the link for the site where the EU emblem to be used is found.

When referring to this project:	
In a scientific peer reviewed paper:	This research was partially supported by TAILOR, a project funded by EU Horizon 2020 research and innovation programme under GA No 952215
Required disclaimer:	[*The contents presented herein, or other appropriate text*] reflects only the author's view and the the Commission is not responsible for any use that may be made of the information it contains.
The EU emblem shall be displayed	Download from https://europa.eu/european-union/about-eu/symbols/flag_en
Handbook on how to use the EU emblem	https://ec.europa.eu/info/sites/info/files/use-emblem_en.pdf

Table 8: Useful information relevant when publishing outcome of TAILOR..

All publications partially or fully supported by TAILOR will have to be registered in Sygma. Insertion of the DOI (digital object identifier) in Sygma enables automatic collection of all required publication information. For publications without a DOI, the information that is required in Sygma will have to be manually inserted in the system. This is the PMs responsibility but requires that all involved properly fill in the document Report dissemination & outreach here (link) when publishing.

A Data Management Plan (DMP), due in M6, will provide more guidance with regard to data management. The deliverables of WP13 on ethics will provide more guidance on ethical aspects of data management. Prior to the completion of these deliverables, some advice is

offered below. When in doubt, please contact the PC, PM or EB, so common ground and compliance can be assured.

Objectives and KPIs

The project has 6 Objectives with a total of 20 key performance Indicators, KPIs. They can be found in the GA, page 7 of Annex 1, and in Folder A, in the document called "Ds Ts MS & KPIs are found here".

The consortium achievements will be measured against the KPIs, which comprises network extensions, publications (both quantity and quality), collaborations, and impact of efforts made.

Fulfilment of the stated objectives and KPIs must be monitored and properly documented before it can be reported to the EC. Therefore;

all relevant activities, such as organising

a Workshop / Press release /Non-scientific and non-peer-reviewed publication (popularised publication)/ Exhibition/ Flyer/ Training/ Social Media/ Website/ Communication Campaign (e.g. Radio, TV)

or participating in

a conference/ in a workshop/ in an event other than conference or workshop/ Video, Film/ Brokerage Event/ Pitch Event/ Trade fair/ Participation in activities organized jointly with other H2020 projects/ Other

shall be documented in the document Report dissemination & outreach here (link).

The KPIs relate to different specific Work Packages. Nevertheless, the achievement of KPIs is a responsibility of all, and **all involved shall assure their activities are duly logged**.

Details of KPIs are to be reported on Sygma, by the PM.To be able to fulfill this duty, the PM will send out regular reminders about filling in the form. **Please comply!**

Risk management

Risk management is the systematic efforts to identify potential hazards as early as possible and to decide on mitigating actions to prevent the hazard from occurring. A risk assessment plan, D1.2, is due M12. This is a brief introduction.

Working systematically with the management of risks and mitigating actions is an efficient method to increase chances of success.

During the execution of the project, risks may arise from several sources:

External: for example, changes in the technology development that may necessitate a change in the goals of the project or of parts thereof, or availability of other/new technologies that may make parts of the project obsolete or can be utilised for the project.

Internal: for example, it becomes apparent that a partner will not be able to perform the task assigned to him/her, or project costs in a work package are in danger of exceeding the amounts foreseen in the contract.

In addition, within the internal risks, risks and mitigation actions specific for each WPs may be identified, that may be grouped in the following categories:

- Scientific/technological risks: identifying the barriers to overcome in order to meet each WP objectives, the research and development activities to overcome these barriers, and the personnel allocations which will provide the right competence to perform the tasks.
- Operational risks: identifying barriers and practical issues in pilot operations, user engagement and evaluation campaigns.
- Management risks: identifying together with the WPLs any schedule change or delay in producing the expected deliverables, the impact on the overall deliverable production agenda, the organization changes which allow catching up on delays or possible amendment for schedule change to produce the deliverables. Identifying possible cost overruns due to project changes and making sure that the impacted organizations agree on the new budget figures to meet the effectiveness rules (results delivered on time).

Risk management is the responsibility of the Executive Board and is included regularly in EB meetings. Mitigation actions will be followed up for efficacy by the EB. Mitigation actions requiring GenA decisions will be included in the GenA following after the action has been identified as required.

