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D5.1 QUALITY ASSURANCE PLAN

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Abstract	This Deliverable defines all the necessary structures, processes and tools towards the quality assurance and risk management that are provided during the project lifetime. It describes how the day-to-day activities are supported, organised and carried out from the management and quality point views and how these are monitored and assessed in a continuous way. This Deliverable is a common reference point for the entire Consortium, and it will be updated as necessary during the implementation of the project.
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Nature of the deliverable:	R	
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** R: Document, report (excluding the periodic and final reports)*

DEM: Demonstrator, pilot, prototype, plan designs

DEC: Websites, patents filing, press & media actions, videos, etc.

DATA: Data sets, microdata, etc

DMP: Data management plan

ETHICS: Deliverables related to ethics issues.

SECURITY: Deliverables related to security issues

OTHER: Software, technical diagram, algorithms, models, etc.

EXECUTIVE SUMMARY

About the EXECUTIVE SUMMARY:

The purpose of this document is to provide all the necessary information related to the key project aspects and the relevant processes, tools and mechanisms that are applied in the project towards the quality assurance, the governance of the implementation and the risk management. This document acts as a single reference document for the Consortium for the lifetime of the project implementation. More precisely, it provides information and guidelines for the following:

- The core aspects of the project related to its vision and objectives
- The implementation planning including the structure of the WPs, the time plan and the list of the key outcomes / deliverables and critical milestones
- The baselines of the project related to the management structure, the reference official documents, the resources allocation, and the metrics in the form of KPIs
- The communication and collaboration tools and mechanisms of the project covering both the internal and external communication
- The process to be followed for the preparation steps of the deliverables
- The set of templates that have been designed and made available in the project for use

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ABBREVIATIONS

AB	Advisory Board
BTD	Before The Deadline
CSA(s)	Coordination and Support Action(s)
CA	Consortium Agreement
CR	Change Request
DL	Deliverable Leader
DMS	Document Management System
DoA	Description of Action
Dx	Deliverable (where x defines a Deliverable, e.g. D11.1)
EC	European Commission
ECAS	European Commission Authentication Service
GA	General Assembly
GrA	Grant Agreement
KPI	Key Performance Indicator
MSx	Project Milestone (where x defines a project milestone, e.g. MS3)
Mx	Month (where x defines a project month, e.g. M10)
MoM	Minutes of Meeting
NGI	Next Generation Internet
NOO	NGI Outreach Office
O	Other
P	Prototype
PC	Project Coordinator (Martel)
PM	Person Month



PMB	Project Management Board
PMCT	Project Management and Coordination Team
PO	Project Officer
PP	Restricted to other programme participants
PPM	Partner Project Manager
PPR	Project Periodic Report
PU	Public
QA	Quality Assurance
QAP	Quality Assurance Plan
R	Report
RE	Restricted to a group specified by the consortium (including Commission Services)
R&D&I	Research & Innovation & Development
SL	Sign Language
SM	Scientific Manager
TL	Task Leader
WP	Work Package
WPL	Work Package Leader
WPS	Work Package Structure

1 NGI4ALL.E PROJECT CORE ASPECTS

SUMMARY

This section presents the main aspects of the NGI4ALL.E project regarding its vision, main objectives, structure of the workplan and plan of implementation.

1.1 VISION AND KEY OBJECTIVES

NGI4ALL.E will strengthen and grow the NGI ecosystem in a sustainable and impactful way, maximising and amplifying work and results of ongoing NGI projects, while attracting a new and diverse set of researchers and innovators. NGI4ALL.E will help sharpen the NGI vision and tie it to broader conversations about the development of ethical, human-centred digital and industrial technologies, improving NGI visibility, accessibility, and relevance towards non-technical audiences, in larger and more diverse contexts.

