

# D7.3 BrainTwin project online handbook

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	research centre by European twinning			
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D.XY	Deliverable (with respective deliverable number)
WP	Work Package
D.	Deliverable
ZSI	Centre for Social Innovation
TUIASI	Technical University lasi
USAL	University of Salamanca
Fraunhofer	Fraunhofer Institute for Manufacturing
	Engineering and Automation
EC	European Commission
H2020	Horizon 2020
SCOM	Steering Committee
SB	Supervisory Board
KPIs	Key Performance Indicators
IPR	Intellectual Property Rights

## List of abbreviations

#### **Executive summary**

The present deliverable constitutes the project handbook of the Horizon 2020 Twinning project "BrainTwin". The deliverable with the number D7.3 is part of WP7 on communication, dissemination and exploitation. The primary purpose of a project handbook is to cater to the needs of the project consortium for a successful project implementation. The handbook is a "one-stop document" that provides information about how this project is managed both in administrative and communication terms.

Its main target group is the project consortium itself. The consortium may consult this handbook at any time in order to look up important aspects that pertain to managing this project. It will become helpful in questions such as what are the project's objectives, what type of responsibilities exist, how is the internal knowledge management organised or how the communication workflow is implemented.

This handbook is structured in the following way: Chapter 1 outlines the project's objectives and the structure of the project. Chapter 2 looks at the level of project management, where topics such as knowledge and document management, decision-making in BrainTwin, quality assurance procedures and reporting will be discussed. Chapter 3 concerns documents and formats. Chapter 4 focusses on communication and discusses communication both from an internal (how is the communication workflow between project partners organised) and external point of view (what is the project's main communication objective towards the public). The first three chapters are written by the project coordinator TUAISI (authors are Nicolae Lucanu and Elena-Gabriela Iftode), whereas chapter 4 is written by the communication leader ZSI (the author is Philipp Brugner). Last, but not least the handbook makes some conclusions.

Through providing this overview on internal project management procedures, the handbook is a rich source of important information for any project partner that wants to familiarise (or re-familiarise at a later stage) with the project's administrative cornerstones.

As the deliverable's status is public, the document, once ready and submitted to the EC, will be shared on the BrainTwin deliverable repository<sup>1</sup> as well.

<sup>&</sup>lt;sup>1</sup> <u>https://www.braintwin.eu/public-deliverables/</u> (accessed 16.02.2021)

### **1** Project overview

#### **1.1 Project objectives and structure**

The main objective of BrainTwin is to address the preparatory tasks necessary to establish a new world-level centre for research and education in the field of Neuroengineering. It will focus on three main challenges in the patient medical care process:

- early detection of progressive neurodegenerative disorders,
- cooperative robotic diagnostic and therapeutic procedures like surgery
- e-instruments for life quality improvement of the patients.



Figure 1 BrainTwin multidisciplinary research and education in Neuroengineering

The centre will build on a strong partnership between internationally-leading partners at EU level from Germany, Spain and Austria, and the Technical University Gheorghe Asachi from Iasi (Romania).

BrainTwin will thus form the basis for a significant strengthening of Neuroengineering in the most important technical university of the North-East region of Romania (TUIASI) through an extensive exchange of knowledge and experience with world-renowned partners: Fraunhofer Institute for Manufacturing Engineering and Automation (Fraunhofer), University of Salamanca (USAL), Steinbeis 2i GmbH (S2i) and Centre for Social Innovation (ZSI). This twinning exercise will also widen scientific excellence and innovation capacity Figure 2 BrainTwin consortium on a map of all the Partners.



The specific objectives of BrainTwin include:

- Enhancing the scientific and technological capacity of TUIASI and twinning Partners in Neuroengineering;
- Strengthening the TUIASI research management and administration skills to compete successfully for internationally competitive research funding;
- Raising the scientific profile of Romanian early stage researchers in Neuroengineering;
- Boosting productive communication with the public and the policymakers in Romania, to ٠ advocate the importance of Neuroengineering research for public health and quality of life improvement.

To achieve these objectives, the Consortium Partners have defined a comprehensive set of measures and activities: knowledge exchange and mutually beneficial collaborative research; increasing visibility

of Romanian neuroengineering research results and of TUIASI excellence team on the EU map; improving TUIASI international projects participation, proposal preparation and project management/administration skills; improving TUIASI researchers' innovation capacity and technology transfer skills; implementing new communication approaches with stakeholders and policy makers in order to increase public and private funding. Accomplishment of these actions and measures will open new opportunities to the state-of-the-art research in neuroengineering at regional and national levels and will lead to creating conditions for establishing a world-level Centre of Excellence at TUIASI in this field. Besides, the twinning activities will strengthen the inter-academic relations between the partners, increase scientific quality of involved laboratories and help the leading institution to get involved in joint research projects. Dissemination and outreach activities will bring the networking ideas to a broad public, experts, the scientific community and industry stakeholder organisations, making society more aware of the importance of neuroengineering research and providing new incentives for science-industry collaborations in the sector.

The diagram linking the main objective of the project to the proposed activities and the related work packages is shown in the below figure:



Figure 3 Project Structure illustrated in a PERT chart

#### 1.2 Overall description of work packages and tasks

BrainTwin includes seven work packages, as follows:

**WP1** - **Ethical Requirements** addresses the technical and organisational measures that will be implemented to safeguard the rights and freedoms of the participants in the project activities, namely: workshops, summer camps, bar camps and webinars, short-term staff exchanges, expert twinning visits and conferences. The deliverable D1.1 POP-H-Requirement No 1 provides the general ethical guidelines that will be considered as well as the procedures for personal data collection and processing during the BrainTwin implementation.

**WP2 - Project Management** aims to efficient and appropriate coordination of the project by TUIASI as WP leader. The main objectives of this WP are to achieving optimum administration, organization and monitoring of the adequate functioning of technical, administrative and financial components of the project as well as to set up the communication structures for a coherent and efficient collaboration within the consortium. Project management involves accurate work to ensure a consistent and fluent internal communication and closely monitoring progress of the project activities, including the timely completion of tasks and results and the efficient use of resources. A dedicated "Stay on track" management tool (EMDESK) has been implemented (M3) in order to facilitate the better managing of all administrative and financial activities of the project as well as the preparation of periodic reports. The project management team will delegate the responsibility for the management of the twinning activities programme to young scientists in TUIASI (members of the Young Scientist Council) after their training.

**WP3** - Enhancing the scientific and technological capacity is intended to enhance the scientific and technological capacity of TUIASI in the field of neuro-imaging processing by using AI for early detection of, and discriminate between, various neuro-disorders: *Dementia, Parkinson, Alzheimer disease, mild cognitive impairment, etc.* There are envisaged three major objectives:

- to train researchers, especially early stage researchers from TUIASI, on scientific approaches including a wide range of multidisciplinary state-of-the-art methods in neuro-imaging
- to improve the staff skills in writing protocols to formalize methods and approaches, making good presentations and establishing successful scientific collaborations
- to train research staff members, through expert visits and attendance of scientific meetings, in specifying and focusing their scientific tasks, thereby improving S&T and innovation capacity of TUIASI and linked institutions.

