



Funded by
the European Union



Project ID: 101132488
Start date: October 1st, 2024
Duration: 36 months



META-MUSEUM

*Moving **E**motions towards confidence in the **T**ransformative
Appropriation for a **M**eaningful **U**nderstanding of cultural
heritage: a neuro**S**cientific approach to **E**uropean **M**useums*

DELIVERABLE D1.1

TITLE Management Plan

Due date: 29th November 2024
Actual submission date: 28th November 2024
Number of pages: 60

Lead beneficiary: Politecnico di Torino - POLITO
Involved partners: all partners

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DISSEMINATION LEVEL PU - Public SEN - Sensitive

TYPE R - document, report DMP - Data Management Plan
 DATA - Data sets, microdata, etc DEM - Demonstrator, prototype
 OTHER

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DELIVERABLE REVIEW HISTORY

VERSION	DATE	DETAILS
0.1	08 Nov. 2024	1 st draft submission
1.0	18 Nov. 2024	1 st review
2.0	22 Nov. 2024	2 nd draft submission

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CONSORTIUM COMPOSITION

N	INSTITUTION	SHORTNAME	COUNTRY	MAIN CONTACT
PARTNERS				
1	Politecnico di Torino	POLITO	ITALY	Valeria Minucciani
2	Università degli Studi di Roma La Sapienza	UNIROMA1	ITALY	Marco Iosa
3	Stichting VU	VU	THE NETHERLANDS	Nadia Dominici
4	Kentro Merimnas Oikogeneias Kai Paididou	KMOP	GREECE	Afroditi Azari
5	Friedrich-Schiller-Universität Jena	UNI JENA	GERMANY	Sander Münster
6	Osrodek Prezetwarzania Informacji-Panstwowy Instytut Badawczy	OPI-PIB	POLAND	Zbigniew Bohdanowicz
7	Vilniaus Gedimino Technikos Universitetas	VILNIUS TECH	LITHUANIA	Arturas Kaklauskas
8	Stichting European Museum Academy	EMA	THE NETHERLANDS	Henrik Zipsane
9	Beia Consult International Srl	BEIA	ROMANIA	Cristina Dobre
10	The Nordic Centre of Heritage Learning and Creativity	NCK	SWEDEN	Charina Knutson

ASSOCIATED PARTNERS				
11	Morfwtiko Idryma Ethnikis Trapezis	MIET	GREECE	Elia Vlachou
12	MuséoParc Alésia	MP-ALESIA	FRANCE	Thomas Pascal
13	Agencia Catalana del Patrimoni Cultural - MAC	AGCAT-PC-MAC	SPAIN	Jusèp Boya Busquet
14	Fondazione Museo delle Antichità Egizie di Torino	MUSEO EGIZIO	ITALY	Christian Greco

LIST OF ABBREVIATIONS

ACRONYM	DESCRIPTION
DoA	Description of Action
CA	Consortium Agreement
EC	European Commission
Coordinator	Coordinating Institution - POLITO
Partner	Any Partner Institution in the Consortium
PC	Project Coordinator
VC	Project Vice-Coordinator
PM	Project Manager
AM	Administrative Manager
CU	Coordination Unit
EMT	Ethics Management Team
GA	General Assembly
WPLB	WP Leaders Board
LUP	Lead Users Panel
WP(s)	Work package(s)
DEL(s)	Deliverable(s)
MIL(s)	Milestone(s)
NDA	Non-Disclosure Agreement
CH	Cultural Heritage

1. FRAMEWORK

Reference to WP and tasks as described in the DoA

Deliverable 1.1 constitutes the first key step within the project timeline; part of the WP1 – under POLITO leading and with duration M1-36 – is the definition of the Management Plan coinciding with the overall definition of rules and procedures that will regulate the workflow for both the scientific research and administrative aspects with a view to maximize collaboration and improve interaction efficiency among Consortium Partners.

WP and task objectives

The Deliverable takes following tasks into account:

- T1.1 – Project Coordination, management and meetings
- T1.2 – Administrative and Financial Management
- T1.3 – Quality assurance and risk Assessment
- T1.4 – Contact with EC

all involving the whole Consortium under the guidance of POLITO, exception to this is T1.4 which will regard solely POLITO as Coordinator

T1.5 - *Ethics compliance: support in Ethics issues* will instead be cardinal for D1.2 – *Ethics Management Plan* and D1.3 – *Data Management plan*, focusing on protocols definition for experiments and management of acquired data during implementation phases.

WP9 coordinator, EMA, was involved to deliver a specific contribution to the Management Plan regarding the project identity, website and communication, important for communication material providing by partners.

1 INTRODUCTION

This Deliverable sets the basis for META-MUSEUM project management and its successful implementation – in accordance with objectives of the implementation as stated and signed by the Consortium in the CA and GA – guiding all Partners.

The scope of this document is to recall documents and main procedures, here or previously produced and agreed upon, that provide all the support needed to ensure efficiency of the cooperation among involved partners.

The present DEL is an introductory document to the project and as a single source of information of main procedures to comply with for the successful project implementation; it is to be considered an operative instrument aimed at supporting Consortium Partners in the implementation of the project activities together with respective administrative contact points.

This document contains a set of guidelines to ensure:

- proper communication among Partners and information exchange;
- respect of standards in order to be consistent with the content of the Grant Agreement Annex 1 (Description of Action - DoA), with reference to the activities performance and reports, deliverables, outputs delivery as forecasted;
- the proper project financial management (please see *Reporting and Deliverables* section);
- the provision of templates for presentations, deliverables, financial report, etc. in order to provide an image as “consortium” outside and an agreed content.
- On top of what just stated, the DEL version made available to Consortium Partners will be itself a repository of links to cited forms, templates and documents shared to the Consortium with indications for use.

IMPORTANT NOTE: this document will mainly refer to standard procedures as previously – and extensively – described in the Grant Agreement, Consortium Agreement and Description of Action, and documents of the European Commission.

Should any of the provisions included in this Management Plan be in conflict with the abovementioned documents, the provisions included both in the **Grant Agreement** and in the **Consortium Agreement** shall prevail.

2 PROJECT APPROACH

The META-MUSEUM project goal is to delve into Cultural Heritage (CH) through a multi-faceted board of partners, each bringing their own specific expertise in transdisciplinary research, that aims to further the knowledge on the interaction between users and CH.

META-MUSEUM main areas of interest are the role of empathy, co-creation, and individual interpretation in the articulated process that CH understanding represents, with a view that overcomes the traditional vision of cultural locations and institutions, dismantling their elitist aura to instead turn them into elements of a participative future where CH morphs into a resource helping citizens to gain confidence in facing current and future societal transformations.

The core idea is to bring citizens closer to CH, unveiling its *transformative nature* to be read as CH potential to be re-evaluated and interpreted, making the general public aware of their right to learn, comprehend and own it as bearer of values that – through constant evolution – offers a resource to face present time issues.

3 PROJECT ORGANIZATION AND MANAGEMENT STRUCTURE

3.1 Project Coordinator and Vice-Coordinator

The **Coordinator (Coordinating Institution)** for the META-MUSEUM project is Politecnico di Torino – POLITO.

The **Project Coordinator (PC)**, prof. Valeria Minucciani, acts as the intermediary between the consortium and the European Commission Office and it is responsible for the overall management of the project from the administrative and technical standpoint. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement.

The **Vice Coordinator (VC)**, prof. Michela Benente, supports the PC in the overall management of the project.

3.2 Project Manager

The **Project Manager (PM)** assists the PC and the GA and will be in charge of the efficient administration of the project. PM will receive assistance on financial and reporting matters from the Research support office of POLITO, within the Department of Architecture and Design, hence holding the **Administrative Manager (AM)** role for the duration of the project.

3.3 General Assembly (GA)

The **General Assembly (GA)** as the ultimate decision-making body of the consortium; the GA is constituted by **one** representative for each Partner, holding power of vote, to ensure fair decision making for the strategic development during and beyond the project's life span and to safeguard the committed objectives.

Each member:

- must be present or represented at any meeting;
- may appoint a substitute or a proxy to attend and vote at any meeting;
- shall designate its representative to attend a meeting, whether online or in presence. Nominatives of appointed representatives shall be produced to the Coordinator no later than 7 calendar days prior to a meeting through the “Delegation of authority” form attached [[DELEGATION OF AUTHORITY FORM 20240930.pdf](#)] [*annex 1*] duly signed and dated by the Partner Legal Representative

IMPORTANT NOTE: the delegation form is available in the “general” sub-channel. Partners will be required to produce the original copy in case of holographic signature; said original can be directly delivered to the PC in case of an in-person meeting, it will be otherwise necessary to post it to the address indicated below:

Prof. Arch. Valeria MINUCCIANI
Castello del Valentino, Viale Pier Andrea Mattioli 39
10125 Torino TO – ITALY

The original copy will not be requested in case of electronic signature, the digital copy to be sent no later than 7 days prior to the meeting will be sufficient.

3.4 Ethics Management Team (EMT)

The **Ethics Management Team (EMT)** as the body in charge for ethics regulations compliance will control all steps involved in experiment design and management of all data collected. EMT will develop the Ethics Management Plan and ensure that all activities (including P1, P2 and P3) respect basic human rights, research ethics and privacy, and that special safeguards are in place to deal with any vulnerable target groups, such as patients in hospitals, according to the Declaration of Helsinki and all relevant EU measures in this regard.

As confirmed by the General Assembly vote on Oct. 14th, 2024, the EMT is composed of:

- Paolo Dabove, POLITO
- Artūras Kaklauskas, VILNIUS TECH
- George Suciu, BEIA

The abovementioned EMT members will have access to the dedicated MS Teams sub-channel.

3.5 External Expert Advisory Board (EEAB)

An **External Expert Advisory Board (EEAB)** was appointed by the GA held on the occasion of the Kick-off Meeting. The EEAB shall assist and facilitate the decisions made by the GA.

The Coordinator ensured that a non-disclosure agreement is executed between all Parties and each EEAB member. By way of exception to *Section 6.4.4* of the Consortium Agreement, the Parties hereby mandate the Coordinator to execute, in their name and on their behalf, a Non-Disclosure Agreement (NDA) with each member of the EEAB, in order to protect Confidential Information disclosed by any of the Parties to any member of the EEAB. The NDA for the EEAB members is enclosed in Attachment 5 of the Consortium Agreement. The mandate of the Coordinator comprises solely the execution of the NDA in Attachment 5.

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

As confirmed by the GA vote on Oct. 14th, 2024, the EEAB is composed of:

- Margherita Sani
- Elisabetta Canepa
- Rob Mark
- Aida Vezic
- Pirjio Hamari
- François Mairesse

EEAB members upon request from WP Leaders, and following their own discretion, shall be invited to take part in the developing of Tasks and DELs according to their expertise.

3.6 Tasks and DELs Leaders

Although Partners will be leading WPs, they won't necessarily be leading all DELs and Tasks within said WP. Same thing goes with partners in charge of DELs: within every WP the set of corresponding DELs, if/when said correspondence exists, won't necessarily be led by the WP leader.

3.6.1 Task Leaders

Task Leaders are responsible for the preparation and timely implementation of the activities in their tasks according to the work plan. They may delegate specific sub-tasks to partners without giving up their overall responsibility and are responsible for interfacing with other tasks and delivering results timely that are needed as input for other tasks. They report to the WP leader on technical progress, and together they take decisions at the task level.

3.6.2 WP Leaders

WP Leader are responsible for the overall coordination and progress of the WP, scientific and technical content, supervision of the tasks, activities, milestones and related deliverables, and timely submission of all the results from their work packages, as defined in the project work plan. They organize communication and Work Package Meetings, with task leaders and team members. In these meetings all WP Members come together and have the chance to discuss technical issues, the technical progress of the work being done in the WP, and to deal with any problems that may have arisen. WP Leaders analyze the progress, the deviations from and constraints to the WP

activities, and prepare a proposal for an action plan. They prepare periodic reports for the Coordinator and present the WP conclusions, decisions, results and deliverables at meetings.

Moreover, WP Leaders have faculty of requesting involvement of the External Experts of the EEAB to support and enrich their work within the WP, according to each EEAB Member's area of expertise.

3.7 Reviewers

Before the submission and upload to the EC portal, all DELs will undergo a process of internal review.

Reviewers for the DELs will be nominated from Partners not involved in the WP the DEL belongs to. While the PC may suggest a nominee within the selected team, in the absence of said suggestion, it will be up to the Partner to designate a team member for the review process.

Communication of the need for a reviewer will be sent out by the PC and VC about two weeks in advance before the start of the DEL reviewing process.

3.8 Administrative Contacts

For financial and report matters, it will be possible to contact the Research support office of POLITO (Department of Architecture and Design premises) at the following e-mail address:

admin_meta-museum@polito.it

3.9 Decision-Making and Quality Plan

With reference to decision-making process, the management of the project is ensured through several complementary bodies as described in the Grant Agreement.

The **Coordination Unit** (CU) will be involved in technical, ethical and management issues. Within the CU, the **Project Coordinator** (PC) plays a central role, being supported by the **Vice Coordinator** in the day-by-day implementation, by the **Project Manager** (PM) and by the **Ethics Management Team** (EMT).

The technical coordination will be constantly supported by the **WP Leaders Board (WPLB)**. Each WP Leader will be in charge of collection of information/performance feedback from the partners involved in the WP and update the PC and Coordination Unit. Each WP Leader implement the decisions taken by the CU (technical implementation) or the GA (e.g. changes to Annexes 1 and 2 of the Grant Agreement agreed by the Granting Authority, modifications or withdrawal of Background in Attachment 1 of the Consortium Agreement)

The **Lead Users Panel (LUP)** and the **External Experts Advisory Board (EEAB)** will provide feedback and suggestions to the PC and CU.

With reference to the **Quality Plan**, the Coordination Unit, supported by WPLB, shall ensure quality and effectiveness of the work plan, evaluate the appropriateness of the effort assigned to work packages and the overall resources allocation, nonetheless proceed with the assessment of risks.

The Coordinator Unit, along with the WPLB, will be in charge to identify the measures which are necessary to guarantee, during the project implementation: independence, impartiality, objectivity, accuracy of information-data-figures disclosed, consistency, compliancy with IPRs rules, Non-disclosure of information, Access rights, etc. as agreed in the CA signed. According to that, it will be guaranteed the avoidance of conflict of interest and a quality control for publications and deliverables.