The *Next Generation Internet for All Evolution (NGI4ALL.E) - Growing a Sustainable and Inclusive Ecosystem* proposal answers to the HORIZON-CL4-2021-HUMAN-01-07 Call: Next Generation Internet community-building and outreach (Coordination and Support Action, CSA). It has been conceived to strengthen and extend what has been built with the ongoing NGI4ALL CSA, ending in Spring 2022. NGI4ALL.E's main goal is to bolster and grow the NGI in a sustainable and impactful way, by engaging and empowering a diverse and vibrant community of Internet stakeholders, while ensuring broad understanding and support for the NGI vision of a human-centric Internet. By building on top of the **experience and lessons learned** in the last years at the service of the NGI, NGI4ALL.E will **guarantee continuity** of several essential activities, **while injecting new ideas, tools and actions**, based on the evolution of the demand and of the overall NGI context. By supporting the growth of an **Internet of Trust**, that is one of the core pillars of the *A human-centred and ethical development of digital and industrial technologies* destination in Horizon Europe, the ultimate NGI4ALL.E ambition is to more actively engage Europe's **top Internet innovators**, the **open source community**, the **European policy makers** and the **Internet end users** at work on this front.

The specific objectives of the project are:

Objective 1: Reinforce the core - To bolster the NGI Outreach Office (NOO) leading and coordinating its efforts as a 360 degree communication and marketing agency at the service of the whole NGI initiative and community.

Achieved under the lead of the work package 1 (WP1) and verified by:

- NGI Communication and Marketing Strategy and Plan (D1.1, M06)
- NGI brand equity assessment (2 rounds)
- NGI audience and ecosystem mapping
- NGI Comms TF monthly calls, agendas, minutes
- 1 Strategic survey
- 3 Polls, Expert Focus Group (~10-15 external experts)
- Collaborative tools (video conf, mailing lists, protected NGI repository, etc.)



- the NGI Impact, Exploitation and Sustainability Working Group
- 10-15 Liaisons to enablers (Accelerators, Investors)
- Map of NGI enablers, Quarterly Info Webinars on funding
- ePitching sessions
- D1.2 D1.3.

Objective 2: Empower and value - To strengthen the NGI ecosystem by engaging its constituency in an even more meaningful, valuable and sustainable way, helping NGI innovators and stakeholders to grow and succeed.

Achieved under the lead of WP2, in close coordination with WP3 and verified by:

- Enlarged NGI online community (from 3000 member to 4000, 35% increase)
- Community Platform Monthly Digests
- Semestral Polls and Surveys
- Liaisons to at least 25-30 Open Source Communities
- NGI Innovators database (number of entries from ~300 today to 1400 by the end of NGI4ALL.E)
- Training sessions (12 common and 12 dedicated ones)
- NGI Award Programme (2 editions, 3 categories)
- Deliverables 2.1, 2.2 and 2.3.

Objective 3: Scale up and reach out - To grow the NGI ecosystem engaging new Internet researchers, innovators, Start-ups/SMEs, by leveraging well-oiled processes and tools, on top of target measures to involve newcomers.

Achieved under the lead of WP3, in close collaboration with WP1 and WP4, and verified by:

- Press briefings/articles/publications, traffic on the NGI Portal, followers on NGI social media, Who's NGI Blog, Podcast, NGI Talks, videos, News/Newsflash/Newsletters, see KPIs in Section 2.5
- NGI Ambassadors (2-3 every six months)
- 8-12 Ambassadors' Interviews
- Events attended (~15)
- NGI Presentations given (at least 15)
- 3 editions of the NGI Forum and of the NGI Developers Meetups
- Events' Reports
- Deliverables 3.1, 3.2 and 3.3.

Objective 4: Diversify and evangelise - To ensure better access to the NGI ecosystem fostering diverse and inclusive participation, while broadly promoting the NGI vision and values to policy makers and end users.