Each partner has the responsibility to report immediately to the PC any risk that may arise and may affect the project objectives or their successful completion. Each partner is also responsible for performing any planned actions to reduce the risk or to mitigate its effects. In case of critical problems, the GenA will be consulted and it may install task forces to implement the mitigation plans to reduce the impact of occurring risks.

An update of the risk registry will be produced every 6 months, as part of a risk assessment and management report.

When	What
February 2021	First update of Risk registry
August 2021	Second update of Risk registry D 1.2 Risk Assessment plan
February 2022	Third update of Risk registry
August 2022	Fourth update of Risk registry
February 2023	Fifth update of Risk registry
August 2023	Sixth update of Risk registry and Risk Report completed

Table 9: Indication of at which times the risk registry will be updated.

Management of immaterial rights

[This will be included in the next version of the Handbook.]

Ethics

The ethical, social, and data protection considerations are crucial to this project and the TAILOR consortium is fully aware of the ethical implications of their research. The ethical rules and standards of the EC Research & Innovation Actions (RIA), and those reflected in the Charter of Fundamental Rights of the European Union are fully respected.

WP13 is devoted to ethics and has deliverables D13.1-D13.4.
The following should be noted, and if in doubt concerning compliance, the ethics deliverables of WP13 and the Data Management Plan (DMP), due in M6, **shall** be consulted. Before the deliverables have been completed, the PC or PM **shall** be consulted in these matters.

1. In case children and/or adults that are unable to give informed consent are involved in any part of the TAILOR project, the details on how to assure compliance with regard to the consent of the legal representatives (and assent, when applicable) will be stated in the deliverable D13.1.
2. For any Task in TAILOR where informed consent is required, the procedures described in the deliverable D13.2 shall be followed
3. In case data is transferred between the EU and a different jurisdiction, the procedures described in the deliverable D13.3 must be followed.
4. In case the research should come to involve profiling, the procedures described in deliverable D13.4 must be followed.

The ethics deliverables or DMP will also include and cover the following:
A. Where appropriate, an explicit confirmation that the data used in the project is publicly available and can be freely used for the purposes of the project.
B. In case of further processing of previously collected personal data, an explicit confirmation that the beneficiary has lawful basis for the data processing and that the appropriate technical and organisational measures are in place to safeguard the rights of the data subjects.
C. The beneficiary must evaluate the ethics risks related to the data processing activities of the project. This also includes an opinion if data protection impact assessment should be conducted under art.35 General Data Protection Regulation 2016/679. The risk evaluation and the opinion are included in the ethics deliverable.
D. Risk assessment and details on measures to prevent misuse of research findings are included in the ethics deliverable.

Data management plan (DMP)

A Data Management Plan, D1.6 (due M6) will be prepared to describe which data will be generated, collected and processed within the TAILOR project. The text below is from the Annex 1 DoA.

Due to the nature of the proposed research, the achievement of TAILOR tasks may require the processing of direct identifiers, including but not limited to the analysis of user-mobility data, online social network and other web and internet data, the handling of personal data in web pages, among others. TAILOR may also process personal data during dissemination activities and by using human research participants. Both types of processing involve the specific consent procedures detailed in this section.

TAILOR will not process sensitive personal data as defined by the GDPR, and has a commitment to investigate and enforce good practice of data analytics and adopt rules so that the data mining, data sharing and the conduct of scientific research on the data is done in an ethical and data-protection compliant way.

All institutions and individual researchers in the TAILOR consortium shall comply with the "code of conduct applying to processing of personal data for statistical and scientific purposes" set forth by the national Data Protection Commissions of the EU member states. The collection of data will be done in compliance with article 8 in the Charter of Fundamental rights in the European Union (protection of personal data). The beneficiaries shall also comply with the ethical framework of H2020, all applicable legislation, any relevant future legislation and H2020 specific programs on "Cooperation", "Ideas", "People", "Capacities" (2007-2013) and "Euratom" (2007-2011).