According to EU Grants: HE Programme Guide: V4.1 – 01.05.2024:

“For all activities funded by the EU, the ethical dimension is an integral part of research from beginning to end, and ethical compliance is seen as pivotal to achieve real research excellence. There is a clear need to make a thorough ethical evaluation from the conceptual stage of the proposal not only to respect the legal framework but also to enhance the quality of the research. Ethical research conduct implies the application of fundamental ethical principles and legislation to scientific research in all possible domains of research. This includes the adherence to the highest standards of research integrity as described in the European Code of Conduct for Research Integrity”.

4 WORKSPACE AND COMMUNICATION PROCEDURES

4.1 Means of communication

4.1.1 Work communication

Communication among partners will be handled exclusively through Microsoft Teams platform.

Every team member shall sign up to Microsoft Teams using a dedicated email address, preferably an institutional one, to ensure compliance with all EU terms and regulations.

4.1.1.1 Microsoft Teams channels

The parent-channel **Horizon_META-MUSEUM** will be articulated into multiple sub-channels, each dedicated either to WPs or Government Bodies of the Consortium:

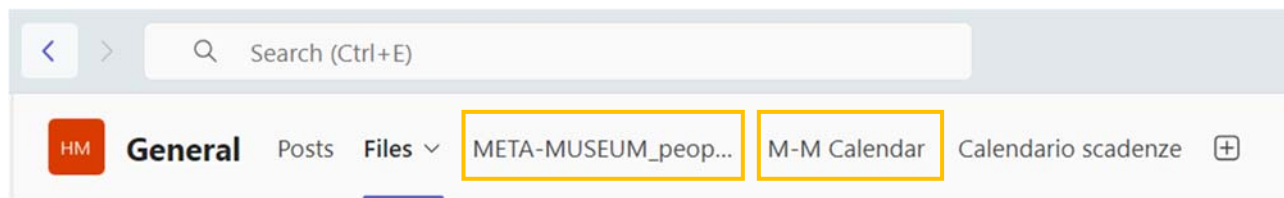
- one **General**, accessible to all involved partners;
- nine **WPn** channels, each dedicated and only accessible to members of WPn-involved partners;
- **Admin, EEAB, EMT, WPLB** channels.

WP sub-channels will be used to exchange info and details specific to each WP, their use is intended to allow fast communication; please divert more important items to email.

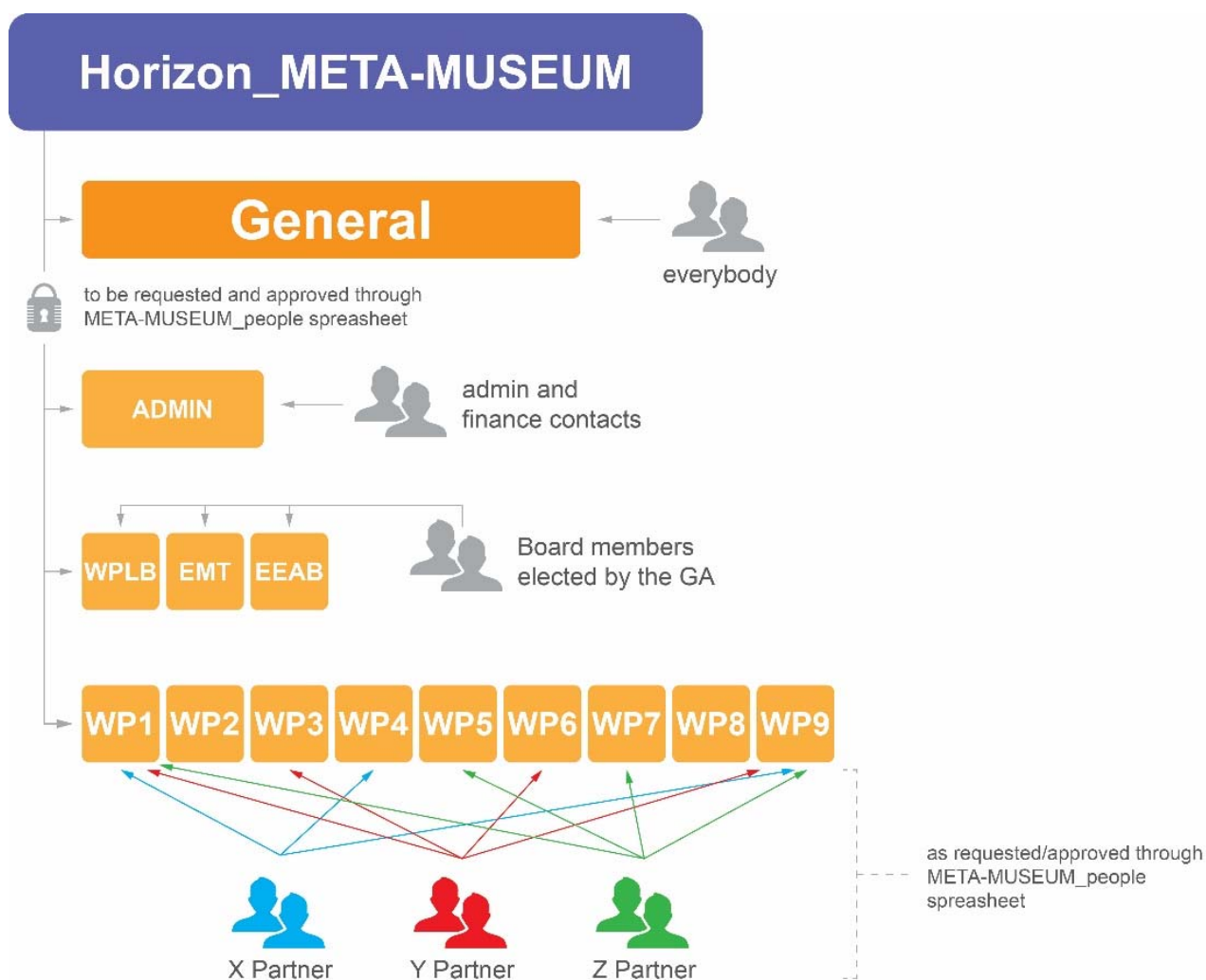
An Excel document will be shared and pinned in the «general» sub-channel in the «forms» folder [[META-MUSEUM_people.xlsx](#)]; it will be the main reference to request access to a specific WP sub-channel, each partner’s main contact will be asked to fill in the document requesting access to WP

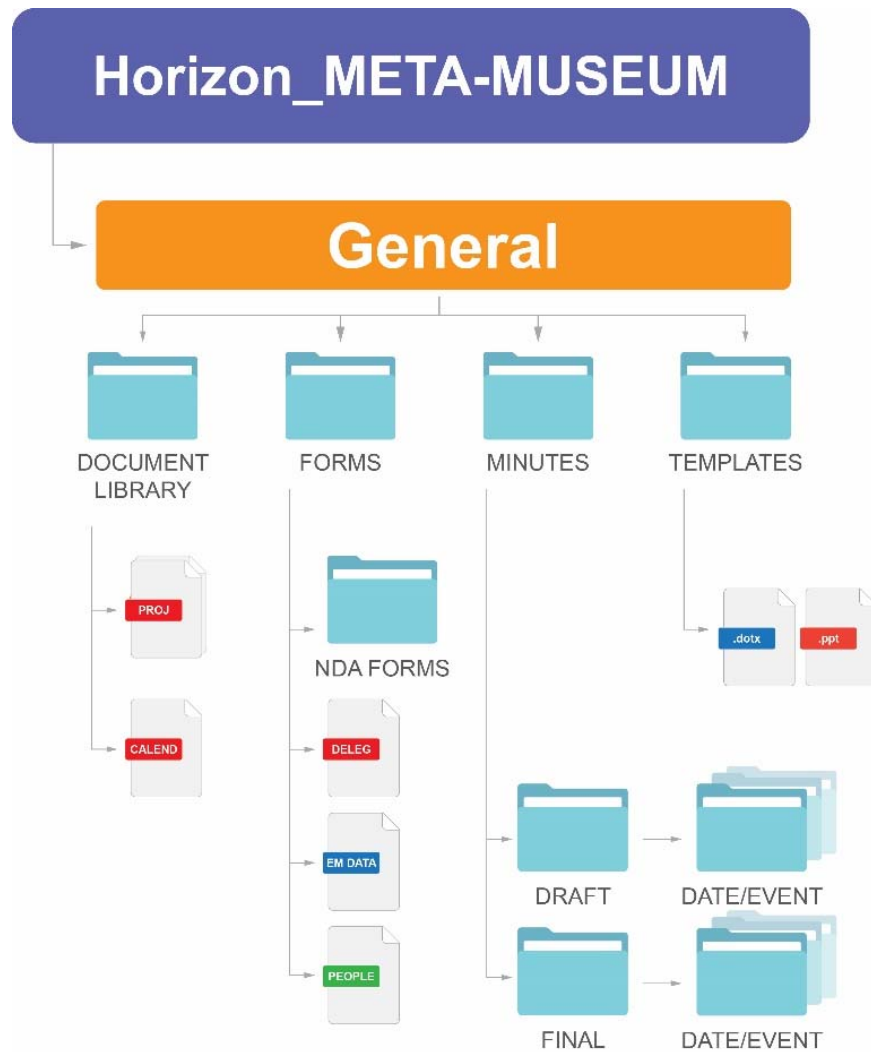
sub-channels for each member of their team simultaneously submitting a written request to the PC and VC.

«General» sub-channel bar will also host the Calendar [M-M CALENDAR] that will be used to schedule formal meeting and remind deliverables deadlines.



IMPORTANT NOTE: any changes (e.g. team member leaving the project, team member substitution) will have to be notified to the PC and PM. Please remember that while this is an internal tracker of people involved in the project, Partners shall be responsible of keeping the personal section «researchers» on the EC portal updated.





4.1.2 Formal communication

Formal communication among partners and to/from the PC, VC and PM shall be diverted to email; as stated in the previous paragraph limit the use of posts and chats in Microsoft Teams channels for fast operative communication. Email inboxes have been setup to communicate directly with the CU, the PM and the admin/finance office of Politecnico di Torino:

Coordination Unit: meta-museum@polito.it

(email communication from the Coordination Unit relative to important matters will be numbered to facilitate a filing system as follows: **[META-MUSEUM]000n**)

Project Manager: pm_meta-museum@polito.it

Admin/Finance: admin_meta-museum@polito.it

In case Partners need to directly contact somebody, please use their personal address Cc'ing meta-museum@polito.it.

For all email communication please always use in the subject the following syntax to build a chronological archive and let readers prioritize your message:

[META-MUSEUM]

In case your email is specific to a certain group within the Consortium please add it to your syntax as in the following examples:

[META-MUSEUM]0000n: WPn – taskn/DELn

4.2 Internal information and files exchange

MS Teams will be the principal communication and sharing platform throughout the project; in order to ensure adequate confidentiality, you are advised not to use any other forms of communication to share material relevant for the investigation.

To incentive continuous exchange of information and data relative to the research advancement, Partners are invited to share brief recaps of their weekly advancement using posts within each WP-dedicated sub-channel. This will be a way for all Partners collaborating within the WP to assess the overall progression, simultaneously allow the PC and WPLB to regularly monitor.

4.3 Document repository, collaboration and writing tools

MS Teams channels will be used as file repositories throughout the project, according to progression. Each WP sub-channel will contain folders dedicated to each Task and DELs that will be used to upload and share materials and documents at different stages, within WP groups. The folders' structure provided is indicative, WP Leaders shall coordinate the work of other WP Partners to ensure adequate organization for file storing.

DEL folders will contain 4 more folders named and to be used as indicated below:

- **DATA AND CODE:** here will be stored data and code developed for the specific WP;
- **DRAFT:** use this folder to store draft documents (e.g. deliverables, reports, etc.) you are still working on;
- **UNDER REVIEW:** use this folder to submit finalized drafts for the PI, Reviewer(s) and WPLB to review;
- **FINAL:** use this folder to store final, reviewed and approved versions of your documents.

Creation of additional folders, within a reasonable limit, is allowed; please coordinate with other Partners in your WP to find the best way to work together.

IMPORTANT NOTE: file sharing/upload does not always send notifications to other Partners, please notify your uploads through publication of a post on the WP sub-channel including the direct link to the document or its location within MS Teams channel.

IMPORTANT NOTE: please use only Microsoft Suite software to edit and revise document, avoid using other software such as OpenOffice or Latex. To avoid files multiplication and improve collaboration among Partners, limit editing on locally stored files to strictly necessary occasions.

All files shared should have the “track changes and show markup” feature on to keep track of who’s editing and what is being edited. If applicable, divert to comments to suggest edits and share opinions.

4.4 Project Website and web platform

The META-MUSEUM website targets general public and contains specific sections with dedicated content to raise interest of stakeholders.

Currently in its draft phase, the website, <https://meta-museum-project.eu/> will be regularly updated to provide visitors with a comprehensive understanding of the project. It will involve project general information, news, consortium information, deliverables, newsletters, publications, pilot phases of the project, educational modules, and complementary content.

The website menu will be structured as follows:

- **Home:** overview of the project and news for a general public;
- **About:** project description, objectives, methodology, consortium, other EU projects that META-MUSEUM will collaborate, and community of practice which involves advisory board, lead users panel, and stakeholders. Consortium Board will give brief information about EEAB members, museums that will take part in the LUP, and logos of stakeholders and LUP;
- **Research Initiatives:** presentation of pilots implementation, activities that META-MUSEUM carries out and Educational Modules that will be developed for exploitation purposes and will be available for download on the website;
- **Publications:** working papers, research papers, and article;
- **News:** visitors will find all news and will be able to scroll chronologically. Here visitors will also get the chance to subscribe to the newsletter and access past issues;
- **Media:** media kit that includes brochures, leaflets, infographics, poster, roll-up, logos of the project, press releases, contact information for the press, media covers, regularly updated photos and videos.

The website, along with any other communication and dissemination material, will acknowledge the EU funding disclaimer.

4.5 Material to be made public

Any communication or dissemination activity related to the action must use factually accurate information. Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

Project: 101132488 — META-MUSEUM — HORIZON-CL2-2023-HERITAGE-01

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Research Executive Agency (REA). Neither the European Union nor the granting authority can be held responsible for them.”

4.5.1 Project logo

Use of project logo is mandatory whenever material (publications, SM content, conferences, etc.) is made available to the public.

Partners may opt either for the dark- or light-background option to ensure maximum visibility and readability; for the same reasons sizing should be adequate.



4.5.2 EU Horizon logo, acknowledgment of EU funding

Based on EC regulation for Horizon projects, the EU logo *Funded By European Union* juxtaposed to the EU flag (not to be confused with the European Commission Logo) must be clearly displayed to disclose the EU funding.



The same criteria of visibility and readability should apply to the European funding logo.

IMPORTANT NOTE: remember, be sure to always indicate the Grant Agreement ID [**101132488**] following the same usage rules for logos as per previous paragraphs. Be sure to always use the most up to date version of the EU logo and follow the guidelines on sizing, coloring, layout and protection area.