Achieved under the lead of WP 4, in collaboration with all other WPs, and verified by:

- NGI Equity Diversity and Inclusion work plan (D4.1)

- 20 semi-structured interviews to underrepresented groups representatives plus 20 to grass-root initiatives representatives
- 3 Women in NGI webinars
- 3 Women in tech mentoring sessions
- 10 Women in tech interviews
- A taxonomy of topics, needs, values and desires in relation to NGI
- Customised comms for under-represented groups
- 2 videos
- 5 participatory workshops of which 2 in schools, 25-30 Liaisons to relevant national/regional initiatives
- Deliverables D4.2, D4.3, events' reports.

Note: *The level of achievement for the specific objectives of the project will be assessed and reported in each reporting period or any intermediate progress reporting as requested by the EC.*

12. KEY METHODOLOGICAL CONCEPTS

The overall concept underpinning the NGI4ALL.E project is to lead and coordinate communication and community building activities at the service of the whole NGI as a **community coordination hub** by ensuring:

- **Continuity**, building on what has been done so far within the community (in terms of know-how, core processes and tools) that has proved to work effectively and ground future activities on a renewed set of planned activities to better meet the needs of a fast-evolving community.
- **Agility**, as often with CSAs, NGI4ALL.E might need to adapt the plans along the way, being receptive to needs and opportunities that can help better achieve the project's objectives and overall NGI growth. NGI4ALL.E will stay agile in its approach and operations to guarantee responsiveness and flexibility.
- **Renewal**. As the context has evolved significantly over the last years, some changes in the strategy and plans are needed, especially to better support NGI innovators and enable them to bring their projects to life (go to market), and to make the initiative much more diverse and inclusive than it is today.

The **NOO will act as a hub** offering a professional and lively point of encounter for all target stakeholders to exchange knowledge, find information, acquire visibility, learn from past and ongoing efforts, identify synergies and exploitation opportunities, promote their activities, and communicate their messages more effectively.

NGI4ALL.E is positioning itself at the center of the NGI ecosystem to properly support and connect all the various relevant projects and stakeholders, helping them develop synergies and exchanges with other relevant initiatives in a broader perspective. **NGI4ALL.E will work as a connector (or central element of a network) connecting other networks (in the broad sense).**