The adoption of state-of-the-art privacy-enhancing tools is a marked policy for the TAILOR project.
The consortium partners have a long experience in Privacy-Preserving Data Mining and Privacy Enhancing Technology. It is firmly believed that Privacy-by-Design can be used for designing practical and impactful services in such a way that the quality of the results can coexist with high protection of personal data. TAILOR will apply the same approach to its own research and the ethical issues it raises.

In evaluating activities, the data will be handled according to the national legislation and recommendations, and within the EU charter of fundamental rights. The status of implementation for EU directives concerning privacy (e.g. directive 95/46 on the protection of individuals with regard of the processing of personal data, and the current on-going reform process of this directive at the European parliament) will be taken into account, and the project will take the necessary steps to ensure that applicable legislation concerning data protection is respected, and the steps taken during the project lifetime to ensure conformance to established guidelines will be documented.

Appendix 1: Project deliverables sorted by due date

ID	Name	Lead	End	Due date
D 1.1	Project quality plan	P 1 - LIU	M03	Nov 30, 2020
D 10.1	Connectivity Fund operational	P 12 - TU/e	M03	Nov 30, 2020
D 13.1	H - Requirement No. 1	P 1 - LIU	M03	Nov 30, 2020
D 12.1	Project website and Trustworthy AI repository	P 1 - LIU	M04	Dec 31, 2020
D 1.6	Data Management Plan	P 1 - LIU	M06	Feb 28, 2021
D 2.2	Codalab TAILOR templates	P 3 - INRIA	M06	Feb 28, 2021
D 10.2	Connectivity Fund call 1	P 12 - TU/e	M06	Feb 28, 2021
D 12.2	Communication material (flyer, poster, video, etc.) v.1	P 10 - UNIBO	M06	Feb 28, 2021
D 12.4	Dissemination Plan, v.1	P 10 - UNIBO	M06	Feb 28, 2021
D 13.2	H - Requirement No. 2	P 1 - LIU	M06	Feb 28, 2021
D 13.3	POPD - Requirement No. 3	P 1 - LIU	M06	Feb 28, 2021
D 9.7	Summer School, first edition	P 10 - UNIBO	M08	April 30, 2021
D 9.5	PhD program, Mapping of AI-oriented PhD programmes at TAILOR partners	P 16 - UNIVBRIS	M09	May 31, 2021
D 10.3	Connectivity Fund call 2	P 12 - TU/e	M10	June 30, 2021
D 1.2	Risk Assessment Plan	P 1 - LIU	M12	Aug 31, 2021
D 1.3	First TAILOR Conference	P 1 - LIU	M12	Aug 31, 2021
D 2.1	SRIR v.1	P 3 - INRIA	M12	Aug 31, 2021
D 2.3	Foundational benchmarks and challenges v.1	P 3 - INRIA	M12	Aug 31, 2021
D 7.5	AutoAI Benchmarks v.1	P 7 - ULEI	M12	Aug 31, 2021
D 9.3	Training platform, beta platform	P 16 - UNIVBRIS	M12	Aug 31, 2021
D 13.4	M - Requirement No. 4	P 1 - LIU	M12	Aug 31, 2021
D 10.4	Connectivity Fund call 3	P 12 - TU/e	M14	Oct, 31, 2021
D 3.1	Research Challenges and Technological Gaps of Trustworthy AI v.1	P 2 - CNR	M18	Feb 28, 2022
D 3.3	Handbook on Trustworthy AI v.1	P 2 - CNR	M18	Feb 28, 2022
D 3.5	Synergies Industry, Challenges, Roadmap concerning Trustworthy AI v.1	P 2 - CNR	M18	Feb 28, 2022
D 4.1	Foundations, techniques, algorithms and tools for integrating learning, reasoning and optimisation v.1	P 5 - KU Leuven	M18	Feb 28, 2022
D 4.3	Integrated learning, reasoning and optimisation in practice v.1	P 5 - KU Leuven	M18	Feb 28, 2022