Check the links:

https://ec.europa.eu/regional_policy/information-sources/logo-download-center_en
https://commission.europa.eu/system/files/2021-05/eu-emblem-rules_en.pdf

All graphic material will be made available to Partners in the «general» sub-channel in the dedicated «graphics» folder.

4.6 Open access to publication in Horizon Europe

According to the European Regulation, all peer-reviewed scientific publications arising from Horizon Europe funding have to be made available in open access. This implies that publications are to be made freely available online, immediately upon publication and with no restrictions on use, by depositing them on a repository. All the partners should be aware that each of us is required to retain sufficient intellectual property rights (IPR) to comply with these open-access obligations.

Open Research Europe supports the use of ORCID (Open Researcher and Contributor ID). This is an identifier for individuals to use with their name as they engage in research, scholarship, and innovation activities. It provides a persistent identifier for humans, similar to that created for content-related entities on digital networks by digital object identifiers (DOIs). However, connecting to ORCID during the submission process is optional, but strongly encouraged for all partners. The process of getting an ORCID iD is quick, easy and incurs no cost. Once you have connected your ORCID iD to Open Research Europe, wherever your name appears as an author or reviewer, we will link out to your ORCID account via an ORCID badge ensuring maximum exposure of all your research activities to other users of the platform (or those you choose to make public). Once published, please add this work to your ORCID account.

Some open science practices are mandatory for all beneficiaries per the Grant Agreement. They concern:

- open access to scientific publications under the conditions required by the Grant Agreement;
- responsible management of research data in line with the FAIR principles of 'Findability', 'Accessibility', 'Interoperability' and 'Reusability', notably through the generalized use of data management plans, and open access to research data under the principle 'as open as possible, as closed as necessary', under the conditions required by the Grant Agreement;
- information about the research outputs/tools/instruments needed to validate the conclusions of scientific publications or to validate/re-use research data;
- digital or physical access to the results needed to validate the conclusions of scientific publications, unless exceptions apply;
- in cases of public emergency, if requested by the granting authority, immediate open access to all research outputs under open licenses or, if exceptions apply, access under fair and reasonable conditions to legal entities that need the research outputs to address the public emergency.

Please find a list available on EU Grants: HE Programme Guide: V4.1 – 01.05.2024, pag. 45

ORION open science factsheets on preregistration, preprints and crowd science: <https://www.orion-openscience.eu/public/2019-02/201810-VA-Orion-FactSheets-V5.pdf>

Preregistration repositories (examples)

- OSF (domain-general preregistration repository service with multiple formats for preregistration)
- AsPredicted (domain-general registry service providing standardised preregistration template)
- Preclinicaltrials.eu (preclinical animal study protocols)
- PROSPERO (health and social care)
- Evidence in Governance and Politics (EGAP) (political sciences)
- Registry for International Development Impact Evaluations (RIDIE) (social sciences)

Preprint servers (examples)

- **Zenodo** – multidisciplinary
- **Preprints** - multidisciplinary
- **bioRxiv** - Life sciences
- **medRxiv** – Medicine and health sciences
- **PsyArxiv** - Behavioural sciences
- **SocArXiv** - Social sciences and humanities
- **LawArXiv** – Law
- **ArXiv** - o.a. physics, mathematics, computer science.

4.7 Confidentiality and Disclaimer excluding the Agency responsibility

An Excel researchers-tracker is available in the «general» sub-channel in the «forms» folder or directly to this link [[META-MUSEUM_people.xlsx](#)]. Please note, this will be just an internal way to track people working on the project, it is each Partner's responsibility to keep the «researchers» section on the dedicated section of the EU portal.

Whoever – now or in the future – and however joins the project through a member of the Consortium, will be subjected to the content of the CA and relative NDA signed.

Cases requiring additional NDAs, based on the model of Attachment 5 in the CA [*annexes 2-4*]:

- **external auditors**, lecturers and speakers invited to take part to meetings and conferences [[NDA_external_visitors.pdf](#)];
- **external researchers**, however involved in the project or any part of it [[NDA_researchers.pdf](#)];
- **sub-contractors**, signed by a legal representative [[NDA_subcontractors.pdf](#)].

IMPORTANT NOTE: all signed NDAs will have to be filled out and signed; scanned copy must be sent to the PC to be submitted to the Coordinator Legal Representative.

4.8 Meetings

Any Partner which is appointed to take part in a Consortium Body **shall designate** one representative (hereinafter referred to as "**Member**"). Any **Member**:

- should be present or represented at any meeting;
- may appoint a substitute or a proxy to attend and vote at any meeting through formal delegation duly signed by the Member Legal representative;
- shall participate in a cooperative manner in the meetings.

4.8.1 General Assembly

The **GA** will ordinarily hold meetings once every six months, these being held once online and once in presence; if and whenever necessary, or upon explicit request of either WPLB or a third of the GA members, the PC will request and plan extraordinary meetings, following adequate notice.

The **WPLB** will meet at least quarterly, for a total of no less than four meetings per year. Following the GA meetings planning, three out of four meetings will be held online, with the fourth being held in presence, on the occasion of the yearly GA in person meeting.

	Ordinary meeting	Extraordinary meeting
General Assembly	At least <i>once</i> a year	At any time upon request of the Work Packages Leaders Board or 1/3 of the Members of the General Assembly
Work Packages Leaders Board	At least <i>quarterly</i>	At any time upon request of any Member of the Work Packages Leaders Board or General Assembly

Written notice of a GA meeting from the **chairperson** will be given to partners no less than 45 calendar days in advance for ordinary meetings, this time for notification shall be reduced to 15 calendar days in case of extraordinary meetings.

4.8.2 Work Package Leaders Board

Written notice of a WPLB meeting will be given to partners no less than 14 calendar days in advance for ordinary meetings, this time for notification shall be reduced to 7 calendar days in case of extraordinary meetings.

	Ordinary meeting	Extraordinary meeting
General Assembly	45 calendar days	15 calendar days
Work Package Leaders Board	14 calendar days	7 calendar days

4.8.3 Meetings frequency

Meetings of each Consortium Body will be held by tele- or videoconference, or other telecommunication means as indicated below.

	In presence (ordinary meeting)	Online (ordinary meeting)
General Assembly	Once yearly	Once yearly
Work Package Leaders Board	Once yearly on the occasion of the GA meeting	Once every three months

Due to their nature and lesser notice, extraordinary meetings will be most likely held online; this said, shall ever be necessary, partners will meet in person even on the occasion of extraordinary meetings.

4.8.4 Meeting agenda

The **chairperson** of a Consortium Body shall prepare and send each Member of that Consortium Body an agenda no later than the minimum number of days preceding the meeting as indicated below.

General Assembly	21 calendar days, 10 calendar days for an extraordinary meeting
Work Package Leaders Board	7 calendar days

Any agenda item requiring a decision by the Members of a Consortium Body must be identified as such on the agenda.

Any Member of a Consortium Body may add an item to the original agenda by written notice to all of the other Members of that Consortium Body up to the minimum number of days preceding the meeting as indicated below.

General Assembly	14 calendar days, 7 calendar days for an extraordinary meeting
Work Package Leaders Board	2 calendar days

During a meeting the Members of a Consortium Body present or represented can unanimously agree to add a new item to the original agenda.

4.8.5 Meeting minutes

The **chairperson** shall produce minutes of each meeting which shall be the formal record of all decisions taken. They shall make draft minutes available to all Members within 10 calendar days of the meeting through dedicated [\[Draft\]](#) folder on MS Teams «general» sub-channel.

The minutes shall be considered as accepted if, within 15 calendar days from draft and therefore moved to [\[Final\]](#) the «general» sub-channel, no Party has sent an objection to the **chairperson** with respect to the accuracy of the draft minutes by written notice.

The **chairperson** shall make consolidated minutes available to all the Members, and to the Coordinator, who shall retain copies of them.

0 days	Meeting
≤ 10 days from meeting	Meeting minutes are shared with partners for proofing and acceptance
0 to <15 days from minutes sharing	Partners may submit observation and comments on the minutes
+15 days from minutes sharing	Received comments and proposed edits are reviewed; a finalized version is shared to partners.

4.8.6 Internal, WP and informal meetings

All meetings between Partners of the Consortium shall be held through MS Teams to allow other Partners and the Coordinator to keep track of the work. Being less formal meetings if compared to General Assemblies and WPLB meetings detailed minutes taking is not necessary, still all meeting should take short-form minutes to allow everybody to track work progression, discussion and decisions taken following these points:

- Meeting date
- Participants
- Bullet points agenda (you can insert this when planning the meeting directly in the MS Teams Meetings tool when scheduling one)
- Short summary / bullet points discussion
- Decisions taken, if any
- To dos

This short-form minutes should be inserted in the WPn_TRACKER shared within all WP sub-channel in the dedicated *discussion/short-form minutes*.

IMPORTANT NOTE: this will be one of the means for the Coordinator to monitor the ongoing work, minutes shall therefore be timely shared and when meetings happen please always be sure to Cc meta-museum@polito.it when sending meeting links or add it directly among “optional” participants when sending invited directly through the MS Teams Meetings tool; even without the Coordinator participation, this will allow for a better time management.

4.9 Formal review with the commission

According to the Grant Agreement signed (See art. 25.1.2 Project reviews):

“The granting authority may carry out reviews on the proper implementation of the action and compliance with the obligations under the Agreement (general project reviews or specific issues reviews). Such project reviews may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiary concerned and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent, outside experts. If it uses outside experts, the coordinator or beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The coordinator or beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted (including information on the use of resources). The granting authority may request beneficiaries to provide such information to it directly. Sensitive information and documents will be treated in accordance with Article 13.

The coordinator or beneficiary concerned may be requested to participate in meetings, including with the outside experts.

For on-the-spot visits, the beneficiary concerned must allow access to sites and premises (including to the outside experts) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the review findings, a project review report will be drawn up. The granting authority will formally notify the project review report to the coordinator or beneficiary concerned, which has 30 days from receiving notification to make observations.

Project reviews (including project review reports) will be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2)”.

In addition to the above, a review with experts is forecasted at the end of each reporting period.

Project reviews consist in an in-depth examination (often done with the help of independent experts) of the progress of the action, and in particular:

- the degree to which the work plan has been carried out and whether all expected deliverables were completed;
- whether the objectives of the action are still relevant.

All deliverables will be evaluated and the technical report, along with papers, technical activities implemented.

4.10 Voting rules and quorum

4.10.1.1 The General Assembly shall not deliberate and decide validly in meetings unless two-thirds (2/3) of its Members are present or represented (quorum).

If the quorum is not reached, the chairperson of the General Assembly shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of Members is present or represented.

4.10.1.2 Each Member present or represented in the meeting shall have one vote. Associated Partners are excluded from certain decisions of the General Assembly according to Section 6.2 of the Consortium Agreement as follows:

- Financial changes to the Consortium Plan;
- Distribution of EU contribution among the Beneficiaries;
- Proposals for changes to Annex 2 of the Grant Agreement to be agreed by the Granting Authority;
- Decisions related to Section 7.1.4 of this Consortium Agreement;
- Changes in Background included list (see related Attachment 1);
- Inclusion or changes in Associated Partners.

A Party which the General Assembly has declared to be a Defaulting Party, according to Section 4.3 of the Consortium Agreement, may not vote.

4.11 Veto rights

- A Party which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of the General Assembly may exercise a veto with respect to the corresponding decision or relevant part of the decision.
- When the decision is foreseen on the original agenda, a Party may only veto such a decision during the meeting.
- When a decision has been taken on a new item added to the agenda before or during the meeting, a Party may veto such decision during the meeting or within 15 calendar days after receipt of the draft minutes of the meeting.
- When a decision has been taken without a meeting a Party may veto such decision within 15 calendar days after receipt of the written notice by the chairperson of the outcome of the vote.
- In case of exercise of veto, the Parties shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all Parties.
- A Party may neither veto decision relating to its identification to be in breach of its obligations nor to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the consortium or the consequences of them.
- A Party requesting to leave the consortium may not veto decisions relating thereto.

5 REPORTING AND DELIVERABLES

5.1 Reports to the Commission

5.1.1 Interim Reports (monitoring reports)

Informal interim reports will take the form updates to be shared for the PC and the WPLB, content to be shared will have to go over the usual main elements useful to assess the project development as:

With reference to technical activities:

- What was done and achieved?
- Did issues surface? If so, were they tackled and how? Should any further measures be implemented?
- What's the overall progress?

With reference to financial and effort aspect:

- How many PMs have been spent per WP? Are there been significant deviations from the Grant Agreement?
- Which costs have been paid during the period?

More in-depth interim reports (for monitoring purposes both technical and financial), will consist in few pages of description and a summary/table of Person Months spent per WP and main costs during the period, with deviations/delays or issues to be highlighted; it is forecasted every 6 months apart from each other (please note: if a Reporting period is forecasted in that period, the monitoring will be replaced by the reporting due to the EC)

- 1st monitoring: 31st Mar. 2025 – 30th Apr. 2025
- **1ST REPORTING PERIOD**
- 2nd monitoring: 31st Mar. 2026 – 30th Apr. 2026
- 3rd monitoring: 30th Sep. 2026 – 30th Nov. 2026
- 4th monitoring: 31st Mar. 2027 – 30th Apr. 2027
- **2ND REPORTING PERIOD**

The PM will inform the Partners about the internal deadlines to be followed and will provide templates/instructions to Partners. Information about the monitoring will be collected by PM with the support of Work Package Leaders. The results will be presented by the PC, Coordination Unit and to the General Assembly in order to solve issues (if any).

WPLeaders will be involved too in the collection of information to be indicated in the Continuous Reporting section on Participant Portal and about the WPs description to be indicated in the narrative part of Technical Report.

For the **interim reports** (monitoring) an indicative schedule follows:

- first e-mail one month before the end of the interim report period **28 Feb. 2025**, with the form to be filled in (excel file), instructions and internal deadlines for sending to the PM the files, the PM checking and reply to each Partner (reference period: first 6 months of the project, October 2024-March 2025),
- second e-mail at the end of the interim report period **31 Mar. 2025**
- reminder e-mail in mid-March 2025 for the Partners which have not provided or have not given a reply to the PM after the check

The consolidated figures will be prepared by the PM and examined by the PC/VC, shared in the first available General Assembly

For the **Reporting Period - Financial Report** - it will be foreseen:

- first e-mail two months before the end of the Reporting Period. As the first reporting period ends on Sept. 30th 2025 and summer break falls in the previous months, the first e-mail will be done by PM July, 31st 2025, with instructions and internal deadlines for providing the information through an excel file first, then, after the PM check it will be possible to fill in the Partner financial forms on Participant Portal.
- the PM will receive and check the figures/files during September 2025, while on next month it is forecasted each Partner will fill out its Financial Form on Participant Portal and submit it after having obtained the PFSIGN signature.