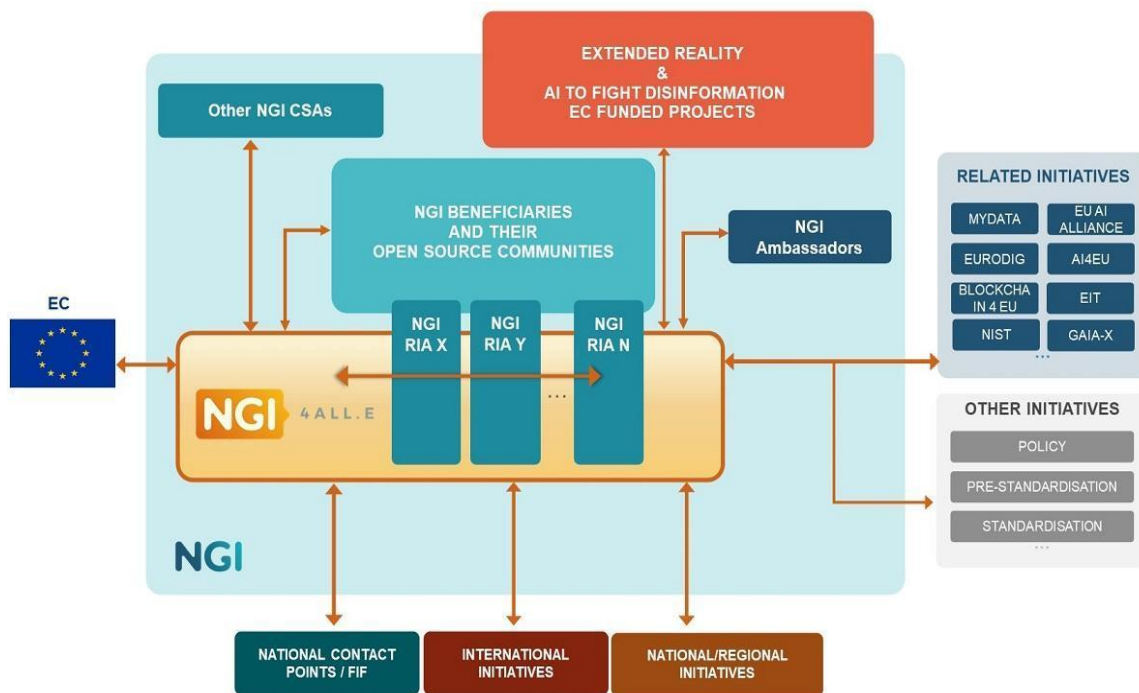


FIGURE 1: POSITIONING OF NGI4ALL.E

1.3 IMPLEMENTATION WORK-PLAN

1.3.1 Work-plan structure

The NGI4ALL.E work plan is organised in five work packages whose relations are shown in the following diagram. **WP1, NGI Outreach Office** to reinforce the NGI initiative core, ensuring strategic guidance of communication and community building efforts for effective impact, exploitation and sustainability of NGI efforts. Close interaction of WP1 will be ensured with all other WPs to align on both strategic and operational aspects. **WP 2, NGI Stakeholders Engagement** to empower all NGI stakeholders and valorise work and achievements of NGI innovators to foster their growth and further achievements. It will closely interact with WP1, WP3 and WP4 to bring NGI innovators together and closer to potential NGI enablers and NGI solutions adopters. **WP 3, NGI Ecosystem Growth** to scale up the NGI and increase its outreach, invigorating the dialogue with all relevant stakeholders to enlarge, strengthen and sustain the NGI ecosystem. WP3 interacts with all other WPs to gather insights for online and offline communications, while promoting their findings and planned activities. **WP 4, NGI Accessibility and Inclusion** to make the NGI more accessible, inclusive and diverse through increased engagement of underrepresented groups, women innovators, Internet end users, and policy makers. WP4 interacts with all other WPs in a bidirectional way, supporting the development and uptake of a human-centric Internet. **WP 5, Coordination and Management**, under the lead of Martel as experienced EC projects’ coordinator, ensures smooth, non-intrusive, but effective management and coordination of all the project’s activities supervising and coordinating all WPs interactions and taking care of data management and open access aspects.