The activities in WP3 encompass the organisation of three capacity building workshops (centered on capacity building and transfer of knowledge, methodology and current approaches as well as on - developing and documenting research protocols), 15 short-term staff exchanges (focused on exchanging the state-of-the-art methods and experimental approaches with emphasis on an increase in scientific excellence of TUIASI in medical engineering neuroscience), and 18 short-term expert visits and short-term on-site or virtual trainings. The twinning coordination board was established (M1) to monitor the transfer of knowledge, methodology and current approaches.

WP4 - Raising the research profile of early stage researchers in Romania (TUIASI) aims to improve scientific excellence of early stage researchers in Romania in the field of:

- Design of the acquisition/processing/storing pipeline for neuro-imagistic data
- Innovative technologies for quality enhancement of data provided by neuro-imaging equipment
- Using AI for early detection and discrimination between various neuro-disorders
- Hardware / software solutions for e-assisted quality of life improvement of patients.

The activities in this WP target the organisation of three "Neural Engineering and Neuroimaging" BarCamps, whose main goals are to promote different methods for medical engineering neuroscience research and to recruit future PhDs for the medical engineering neuroscience programs at TUIASI. Moreover, three international BrainTwin summer schools with a specific focus on neuroimaging using artificial intelligence in order to promote science among the youth are organised. The educational BrainTwin board was organised (M2) to plan and monitor educational process of BSc and MSc students in TUIASI.

WP5 - Improving the quality of Scientific Writing Research publication has the following main objectives:

- To improve the quality of scientific papers and presentations from TUIASI;
- To increase the number of papers published by TUIASI in high impact journals;
- To raise a total citation index of papers published by TUIASI researchers.

The tasks in this WP refer to: organising in-house workshops (one each year of the project) focused on writing research articles and scientific reports in which members of the Fraunhofer and USAL teams will share their skills to write research papers with TUIASI scientists; staging an annual national competition for the best publication in medical engineering neuroscience (M15, M30); reshaping the "Bulletin of the Polytechnic Institute of Iasi" to comply with modern publishing practice and, also, introducing in the continuous reporting tool on the European Commission's Funding & Tenders Portal the peer-reviewed publications of TUIASI from the three years preceding the start date of the project and updating the information on a monthly basis. The editorial group consisting of the best senior scientists from TUIASI and other consortium members was constituted (M2) to select the best manuscripts produced in the TUIASI for their improvement by top level international experts as well as to coordinate the further development of selected studies to bring them to the level necessary for publication in high rank peer-reviewed journals.

# WP6 - Strengthening the research management and administration skills to compete successfully for internationally competitive research funding aims to:

- promote the knowledge and experience of the TUIASI scientists in writing winning applications to maximise TUIASI's chance of grant success and increase competitiveness of the TUIASI researchers in public and private fundraising
- improve TUIASI innovation capacity through infrastructural and training measures in order to commercialise TUIASI products and approaches
- to enhance the networks and increase the potentials of TUIASI researchers to compete in European projects in order to facilitate their cooperation in Horizon 2020/Horizon EUROPE.

This will be done through **establishing the "TUIASI International Projects Support Centre"**, training and job-shadowing activities with skilled researchers and project and IPR experts, and through the organization of thematic workshops facilitating an exchange of good practices. Three in-house workshops centered on grant proposals writing in which members of consortium teams will share their skills in writing grant proposals with the TUIASI scientists, as well as three science-industry workshops involving major industrial stakeholders from medical engineering services and health care institutions in Romania to exchange knowledge, ideas, and methods, and to establish solid science-industry relationship will be organised over the full course of the project. Another important task of this WP is to set up at TUIASI a Danube Transfer Centre (DTC), in order to improve international networking by integrating a powerful transnational structure, dedicated to fostering innovation and knowledge transfer between academia and the economic environment in the Danube region. WP7 - Communication, dissemination and exploitation of knowledge and the project results is managing the project's public appearance and the dissemination of its results, including the sharing of scientific knowledge. This WP is characterised by several specific actions aimed at two primary objectives: firstly, to increase the visibility of the TUIASI both in Romania and across the EU (communication) and secondly to disseminate the outputs generated during the project and to facilitate their exploitation both within the TUIASI departments and by external stakeholders. The communication of the project with the general public will be managed by using the communication plan, while the dissemination and exploitation of the project outputs will be managed based on the dissemination and exploitation strategy, both which have been developed at the very beginning of the project (M2). Under this WP the BrainTwin corporate identity and project website were launched (M3) and concrete recommendations for the design of a new smart specialisation strategy for the northeastern region of Romania will be given (suggesting to put medical engineering neuroscience at the forefront of the future regional development). The IPR management concerning all research data generated by the project is under the responsibility of this WP too. This means to provide an open data management plan, aligned with RRI standards, that will give guidance on monitoring the implementation of the RRI guidelines (e.g. informed consent, etc.) at all phases of the project.

The figure below is a graphical presentation of the components of the Brain Twin project and their inter-relation.

Work Package 1 - Ethics requirements							
Management	Work Package 3 Enhancing the scientific and technological capacity	Work Package 4 Raising the research profile of early stage researchers in Romania	Work Package 5 Improve the Quality of Scientific Writing Research publication	Work Package 6 Strengthening the research management and administration skills to compete successfully for internationally competitive research funding	, dissemination and the project results		
Work Package 2 - M	<u>Task 3.1</u> Twinning Coordination Board <u>Task 3.2</u> Capacity building workshops <u>Task 3.3</u> Short term staff exchanges <u>Task 3.4</u> Short-term expert visits <u>Task 3.5</u> Transferring scientific excellence through attending targeted meetings and conference	Task 4.1 Building the Educational BrainTwin Board Task 4.2 Students BarCamp (summer school) on "Neural Engineering and Neuroimaging" Task 4.3 BrainTwin international Summer School	Task 5.1 Editorial Working Group and Scientific Writing Workshops Task 5.2 BrainTwin Paper Contest Task 5.3 Improvement of the "Bulletin of the Polytechnic Institute of Iasi" journal	Task 6.1 Organization of Proposal Writing Workshops Task 6.2 "Bridging the gap" between research and innovation Workshops Task 6.3 International Projects Support Centre Task 6.4 Establish the Danube Transfer Centre Entry Point Moldova	Work Package 7 - Communication, exploitation of knowledge and t		

Figure 4 Graphical presentation of the BrainTwin components showing how they inter-relate

#### 1.3 Project timeframe

BrainTwin started on 01.09.2020 and will run for a period of 36 months, until 31.08.2023. The duration of each WP is shown in the following table:

Work Package No.	Work Package Title	Start Month	End Month
WP1	Ethical Requirements	M1	M36
WP2	Project Management	M1	M36
WP3	Enhancing the scientific and technological capacity	M1	M36
WP4	Raising the research profile of early stage researchers in Romania (TUIASI)	M1	M36
WP5	Improving the quality of Scientific Writing Research publication	M1	M36
WP6	Strengthening the research management and administration skills to compete successfully for internationally competitive research funding	М3	M36
WP7	Communication, dissemination and exploitation of knowledge and the project results	M2	M36

Table 1 Duration of the BrainTwin work packages

The timing of the different work packages (Gantt chart) is shown in the Annex II.