For the **Technical report**, the PM will inform each WPLLeader in order:

- to fill in the data on the Participant Portal (continuous report),
- to collect the information for the Technical Report (narrative part) to be uploaded on the Participant Portal

The deadline for the above is the same, **31st Oct. 2024**.

Please see the drafted planning in [*annex 4*]

5.1.2 Continuous Report – Updating EC Portal

Each Partner will oversee filling the continuous report to the EC portal *continuously* throughout the project. This will account for part of the material to be submitted and evaluated by EC within the Periodic Report.

To support tracking of achievements and completed work with a view to the completion of the continuous reporting, a tracker [WPn_TRACKER] has been made available to all WPs through their MS Teams sub-channel, outside Tasks- and DELs-folders. Partners, especially WP leaders, are required to keep the file up to date to provide a tool to inform partners about ongoing work and to gradually set aside information for the Continuous Reporting filing on the EC portal.

5.1.3 Periodic Reports

Periodic reports will be delivered within 60 days from the end of the period (M12), while the review meeting will take place at M15, likely between Nov. and Dec. 2025, according to PO indications. Another review meeting will be held at the end of the project after M36 (to be scheduled with the PO, likely at the end of year 2027).

During Periodic Reports, EC will assess both the research and technical advancement and the financial situation. The **technical report** will comprise both the continuous reporting (carried out by each partner through their own profile on the EC portal, please see previous paragraph) and the **narrative part**, where the PC will curate a collaborative written assessment of the project advancement, touching points such as:

- What was done and achieved?
- Which problems were encountered?
- How can progress so far be assessed?
- Were there any deviations or corrective actions?
- Delays, work not implemented, new subcontracts, budget overruns, etc. in comparison with the Grant Agreement signed. Moreover, if risks or issues arise and how to mitigate them.

A third element to be evaluated during periodic reports will be the **financial report** where, all financial statements – to be individually filled out directly on the Participant Portal (your login and password) by each beneficiary and signed by each PFSIGN (Project Financial Signatory) – will be included or rejected by the Coordinator in the Periodic Report.

IMPORTANT NOTE: to fill in the financial reports on Participant Portal, where you will be asked to indicate a total per cost category, please keep all records of your eligible expenses, along with all documents related to them (invoices, receipts, tickets, contracts, etc.) and information regarding use of resources (Person Months spent on the project, supported by individual timesheets) and related to subcontracting (selection procedure, invoices, ...) and, last, the Certificates on Financial Statements (CFS) required for the Final Report.

NOTE: CFS are to be issued only for final reporting in case a beneficiary or third-party claims reimbursement for actual and unit costs $\geq \text{€}430.000,00$. Scanned copy of the issued CFS will have to be attached to the financial statement for review, be sure to keep the original copy which you may be asked to produce for up to two years after the end of the project.

The Coordinator must submit the 1st periodic report (M1-M12) and the final report (M13-M36) within 60 days after the end of each reporting period respectively (M12 and M36, see *Grant Agreement page 10*).

Following 90 days from receiving periodic report by the EC and after EC assessment of the expenses, a second tranche of the financing will be unlocked and paid to Coordinator.

IMPORTANT NOTE: Interim payment threshold: 90% of the maximum grant amount. This means that no more than the 90% of the total grant could be anticipated by EC before the end of the project. For this purpose, the prefinancing is calculated including the MIM - Mutual Insurance Mechanism (MIM is an amount the EC retained from the initial prefinancing and will be returned to the Consortium at the end of the project, after final assessment of the expenses).

Keep in mind that the Periodic Report represents a moment of formal review by the EC assessing the progress and quality of the work completed, that's why communication among

partners will be paramount to tackle any issue arising, allowing to promptly take countermeasures in time for the Periodic Report.

All steps are described at the following link: <https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=8913035>

5.1.3.1 Periodic Report: Eligibility of costs

The cardinal rule to be kept in mind upstream is to always be able to document expenses, hence keeping receipts, invoices and even public transport tickets is fundamental.

IMPORTANT NOTE: according to the Grant Agreement, 6. Other, page 12, please note:

6. Other, of “Datasheet” section

Standard time-limits after project end:

- **Confidentiality** 5 years after final payment
- **Record-keeping** 5 years after final payment - reduced to 3 for grants of not more than €60.000,00)
- **Reviews** up to 2 years after final payment
- **Audits** up to 2 years after final payment – please be sure to keep everything up until that date
- **Extension of findings from other grants to this grant** (no later than 2 years after final payment): 2
- **Impact evaluation** up to 5 years after final payment - reduced to 3 for grants of not more than €60.000,00)

A detailed description of eligible and ineligible costs can be found in **Article 6** of the Grant Agreement; as a rule of thumb always be ready to get in contact with the Coordinator and, if needed, the PO to be sure about eligibility of costs.

For personnel costs it is fundamental to keep time records of the time devoted to working on the action. A timesheet issued by the Partner Institution must be kept and monthly dated and co-signed by the researcher and a supervisor.

When attending meetings, sign-in forms will have to be made available to participants, especially in case of travel costs reimbursement or claim. Please remember to take evidence of the meeting participation and outcomes, highlighting the link with the project purposes (agenda, talk and papers with acknowledgement to the Project, short description of the travel purpose, etc.)

5.1.4 Final reports – request of payment of balance at M36

The final report will consist of the same kind of documents and information required for the previous period. The Technical Report is divided in two parts too, Parts A and B:

- **Part A:** contains the structured tables with project information, retrieved from the Grant Management System.
- **Part B:** mirrors the application form and requires the participants to report on differences (delays, work not implemented, new subcontracts, budget overruns etc.). I will have a more narrative structure and will have to be uploaded as a PDF document.

The **Financial Report** consists of the structured individual and consolidated Financial Statements (retrieved from the Grant Management System).

The technical report Part A and the financial report are generated automatically on the basis of the data in the Grant Management System; Part B needs to be prepared using the available template to be downloaded from the EC Portal) and then uploaded as PDF (together with Annexes, if any).

All participants should contribute for their part, the Coordinator will then have to merge all contribution into a single report to be uploaded.

Tasks of the Coordinator (for each Reporting Period):

- check that the Continuous Reporting Module is updated in time (before the Periodic Report is Locked for review);
- check that all participants have submitted their Financial Statements (and CFS, if needed);
- quality checks: Check that the Report is coherent and that information in Part A and B is consistent;
- make sure that the template has been followed and all sections are completed and no annexes are missing.

Please refer for the tentative deadline scheduling to the [annex 4] ..., previous section 5.11

5.2 Publications

Please refer to CA articles 7.3 to 7.5.5 Annex 5 for further detail.

5.2.1 Joint ownership

Results are owned by the Partner that generates them, however joint ownership is governed by Grant Agreement Article 16.4 and its Annex 5, Section *Ownership of results*, with the following additions, unless otherwise agreed:

- each of the joint owners shall be entitled to use their jointly owned Results for non-commercial research and teaching activities on a royalty-free basis, and without requiring the prior consent of the other joint owner(s).
- each of the joint owners shall be entitled to otherwise Exploit the jointly owned Results and to grant non-exclusive licenses to third parties (without any right to sub-license), if the other joint owners are given: (a) at least 45 calendar days advance notice; and (b) fair and reasonable compensation.

The joint owners shall agree on all protection measures and the division of related costs in advance.

5.2.2 Transfer of Results

Each Partner may transfer ownership of its own Results, including its share in jointly owned Results, following the procedures of the Grant Agreement Article 16.4 and its Annex 5, Section Transfer and licensing of results, sub-section “Transfer of ownership”.

Each Partner may identify specific third parties it intends to transfer the ownership of its Results to in Attachment (3) of the Consortium Agreement. The other Partners hereby waive their right to prior notice and their right to object to such a transfer to listed third parties according to the Grant Agreement Article 16.4 and its Annex 5, Section Transfer of licensing of results, sub-section “Transfer of ownership”, 3rd paragraph.

The transferring Partner shall, however, at the time of the transfer, inform the other Partners of such transfer and shall ensure that the rights of the other Partners under the Consortium Agreement and the Grant Agreement will not be affected by such transfer. Any addition to Attachment (3) after signature of this Consortium Agreement requires a decision of the General Assembly.

The Partners recognize that in the framework of a merger or an acquisition of an important part of its assets, it may be impossible under applicable EU and national laws on mergers and acquisitions for a Partner to give at least 45 calendar days prior notice for the transfer as foreseen in the Grant Agreement.

The obligations above apply only for as long as other Parties still have - or still may request – Access Rights to the Results.

5.2.3 Dissemination

5.2.3.1 *Dissemination of own (including jointly owned) Results*

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

Prior notice of any planned publication shall be given to the other Partners at least 45 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement by written notice to the Coordinator and to the Partner(s) proposing the dissemination within 15 calendar days after receipt of the notice. If no objection is made within the time limit stated above, publication is permitted.

Excluded from the need for prior notice are submissions of abstracts to scientific meetings and congresses, provided that they do not disclose details of research, and provided that the submission can be retracted if objections by other Partners occur. Such abstracts need to be sent to the other Partners upon submission. Any objection to an abstract shall be made within seven (7) calendar days after receipt of the notice.

An objection is justified if:

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

The objection must include a precise request for necessary modifications.

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

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

5.2.3.2 Dissemination of another Partner's unpublished Results or Background

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

5.3 Communication and dissemination guide

5.3.1 Internal Communication

Communication tasks will be handled by the Communication Team (CT), which consists of at least one person from each partner. All files, documents and media content produced for communication purposes by the CT will be shared under the WP9 channel on designated folders – that is Communication, Dissemination and Exploitation folders.

The CT members will communicate through email and MS Teams chats; meetings will be held bimonthly though out-of-schedule-online-meetings might be added when necessary. During these online meetings, CT will decide on communication tasks delegation for the following two months; these involve decision on newsletter pieces, responsible members for the biweekly composition of social media and its content, any events and activities that the Project organizes, progress of the pilot phases, and their communication to the target audiences.

CT meetings will be preceded by an e-mail (5-7 days in advance) to CT members including the date and the proposed agenda. Similarly, the meeting minutes will be circulated among the team by an e-mail no later than a week after the meeting. The follow-up actions will be defined in each meeting and will be listed in the minutes to allow a clear understanding of responsibilities and better track the progress. The final minutes will be shared on the Communication folder under WP9 channel on Teams Platform.

5.3.2 External Communication

5.3.2.1 Social Media

Three different profiles have been created to communicate the project activities and disseminate its outcomes to different audiences. Meta platform accounts (Facebook and Instagram) target the general public and stakeholders. LinkedIn has been created for more professional audience.

META-MUSEUM posts will always acknowledge the EU funding disclaimer at the end of each post in caption.

Project social media handles are:

- Instagram: meta_museum_project [[instagram.com/meta_museum_project/](https://www.instagram.com/meta_museum_project/)]

- Facebook: MetaMuseumProject [facebook.com/MetaMuseumProject]
- LinkedIn: META-MUSEUM [linkedin.com/company/meta-museum/about/]

Social media content will be created in team effort. POLITO and EMA will be responsible for graphic content and the upload, whereas other partners will be responsible for creating topic and text. All content will be uploaded to the MS Teams Platform under WP9 channel, Communication folder, in the SNS Report spreadsheet. [[CT SNS REPORTS.xlsx](#)] In this spreadsheet, members will find specific cells dedicated to text, where you can copy and paste. If an image or picture is to be added, there is a description on how to add a picture into a cell.

Only in case of necessity, for bigger files, team members will upload to the Social Media folder after carefully naming their files as follows:

(upload date yyyymmdd)_FileName_PartnerAcronym
ie: 20241104_M3_W2_Heritage in Transformation_EMA

5.3.2.2 Newsletter

All partners will be responsible for producing content for the bimonthly newsletter. Partners will be notified in advance of their expected input (e.g. interview, WP summary, current actions or events, etc.) and are to upload to the Teams platform in WP9 sub-channel dedicated folder [[NEWSLETTER](#)].

Communication team members are expected to name files, documents in accordance with the designated newsletter folder as indicated as mean of example:

- interview_M2_01_Newsletter (i.e.: Month 2_First Newsletter);
- call4papers_M4_02_Newsletter (Month 4, Second Newsletter).

5.3.2.3 Dissemination

Brochures, leaflets, posters, videos, scientific publications, press material, newsletters, press releases, presentations, etc., will be prepared to promote the META-MUSEUM results. These materials will always use the logo of the project, EU funding emblem and the disclaimer notice. They will be distributed in regular events, activities, pilot phases, etc., as stated in the project.

All materials will be produced in English and accessible to Consortium Partners to translate into their local languages. Dissemination material will be available to download on the project website, as well as on the Teams platform under WP9 sub-channel dissemination folder [[DISSEMINATION](#)].

In addition to the materials, partners will be asked to share a report of their dissemination activities. A standard worksheet is created by the CT for this purpose and distributed to all partners as a link [[DISSEMINATION ACTIVITY REPORT.xlsx](#)]. This will offer a chance to monitor and measure dissemination activities. This worksheet will be located under the WP9 channel, in the dissemination folder. Besides, another worksheet will be created to archive news covered by media outlets. It will be located in the same folder.

IMPORTANT NOTE: Being an acronym, *META-MUSEUM* shall always be written in capital letters.

5.4 Deliverables

5.4.1 Deliverables review

Please refer to [\[WPs_calendar.pdf\]](#) and [\[annex 5\]](#) for precise dates of deadlines.

All review stages will have to be carried out online (using your dedicated WP sub-channel) to encourage sharing and confrontation between WP involved partners, on top of always allowing the PC and WPLB to monitor the work in progress.

Submission for review will comprise four different stages starting 21 days prior to the upload deadline. A first draft of the deliverables will be uploaded for review from the PC and Reviewer(s), then returned with notes and comments within 10 days from draft upload. Teams will then have 5 days to finalize the reviewed document in a 2nd – and final – draft that will be submitted for a second review from PC, Reviewer(s) and the WPLB.

During the review process please use dedicated folders (Dn.n) within each MS Teams WP sub-channel as follows:

- **UNDER REVIEW:** use this folder to submit finalized drafts for the PC, Reviewer(s) and WPLB to review;
- **FINAL:** use this folder to store final, reviewed and approved versions of your documents.

Once approved by the PC, the finalized document will be uploaded to the EU portal.