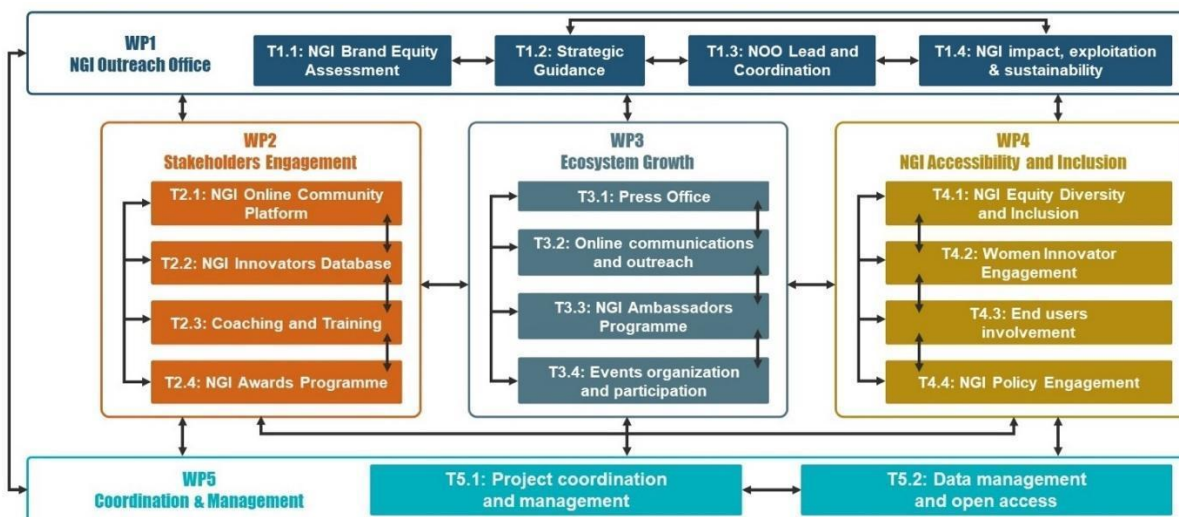


FIGURE 2: NGI4ALL.E PERT CHART

The time-plan

The presented structure and organisation of work is reflected in the detailed time-plan of the project implementation, that includes the individual Tasks, Deliverables and Milestones of the defined WPs. The time-plan is presented in the figure below.



FIGURE 3: NGI4ALL.E GANTT CHART

Lists of deliverables and milestones

The lists of planned Milestones (MSs) and Deliverable (DLs) are part of the Annex I of the Grant Agreement (GrA) (WT4 list of milestones, WT2 list of deliverables) and they are presented also here.

TABLE 1: LIST OF DELIVERABLES



Del. No / Title	WP No	Lead ben.	Type	Diss. level	Date	
D1.1	NGI Communication and Marketing Strategy and Plan	1	MAR	R	PU	M06
D1.2	NGI Strategic Guidance Report	1	MAR	R	PU	M18
D1.3	NGI Impact, Exploitation and Sustainability	1	FBC	R	PU	M36
D2.1	NGI Stakeholders Engagement Plan	2	FBC	R	PU	M06
D2.2	NGI Stakeholders Engagement Report	2	MAR	R	PU	M18
D2.3	NGI Stakeholders Engagement Final Report	2	FBC	R	PU	M36
D3.1	NGI Media mapping and database	3	TIPIK	R	PU	M06
D3.2	NGI Outreach Activities Report	3	TIPIK	R	PU	M18
D3.3	NGI Outreach Activities Final Report	3	TIPIK	R	PU	M36
D4.1	NGI Equity Diversity and Inclusion Work plan	4	IFC	R	PU	M06
D4.2	NGI Diversity and Inclusion Report	4	IFC	R	PU	M18
D4.3	NGI Diversity and Inclusion Final Report	4	IFC	R	PU	M36
D5.1	Quality Assurance Plan	5	MAR	R	SEN	M03
D5.2	Data Management Plan	5	FBC	DMP	SEN	M06

TABLE 2: LIST OF MILESTONES

MS. No / Title	WP No	Due date	Means of verification	
MS1	NGI4ALL.E kickoff	ALL	M01	1st project meeting has taken place
MS2	NGI Equity Check 1	WP1, WP3	M05	1st NGI Brand equity assessment
MS3	Strategic guidance	ALL	M06	D&C&E strategy & plan in place (D1.2, D2.1, D3.1, D4.1), DMP in place (D5.2)
MS4	Year 1 checkpoint	WP 1,2,3,4	M12	Year 1 planned activities took place, all events reported
MS5	1st Project Review	WP5, ALL	M18	1st project review successful, D1.2, 2.2, 3.2, 4.2 and 1st Periodic Progress report accepted
MS6	Year 2 checkpoint	WP 1,2,3,4	M24	Year 2 planned activities took place, all events reported
MS7	NGI Equity Check 2	WP1	M30	2nd round of NGI Brand equity assessment done
MS8	Final project review	WP5, ALL	M36	Final project review successful, D1.3, 2.3, 3.3, 4.4 and Final PPR accepted

2 PROJECT MANAGEMENT BASELINES

SUMMARY

This Section summarises the key aspects of the Project Management for NGI4ALL.E, including:

- a well-defined and flexible structure that facilitates the project development and foster confidence and communication within the consortium
- The documents that are used as reference for the entire project implementation
- The baselines related to the resources, schedule and KPIs of the project
- The process related to any change of the project baselines and main aspects and documents

2.1 PROJECT MANAGEMENT STRUCTURE

The overall management structure of the project derives from in the GrA and specifically in the Annex I of the DoA, and the CA as part of the contract signed among the partners defining the fundamental rights and obligations in their relationships and collaboration throughout the implementation of the project plan. In total, the project management includes / regards all the operational, financial, administrative, and technical coordination of the project, also including the monitoring and supervision of the various implementation activities. The next diagram defines the main bodies and roles that constitute the management structure for the NGI4ALL.E project.