#### 1.3 Measurable and verifiable outputs of the project

BrainTwin activities and measures can be understood as driving factors to significantly improve the TUIASI neuroengineering research intensity and reduce innovation performance gaps, setting up a research and innovation culture through sound values and attitudes. This applies for all partners, but especially for TUIASI, as these impacts are aligned for the remediation of weaknesses and strategic development of the institution from the research activities point of view. BrainTwin will play an important role in stopping the "brain drain" phenomenon, by creating a constant flow of employment opportunities for young researchers, first of all in the international project teams made available by the creation of the Danube transfer support centre. This will lead to a competitive environment of excellence in research, having the necessary stability ensured by the predictable flow of projects and existing research infrastructures. The Danube Transfer Centre network offers an internationalisation support package concerning innovation and technology transfer for both academia and SMEs. Considering regional, cultural and entrepreneurial disparities, supporting measures will be adapted to the North-East region of Romania, responding to this challenge as it is - by definition - locally embedded.

In order to plan and track the BrainTwin scientific improvement and impacts, a set of **key performance and output indicators are defined**, as presented in the next table:

No.	Key Performance and Output Indicators	BrainTwin
		Target
1	Researchers involved within BrainTwin per year	50
2	Participations at neuroengineering international conferences	20
3	Published neuroengineering Journal articles (with focus on the Q1 and Q2 ISI indexed journals)	20 (100% increase)
4	TUIASI neuroengineering global impact factor increase	50%

5	Organised neuroengineering scientific events (conferences, workshops,	15
-	summer schools, seminars, open days, trainings, industry meetings)	
6	Number of researchers, engineers, students receiving training	700
7	Number of scientific revues, technical reports, conference proceedings,	10
	books, edited	
8	International Project Support Centre	1
9	Number of neuroengineering international project proposals (with special	20
	focus on H2020 and Horizon Europe)	
10	Amount of international research funding attracted	2.000.000€
11	Establishment of Danube Transfer Centre	1
12	Industry collaboration initiatives aiming at new technology transfer	10
13	Neuroengineering related new patents	10
14	Number of speakers from policy and decision making factors at Centre's	15
- '	manifestations	

Table 2 Key performance and output indicators to measure BrainTwin scientific improvement and impacts

To reach these key performance indicators, a close collaboration between all project partners as well as a continuous monitoring of the progress of activities are essential.

#### 2 Overall project management

#### 2.1 Tasks and Responsibilities of the project partners

**TUIASI** is the project coordinator and leader of WP1 - Ethical Requirements and WP2 - Project Management, being in charge of all the subsequent tasks of this WP. TUIASI is also responsible for the following tasks: Task 3.3, Task 3.5, Task 5.3, Task 5.4, and deliverables: D1.1, D2.2, D2.5, D2.6, D2.7, D3.4, D3.7, D4.2, D5.4, D5.5, D7.8. TUIASI is the host organisation for the Neural Engineering and Neuroimaging BarCamps and the BrainTwin International Summer Schools.

**Fraunhofer** is the leader of WP3 - Enhancing the scientific and technological capacity and WP4 - Raising the research profile of early stage researchers in Romania (TUIASI). Fraunhofer is responsible for the following tasks: Task 3.1, Task 3.2, Task 4.2, Task 4.3, and deliverables: D2.4, D3.1, D3.2, D3.3, D3.6, D4.3. Fraunhofer will support the host organisation TUIASI to organise the Neural Engineering and Neuroimaging BarCamps and the BrainTwin International Summer Schools, and will host six short-term staff exchanges.

**USAL** is the leader of WP5 - Improving the quality of scientific writing research publication. USAL is responsible for the following tasks: Task 3.4, Task 4.1, Task 5.1, Task 5.2, and deliverables: D2.3, D3.5, D4.1, D5.1, D5.2, D5.3. USAL will host six short-term staff exchanges.

**S2i** is the leader of WP6 - Strengthening the research management and administration skills to compete successfully for internationally competitive research funding. S2i is responsible for the following tasks: Task 6.1, Task 6.2, Task 6.3, Task 6.4, and deliverables: D6.1, D6.2, D6.3, D6.4, D6.5. S2i will host three short-term staff exchanges.

**ZSI** is the leader of WP7 - Communication, dissemination and exploitation of knowledge and the project results. ZSI is responsible for the following tasks: Task 7.1, Task 7.2, Task 7.3, Task 7.4, and deliverables:

D7.1, D7.2, D7.3, D7.4, D7.5, D 7.6, D7.7. ZSI is principally managing all activities under this WP together with TUIASI and will be responsible for the set-up and maintenance of the project website (www.braintwin.eu) by using feedback given by the partners.

A detailed list of the work packages, the subsequent tasks and planned deliverables, including information on the responsible partner and deadline for submission, is provided in Annex III.

#### 2.2 Management entities and responsibilities

Two distinct levels of management were set up in order to ensure a management structure that provides complete transparency and effective control of the project in terms of time, resource and cost monitoring: coordination and operational management.

a) Coordination – Activities on this level will focus on optimal monitoring and overall management of the project, comprising three elements:

- The project coordinator (TUIASI) as intermediary and single interlocutor with the European Commission. The project coordinator is responsible for: coordinating and monitoring the progress of all developments within the BrainTwin project (according to the respective tasks, deliverables and milestones), directing all project activities and modifications, plans of use, dissemination and exploitation and caring about the day-to-day project management. Furthermore, the Project Coordinator is entirely liable for the administrative and financial management of the project.
- The Steering Committee (SCOM) as ultimate decision-making body of the Consortium. The SCOM, composed of one senior management official per partner organisation, decides about high-level management issues. It plays a key role in the management structure because every decision concerning acceptance of the developed results and milestones is made here. The SCOM members were entitled in the project kick-off meeting (M1).
- The Supervisory Board (SB) of the project comprises all team leaders and is chaired by the project coordinator. The SB makes decisions on all aspects of the project, both strategic and tactical, coordinate educational activities, knowledge transfer, management, communication and dissemination activities, as well as monitor and control the project progress and quality, assess risks, legal, ethical, financial and administrative activities related to the project execution.

b) Operational level - Central objective on this level is to provide an effective and successful operational workflow:

- The work package leaders ensure an effective and successful operational workflow on WP level. They are in charge of the detailed coordination, planning, monitoring and reporting of the respective WP, and for the detailed coordination of the tasks with other WPs. This also includes the responsibility of the timely achievements of each WP.
- The task leaders ensure a successful implementation of the individual tasks within the WPs. They support the WP leader with the operational management at the task level, being responsible of the timely achievements of their task.