-21 to final	FIRST DRAFT DEADLINE	Partners will upload the first draft of deliverables and submit it for review
~10 days	REVIEW	
-11 to final	REVIEWED DRAFT	Partners will be returned the reviewed draft
~2/5 days	PARTNERS' EDITING OF REVIEWED DRAFT	
- 6 to final	SECOND DRAFT DEADLINE	Partners will upload the finalized draft and submit for approval
-3 to 0	FINAL APPROVAL AND UPLOAD	

IMPORTANT NOTE: DELs deadlines have already been calculated to avoid festivities and such, note that uploads before stated deadline is possible – and encouraged on said occasions. Deadlines up to the 12-months mark (end of the 1st Reporting Period, see *Time Extensions paragraph*) are confirmed; shall any changes after said mark be necessary, those will be made known to partners.

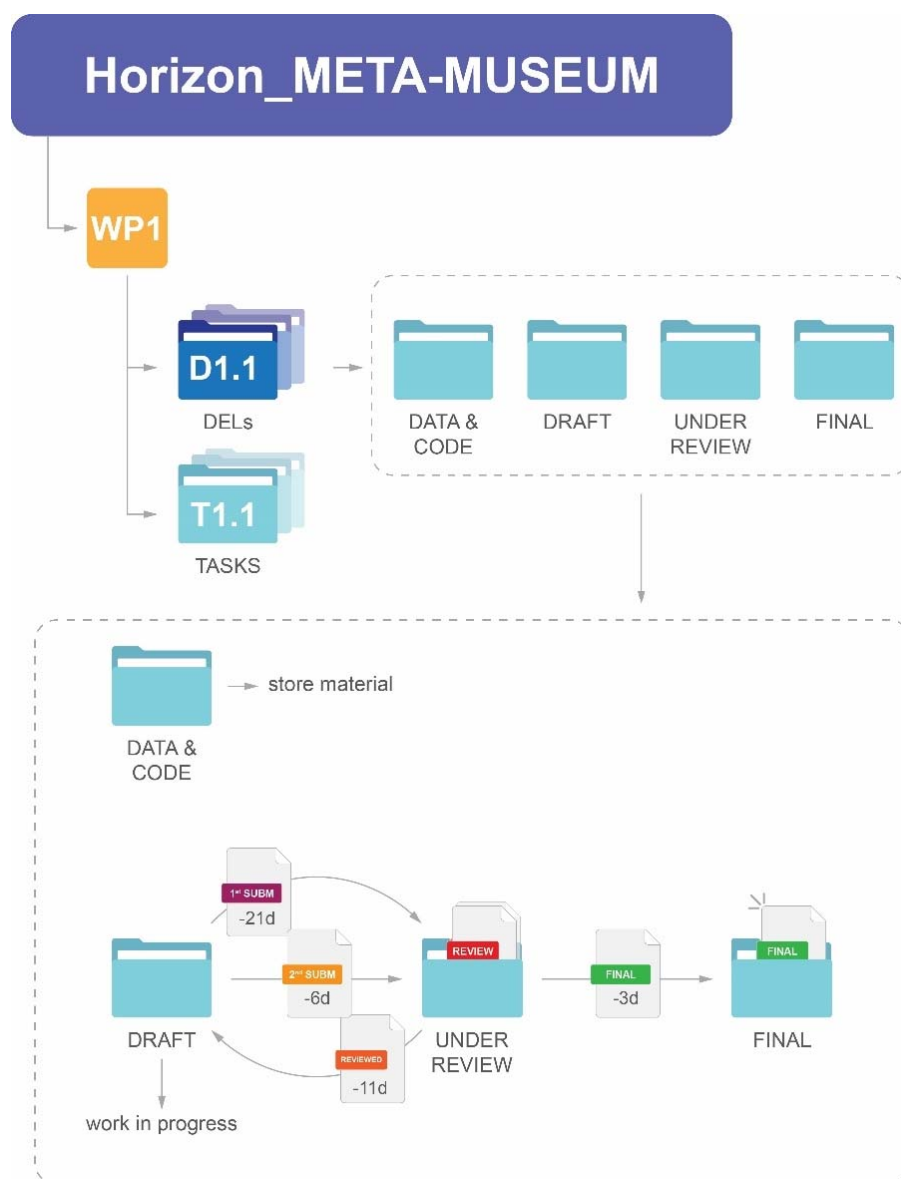
5.4.2 Files naming

To ensure order and easy identification of files content and level of progression, please name files according to the following syntax:

WPn_Tn/DELn_description_EN_v1.0,

where:

- **WPn** represents the Work Package number.
- **Tn/DELn** represents the Task or Deliverable number.
- **description** provides a brief identifier for the content.
- **v1.0** indicates the version number.



5.4.3 Deliverables format

Due to DELs and MILs different nature, no format will be imposed for related documents; instead, a template model will be provided to ensure consistency for the reviewers. Said template will consist of two pages detailing the deliverable type, level of dissemination and involved Partners; the narrative section – with a suggested structure – will ask to describe the path followed and the results obtained in relation to the forecasted development of the action described in the DoA.

After a brief recall of the DoA content, an introduction that will set the framework will have to be included as an abstract explaining the document purpose, its structure and the methodological approach implemented.

Considering their diverse nature, all related files will have to be listed in the dedicated section of the format also including the link to the directory of the dedicated MS Teams WP sub-channel folder «under review» where PC and reviewers will be able to access them.

Link to the template [\[DEL_Template.docx\]](#) [annex 6]

5.4.4 Review format

During the review process, the chosen reviewer – among Partners not involved in the WP the DEL(s) belong to – will be given a review format similar in structure to the DELs template to guide the assessment. The reviewers are always invited to refer the content of the deliverable to its description and objectives to the corresponding illustration in the DoA, recalled in the first section of the DEL.

While the use of comments in the text might be the most operational way to conduct the review, the evaluation template might be used for more general and discursive notes.

Link to the template [\[DEL_Evaluation_Sheet.docx\]](#) [annex 7]

5.4.5 Time extensions

Time extensions are grantable exclusively within report periods and are subjected to approval of the EC beyond formal request from the PC; extensions that would cause a DEL to bleed into the next reporting period would call for an Amendment to the Agreement.

Extensions can be granted for month-long slots, postponing DELs/MILs upload to the end of the month depending on the amount of time granted. Please note, in case of conflict with local holidays and festivities you're required to inform the PC who will try to adjust deadlines dates within the limited room available; unfortunately, no shorter-than-a-month extensions are grantable.

6 DATA PROTECTION AND DATA MANAGEMENT

Given the digital nature of the project's core activities, particularly around collecting, processing, and storing significant amounts of data, a rigorous approach to data protection and data management is essential.

All partners planning to acquire data shall fill out the data acquisition form available in the «general» sub-channel in the «forms» folder or directly to this link [[EM_datainfo.docx](#)], detailing the type, amount, place and method of acquisition.

6.1 Data management principles

In Horizon Europe projects, data management is governed by FAIR principles: data should be Findable, Accessible, Interoperable, and Reusable. In META-MUSEUM, all data generated or collected will be organized according to these principles, making it discoverable and usable by other researchers and stakeholders in the cultural heritage sector. The data will be stored in designated repositories that are compliant with EU guidelines, ensuring that it remains accessible and preserved long-term.

To achieve this, the META-MUSEUM project team will create a Data Management Plan (DMP) early in the project lifecycle. This living document will outline how data will be handled, stored, and shared, including provisions for metadata standards, file formats, and storage locations. Updates to the DMP will be made at regular intervals or when significant changes in data processing occur. This approach helps safeguard data quality and accessibility, aligning with Horizon Europe's open-access requirements.

6.2 Data protection framework

Handling data responsibly and accordingly to the General Data Protection Regulation (GDPR) is critical for the META-MUSEUM project, particularly because the project may involve personal or sensitive data, such as audiovisual recordings or interviews with cultural experts. The project will implement robust measures to safeguard this data and protect individuals' rights.

All personal data processing will adhere to the GDPR's principles of lawfulness, fairness, and transparency. The project will obtain informed consent from participants, ensuring they understand how their data will be used, stored, and shared. Additionally, META-MUSEUM will employ the principles of data minimization and purpose limitation, collecting only the necessary data to meet project objectives and ensuring it is used exclusively for agreed-upon purposes.

6.3 Access Control and Security Measures

To prevent unauthorized access, the META-MUSEUM project will implement a layered approach to data security. Access to sensitive data will be restricted to authorized personnel and encryption will be applied both during data transfer and at rest. Regular security audits will be conducted to identify and address potential vulnerabilities and project staff will receive training on GDPR and data security best practices if needed.

In addition to technical measures, META-MUSEUM will proceed accordingly to the Horizon Europe guidelines for ethical research. A **Data Protection Officer (DPO)** will be nominated and defined within the D1.3 DATA MANAGEMENT PLAN deadline to coordinate the use, share and storage of acquired data.

6.4 Ethical and Open-Access Considerations

META-MUSEUM is committed to open science, an integral part of Horizon Europe, while also respecting ethical considerations related to data sensitivity and privacy. Where possible, data will be made openly available through trusted repositories, accompanied by documentation and metadata to support reusability. In cases where data includes personal or sensitive information, access will be restricted, or anonymization will be applied.

The **Ethical Management Team (EMT)** addresses key topics surrounding data collection and ethical considerations for the META-MUSEUM project. One of the main objectives is to focus on the coordination among project partners to streamline the data collection process, ensuring that all activities are carried out in a structured and consistent manner. All partners must actively communicate and collaborate to ensure that data collection is standardized across the project. Each partner is responsible for identifying their specific data requirements and communicating these needs to the wider Consortium. A joint framework for this coordination will be developed to facilitate seamless integration of data from different sources. Each partner will store the data they collect in their own secure repositories, ensuring compliance with ethical guidelines and data protection standards. Only anonymized data will be transferred to and stored in the central META-MUSEUM database, which will be managed by BEIA. This approach safeguards participants' privacy and ensures that no personally identifiable information is shared across the project.

This approach guarantees the anonymization of the individuals involved in the project while still allowing the partner who collected the data to retain the ability to reconstruct the identities of the individuals, if necessary. By maintaining the original, identifiable data in their own repositories, partners can ensure that personal information is protected and only anonymous data is shared with the META-MUSEUM database, ensuring both privacy and traceability.

ANNEXES

1 DELEGATION OF AUTHORITY FORM



DELEGATION OF AUTHORITY FORM

_____ (institution name)

I the undersigned _____, born on _____ (date of birth) in _____ (place of birth), as legal representative of _____ (institution name) for the EU Horizon Meta-Museum Project.

I HEREBY AUTHORIZE

_____ (delegate name) born _____ (date of birth) in _____ (place of birth), to retrieve documents and vote on my behalf on the occasion of the General Assembly Horizon Meta-Museum meeting held in _____ (location of the meeting / online) on _____ (date of meeting).

Place and date

Legal representative signature



Funded by
the European Union

101132488
META-MUSEUM
HORIZON-CL2-2023-HERITAGE-01

2 NDA MODEL – EXTERNAL VISITORS

META-MUSEUM Consortium Agreement, version [1.1], [13/02/2024] [NDA extract]

Attachment 5: NDA for External Visitors

NON-DISCLOSURE AGREEMENT for External Visitors

Project acronym: META-MUSEUM

Project full title: "Moving Emotions towards confidence in the Transformative Appropriation for a Meaningful Understanding of cultural heritage: a neuroScientific approach to EUropean Museums" ("Project")

This NON DISCLOSURE AGREEMENT is signed

BETWEEN:

71. **POLITECNICO DI TORINO [POLITO]**, with legal address Corso Duca degli Abruzzi 24, 10129, TORINO, Italy, the Coordinator of the Project, acting on its behalf and on behalf of the participants in the above mentioned EU project META-MUSEUM, which are the following:
72. **UNIVERSITA DEGLI STUDI DI ROMA LA SAPIENZA [UNIROMA1]**, with legal address in Via dei Marsi n. 78 Roma - 00185
73. **STICHTING VU [STICHTING VU]**, with legal address De Boelelaan 1105, 1081 HV Amsterdam, The Netherlands
74. **KENTRO MERIMNAS OIKOGENEIAS KAI PAIDIOU [KMOP]**, with legal address Skoufa 75, 10680, Athen
75. **FRIEDRICH-SCHILLER-UNIVERSITAT JENA [UNI JENA]**, with legal address Fuerstengraben 1, 07743 Jena, Germany
76. **OSRODEK PRZETWARZANIA INFORMACJI-PANSTWOWY INSTYTUT BADAWCZY [OPI-PIB]**, with legal address Warsaw (00-608) at al. Niepodleglosci 188 b
77. **VILNIAUS GEDIMINO TECHNIKOS UNIVERSITETAS [VILNIUS TECH]**, with legal address Sauletekio al. 11, Vilnius LT-10223, Lithuania.
78. **STICHTING EUROPEAN MUSEUM ACADEMY [EMA]**, with legal address Oude Diedenweg 75, 6704 AB Wageningen, The Netherlands
79. **BEIA CONSULT INTERNATIONAL SRL [BEIA]**, with legal address in Bucharest, street Poiana Narciselor no. 12, Romania
80. **THE NORDIC CENTRE OF HERITAGE LEARNING AND CREATIVITY [NCK]**, with legal address located in SE-83128 Östersund, Box 709
81. **MORFWTIKO IDRYMA ETHNIKIS TRAPEZIS [MIET]** - The National Bank of Greece Cultural Foundation, with legal address Athens, Thucydidou street, no 13, GR 105858 GREECE
82. **MUSEOPARC ALESIA [MP-ALESIA]**, with legal address 1, route des Trois Ormeaux 21150 Alise-Sainte-Reine FRANCE
83. **AGENCIA CATALANA DEL PATRIMONI CULTURAL- MAC [AGCAT-PC-MAC]**, with legal address C/Portaferrissa, 1 08002 Barcelona
84. **FONDAZIONE MUSEO DELLE ANTICHITA EGIZIE DI TORINO [MUSEO EGIZIO]**, with legal address Turin, via Accademia delle Scienze 6, Italy

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and the following visitor:

Name		Date of birth	
Surname		Place of birth	
e-mail			

WHEREAS:

-POLITO is the Coordinator of the Project

-According to Section 6.5 of the Consortium Agreement relating to the Project:

- Each participant in META-MUSEUM may provide certain confidential information related to META- MUSEUM to the External Visitor, all such information is to be considered as the “Confidential Information”
- Whereupon the Parties hereto wish to record the terms and conditions upon which this information will be disclosed.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

In this agreement:

-“Disclosing Party” shall mean any participant in META-MUSEUM Project.