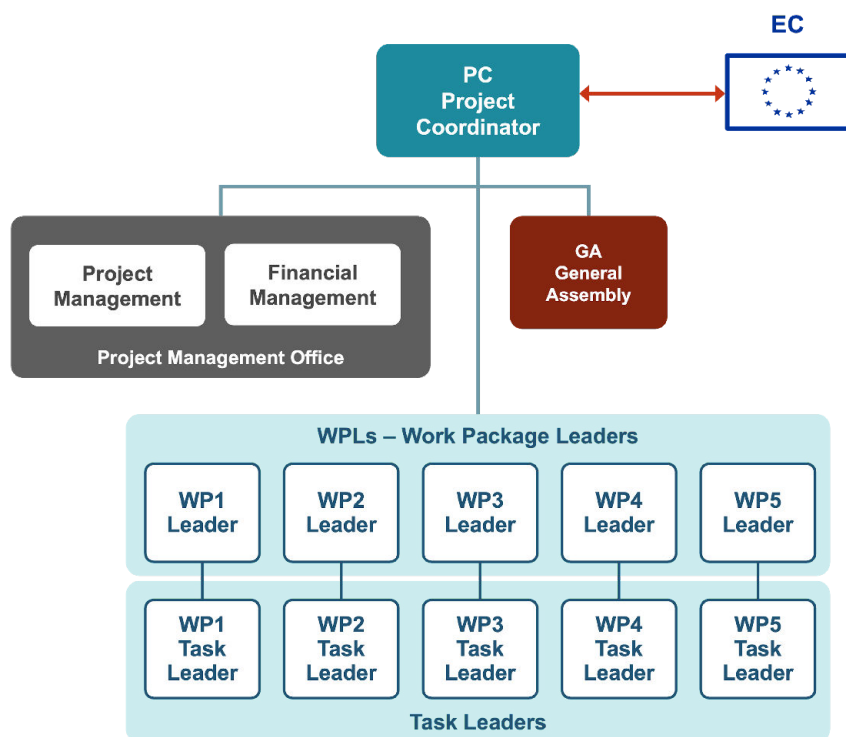


FIGURE 4: NGI4ALL.E PROJECT MANAGEMENT STRUCTURE



The key responsibilities for the various roles are described as follow:

Project Coordinator (PC) is the formal point of contact with the EC Project Officer (PO) for all contractual matters, performing those coordination tasks defined in GrA that are:

- Monitor that the action is implemented properly;
- Act as the intermediary for all communications between the beneficiaries and the EC Project Officer (PO);
- Request and review any documents or information required by the EC PO and verify their completeness and correctness before sending them;
- Submit the deliverables and reports to the EC PO;
- Ensure that all payments are made to the other beneficiaries without unjustified delay;
- Inform the EC PO of the amounts paid to each beneficiary, when required under the Agreement (see Articles 44 and 50) or requested by the EC PO.

PC is the legal entity acting as the intermediary between the Parties and the Granting Authority. 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 Project Management Office (PMO), assists the PC in the day to day project management tasks; manages the delivery and the workflow and follow-up on daily administrative and financial duties, being responsible for project progress reporting and financial matters, collecting, checking and consolidating cost reports from partners, distributing payments and keeping financial records; is a permanent contact point for the PC and all the Partners regarding their participation in the project, responding to any relevant requests and maintaining a high level of communication within the Consortium. The PMO will be in constant communication with the PC on the status of the project (new results, new risks, modifications, doubts, etc.).