To support the internal knowledge management, the following structures have been organised at the very beginning of the project (M2):

- The Twinning Coordination Board monitors transfer of knowledge, methodology and current approaches. In particular, the Twinning Coordination Board is responsible to define the programs and select lecturers and experts for the Capacity building workshops, to choose personnel involved in staff exchange visits and recommend TUIASI researchers for attending the meetings and conferences based on success of their research. The board works in close collaboration with the Young Scientist Council and Project Management Team.
- The Educational BrainTwin Board plans and monitors educational process of BSc and MSc students in TUIASI. This board closely collaborates with the Twinning Coordination Board to select lecturers/experts and attract the most suitable Participants in the project BarCamps and Summer Schools as well as to moderate the Schools' and Workshops' programs and monitor their results.
- The Editorial Working Group Board coordinates the selection of the best manuscripts produced in TUIASI and their development to bring them to the level required for publication in high-rank peer-reviewed journals. This group is also responsible for ensuring the creation of an international dissemination platform for the "Bulletin of the Polytechnic Institute of Iasi" to increase the impact factor of this journal.

#### 2.3 The decision-making process

The Steering Committee is the decision-making body for important issues related to budgetary changes, changes in the composition of the consortium partners, major changes in the work plan and also issues related to the results of the activities carried out. The tasks and responsibilities of SCOM and the rules of the decision-making process are set out in the BrainTwin consortium agreement. The consortium agreement describes the specific obligations of the contractual obligations set out in the consortium agreement. The SCOM decides by a two-thirds majority of the votes on the issues mentioned above - with one vote for each partner present - although a unanimous decision will be sought. All other issues will be decided jointly by the project partners.

#### 2.4 Progress reports – objectives and responsibilities

Reporting is used in BrainTwin to regularly monitor the progress of the project implementation both from financially (use of budgetary resources and, if necessary, their reallocation) and of all developments within the project (progress of activities according to the respective tasks, milestones and deliverables, actual performance against the project's objectives and KPIs). Two internal progress reports will be done in month 9 and month 27. The official periodic reporting (both technical and financial) will take place in month 18 and month 36, through the EC Funding & Tenders Portal. Relevant guidelines will be provided to partners by the coordinator. TUIASI will coordinate the preparation of the project progress reports and organise their distribution (especially the interim progress report and all parts of the final report).

To enable an easier and more efficient monitoring of all BrainTwin project activities, a flexible and highly secure all-in-one project management tool the EMDESK Tool (braintwin.emdesk.com) is used to keep the track of the project activities, timeline, milestones and deadlines and prevent any unwanted deviation from the initial plan. The management tool allows the visualisation of performances and expenses during the reporting periods and monitoring the progress of activities and resources in

relation to the project timelines and budget forecasts, thus ensuring an increased control over the reporting process. All project partners have the obligation to use the management tool to report and manage their project tasks. TUIASI, as project coordinator, is responsible for monitoring the reporting process and correct administration of the management tool.

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T Workplan	+	X						V	ersion V1 Active Plan 🖌 🕚	👻 Reporting 🛃	
PROJECT	Table	Kanban G	Gantt						Table Settings	Add Filter	t v
Dashboard		ID 🔹	Name	Participant	Start (	End (	Actual Start	Actual End	Status	Completion	
- Workplan	Search	wp ×	Search	Select 💌	-				Select 💌	Select 🔹 🏅	
Participants Sesources	10	WP 1	Ethics requirements	0 TUIASI	M01	M36	01.09.20 (M01)	31.08.23 (M36)	In Progress	13%	
Analytics	12	WP 2	Project management	0 TUIASI	M01	M36	01.09.20 (M01)	31.08.23 (M36)	In Progress	13%	
Documents	26	WP 3	Enhancing the scientific and technologica	Fraunhofer	M01	M36	01.09.20 (M01)	31.08.23 (M36)	In Progress (2/5)	8%	
	40	WP 4	Raising the research profile of early stage	Fraunhofer	M01	M36	01.09.20 (M01)	31.08.23 (M36)	Not Started (2/3)	33%	
Contacts	48	WP 5	Improving the quality of Scientific Writing	USAL	M01	M36	01.09.20 (M01)	31.08.23 (M36)	In Progress (2/4)	4%	
Lusers	59	WP 6	Strengthening the research management	52i	M03	M36	01.11.20 (M03)	31.08.23 (M36)	In Progress	0%	
TOOLS	70	WP 7	Communication, dissemination and exploi	ZSI ZSI	M02	M36	01.10.20 (M02)	31.10.23 (M38)	In Progress (2/4)	2%	
Settings	7 of 74 ele	ments	•		M01	M36	01.09.20 (M01)	31.10.23 (M38)		13%	

Figure 5 The BrainTwin EMDESK Management Tool

#### 2.5 Financial controlling and payments

This activity includes contractual and financial management of the project, including monitoring of the implementation and controlling of the budget planned and its modifications. Based on detailed budget planning any modifications will be duly recorded and adapted as needed. The financial manager of the project will also monitor the project's cash-flow, based on regular reports by the partners. The coordinator will scrutinise the financial statements on a monthly basis. At the end of the first year, the project coordinator will prepare a consolidated overview of the budgetary situation of the project, based on the cost statements of the partners for submission to the European Commission and of the payments that have been made. The financial contribution of the funding authority to the project partners shall be distributed by the coordinator according to the provisions in the BrainTwin consortium agreement.

#### 2.6 Planning and controlling of work packages and tasks

The WP leaders are in charge of the detailed coordination, planning, monitoring and reporting of the respective WP and for the detailed coordination of the tasks with other WPs. This also includes the responsibility of the timely achievements of each WP. The project coordinator will monitor the overall project status and planning. Each WP leader will shortly report every month to the project coordinator about the progress of work (results obtained, activities conducted). The progress status of the tasks will also be reported in terms of percentage of completion, estimated time for completion, actual person-months spent and person-months needed to complete each task. Based on the defined performance indicators (deliverables and milestones reviews), the progress of the project can be critically reviewed and compared to the planning. Depending on the progress review meeting will be organised in consultation with the project officer.

#### 2.7 Risk management and quality assurance

The BrainTwin consortium is well aware of the fact that the project could face difficulties hindering the adequate implementation of all foreseen activities. Therefore, a risk assessment analysis and contingency plan to act accordingly was elaborated. During the preparatory phase the well-established Zurich Risk Management methodology was used to identify and alleviate risks within the consortium. The Failure Mode and Effects Analysis (FMEA) is the methodology for risk analysis, and this is performed by each of the partners described in the BrainTwin coordination and operational level to estimate the severity, probability and detectability of possible failure modes.

The Twinning coordination board and the educational BrainTwin board will monitor the quality of twinning activities and join periodically in virtual meetings to assess the results of the activities carried out and to plan their following development. The project coordinator will designate individuals from the project team for reviewing project deliverables, when necessary, from the qualitative point of view.

The Supervisory Board of the project will monitor and control the project progress and quality, assess risks, legal, ethical, financial and administrative activities related to the project execution. The progress of the project will be discussed in detail in the annual BrainTwin consortium meetings.

#### **3 Documents and formats**

As described in D7.1 Communication Plan, the project will make use of a set of standard templates that visually unify all outputs released by the project. The templates have been developed by ZSI, the leader of WP7, and made available to all partners on the project's Google Drive and on BrainTwin Management Tool (<u>https://braintwin.emdesk.com/#!/documents/all/Templates</u>). The following templates are used in the project:

- 1. BrainTwin deliverable template
- 2. BrainTwin concept note for events template
- 3. BrainTwin event agenda template
- 4. BrainTwin PowerPoint presentation template
- 5. BrainTwin publication cover template.