-“Recipient” shall mean

- External Visitor as named at the top of this page

- “Confidential Information” shall mean (subject to clause 4 below): the data and information provided by a Disclosing Party to the Recipient related to the Project, in tangible or intangible format, including information covered by copyrights or patents, techniques, models, inventions, know-how, processes, software, research results, design details, business and contractual relationships and plans, training plans, and any other information that may be disclosed regarding the Project; and any document, annotation, note, analysis, study or report based on or derived from the above-stated information.

- “Purpose”: to assist the progress, the reports and the main deliverables of the Project, advice on the Project tasks, provide links to other programs and activities, and make recommendations to the General Assembly for enhancing and upgrading research activities.

The purpose of this Non-Disclosure Agreement is to specify the terms and conditions under which the Recipient will maintain the confidentiality of Confidential Information.

The Recipient undertakes, vis-a-vis each Disclosing Party, to hold the Confidential Information in strict confidence and shall take all reasonable precautions to prevent the unauthorized disclosure or access to Confidential Information to third parties.

Recipient's obligations under this Agreement shall not apply to any information which the Recipient can document beyond any reasonable doubt that was available to the public or known to or developed by the Recipient prior to the date first above written. These obligations shall cease as to any information which the Recipient can document thereafter that became or becomes available to the public, otherwise than as a result of disclosure by the Recipient or was or is disclosed to the Recipient by a party unrelated to the Recipient, that does not have a non-disclosure obligation with respect to it. Moreover, the Recipient's obligations under this agreement shall not apply to Confidential Information that the Recipient has a legal obligation to disclose to public authorities under law, regulation or lawful administrative decision.

At any time, upon a Disclosing Party's request, the Recipient shall promptly deliver to the Disclosing Party all copies in his possession of the Confidential information and all materials relating to or involving Confidential Information (whether prepared by the respective Disclosing Party or otherwise), and undertakes not to retain any copies, extracts or other reproductions in whole or in part regarding the Confidential Information. The delivery of such material shall not relieve the Recipient of its obligation of confidentiality or other obligations hereunder.

Nothing in this agreement shall be construed as granting the Recipient any rights of any kinds in the Confidential Information, by license or otherwise.

This Agreement shall be governed by the laws of Belgium. All disputes or differences arising in connection with this agreement which cannot be settled amicably shall be finally settled by the procedure set out in Section 11.8 of the Consortium Agreement related to the Project.

Any Disclosing Party may take action individually in relation to its disclosure of information to the Recipient and to enforce the latter's obligations under this Non-Disclosure Agreement.

This Agreement shall come into force after signature of both Parties hereto on the Effective Date and shall expire on the end date of the META-MUSEUM project. The obligations pursuant to Article 3 shall remain valid for the Recipient even after the end of this Agreement for a period of five (5) years thereafter.

The Parties have caused this Agreement to be duly signed by the undersigned authorized representatives the day and year first above written.

For the Coordinator

The external Visitor

Prof. Michele Bonino,

The Head of the Department of Architecture and Design

POLITECNICO DI TORINO

3 NDA MODEL – RESEARCHERS

META-MUSEUM Consortium Agreement, version [1.1], [13/02/2024] [NDA extract]

Attachment 5: NDA for Researchers and Experts

NON-DISCLOSURE AGREEMENT for Researchers and Experts

Project acronym: META-MUSEUM

Project full title: "Moving Emotions towards confidence in the Transformative Appropriation for a Meaningful Understanding of cultural heritage: a neuroScientific approach to European Museums" ("Project")

This NON DISCLOSURE AGREEMENT is signed

BETWEEN:

71. **POLITECNICO DI TORINO [POLITO]**, with legal address Corso Duca degli Abruzzi 24, 10129, TORINO, Italy, the Coordinator of the Project, acting on its behalf and on behalf of the participants in the above mentioned EU project META-MUSEUM, which are the following:
72. **UNIVERSITÀ DEGLI STUDI DI ROMA LA SAPIENZA [UNIROMA1]**, with legal address in Via dei Marsi n. 78 Roma - 00185
73. **STICHTING VU [STICHTING VU]**, with legal address De Boelelaan 1105, 1081 HV Amsterdam, The Netherlands
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75. **FRIEDRICH-SCHILLER-UNIVERSITÄT JENA [UNI JENA]**, with legal address Fuerstengraben 1, 07743 Jena, Germany
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77. **VILNIAUS GEDIMINO TECHNIKOS UNIVERSITETAS [VILNIUS TECH]**, with legal address Sauletekio al. 11, Vilnius LT-10223, Lithuania.
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83. **AGENCIA CATALANA DEL PATRIMONI CULTURAL- MAC [AGCAT-PC-MAC]**, with legal address C/Portaferrissa, 1 08002 Barcelona
84. **FONDAZIONE MUSEO DELLE ANTICHTA EGIZIE DI TORINO [MUSEO EGIZIO]**, with legal address Turin, via Accademia delle Scienze 6, Italy

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and the following Researcher/Expert:

Name		Date of birth	
Surname		Place of birth	
e-mail			

WHEREAS:

-POLITO is the Coordinator of the Project

-According to Section 6.5 of the Consortium Agreement relating to the Project:

- Each participant in META-MUSEUM may provide certain confidential information related to META- MUSEUM to the External Visitor, all such information is to be considered as the “Confidential Information”
- Whereupon the Parties hereto wish to record the terms and conditions upon which this information will be disclosed.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

In this agreement:

-“Disclosing Party” shall mean any participant in META-MUSEUM Project.

-“Recipient” shall mean

- Researcher/Expert as indicated top of this page

- “Confidential Information” shall mean (subject to clause 4 below): the data and information provided by a Disclosing Party to the Recipient related to the Project, in tangible or intangible format, including information covered by copyrights or patents, techniques, models, inventions, know-how, processes, software, research results, design details, business and contractual relationships and plans, training plans, and any other information that may be disclosed regarding the Project; and any document, annotation, note, analysis, study or report based on or derived from the above-stated information.

- “Purpose”: to assist the progress, the reports and the main deliverables of the Project, advice on the Project tasks, provide links to other programs and activities, and make recommendations to the General Assembly for enhancing and upgrading research activities.

The purpose of this Non-Disclosure Agreement is to specify the terms and conditions under which the Recipient will maintain the confidentiality of Confidential Information.

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At any time, upon a Disclosing Party's request, the Recipient shall promptly deliver to the Disclosing Party all copies in his possession of the Confidential information and all materials relating to or involving Confidential Information (whether prepared by the respective Disclosing Party or otherwise), and undertakes not to retain any copies, extracts or other reproductions in whole or in part regarding the Confidential Information. The delivery of such material shall not relieve the Recipient of its obligation of confidentiality or other obligations hereunder.

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This Agreement shall come into force after signature of both Parties hereto on the Effective Date and shall expire on the end date of the META-MUSEUM project. The obligations pursuant to Article 3 shall remain valid for the Recipient even after the end of this Agreement for a period of five (5) years thereafter.

The Parties have caused this Agreement to be duly signed by the undersigned authorized representatives the day and year first above written.

For the Coordinator

Prof. Michele Bonino,

The Head of the Department of Architecture and Design

POLITECNICO DI TORINO

The Researcher/Expert

4 NDA MODEL – SUB CONTRACTORS

META-MUSEUM Consortium Agreement, version [1.1], [13/02/2024] [NDA extract]

Attachment 5: NDA for sub-contractors

NON-DISCLOSURE AGREEMENT for sub-contractors

Project acronym: META-MUSEUM

Project full title: "Moving Emotions towards confidence in the Transformative Appropriation for a Meaningful Understanding of cultural heritage: a neuroScientific approach to EUropean Museums" ("Project")

This NON DISCLOSURE AGREEMENT is signed

BETWEEN:

71. **POLITECNICO DI TORINO [POLITO]**, with legal address Corso Duca degli Abruzzi 24, 10129, TORINO, Italy, the Coordinator of the Project, acting on its behalf and on behalf of the participants in the above mentioned EU project META-MUSEUM, which are the following:
72. **UNIVERSITÀ DEGLI STUDI DI ROMA LA SAPIENZA [UNIROMA1]**, with legal address in Via dei Marsi n. 78 Roma - 00185
73. **STICHTING VU [STICHTING VU]**, with legal address De Boelelaan 1105, 1081 HV Amsterdam, The Netherlands
74. **KENTRO MERIMNAS OIKOGENEIAS KAI PAIDIOU [KMOP]**, with legal address Skoufa 75, 10680, Athen
75. **FRIEDRICH-SCHILLER-UNIVERSITÄT JENA [UNI JENA]**, with legal address Fuerstengraben 1, 07743 Jena, Germany
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84. **FONDAZIONE MUSEO DELLE ANTICHTA EGIZIE DI TORINO [MUSEO EGIZIO]**, with legal address Turin, via Accademia delle Scienze 6, Italy

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and the following sub-contractor, through its legal representative:

Sub-contractor company info	
Company Name	
Company location and address	
Company VAT Identification Number	
Reason for the sub-contract and services provided	
Consortium Partner responsible for the sub-contracting	
Signed contract protocol number	

Sub-contractor legal representative info			
Name		Date of birth	
Surname		Place of birth	
e-mail			

WHEREAS:

- POLITO is the Coordinator of the Project
- According to Section 6.5 of the Consortium Agreement relating to the Project:
 - Each participant in META-MUSEUM may provide certain confidential information related to META- MUSEUM to the External Visitor, all such information is to be considered as the “Confidential Information”
 - Whereupon the Parties hereto wish to record the terms and conditions upon which this information

will be disclosed.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

In this agreement:

-“Disclosing Party” shall mean any participant in META-MUSEUM Project.

-“Recipient” shall mean

- The team of the sub-contractor company that will be in anyway involved in the project

- “Confidential Information” shall mean (subject to clause 4 below): the data and information provided by a Disclosing Party to the Recipient related to the Project, in tangible or intangible format, including information covered by copyrights or patents, techniques, models, inventions, know-how, processes, software, research results, design details, business and contractual relationships and plans, training plans, and any other information that may be disclosed regarding the Project; and any document, annotation, note, analysis, study or report based on or derived from the above-stated information.

- “Purpose”: to assist the progress, the reports and the main deliverables of the Project, advice on the Project tasks, provide links to other programs and activities, and make recommendations to the General Assembly for enhancing and upgrading research activities.

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Nothing in this agreement shall be construed as granting the Recipient any rights of any kinds in the Confidential Information, by license or otherwise.

This Agreement shall be governed by the laws of Belgium. All disputes or differences arising in connection with this agreement which cannot be settled amicably shall be finally settled by the procedure set out in Section 11.8 of the Consortium Agreement related to the Project.

Any Disclosing Party may take action individually in relation to its disclosure of information to the Recipient and to enforce the latter's obligations under this Non-Disclosure Agreement.

This Agreement shall come into force after signature of both Parties hereto on the Effective Date and shall expire on the end date of the META-MUSEUM project. The obligations pursuant to Article 3 shall remain valid for the Recipient even after the end of this Agreement for a period of five (5) years thereafter.

The Parties have caused this Agreement to be duly signed by the undersigned authorized representatives the day and year first above written.

For the Coordinator

Prof. Michele Bonino,

The Head of the Department of Architecture and Design

POLITECNICO DI TORINO

As legal representative,

5 REPORTS TIMELINE

Tentative deadline scheduling to manage the Interim Report and Periodic Report submission.

1st Monitoring	Period taken into account	Monitoring period	Deadline	Who
	1st Oct 2024; 31st Mar 2025 (6 Months)	31 st Mar. 2025; 30 th Apr. 2025		
1st e-mail (1 month before the end of the Interim report): excel file provided by PM, with PMs effort/expenses on the project paid during the period 1st e-mail to contact of WPLEaders with word file to be filled in per WP and deadlines to collect details from Partners			28/02/2025	Project Manager
Reply from each Partner about activities performed and reply to questions if needed by the PM			15/03/2025	WPLEaders and Project Manager
second e-mail at the end of the interim report period (reminder)			31/03/2025	Project Manager
Feedback from the Partners			10/04/2025	Partners
Check and feedback by the PM and the PC, reply from Partners about PMs/deviations/etc.			20/04/2025	Project Manager/PC/Partners
Figures/information merged by the PM and compared with the effort forecasted in the proposal (PMs), taking into account each WP duration. Deviations have to be described			30/04/2025	Project Manager

1st Reporting Period	Period taken into account	Reporting period	Deadline	Who
	1st Oct 2024; 30 Sept 2025 (12 Month)	1st Oct 2025; 30th Nov 2025		
first e-mail two months before the end of the Reporting Period (or more taking into account summer break), with instructions and internal deadlines and formats to be used			31/07/2025	Project Manager
Each WPLEader takes care about the update of the Continuous Reporting section of the WP/WPs related to and collects the information about the activity performed within the WP, according to Project Manager instructions/formats			15/09/2025	WPLEaders and Project Manager
Second e-mail of reminder about the Financial Report and Technical Report deadlines; first check of the WPs description provided by each WPLEader and update on the Continuous Reporting section by PM and PC/VC			30/09/2025	WPLEaders and Project Manager
Feedback from Partners with the excel file provided and first check/reply by the PM			15/10/2025	Each Partner and Project Manager
Check about the excel files provided and final reply; check about technical description of the WPs and update on the Continuous Reporting Section			31/10/2025	Each Partner and Project Manager
Start to fill-in the financial forms on the Participant Portal (each Partner)			03/11/2025	Each Partner
End to fill-in the financial forms on the Participant Portal and submission to the PM (according to the excel file previously checked)			14/11/2025	Each Partner and Project Manager
Final check of the Participant Portal sections and Technical Report (narrative part)			25/11/2025	Project Manager and PC/VC
Final submission to EC			28/11/2025	PC

Review Meeting with the EC according to the PO instructions	Beginning of Dec, 2025
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2nd Monitoring	Period taken into account	Monitoring period	Deadline	Who
	1st Oct 2025; 31st Mar 2026 (6 Month)	31 st Mar. 2026; 30 th Apr. 2026		
1st e-mail (1 month before the end of the Interim report): excel file provided by PM, with PMs effort/expenses on the project paid during the period 1st e-mail to contact of WPLEaders with word file to be filled in per WP and deadlines to collect details from Partners			27/02/2026	Project Manager
Reply from each Partner about activities performed and reply to questions if needed by the PM			17/03/2026	WPLEaders and Project Manager
second e-mail at the end of the interim report period (reminder)			31/03/2026	Project Manager
Feedback from the Partners			10/04/2026	Partners
Check and feedback by the PM and the PC, reply from Partners about PMs/deviations/etc.			20/04/2026	Project Manager/PC/Partners
Figures/information merged by the PM and compared with the effort forecasted in the proposal (PMs), taking into account each WP duration. Deviations have to be described			30/04/2026	Project Manager