D 4.5	Synergies Industry, Challenges, Roadmap concerning learning, reasoning and optimisation v.1	P 5 - KU Leuven	M18	Feb 28, 2022
D 5.1	Foundations, techniques, algorithms and tools for allowing autonomous AI agents to decide and learn how to act v.1	P 6 - UNIROMA1	M18	Feb 28, 2022
D 5.3	Synergies Industry, Challenges, Roadmap concerning autonomous acting in AI systems v.1	P 6 - UNIROMA1	M18	Feb 28, 2022
D 6.1	Foundations, techniques, algorithms and tools to for social AI v.1	P 8 - IST	M18	Feb 28, 2022
D 6.3	Synergies Industry, Challenges, Roadmap for Social AI v.1	P 8 - IST	M18	Feb 28, 2022
D 7.1	Automated AI v.1	P 7 - ULEI	M18	Feb 28, 2022
D 7.3	Synergies Industry, Challenges, Roadmap: the AutoAI Roadmap v.1	P 7 - ULEI	M18	Feb 28, 2022
D 7.6	AutoAI Benchmarks v.2	P 7 - ULEI	M18	Feb 28, 2022
D 9.1	AI-driven collaboration tools v.1	P 16 - UNIVBRIS	M18	Feb 28, 2022
D 9.6	PhD program, proposal for joint TAILOR PhD curriculum	P 16 - UNIVBRIS	M18	Feb 28, 2022
D 10.5	Connectivity Fund call 4	P 12 - TU/e	M18	Feb 28, 2022
D 11.1	Progress Report on Integration of TAILOR Assets with AI4EU v.1	P 4 - UCC	M18	Feb 28, 2022
D 11.3	Progress Report on the Integration of OpenML with AI4EU v.1	P 12 - TU/e	M18	Feb 28, 2022
D 11.5	Progress Report on SRIR Development in Collaboration with the ICT-48 CSA, PPP-AI, and AI4EU v.1	P 10 - UNIBO	M18	Feb 28, 2022
D 9.8	Summer School, second edition	P 31 - CSIC	M20	Apr 30, 2022
D 10.6	Connectivity Fund call 5	P 12 - TU/e	M22	Jun 30, 2022
D 1.4	Second TAILOR Conference	P 1 - LIU	M24	Aug 31, 2022
D 10.7	Connectivity Fund call 6	P 12 - TU/e	M26	Oct 31, 2022
D 12.5	Dissemination plan, final version	P 10 - UNIBO	M28	Dec 31, 2022
D 10.8	Connectivity Fund call 7	P 12 - TU/e	M30	Feb 28, 2023
D 12.3	Communication material (flyer, poster, video, etc.) v.2	P 10 - UNIBO	M30	Feb 28, 2023
D 10.9	Connectivity Fund call 8	P 12 - TU/e	M34	Jun 30, 2023
D 1.5	Third TAILOR Conference	P 1 - LIU	M36	Aug 31, 2023
D 2.4	Lessons learned from TAILOR benchmarks/challenges	P 3 - INRIA	M36	Aug 31, 2023
D 2.5	SRIR v.2	P 3 - INRIA	M36	Aug 31, 2023