When producing a specific output on behalf of the project, it is mandatory to each project partner to make use of these templates. In the following cases the adequate template must be used:

- When writing a BrainTwin deliverable
- When organising a BrainTwin event with a public event agenda
- When publicly presenting about the BrainTwin project using PowerPoint
- When publishing any other document on behalf of the project for public access
- For the collection of communication activities in the BrainTwin project.

### **4** Communication

#### **4.1 Internal communication**

As already described in more detail in D7.1 (Communication Plan), an efficient and frictionless internal communication workflow is essential for the project's success. Internal communication describes the

communication activities between consortium partners, whereas external communication is the communication between the consortium partners (on behalf of the project) and any audience that is external to the project. The leader of WP7 and the coordinator are responsible to ensure that all necessary communication instruments are put into place that allow to meet the tasks that come along with internal communication. These tasks have been discussed in D7.1 and relate to the role of the WP7 leader and the coordinator:

- Supervision and management of the internal communication activities
- Provision of guidance and/or support in case of any communication queries from partners
- Establishment of a mutually beneficial communication flow with all partners in the consortium in order to leave no one behind (inclusivity approach)

Apart from these instruments, that are technical of nature and that will be presented briefly hereafter, the WP7 leader and the coordinator must approach internal communication as a task also from a social (personal) level. It would be useless to deploy communication instruments if the human interaction is missing. Therefore, this chapter on internal communication is concluded with a short paragraph on the inclusivity approach in our internal communication management.

#### 4.1.1 Consortium Meetings

Consortium meetings are internal project meetings and characterised by the participation of at least one representative per project member. Granted that each project member is represented by at least one person, consortium meetings attain the status of the highest decision-making level within the project.

Consortium meetings are annual meetings. In fact, the kick-off meeting on September 24, 2020, was the first consortium meeting, followed by an interim (M12) and final consortium meeting (M27). According to the grant agreement, these consortium meetings are supposed to provide room for separate regular task related meetings at the same time. The following project boards which have been established after the kick-off meeting are convening at the margins of consortium meetings:

- Twinning Coordination Board (see D3.1 for more details)
- Educational BrainTwin Board (see D4.1 for more details)
- Editorial Working Group Board (see D5.1 for more details)

Due to the protracted and challenging situation caused by the current Covid-19 pandemic, the kick-off meeting couldn't take place in lasi, Romania, as planned. Instead, the meeting had to be moved online<sup>2</sup>. What regards the future meetings from a today's point of view, it Is very likely that these need to be organised online instead of on-site as well.

The primary purpose of consortium meetings is to discuss the project's status of implementation, to review past and to plan future activities. As mentioned, during consortium meetings important decisions that require the consent of all project partners are taken as well.

In addition to this as the primary function, the meetings are perfect opportunities to foster the team spirit between project partners and to engage in person-to-person or group discussions. Against the

<sup>&</sup>lt;sup>2</sup> A review about the kick-off meeting can be found here: <u>https://www.zsi.at/de/object/news/5665</u>

backdrop of a functioning internal communication workflow, this adds even more importance to consortium meetings.



Figure 6 Screenshot from the kick-off meeting on September 24, 2020

#### 4.1.2 Virtual Meetings and online tools

The current Covid-19 pandemic largely impacts on the project's internal management procedures. As already mentioned, the kick-off meeting had to be moved online. As a more recent example, also the first capacity building workshop under WP3 had to be re-arranged into an online format which took place from January 26-28.

This also affects the project's internal meetings. In order to ensure for an efficient communication workflow between the consortium partners without being able to meet in flesh now and in the foreseeable future, the following communication tools are frequently used to stay in touch:

- Direct emails
- Direct Phone Calls
- Zoom video calls
- GoToMeeting video calls<sup>3</sup>

The kick-off meeting and the first capacity building workshop were organised as Zoom video calls for instance. For the next months to come, there is a high likelihood that all scheduled meetings continue to take place online. Both for internal (consortium meetings, any of the board meetings) and external meetings (involving non-project audience) Zoom will be used as the project's standard meeting platform.

<sup>&</sup>lt;sup>3</sup> This video meeting tool is hosted by ZSI and can be used for bilateral calls, but also for online meetings involving the whole consortium on demand

#### 4.1.3 Inclusive internal communication

Inclusivity in terms of internal project communication means to empower every consortium member to take part in the project's internal communication, discussions and decision-making processes as actively as possible. The responsibility to raise awareness about this issue and to exemplify this approach through the own behaviour is with the project coordinator in its role as the project's primary management institution and with the communications leader as the project's main executor for communication processes and activities.

The communications leader ZSI has already discussed the inclusivity approach as BrainTwin's communication principle with TUIASI as the project coordinator. Both institutions agree on this approach as being suitable for the project.

In terms of communication roles, this approach is also characterised by a de-centralisation principle. What does this entail? The communications generally offers every project partner to independently implement communication activities on behalf of the project, if wished so. In order to facilitate this expansion of communication management roles to more than one partner (typically the communications leader), the following steps are suggested:

- 1. Pro-active and reiterated communication from the communications leader to the other project partners about the potential for/of de-centralised project communication
- 2. Pro-active support of the communications leader for partners if help is needed with project communication
- From-time-to-time reminders from the communications leaders to the partners to raise awareness about the files prepared to unify the project's public appearance and to support project communication<sup>4</sup>
- 4. If wished by a partner, creation of an user account for the BrainTwin website that allows to edit and publish project related news independently

# 4.2 The BrainTwin website as the main external communication instrument: three features

The launch of the BrainTwin website constitutes an important milestone for the project. According to the DoA, the launch is planned for M3 of the project (end of November 2020). It will feature different sections to browse through, such as news, project information, results, contacts etc. Among all other communication instruments, the website is most exposed to the public. Usually first encounters with H2020 projects happen through their websites – this will not be different for BrainTwin.

#### 4.2.1 First feature: Small info platform on neuroengineering

The BrainTwin project web platform at <u>www.braintwin.eu</u> presents latest news stemming from project activities, the project team, the project's general and specific objectives, its work packages and its resources, that are split into science related material and project deliverables.

<sup>&</sup>lt;sup>4</sup> Templates: Concept Note for events, Deliverable, Event Agenda, PPT presentation, Publications – all available on Google Drive: <u>https://drive.google.com/drive/folders/1WRMxrwfFRSRre6IPxQ4OpReYg57RjnxT</u> (accessed 15.02.2021)

At first, the web platform aims to turn into an informative portal regarding neuroengineering research and activities with a geographical focus on Romania, Germany and Spain. The project's scientific partners Technical University Gheorghe Asachi (TUIASI) from Romania, Fraunhofer Institute for Manufacturing Engineering and Automation (Fraunhofer) from Germany and University of Salamanca (USAL) from Spain will play an important role in this regard. We intend to utilise the excellent reputation and positioning of TUIASI, Fraunhofer and USAL in their home countries to connect with the national neuroengineering research and innovation communities. The project partners themselves will play an intermediary role between the project and their national and European (if possible) networks. More specifically, and in view of the proposed characteristics of the BrainTwin website, they should actively tap into their own networks for the following purposes:

- To raise awareness about BrainTwin and the specific individual role the partner carries in the project
- To actively engage in a dialogue in order to expand collaboration opportunities
- To actively request news and updates from the world of neuroengineering (that includes any type of news from research funding over global developments to specific event announcements, call for papers etc.) that can be shared publicly on the BrainTwin website



Figure 7 Screenshot: Landing page of the project website with open menu bar on the right (accessed on February 10, 2021)

Given that such a workflow between TUIASI, Fraunhofer and USAL and their national as well as European counterparts can be somehow "institutionalised" (that means that the level of exchange is frequent and useful) over the course of the project's duration, this would well speak to desired characteristic of the website as a small information portal for neuronegineering practitioners.