3rd Monitoring	Period taken into account	Monitoring period (details, figures are collected, checked and merged)	Deadline	Who
	1st Apr 2026; 30st Sept 2026 (6 Month)	30th Sep 2026-31st Oct 2026		
1st e-mail (1 month before the end of the Interim report): excel file provided by PM, with PMs effort/expenses on the project paid during the period 1st e-mail to contact of WPLEaders with word file to be filled in per WP and deadlines to collect details from Partners			31/07/2026	Project Manager
Reply from each Partner about activities performed and reply to questions if needed by the PM			31/08/2026	WPLEaders and Project Manager
second e-mail at the end of the interim report period (reminder)			15/09/2026	Project Manager
Feedback from the Partners			01/10/2026	Partners
Check and feedback by the PM and the PC, reply from Partners about PMs/deviations/etc.			15/10/2026	Project Manager/PC/Partners
Figures/information merged by the PM and compared with the effort forecasted in the proposal (PMs), taking into account each WP duration. Deviations have to be described			30/10/2026	Project Manager

4th Monitoring	Period taken into account	Monitoring period	Deadline	Who
	1st Oct 2026; 31st Mar 2027 (6 Month)	31 st Mar. 2027; 30 th Apr. 2027		
1st e-mail (1 month before the end of the Interim report): excel file provided by PM, with PMs effort/expenses on the project paid during the period			26/02/2027	Project Manager
1st e-mail to contact of WPLEaders with word file to be filled in per WP and deadlines to collect details from Partners				WPLEaders and Project Manager
Reply from each Partner about activities performed and reply to questions if needed by the PM			16/03/2027	Project Manager
second e-mail at the end of the interim report period (reminder)			31/03/2027	Project Manager
Feedback from the Partners			09/04/2027	Partners
Check and feedback by the PM and the PC, reply from Partners about PMs/deviations/etc.			20/04/2027	Project Manager/PC/Partners
Figures/information merged by the PM and compared with the effort forecasted in the proposal (PMs), taking into account each WP duration. Deviations have to be described			30/04/2027	Project Manager

Final Reporting Period	Period taken into account	Reporting period	Deadline	Who
	1st Oct 2025; 30 Sept 2027 (24 Month)	1st Oct 2027; 30th Nov 2027		
first e-mail two months before the end of the Reporting Period (or more taking into account summer			30/07/2027	Project Manager
Each WPLEader takes care about the update of the Continuous Reporting section and collect the information about the activity performed within the WP, according to Project Manager			15/09/2027	WPLEaders and Project Manager
Second e-mail of reminder about the Financial Report and Technical Report deadlines; first check of the WPs description provided by each WPLEader and update on the Continuous Reporting section by PM and PC/VC			30/09/2027	WPLEaders and Project Manager
Feedback from Partners with the excel file provided and first check/reply by the PM			15/10/2027	Each Partner and Project Manager
Check about the excel files provided and final reply; check about technical description of the WPs and update on the Continuous Reporting Section			29/10/2027	Each Partner and Project Manager
Start to fill-in the financial forms on the Participant Portal (each Partner)			02/11/2027	Each Partner
End to fill-in the financial forms on the Participant Portal and submission to the PM (according to the excel file previously checked)			15/11/2027	Each Partner and Project Manager
Final check of the Participant Portal sections and Technical Report (narrative part)			25/11/2027	Project Manager and PC/VC
Final submission to EC			29/11/2027	PC

Review Meeting with the EC according to the PO instructions	Beginning of Dec, 2027
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6 DEADLINES

PROJECT MANAGEMENT	D code	1ST SUBMISSION	REVIEW	FINAL SUBMISSION	UPLOAD	DUE DATE	WP1	TYPE	DISSEMINATION	LEAD: 1 - POLITO	
The overall project coordination and technical and administrative Management; with a clear responsibilities' distribution among partners, ensuring that the objectives are met in budget and time, with a high quality.							T1.1			POLITO + all partners	Project coordination, management and meetings
							T1.2			POLITO + all partners	Administrative and Financial Management
							T1.3			POLITO + all partners	Quality assurance and risk assessment
							T1.4			POLITO	Contact with EC
							T1.5			POLITO + UNIROMA1, VENUSTECH, STICHTING VU, KMOP	Ethics compliance: support in Ethics issues
MANAGEMENT PLAN	D1	8-Nov-2024	16-Nov-2024	22-Nov-2024	27-Nov-2024	29-Nov-2024	D1.1	DEM - demonstrator, pilot, prototype	PU - Public	POLITO	Management Plan, defining and agreeing the management structure, processes and planning that will be followed by the consortium.
ETHICS MANAGEMENT PLAN	D2	10-Dec-2024	20-Dec-2024	27-Dec-2024	30-Dec-2024	31-Dec-2024	D1.2	OTHER	PU - Public	VILNUS TECH	Specifying the ethical implications of the chosen methodologies as well as steps taken to preserve confidentiality and anonymity, Definition of the protocols for experiments involving humans, informed consent, personal data and AI use, according to the Declaration of Helsinki, and relevant EU regulations.
DATA MANAGEMENT PLAN	D3	10-Mar-2025	20-Mar-2025	25-Mar-2025	28-Mar-2025	31-Mar-2025	D1.3	DMP - Data Management Plan	PU - Public	POLITO	It will provide details regarding the data collected, processed and stored in different phases of the project, guarantee security on knowledge transfer, and will satisfy an external need for transparency and sharing. It will be regularly updated during the course of the project
THEORETICAL FRAMEWORK AND TMI		1ST SUBMISSION	REVIEW	FINAL SUBMISSION	UPLOAD	DUE DATE	WP2			LEAD: 4 - KMOP	
Providing a robust theoretical framework in designing, implementing and assessing the META-MUSEUM activities. Through a transdisciplinary perspective, it will deepen the perception of the transformative nature of CH and the empathic approach to make it understandable to citizens and increase their confidence.							T2.1			KMOP + OP1-PIB	Transformative nature of CH stakeholders and audience analysis
							T2.2			KMOP + OP1-PIB, UNIROMA1	Sampling composition
							T2.3			KMOP + OP1-PIB, UNIROMA1	General assessment and interpretation Model
							T2.4			OP1PIB + KMOP, POLITO, UNI-JENA, NCK, UNIROMA1	Questionnaires design
							T2.5			POLITO + VILNUS TECH I, UNI-JENA, EMA	Development of subsequent and increasingly refined versions of TMI
							T2.6.1			EMA + POLITO, NCK	Based 1MI (V1), develop contents for the training modules - alpha version to be used by WP9
						T2.6.2			EMA + POLITO, NCK	Based on updated version of 1MI refine contents for the training modules - beta version, to be used by WP9	
TransformMEANS Theory (version1)	D4	10-Dec-2024	20-Dec-2024	27-Dec-2024	30-Dec-2024	31-Dec-2024	D2.1	R - Document, report	P - Public	KMOP	TransformMEANS Theory - version 1
TRANSFORMATIVE CH, STAKEHOLDERS AND AUDIENCES	D5	10-Mar-2025	20-Mar-2025	25-Mar-2025	28-Mar-2025	31-Mar-2025	D2.2	R - Document, report	P - Public	KMOP	Report on audience analysis and understanding of transformative nature of CH
GENERAL ASSESSMENT AND INTERPRETATION MOEEL	D6	9-May-2025	19-May-2025	23-May-2025	27-May-2025	30-May-2025	D2.3	R - Document, report	P - Public	KMOP	Model for assessment and interpretation of experiments (matrix, indicators, parameters, etc.)
TransformMEANS Theory (version2)	D7	9-Apr-2027	19-Apr-2027	23-Apr-2027	27-Apr-2027	30-Apr-2027	D2.4	R - Document, report	P - Public	KMOP	TransformMEANS Theory - version 2
DATABASE CREATION AND DATA MANAGEMENT		1ST SUBMISSION	REVIEW	FINAL SUBMISSION	UPLOAD	DUE DATE	WP3			LEAD: 9 - BEIA	
Ensuring a transdisciplinary approach and bridging the contributions of different disciplines through a robust and reliable database that can store and manage various types of data related to the project.							T3.1			BEIA + VILNUS TECH, STICHTING VU, POLITO, UNIROMA1	Database definition
							T3.2			POLITO + BEIA, VILNUS TECH, UNIROMA1, STICHTING VU	Sensor collection and data collection
							T3.3			BEIA + VILNUS TECH I	Data cleaning and integration
							T3.4			VILNUS TECH + BEIA	Trained ML model
							T3.5			POLITO + BEIA, VILNUS TECH I	Data Visualization
							T3.6			VILNUS TECH + BEIA	Data security and governance
DATA COLLECTION AND SENSORS SELECTION	D8	9-May-2025	19-May-2025	23-May-2025	27-May-2025	30-May-2025	D3.1	DATA - data sets, microdata, etc.	SEN - Sensitive	POLITO	Raw data collected from sensors and questionnaires
DATA CLEANING AND INTEGRATION	D9	6-Feb-2026	16-Feb-2026	20-Feb-2026	24-Feb-2026	27-Feb-2026	D3.2	DATA - data sets, microdata, etc.	SEN - Sensitive	BEIA	Cleaned dataset with no missing values or outliers. Integrated database with relationship defined between the data
TRAINED ML MODEL	D10	10-Mar-2027	19-Mar-2027	24-Mar-2027	28-Mar-2027	31-Mar-2027	D3.3	DATA - data sets, microdata, etc.	SEN - Sensitive	VILNUS TECH	Trained machine learning model for emotional state analysis
DATA VISUALIZATION, DATA SECURITY AND GOVERNANCE	D11	9-Sep-2027	20-Sep-2027	24-Sep-2027	27-Sep-2027	30-Sep-2027	D3.4	R - Document, report	SEN - Sensitive	POLITO	Visualizations and emotional state analysis results. D3 security plan and implementation
PILOTS EXPERIMENTAL COMPONENTS		1ST SUBMISSION	REVIEW	FINAL SUBMISSION	UPLOAD	DUE DATE	WP4			LEAD: 5 - UNI JENA	
Developing and designing testable components and prototypes to encourage co-creation and participatory processes in transforming CH, in line with TMI, and to be evaluated in the experiments and pilots (WP6, WP7, WP8).							T4.1			UNI JENA + NCK, POLITO, UNIROMA1, MUSLIM PARTNERS, BEIA, KMOP, OP1-PIB	Design Brief Scoping
							T4.2			UNI JENA + NCK	Digital prototypes
							T4.3			NCK + POLITO, UNI JENA	Physical prototypes
							T4.4			BEIA + NCK, POLITO, UNI JENA	ai/CI/box app
							T4.5			POLITO + NCK, UNI JENA	Hybrid prototype settings creation
SCOPING DOCUMENT OF DESIGN BRIEFS	D12	9-Jun-2025	19-Jun-2025	24-Jun-2025	27-Jun-2025	30-Jun-2025	D4.1	R - Document, report	SEN - Sensitive	UNIJENA	Framework conditions, content, methods, tested stimuli for prototypes
TESTABLE EXPERIENCE PROTOTYPES (1)	D13	10-Mar-2026	20-Mar-2026	25-Mar-2026	27-Mar-2026	31-Mar-2026	D4.2	DEM - demonstrator, pilot, prototype	PU - Public	UNI JENA	2 digital prototypes (digital storytelling and immersion) to be used in Pilot1, Museum 1
TESTABLE EXPERIENCE PROTOTYPES (2)	D14	10-Aug-2026	20-Aug-2026	25-Aug-2026	28-Aug-2026	31-Aug-2026	D4.3	DEM - demonstrator, pilot, prototype	PU - Public	UNI JENA	2 digital prototypes (digital storytelling and immersion) to be used in Pilot1, Museum 2
TESTABLE EXPERIENCE PROTOTYPES (3)	D15	10-Dec-2026	18-Dec-2026	23-Dec-2026	27-Dec-2026	31-Dec-2026	D4.4	DEM - demonstrator, pilot, prototype	PU - Public	UNI JENA	2 digital prototypes (digital storytelling and immersion) to be used in Pilot1, Museum 3
STORYTELLING PATTERN LIBRARY	D16	10-May-2027	20-May-2027	25-May-2027	28-May-2027	31-May-2027	D4.5	R - Document, report	PU - Public	UNI JENA	Structured documentation of the designs as patterns
LABORATORY BASED INVESTIGATIONS		1ST SUBMISSION	REVIEW	FINAL SUBMISSION	UPLOAD	DUE DATE	WP5			LEAD: 3 - STICHTING VU	
In creating a scaled down version of a museum experience (using optional VR) and perform a methodological validation and experimental interventions on emotion induced body and neurophysiological biomarkers.							T5.1			UNIROMA1 + STICHTING VU	Definition of Psychometric and Physiological Quantitative Assessment of Well-being and Confidence
							T5.2			STICHTING VU + UNIROMA1	Ethics and DMP
							T5.3			STICHTING VU + UNIROMA1	Experiments on emotional reactions
							T5.4			STICHTING VU + UNIROMA1	Analyse and identify emotional parameters
							T5.5			POLITO + STICHTING VU	Experiments on positioning
							T5.6			BEIA + STICHTING VU, POLITO	Central repository for lab-based investigations
PROTOCOL FOR THE ASSESSMENT OF CONFIDENCE AND WELLBEING	D17	8-Nov-2024	18-Nov-2024	22-Nov-2024	27-Nov-2024	29-Nov-2024	D5.1	DEM - demonstrator, pilot, prototype	PU - Public	STICHTING VU	Protocol for the assessment of confidence and wellbeing (identification of valid and reliable psychometric scales and physiological indices). It is the Mileston 1 means of verification
EMOTIONAL REACTIONS AND POSITIONING	D18	10-Mar-2026	20-Mar-2026	25-Mar-2026	27-Mar-2026	31-Mar-2026	D5.2	R - Document, report	SEN - Sensitive	STICHTING VU	Most significant emotions and confidence biomarkers and positioning sensors performances
CENTRAL REPOSITORY	D19	8-May-2026	18-May-2026	23-May-2026	26-May-2026	29-May-2026	D5.3	DATA - data sets, microdata, etc.	SEN - Sensitive	BEIA	Central repository for lab-based investigations