D 2.1.1	Foundational benchmarks and challenges v.2	P 3 - INRIA	M36	Aug 31, 2023
D 2.6	Foundational benchmarks and challenges v.2	P 3 - INRIA	M36	Aug 31, 2023
D 3.2	Research Challenges and Technological Gaps of Trustworthy AI v.2	P 2 - CNR	M36	Aug 31, 2023
D 3.4	Handbook on Trustworthy AI v.2	P 2 - CNR	M36	Aug 31, 2023
D 3.6	Synergies Industry, Challenges, Roadmap concerning Trustworthy AI v.2	P 2 - CNR	M36	Aug 31, 2023
D 4.2	Foundations, techniques, algorithms and tools for integrating learning, reasoning and optimisation v.2	P 5 - KU Leuven	M36	Aug 31, 2023
D 4.4	Integrated learning, reasoning and optimisation in practice v.2	P 5 - KU Leuven	M36	Aug 31, 2023
D 4.6	Synergies Industry, Challenges, Roadmap concerning learning, reasoning and optimisation v.2	P 5 - KU Leuven	M36	Aug 31, 2023
D 5.2	Foundations, techniques, algorithms and tools for allowing autonomous AI agents to decide and learn how to act v.2	P 6 - UNIROMA1	M36	Aug 31, 2023
D 5.4	Synergies Industry, Challenges, Roadmap concerning autonomous acting in AI systems v.2	P 6 - UNIROMA1	M36	Aug 31, 2023
D 6.2	Foundations, techniques, algorithms and tools to for social AI v.2	P 8 - IST	M36	Aug 31, 2023
D 6.4	Synergies Industry, Challenges, Roadmap for Social AI v.2	P 8 - IST	M36	Aug 31, 2023
D 7.2	Automated AI v.2	P 7 - ULEI	M36	Aug 31, 2023
D 7.4	Synergies Industry, Challenges, Roadmap: the AutoAI Roadmap v.2	P 7 - ULEI	M36	Aug 31, 2023
D 7.7	AutoAI Benchmarks v.3	P 7 - ULEI	M36	Aug 31, 2023
D 8.1	Report on Theme Development Workshops	P 26 - DFKI	M36	Aug 31, 2023
D 8.2	Report on all Hackathons and Benchmarks	P 26 - DFKI	M36	Aug 31, 2023
D 8.3	Report on industrial innovation programme and industrial outreach	P 26 - DFKI	M36	Aug 31, 2023
D 9.2	AI-driven collaboration tools v.2	P 16 - UNIVBRIS	M36	Aug 31, 2023
D 9.4	Training platform, at least 3 MOOCs linked to WP3-7	P 16 - UNIVBRIS	M36	Aug 31, 2023
D 9.9	Summer School, third edition	P 32 - LU	M36	Aug 31, 2023
D 10.10	Connectivity Fund call 9	P 12 - TU/e	M36	Aug 31, 2023
D 11.2	Progress Report on Integration of TAILOR Assets with AI4EU v.2	P 4 - UCC	M36	Aug 31, 2023
D 11.4	Progress Report on the Integration of OpenML with AI4EU, v.2	P 12 - TU/e	M36	Aug 31, 2023

D 11.6	Progress Report on SRIR Development in Collaboration with the ICT-48 CSA, PPP-AI, and AI4EU, v.2	P 10 - UNIBO	M36	Aug 31, 2023

Appendix 2: EMDESK user instructions

Login page https://app.emdesk.com/#!/login .
Tutorials for https://www.emdesk.com/academy .

If you have not received an invite to EMDESK, and are in charge of reporting for your organisation, please contact the PM at trine.vikinge@liu.se

This is EMDESK Dashboard view at M2:
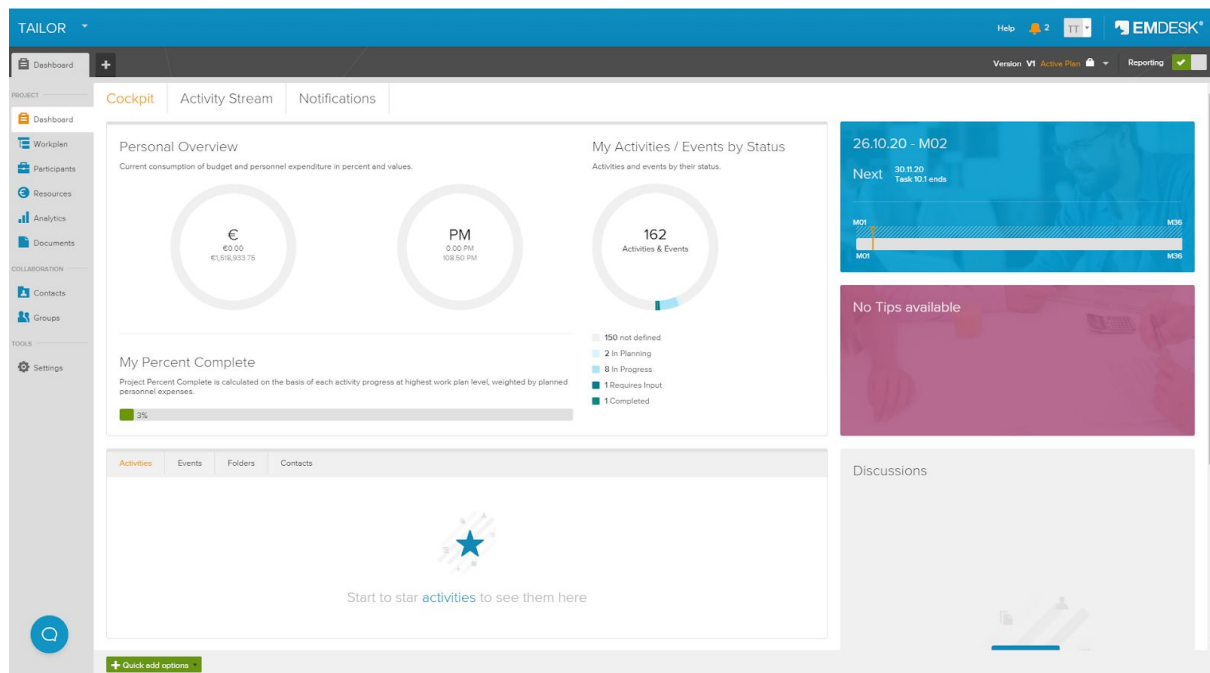
To report progress