What concerns the proposed workflow, the work package leader for communication, dissemination and exploitation engages in a pro-active exchange with the three partners in parallel. At the very beginning of the project, all partners have been sensitised by the communication leader about the paramount importance of the project website for building an audience around the project. Partners are reminded about this frequently too. The workflow between the communication leader and the three scientific partners is equally important to the one between scientific partners and their networks. Whenever a partner receives a relevant news item, it is asked to check for usefulness and, if ok, to forward it to the communication leader supported with some contextual information. The communication leader is responsible to publish it on the website and to share it further on BrainTwin's social media accounts as a last step<sup>5</sup>.



Figure 8 Schematic visualisation of the communication workflow between BrainTwin scientifiic partners, their national and European networks and the project's communication leader

As also outlined in the communication plan (D7.1) deliverable, the project differentiates between three target groups for communication. These are the policy-making level, the bioengineering community in research and innovation and the general wider public. In general, we speak about the same target groups for the proposed status of BrainTwin's web platform as a small information portal in the field of neuroengineering. In reality though, we expect that the second target group will be most interested in the activities on the web platform. This is clearly linked with the described communication workflow. The better and more often the scientific partners reach out to their networks in sight of feeding neuroengineering related news back to the project, the greater will be the awareness a the web platform.

The following names of institutions or networks have been provided by TUIASI, Fraunhofer and USAL. They were asked by the communication leader to take stock of their existing networks in neurosciences, both on the national and European level. Moreover, partners were requested to classify the identified institutions/networks according to their type and/or sector.

This is the overview gained after the stocktaking exercise in February 2021:

<sup>&</sup>lt;sup>5</sup> It should be noted that all BrainTwin partners have been invited to open an account on the project website as well. This would allow them to publish news items independently, whereas support and quality assurance by the communication leader is always provided. Against the idea of establishing a project-internal communication management "as inclusive as possible", the communication leader is offering this possibility to the all consortium partners.

#### TUIASI

Name of institution/networ k	Type of institution/net work	Sector	Level: regional, national or European	Name(s) of contacts
"Grigore T. Popa"	Higher	Neurosciences	Regional	Prof. Danisia HABA
University of	Education			
Medicine and	Institute			dhaba@radodo.umfiasi.ro
Pharmacy lasi				
North-East	Policy actor	Policy maker	Regional	Ioana HANGAN STAN
Regional				
Development				ioana.hangan@adrnordest.r
Agency				<u>o</u>
InterElectro Iasi	SME	Sensor	Local	Alexandru TRANDABAT
SRL		manufacturing		
				ftranda@yahoo.com

Table 3 List of neurosciences stakeholders identified by TUIASI

#### Fraunhofer

Name of institution/netwo rk	Type of institution/ network	Sector	Level: regional, national or European	Type of contact
Central Institute of Mental Health (CIMH)	Research institute	Neurosciences	national	Dr. Emanuel Schwarz emanuel.schwarz@zi- mannheim.de
Fraunhofer SCAI	Research institute	Neurosciences	national	Prof. Holger Fröhlich holger.froehlich@scai.fraunhofe. de
Fraunhofer IGD	Research institute	Neuroimaging Data Analysis	national	Dr. Stefan Wesarg stefan.wesarg@igd.fraunhofer.de

Table 4 List of neuroscience stakeholders identified by Fraunhofer

USAL

Name of	Type of	Sector	Level:	Type of contact
institution/network	institution/network		regional,	
			national	

			or	
			European	
University Clinic	Clinical practice	Healthcare	Regional	Dr. Agustín Díaz Álvarez
Hospital of				
Salamanca				agustin.diaz@usal.es
National Hospital	Clinical practice /	Neurosciences	National	Dr. Ángel Gil Agudo
for Paraplegics	Research institute			
				amgila@sescam.jccm.es
Center for Applied	Research institute	Neurosciences	National	Prof. José Luis Lanciego
Medical Research,				
University of				jlanciego@unav.es
Navarra				
Miguel Hernández	Higher Education /	Neuroscience	National	Prof. José María Azorín
University	Research institute			Poveda
				jm.azorin@umh.es

Table 5 List of neuroscience stakeholders identified by USAL

#### 4.2.2 Second feature: The pool of science related materials

After the ambition to turn into a small, but informative portal on neuroengineering activities targeting the research and funding community alike, the second main feature of the BrainTwin website will be in its freely accessible pool of science related material that originates from the project's activities. This pool of material together with the public deliverables of the project is summarised under "Resources" on the project website. "Resources" is a menu tab as part of the website's general navigation menu.

147EX	WUIN PACKAYES	•
BRAIN TWIN	Team	~
Horizon 2020 funded Twinning action (09/2020 - 08/2023)	Resources	^
	Public deliverables	
Docouro	Scientific writing workshops	
RESUUIC	Proposal writing workshops	
	Recordings of webinars	
	Videobook of transferable trainings	
In BrainTwin, we aim at advancing our and your	Contact	

Figure 9 Screenshot of the position of "resources" in the full navigation menu

As visible from the screenshot above, the science related material further divides into five types (public deliverables excluded):

- ⇒ Material from the scientific writing workshops organised by BrainTwin
- ⇒ Material from the proposal writing workshops organised by BrainTwin

- ⇒ Video files from webinars organised by BrainTwin (= recordings of webinars)
- An edited videobook including lectures and presentations from the project workshops on "scientific and technological capacity building" (= videobook of transferable trainings)

Whereas this material definitely targets scientists and researchers first of all, we consider its content worthwhile for a general audience as well. Neuroengineering as a research topic closely relates to health and in particular mental health as two areas of public interest. Thus, we invite anyone interested to access and get familiar with the material the project will upload to its website over the course of the next months.

The scientific writing workshops are organised under WP5 (Improving the quality of scientific writing and research publications) and are supervised by USAL. One out of a series of three workshops took place in M3 of the project already. Due to the current restrictions for physical meetings, the workshop's format was moved to online. The next two workshops will be organised in M16 and M35. The audience for these workshops is recruited from TUIASI's research staff, facilitated by TUIASI as the project coordinator. Trainers are selected both from the consortium partners and from external institutions to which the consortium has strong connections. The principle goal of the workshop series is to train the selected TUIASI researchers in better preparing their own scientific outputs (articles, papers etc.) against the highly competitive selection criteria of high ranking journals, so to increase the share of publications of TUIASI researchers in these journals.