P1: EXPERIMENTATIONS IN MUSEUMS											
		1ST SUBMISSION	REVIEW	FINAL SUBMISSION	UPLOAD	DUE DATE	WP6		LEAD: 1 - POLITO		
Performing experimentations in the Associated Partner museums (MASC, MUSEOPARC ALESSIA, MUSEO ECIDIZO) implementing P1, collecting related data, and encouraging co-creation activities.							T6.1		POLITO + KMOP, UNIROMA1	Approval from the Ethical Committee	
							T6.2		POLITO + UNIROMA1, NCK, MUSEUM PARTNERS	Technical surveys in museums	
							T6.3		POLITO + UNIROMA1, MUSEUM PARTNERS	Status quo measurements implementation	
							T6.4		UNIROMA1 + KMOP, OPI-PB	Status quo interpretation and assessment	
							T6.5		BEIA + POLITO, UNIROMA1	Refinement of META-MUSEUM database	
							T6.6		POLITO + UNIROMA1, MUSEUM PARTNERS	P1 implementation, setting up & measurements	
							T6.7		UNIROMA1 + KMOP, OPI-PB	P1 interpretation and assessment	
STATUS QUO MEASUREMENTS ASSESSMENT REPORT	D20	9-Sep-2025	19-Sep-2025	24-Sep-2025	26-Sep-2025	30-Sep-2025	D6.1	R - Document, report	PU - Public	POLITO	Experimental procedures in museums and results
PILOT 1 ASSESSMENT REPORT	D21	5-Feb-2027	15-Feb-2027	19-Feb-2027	23-Feb-2027	26-Feb-2027	D6.2	R - Document, report	PU - Public	POLITO	Experimental procedures in museums and results (Pilot 1). Assessment
P2: EXPERIMENTATIONS IN HOSPITALS											
		1ST SUBMISSION	REVIEW	FINAL SUBMISSION	UPLOAD	DUE DATE	WP7		LEAD: 2 - UNIROMA1		
Performing experiments in Hospitals in Italy implementing P2, collecting related data and encourage co-creation							T7.1		UNIROMA1 + OPI-PB	Adaptation of Psychometric and Neurophysiological assessment to clinical settings	
							T7.2		UNIROMA1 + KMOP, OPI-PB	Clinical Risk Management Plan and procedures to get approval from the Ethical Committee	
							T7.3		UNIROMA1 + BEIA	Status quo and P2 implementation, experiments planning and measurements	
							T7.4		KMOP + OPI-PB, UNIROMA1	P2 interpretation and assessment	
ADAPTATION OF PSYCHO- AND NEURO-METRICS TO ETHICAL APPROVAL	D22	9-Sep-2026	18-Sep-2026	23-Sep-2026	28-Sep-2026	30-Sep-2026	D7.1	OTHER	SEN - Sensitive	UNIROMA1	Psychometric and Neurophysiological assessment-clinical settings
CLINICAL RISK MANAGEMENT PLAN	D23	9-Sep-2026	18-Sep-2026	23-Sep-2026	28-Sep-2026	30-Sep-2026	D7.2	OTHER	SEN - Sensitive	UNIROMA1	Clinical Risk Management Plan to get Ethical approval
STATUS QUO + PILOT 2 ASSESSMENT REPORT	D24	10-May-2027	20-May-2027	25-May-2027	28-May-2027	31-May-2027	D7.3	R - Document, report	PU - Public	UNIROMA1	Experimental procedures in hospitals and results. Assessment
P3 EXPERIMENTATIONS IN HYBRID ENVIRONMENTS											
		1ST SUBMISSION	REVIEW	FINAL SUBMISSION	UPLOAD	DUE DATE	WP8		LEAD: 7 - VILNIUS TECH		
Developing the M4 System and implementing P3 in urban places through a physical and virtual event.							T8.1		VILNIUS TECH + NCK, POLITO	M4 system development	
							T8.2		POLITO + VILNIUS TECH, NCK	Surveys in public urban places and P3 design	
							T8.3		NCK + VILNIUS TECH, BEIA, KMOP	P3 - M4 Social Media call	
							T8.4		VILNIUS TECH + KMOP, POLITO	Ethics and data protection	
							T8.5		VILNIUS TECH + POLITO, NCK, BEIA	P3 implementation	
							T8.6		VILNIUS TECH + KMOP, OPI-PB	P3 interpretation and assessment	
DATA PROTECTION IMPACT ASSESSMENT	D25	10-Mar-2026	20-Mar-2026	25-Mar-2026	27-Mar-2026	31-Mar-2026	D8.1	OTHER	SEN - Sensitive	VILNIUS TECH	Impact assessment regarding data protection
M4 SYSTEM VALIDATION	D26	9-Sep-2026	18-Sep-2026	23-Sep-2026	28-Sep-2026	30-Sep-2026	D8.2	DEM - demonstrator, pilot, prototype	SEN - Sensitive	VILNIUS TECH	M4 system validation
PILOT 3 ASSESSMENT REPORT AND POLICY RECOMMENDATION	D27	10-Aug-2027	20-Aug-2027	25-Aug-2027	27-Aug-2027	31-Aug-2027	D8.3	R - Document, report	PU - Public	VILNIUS TECH	Experimental procedures in public spaces, results and recommendations. Assessment
COMMUNICATION, DISSEMINATION AND EXPLANATION											
		1ST SUBMISSION	REVIEW	FINAL SUBMISSION	UPLOAD	DUE DATE	WP9		LEAD: 8 - EMA		
The overall goal of this WP is to maximise the impact of the project, by spreading knowledge about its activities throughout its duration, and sharing and valorising research results and findings.							T9.1		EMA + all partners	Communication	
							T9.2		EMA + all partners	Dissemination and training activities	
							T9.3		EMA + all partners	Exploitation and IP Management	
							T9.4		POLITO + all partners	Communication to policy makers. Policy Roundtable event	
LOGO, VISUAL IDENTITY AND WEBSITE	D28	9-Nov-2024	18-Nov-2024	22-Nov-2024	27-Nov-2024	29-Nov-2024	D9.1	DEC - Websites, patent filings, videos, etc.	PU - Public	EMA	Project visual identity, logo, templates design, website
PLAN FOR DISSEMINATION AND EXPLOITATION + COMMUNICATION (version 1)	D29	10-Mar-2025	20-Mar-2025	25-Mar-2025	28-Mar-2025	31-Mar-2025	D9.2	DEM - demonstrator, pilot, prototype	SEN - Sensitive	EMA	Plan for dissemination and exploitation + communication (first version) activities
POLICY BRIEF FIRST VERSION	D30	9-Sep-2025	18-Sep-2025	24-Sep-2025	26-Sep-2025	30-Sep-2025	D9.3	R - Document, report	PU - Public	POLITO	Policy brief summarizing key research results in a format specifically targeting policy makers.
PLAN FOR DISSEMINATION AND EXPLOITATION + COMMUNICATION (version 2)	D31	9-Sep-2026	18-Sep-2026	23-Sep-2026	28-Sep-2026	30-Sep-2026	D9.4	DEM - demonstrator, pilot, prototype	SEN - Sensitive	EMA	Plan for dissemination, exploitation and communication activities (second version)
POLICY BRIEF FINAL VERSION	D32	9-Sep-2027	20-Sep-2027	24-Sep-2027	27-Sep-2027	30-Sep-2027	D9.5	R - Document, report	SEN - Sensitive	POLITO	Policy Brief summarizing final results in a format specifically targeting policy makers.
SUSTAINABILITY AND BUSINESS PLAN	D33	9-Sep-2027	20-Sep-2027	24-Sep-2027	27-Sep-2027	30-Sep-2027	D9.6	R - Document, report	PU - Public	POLITO	Description of actions to be implemented after the end of the project to continue the activities launched (educational modules, series of conferences, competence centre)
MILESTONES											
MILESTONE NAME	WP REF	TIMING					MEANS OF VERIFICATION				
Confidence and wellbeing assessment protocol	WP5	8-Nov-2024	FEEDBACK AND DISCUSSION			29-Nov-2024	MIL1	R - Document, report		STICHTING VU	Deliverable 5.1 "Protocol for the assessment of confidence and wellbeing" (identification of valid and reliable psychometric scales and physiological indices)
IM (V1)	WP2	10-Dec-2024	FEEDBACK AND DISCUSSION			31-Dec-2024	MIL2	R - Document, report		POLITO	Document describing IM approach and guidelines, to be used by WP4
General Assessment and Interpretation Model	WP2	9-May-2025	FEEDBACK AND DISCUSSION			30-May-2025	MIL3	R - Document, report		KMOP	Document and matrix to support the Assessment and Interpretation tasks
Data integration complete	WP3	6-Feb-2026	FEEDBACK AND DISCUSSION			27-Feb-2026	MIL4	DATA - data sets, microdata, etc.		BEIA	Data from sensors and questionnaires integrated into a single database and relationships between the data defined
Laboratory validation	WP5	10-Mar-2026	FEEDBACK AND DISCUSSION			31-Mar-2026	MIL5	R - Document, report		STICHTING VU	Report on identification of the most significant parameters in detecting the cognitive and emotional responses of subjects to CH, and of consistent and significant biomarkers of emotion and confidence
First testable prototypes	WP4	10-Mar-2026	FEEDBACK AND DISCUSSION			31-Mar-2026	MIL6	DEM - demonstrator, pilot, prototype		UNIJENA	Prototypes to be tested in pilots completed and ready to use
M4 System validation	WP8	9-Sep-2026	FEEDBACK AND DISCUSSION			30-Sep-2026	MIL7	OTHER		VILNIUSTECH	Validation of all the equipment necessary to develop P3, del 5.3
Final Conference and open access proceedings	WP9	9-Sep-2027	FEEDBACK AND DISCUSSION			30-Sep-2027	MIL8	OTHER		EMA	The final conference will be organized by the end of the project. Proceedings will be published in open access.

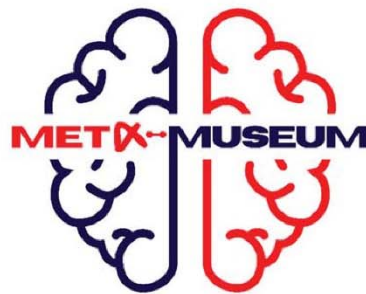
7 DELIVERABLE TEMPLATE



Funded by
the European Union



Project ID: 101132488
Start date: October 1st, 2024
Duration: 36 months



META-MUSEUM

*Moving Emotions towards confidence in the Transformative
Appropriation for a Meaningful Understanding of cultural
heritage: a neuroScientific approach to EUROpean Museums*

DELIVERABLE **Dn.n**

TITLE deliverable title

Due date: dd month yyyy
Actual submission date: _dd month yyyy_
Number of pages: nn

Lead beneficiary: Institution name - SHORTNAME
Involved partners: SHORTNAMEs

Authors: (surname alphabetical order) Claudia Frazier, Lane Goodwin, Joey Gross, Jorge Hayes Matthew Nguyen

DISSEMINATION LEVEL PU - Public SEN - Sensitive

TYPE R - document, report DMP - Data Management Plan
 DATA - Data sets, microdata, etc DEM - Demonstrator, prototype
 OTHER



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DELIVERABLE REVIEW HISTORY

VERSION	DATE	DETAILS
0.1	dd Mon. yyyy	1 st draft submission

LIST OF ABBREVIATIONS

ACRONYM	DESCRIPTION

RELATED DOCUMENTS

Related Documents	Location
XYZ.doc	MS Teams location



FRAMEWORK

1. Reference to WP and tasks as described in the DoA
2. WP and task objectives
3. Linked tasks

TABLE OF CONTENTS

1. **Introduction** (*it should clearly explain the document purpose and structure, and methodological approach*)
2. **Overview** (*starting points / preliminary assumptions*)
3. **Implementation** (*included methods, foreseeable issues and corrective measures*)
4. **Results**
5. **Discussion**
6. **Conclusions** (*please refer to the framework of the whole project*)
7. **References**
8. **Annexes** (*if applicable*)

delete this before upload

Here an example of a plausible structure for the delivery report. The table of content must be included to help the review process.

Mandatory elements to be included are:

1. Description of the DEL and linked tasks compared to the development illustrated in the DoA
2. Introduction with a view to the implementation and objectives to be reached
3. Implementation
4. Discussion
5. Conclusion

NOTE: titles are indicative for the structure of the document, adjustments or variation to the phrasing is allowed

References must be included whenever applicable; relevance of listed references will be an element of evaluation. References may not exclusively be literature.

Any document to be attached to the report must be uploaded to the dedicated MS Teams «under review» folder within the WP sub-channel and the link to the uploaded document must be pasted into the table at the top.

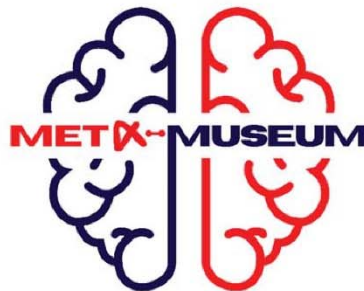
8 EVALUATION SHEET TEMPLATE



Funded by
the European Union



Project ID: 101132488
Start date: October 1st, 2024
Duration: 36 months



META-MUSEUM

*Moving Emotions towards confidence in the Transformative
Appropriation for a Meaningful Understanding of cultural
heritage: a neuroScientific approach to EUROpean MUSEums*

DELIVERABLE **Dn.n**

REVIEW

TITLE deliverable title

Reviewer name:

Name Surname - SHORTNAME

Due date: dd month yyyy

Actual submission date: _dd month yyyy_

Number of pages: nn

Lead beneficiary:

Involved partners: SHORTNAMEs

Authors: (surname alphabetical order) Claudia Frazier, Lane Goodwin, Joey Gross, Jorge Hayes Matthew Nguyen

DISSEMINATION LEVEL PU - Public SEN - Sensitive

TYPE R - document, report DMP - Data Management Plan
 DATA - Data sets, microdata, etc DEM - Demonstrator, prototype
 OTHER



VERSION	DATE	REASON	EDITOR
0.1		Initial creation	

INSTRUCTIONS FOR INTERNAL REVIEWERS:

1. Keep in mind the objective of deliverables and the task they are related to (recalled in the first DEL section)
2. Note that:
 - an effective deliverable should not be too concise, but neither should it be long-winded. Repetitions should be avoided, unless they refer to particularly significant elements that may be useful to recall
 - the introduction should shortly describe the framework and act as an abstract: it should clearly explain the document purpose and structure, as well as the methodological approach
3. Answer the following questions:

	YES	NO	NOTES
Does the written expression meet the quality standards?			
Does the table of contents respect a clear logical order, from introduction to conclusion? (in case, you could also ask for a list of figures/tables, and/or an abbreviation list)			
Have the starting points been recalled?			
Have the results been clearly described?			
Are the conclusions clear and effective, and do they meet the objective - within the framework of the whole project?			
Are references appropriate? (if present/needed)			
Do annexes, if present, adequately support the document comprehension?			



Further notes and/or comments	
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4. Check:
- References (when needed and/or appropriate)
 - If applicable, annexes

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