To report progress in your deliverables or tasks, log in, and go to Workplan on the left hand side of the screen.
In the column Participant, choose the Partner ID that represents your organisation.

Your WP, Tasks and Deliverables will show, along with deadlines and status.

To update the status of your Task or Deliverable, choose the Kanban view.

TAILOR

Project No 952215
Date Nov 30, 2020
D1.1 Project Handbook _____ Dissemination level PU
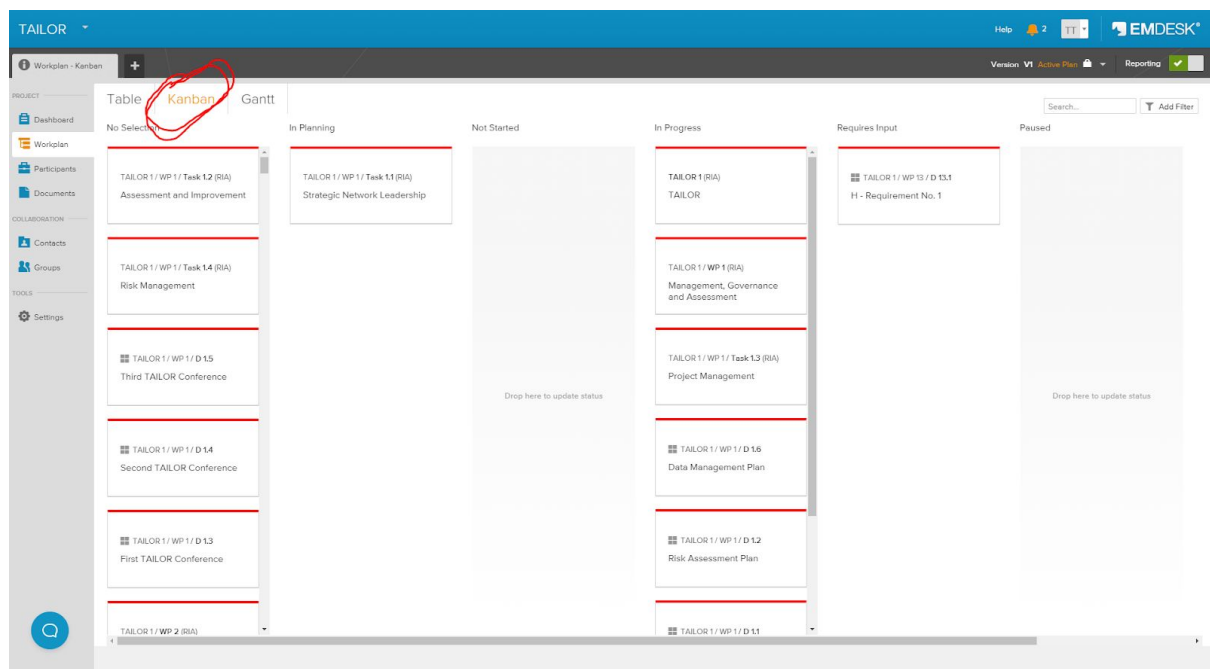
Find your T or D and drag it to a different place, matching its status. Then fill in the status in the bar on the right hand side when asked to save the changes.
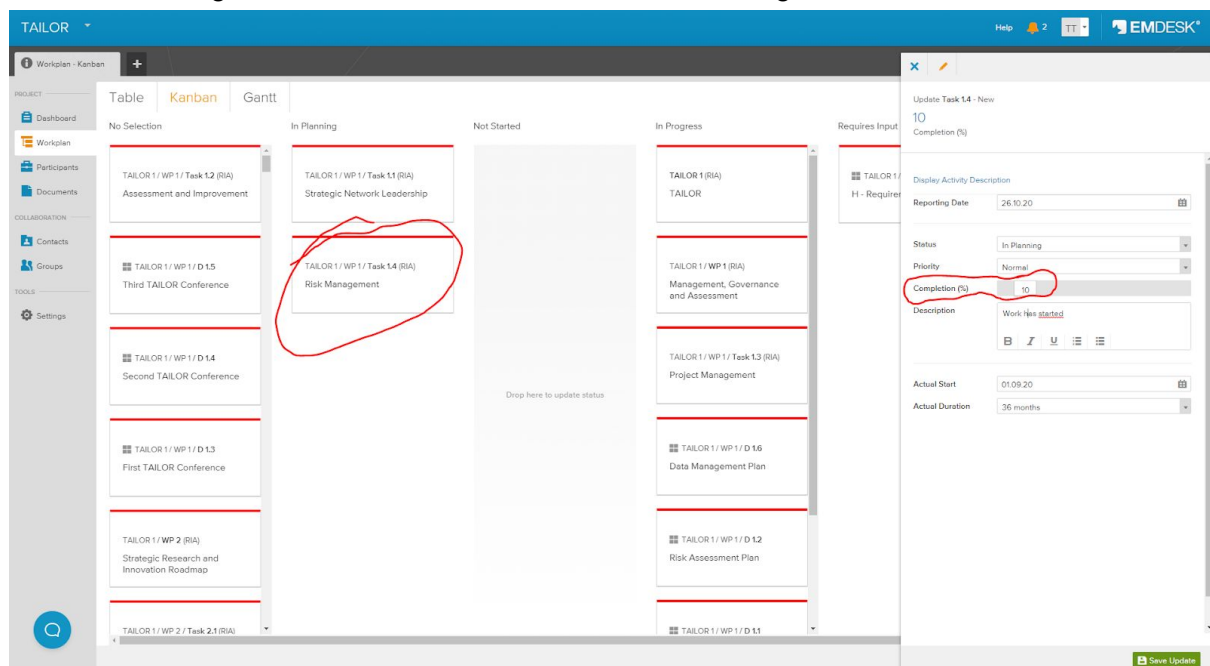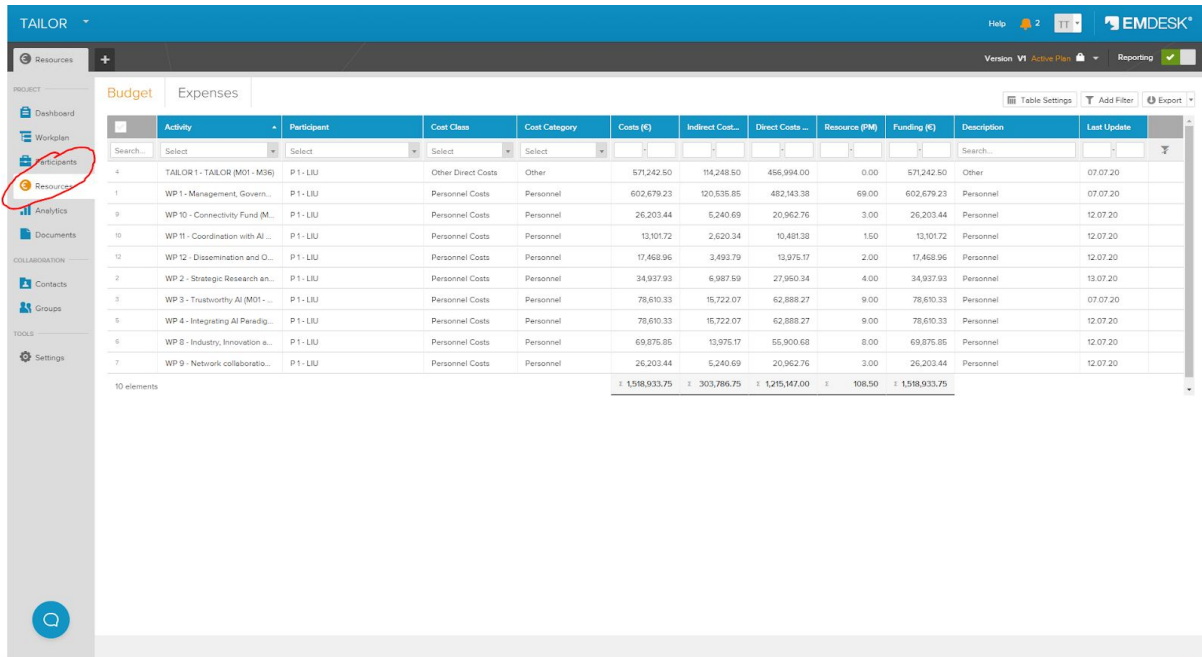
To download documents, go to the Documents section to the left, and follow the instructions.