**The proposal writing workshops are organised under WP6** (Strengthening the research management and administration skills to better compete for international funding)

The webinars stem from task 3.4, the short term expert visits. The presentations given by experts during these short term visits (which have to be moved to an online format as well as long as there is no improvement in the Covid-19 related situation) will be recorded and made available not only to consortium partners, but also to anyone interested on the website.

**In total, three videobooks will be produced under WP3** (Enhancing the scientific and technological capacity). They include lectures, methods and scientific approaches from the capacity building workshops organised in the same WP.

#### 4.2.3 Third feature: The repository of all public deliverables

The third and last step towards transforming the BrainTwin website into a service portal for the neuroscience community of practitioners is to open a repository for all public deliverables of the project. The purpose of this repository is twofold: One the one hand, it allows all project partners to easily access the project's public deliverables in just one stop. And on the other, it stands for BrainTwin's ambition to disseminate the project outputs as easy and as wide as possible.

The deliverables are uploaded as a pdf file and with the full titles according to the work plan of the project. Until now (11.02.2021), six public deliverables were developed, approved in quality and submitted to the EC's funding and tenders portal (many more were submitted, but those are confidential and not for public use). These six deliverables have been made available on the website as well and can be found through this link: <u>https://www.braintwin.eu/public-deliverables/</u>



# **Public deliverables**



Figure 10 Screenshot of the public deliverables repository on the website (accessed on 11.02.2021)

In order to draw on this existing set of deliverables and the results contained therein, the communication leader (with support of all consortium partners) will be responsible to promote this repository to the target groups for communication and dissemination. The idea is to draft specific announcements around each of the deliverables and to share it on the project's social media accounts. A standard accompanying text for this activity could be:

"We are happy to share another BrainTwin output with you! Find our newest deliverable (insert name) in the deliverable repository on our website. The pdf is free to use – for any questions or feedback, just get in touch with our communications leader through <u>brugner@zsi.at</u> "

Moreover, the deliverables will be shared with key target groups through individual emails. Similar to the communication workflow as described under objective 1, the scientific partners should support this task by sending these emails on behalf of the project to the main contacts within their networks. These emails should have an unmistakable indication to the project in order to avoid confusion about their background at the side of recipients. A short summary about the content of the deliverable, to which the recipient should be directed through providing the link to the repository, would be ideally suited to make up the main body of these emails.

#### **5** Conclusions

In a total of four chapters, this project handbook covers all important aspects that relate to the management and implementation of the BrainTwin project. As such, this handbook will play an important role over the full duration of the project. Its content is of relevance at any stage of the project's implementation. We recommend each project partner to save this deliverable on the

Menu •••

favourite personal local device in order to have it available quickly and without any detour when needed. The main authors of this deliverable, Mr. Philipp Brugner from ZSI, Ms. Elena-Gabriela Iftode and Mr. Nicolae Lucanu from TUIASI remain available at any time for questions or remarks that concern this deliverable. Being the main authors, they will also supervise colleagues from Fraunhofer, USAL and S2i in any of their obligations that come along with this handbook.

In view of the European Commission, this handbook allows to gain an in-depth analysis of the full scope of BrainTwin's activities and to become familiar with the project's administrative structures that have been put in place to safeguard the project's efficient and objective-oriented execution. In view of the general public, the handbook provides an overview about how a Horizon 2020 Twinning action is orchestrated, presenting details that range from the thematic orientation, over the administrative backbones to the generation and sharing of results in the frame of an EU-funded project. By that we hope that the public's interest in BrainTwin's activities can be spurred.

## 6 Annexes

Annex I –	BrainTwin	contact list
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#	Partner Name	Contact Person	Email
1	TUIASI	Nicolae LUCANU	nlucanu@etti.tuiasi.ro
2	FRAUNHOFER	Mircea TRIC	mircea.tric@ipa.fraunhofer.de
3	USAL	David PÉREZ GONZÁLEZ	davidpg@usal.es
4	S2I	Iuliana NICHERSU	iuliana.nichersu@steinbeis-europa.de
5	ZSI	Philipp BRUGNER	brugner@zsi.at

#### Annex II - Gantt Chart of the BrainTwin Project

	Agen	da: W	P Dura	ation				Task	a Durat	ion			Milestone ★							New 2																
BRAINTWIN WPs -Time Frame		2	3	4	5	Ye	ear 1	8	0	10	11	12	Year 2							24	25	26	27	28	20	30	ear 3	32	33	34	35	36				
	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	2 11/22	12/22
WP1 - Ethics requirements (TUIASI)																																				
WP2 - Project management (TUIASI)																																				
Task 2.1 Administrative management of the project																																				
Task 2.2 Financial management and Project Reporting																																				
Task 2.3 "Stay on Track" project management tool																		×																		
Task 2.4 "Young Scientist"																																				
WP3 - Enhancing the scientific and technological capacity (Fraunhofer)																																				
Task 3.1 Twinning Coordination Board									*																											
Task 3.2 Capacity building workshops																																				
Task 3.3 Short term staff exchanges																		*																		
Task 3.4 Short-term expert visits										×																										
Task 3.5 Transferring scientific excellence through attending targeted meetings and conference																																				
WP4 - Raising the research profile of early stage researchers in Romania (TUIASI)																																				
Task 4.1 Building the Educational BrainTwin Board																																				
Task 4.2 Students BarCamp (summer school) on "Neural Engineering and Neuroimaging"										*																										
Task 4.3 BrainTwin international Summer School																																				
WP5 - Improve the Quality of Scientific Writing Research publication (USAL)																																				
Task 5.1 Editorial Working Group and Scientific Writing Workshops																																				
Task 5.2 Braintwin Paper Contest												$\star$																								
Task 5.3 Improvement of the "Bulletin of the Polytechnic Institute of Iasi" journal																																				
WP6. Strengthening the research management and administration skills to compete successfully for internationally competitive research funding (Stenbeis 2i)																																				
Task 6.1. Organization of Proposal Writing Workshops																				×																
Task 6.2. "Bridging the gap" between research and innovation Workshops																																				
Task 6.3. International Projects Support Centre																																				
Task 6.4. Establish the Danube Transfer Centre Entry Point Moldova																																				
WP7 -Communication, dissemination and exploitation of knowledge and the project results (ZSI)																																				
Task 7.1 Internal and external Communication (including the development of KPI's and a monitoring tool)						*																														
Task 7.2 Dissemination and exploitation																																				
Task 7.3 Developing recommendations for a regional Smart Specialisation Strategy Task 7.4 IPR Management	-																																	_	—	
Consortium Meetings	1																										•								1	· ·
Prerewiew meeting	1	-				+	1											•		1	-														+	
- Final rewiew meeting	1						1	l												İ															1	•