Each **work package leader (WPL)** is responsible to:

- Resolve daily administrative, technical and resource problems within his/her WP.
- Report to the PC about WP progress, performance, risks and/or corrective actions that might be needed.
- Provide WP contributions to the Project Periodic Reports and to the Technical Review presentations.
- Define, monitor and measure specific WP-related key performance indicators.
- Coordinate the planned activities with all Tasks leaders and Partners involved in his/her WP.
- Monitor the progress of milestones, deliverables and the expected outcomes of his/her WP and ensure timely and top-quality release of all planned WP outcomes/deliverables.
- Organise interim meetings, if necessary, to ensure proper execution of the planned WP work.
- Disseminate information relating to all aspects of their work to the other WP Leaders for ensuring a smooth coordination of WP activities across the whole project.

Task Leaders (TLs) have similar responsibilities as the WPLs narrowed to the Tasks level.

The General Assembly (GA) that will comprise one representative of each partner in the Consortium is chaired by the PC, with the goal to keep coordination (between partners and

with the EC) as simple and as effective as possible. The GA is the ultimate project authority, with collective responsibility for the project as a whole and for long-term strategic decisions within the project. The GA decides on matters related to the overall work plan. It will discuss and make decisions on the basis of reports from the WPs and will indicate and guide actions that are deemed necessary for securing the uninterrupted progress of the project as a whole. The overall duties of the GA include following up the project; releasing project results; managing potential problems and taking all contractual decisions. In the case that a major modification of the project is required, the decision for such a change will be made after consultation with all the participating members.

The GA will meet physically at least once per year and be collocated with the plenary project's meetings. The operational procedures of the GA are described in the CA, Article 6 and the following are covered:

- Representation in the meetings
- Preparation and organisation of the meetings
- Decisions made without a meeting
- Voting rules and quorum
- Veto rights
- Minutes and meetings
- Decisions of the GA

2.2 REFERENCE DOCUMENTS

There are three documents that define the rights and obligations that apply to the entities involved in the project, namely (a) the GrA, which defines the contractual obligations with the European Commission (EC), (b) the CA which is an internal agreement between the Consortium members and Deliverable 5.1 (D5.1): QUALITY ASSURANCE PLAN, which aims to complete the aforementioned documents, providing (a) the project management structure, (b) the management and collaboration tools and (c) the necessary templates.

2.3 SCHEDULE OF IMPLEMENTATION

The schedule of implementation of the entire project is defined by the following:

- The time-plan presented in the §1.3.2 that defines the duration of the WPs and Tasks and the deadlines for the critical deliverables
- The list of important milestones of the project, as these are listed in the §1.3.3
- The periods of project implementation as these are defined in the EC portal (M1-M18, M19-M36)

2.4 RESOURCES ALLOCATION

The resource allocation is used as the baseline for monitoring the entire consumption of the PMs and budget in total of the partners per period of implementation. The allocation of the

project resources is defined in the Part A of the DoA (Annex I of the GrA). The summary of the PMs allocation is also presented in the table below that also presents the WPLs in the coloured cells.

TABLE 3: SUMMARY OF PMs ALLOCATION

	WP1	WP2	WP3	WP4	wP5	Total PMs per part.
MAR	16	11	18	10	12	67
Tipik	9	10	24	3	0	46
FBC	8	27.5	8.5	2	2	48
IFC	2	3	6	27	0	38
Total PMs	35	51.5	56.5	42	14	199

2.5 PROJECT KEY PERFORMANCE INDICATORS

The KPIs are used to measure and monitor the progress of the project implementation, in relation to the level of achievement of the defined objectives as these are defined in the Part B of the DoA. The indicators that are presented in the table below **are assessed every six months** during the project implementation and are officially reported to the EC through the PPRs in every official and (possible) intermediate Review.