Documents on EMDESK are version controlled and managed by the PM.
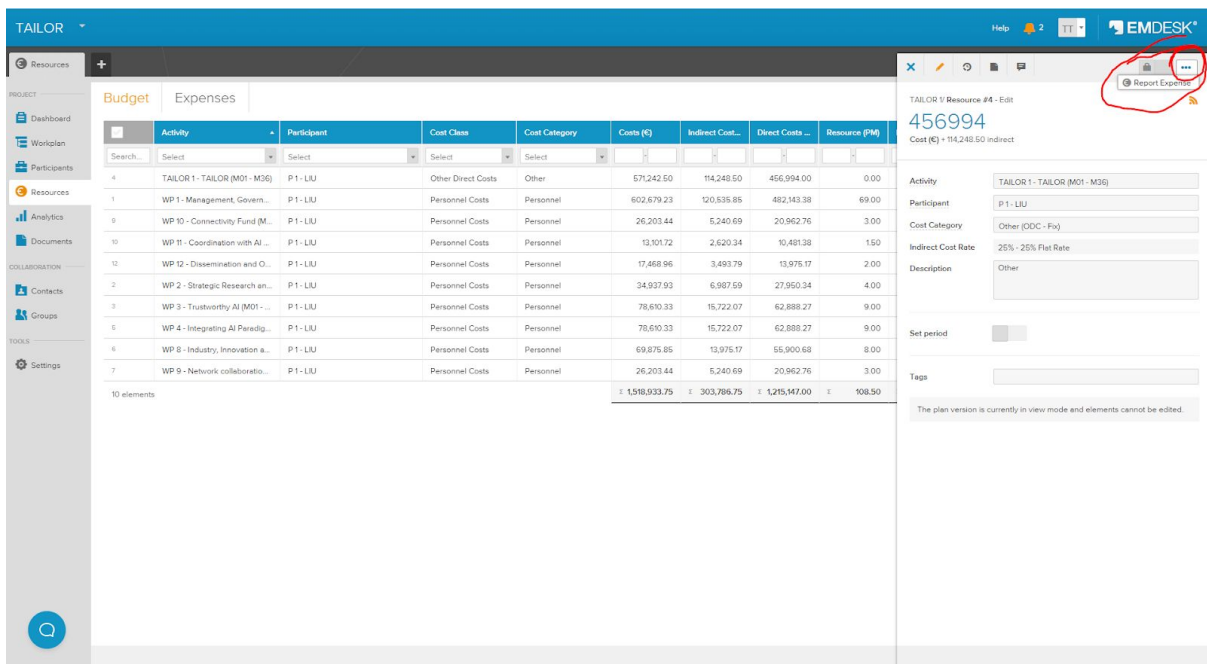
To report expenses

To report on your expenses, go to Resources in the left hand side menu. You will find all WPs where you have a budget.

Click on a post, and a menu will appear to the right. Click on the 3 dots in the upper right corner and the Report Expenses box will appear.

If you have trouble with EMDESK, use the chat function in the left lower corner of the screen. If the problem is in the wrong settings, contact the PM at trine.vikinge@liu.se.