Annex III – BrainTwin list (	of work packages,	tasks and deliverables
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BrainTwin WPs-Tasks-Deliverables
WP1. Ethics requirements (TUIASI) (M1-36)
D1.1 POPD - H - Requirement No. 1 (TUIASI) (M3)
WP2. Project management (TUIASI) (M01-36)
Task 2.1 Administrative management of the project (TUIASI)
D2.1 Minutes of 1st SC meeting and kick-off meeting (TUIASI) (M2)
D2.3 Minutes of 2nd SC meeting (USAL) (M12)
D2.4 Minutes of 3rd SC meeting (Fraunhofer) (M26)
D2.5 Minutes of the final SC Meeting (TUIASI) (M36)
Task 2.2 Financial management and Project Reporting (TUIASI)
Task 2.3 "Stay on Track" project management tool (TUIASI)
D2.2 Stay on track project management tool implementation (TUIASI)(M3)
Task 2.4 "Young Scientist" (TUIASI)
D2.6 Organisation of the project Supervisory Board, Project Management Team and Young Scientist
Council (TUIASI)(M2)
D2.7 Report on Young Scientist Activists (TUIASI)(M36)
WP3. Enhancing the scientific and technological capacity (Fraunhofer) (M1-M36)
Task 3.1 Twinning Coordination Board (Fraunhofer)
D3.1 Cooperation Board protocol with a clear strategy cooperation (Fraunhofer) (M2)
D3.6 Scientific cooperation strategy paper (Fraunhofer) (M36)
Task 3.2 Capacity building workshops (Fraunhofer)
D3.2 Report on 3 capacity building workshops (Fraunhofer) (M36)
D3.3 VideoBooks-of-Transferable-Training (Fraunhofer) (M36)
Task 3.3 Short term staff exchanges (TUIASI)
D3.4 Transfer of knowledge report (TUIASI) (M35)
Task 3.4 Short-term expert visits (USAL)
D3.5 Short term on-site and virtual training report (USAL) (M36)
Task 3.5 Transferring scientific excellence through attending targeted meetings and conference (TUIASI)
D3.7 Report on «lessons learned » through participation targeted meetings and conference (TUIASI)
(M36)
WP4. Raising the research profile of early stage researchers in Romania (TUIASI) (M1-M36)
Task 4.1 Building the Educational <b>BrainTwin</b> Board (USAL)
D4.1 Organisation of the Educational BrainTwin Board (USAL) (M2)
Task 4.2 Students BarCamp (summer school) on "Neural Engineering and Neuroimaging" (Fraunhofer)
D4.2 Report on Students BarCamp on "Neural Engineering and Neuroimaging" (TUIASI) (M36)
Task 4.3 BrainTwin international Summer School (Fraunhofer)
D4.3 Report on international Summer School (Fraunhofer) (M36)
WP5. Improve the Quality of Scientific Writing Research publication (USAL) (M1-M36)
Task 5.1 Editorial Working Group and Scientific Writing Workshops (USAL)
D5.1 Organisation of the Editorial Working Group Board (USAL) (M2)
D5.2 Report on the scientific writing Workshop (USAL) (M36)
Task 5.2 BrainTwin Paper Contest (USAL)
D5.3 Report on the contest for the best publications (USAL) (M32)
Task 5.3 Improvement of the "Bulletin of the Polytechnic Institute of Iasi" journal (TUIASI)

Task 5.4 To introduce in the Continuous reporting tool on the Funding and tenders portal peer-reviewed publications of TUIASI during the three years preceding the start date of the project (TUIASI)

D5.4 The statement that the task 5.4 has been completed (TUIASI) (M2)

D5.5 Report on the number of paper published in high-impact open access journals (TUIASI) (M35)

WP6. Strengthening the research management and administration skills to compete successfully for internationally competitive research funding (S2i) (M3-M34)

Task 6.1. Organization of Proposal Writing Workshops (S2i)

D6.1 Report on Writing Proposal Workshops (S2i) (M36)

Task 6.2. "Bridging the gap" between research and innovation Workshops (S2i)

D6.2 Report on "Bridging the gap" Workshops (S2i) (M36)

Task 6.3. International Projects Support Centre (S2i)

D6.3 Report on the grant applications submitted (S2i) (M36)

Task 6.4. Establish the Danube Transfer Centre Entry Point Moldova (S2i)

D6.4 Final Report regarding setting up the Danube Transfer Centre by TUIASI (S2i) (M36)

D6.5 Memorandum of Understanding signed (S2i) (M36)

WP7. Communication, dissemination and exploitation of knowledge and the project results (ZSI) (M3-M36)

Task 7.1 Internal and external Communication (including the development of KPI's and a monitoring tool)(ZSI)

D7.1 Communication and Dissemination Plan (ZSI) (M2)

D7.2 Corporate Identity and Project Website (ZSI)(M3)

D7.3 BrainTwin project online handbook (ZSI )(M6)

D7.5 Final report on Project Factsheet, publication of articles in newspapers and other specialty magazines (ZSI) (M36)

Task 7.2 Dissemination and exploitation (ZSI)

D7.4 Dissemination and exploitation strategy (ZSI) (M2)

D7.8 Preparation of the Data Management Plan (TUIASI) (M6)

Task 7.3 Developing recommendations for a regional Smart Specialisation Strategy (ZSI)

D7.7 Recommendations for Smart Specialisation Strategy for the region North-East Romania (ZSI) (M35)

Task 7.4 IPR Management (ZSI)

D7.7 Report on IPR Management (ZSI) (M36)

#### Annex IV – BrainTwin meetings and workshops

Tack	Event	Month	Host				
Таѕк	Workshops and Meetings						
T2.1	Kick-off meeting	M02	TUIASI				
T5.1	Scientific Writing Workshop 1	M03	TUIASI				
T6.1	Proposal Writing Workshop 1	M03	TUIASI				
T3.2	Capacity building Workshop 1	M04	TUIASI				
T6.2	"Bridging the gap" between research and innovation Workshop 1	M08	TUIASI				
T6.2	Meeting with Policy Makers 1	M08	TUIASI				
T2.1	Annual meeting 1	M12	USAL				
Т3.2	Capacity building Workshop 2	M16	TUIASI				
T5.1	Scientific Writing Workshop 2	M16	TUIASI				
T6.1	Proposal Writing Workshop 2	M16	TUIASI				
T6.2	"Bridging the gap" between research and innovation Workshop 2	M20	TUIASI				
T6.2	Meeting with Policy Makers 2	M20	TUIASI				
T2.1	Annual meeting 2	M26	Fraunhofer				
T5.1	Scientific Writing Workshop 3	M35	USAL				
T6.1	Proposal Writing Workshop 3	M35	TUIASI				
T6.2	"Bridging the gap" between research and innovation Workshop 3	M35	TUIASI				
T6.2	Meeting with Policy Makers 3	M35	TUIASI				
T3.2	Capacity building Workshop 3	M35	TUIASI				
T2.1	Annual meeting 3	M36	TUIASI				
	Workshops and Summer Schools for early stage r	esearchers	ſ				
T4.3	Neural Engineering and Neuroimaging BarCamp 1	M09	TUIASI				
T4.2	BrainTwin international Summer School 1	M11	TUIASI				
T4.3	Neural Engineering and Neuroimaging BarCamp 2	M21	TUIASI				
T4.2	BrainTwin international Summer School 2	M23	TUIASI				
T4.3	Neural Engineering and Neuroimaging BarCamp 3	M33	TUIASI				
T4.2	BrainTwin international Summer School 2	M35	TUIASI				







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