TABLE 4: PROJECT KPIs

KPIs		Target value (Year 3)
KPI1	Presentations	Workshops/Special sessions /Demos, Interventions at events
KPI2		≥10 workshops/ sessions /demos
KPI3	Event Organised	≥15 presentations
KPI4		NGI Forum (hybrid format)
KPI5		3 editions ≥300 participants each
KPI6		NGI Developers' Meetups Women in NGI
KPI7		3 editions ≥60 participants each
KPI5	Women in NGI	3 editions ≥40 each
KPI6	Women in tech mentoring	3 editions ≥ 20 each
KPI7	Participatory end-users workshops	5 editions - of which 2 in schools

KPIs		Target value (Year 3)		
KPI8		Innovators' matchmaking webinars	3 editions with 12 ≥30 investors	
KPI9	NGI Awards	3 editions of the NGI Award	≥ 100 innovators participating per edition	
KPI10			≥40% women participating overall	
KPI11	NGI Ambassadors	12 NGI Ambassadors, NGI Talks/Podcasts	≥500,000 total social media followers	
KPI12			>15 NGI Talks/Podcasts	
KPI13			15 Events attended	
KPI14			2-3 new appointed every 6 months	
KPI15	Liaisons	Established to NGI enablers and to relevant national/regional initiatives	~10-15 to NGI enablers; 25-30 to national/ regional initiatives	
KPI16		Established contacts for Open Source	~25-30 to Open Source initiative	
KPI17	Promotional materials		≥2,500 at events	
KPI18			Flyers, brochures, Videos	2,500 downloaded from portal
KPI19				15 videos
KPI20			Merchandising	≥3000 distributed at events
KPI21	Social media	LinkedIn Group, LinkedIn page, Twitter, Facebook, Instagram	Annual year ≥ 10% for each channel - priority goes to LinkedIn and Twitter	
KPI22	Online	NGI.eu portal	≥ 100,000 unique visitors, ≥ 2min visit	
KPI23		NGI Community Platform	≥4000 interacting users - 35% increase	
KPI24		NGI Map	plus 10% registered organisations per year	
KPI25	e-Newsletter / Newsflashes/ Blogs and Interviews	Number of newsletters/newsflashes	≥12 newsletters, 12 Newsflashes	
KPI26		Subscribers' growth subscribers	Plus 10% per year	



KPIs		Target value (Year 3)	
KPI27		Who's NGI Blog posts	One per week - instead of 1 every 2 weeks
KPI28		Interviews	Ambassadors (12)
KPI29			Women in NGI webinars (3)
KPI30			Women in Tech mentoring session (3)
KPI31			Women in Tech (10)
KPI32			Under-represented groups (20 semi-structure interviews)
KPI33			Grassroot (20)
KPI34			Press
KPI35	Media mapping	270 per year	
KPI36	Media partnerships per year	~200-300 journalists activated per year	
KPI37	EC officials' interviews	6-8 per year	
KPI38	Placement	6-8 per year per EU Member State	
KPI39	Scientific publications	Journal publications acknowledging NGI	
KPI40		NGI Community on Zenodo	Zenodo NGI community account ≥ +25% views and + 25% downloads
KPI41	Training	Training sessions	12 common and 12 dedicated ones

2.6 CHANGE OF PROJECT BASELINES AND CORE ASPECTS

Any change relevant to the project baselines and core aspects should follow a common process for all types of changes and for all partners, taking into account that they are within the scope and to the benefit of the project and the relevant rules provided by the EC, the GrA and the CA are applied to validate and confirm them.

These changes might concern and/or have impact on:

- The schedule implementation of the project
- The resources allocation
- The roles of the partners in terms of the implementation and management
- The scope / main objectives of the project and description of relevant implementation (WPs and Tasks) that may be the result of unforeseen requirements

The body responsible to approve the change requests is the GA. For changes that affect the DoA the GrA is the body responsible for the approval. The PC is responsible for the communication with the EC through the PO following all the relevant rules, processes and tools / templates. The diagram below presents the individual steps to be followed in case of any change request.

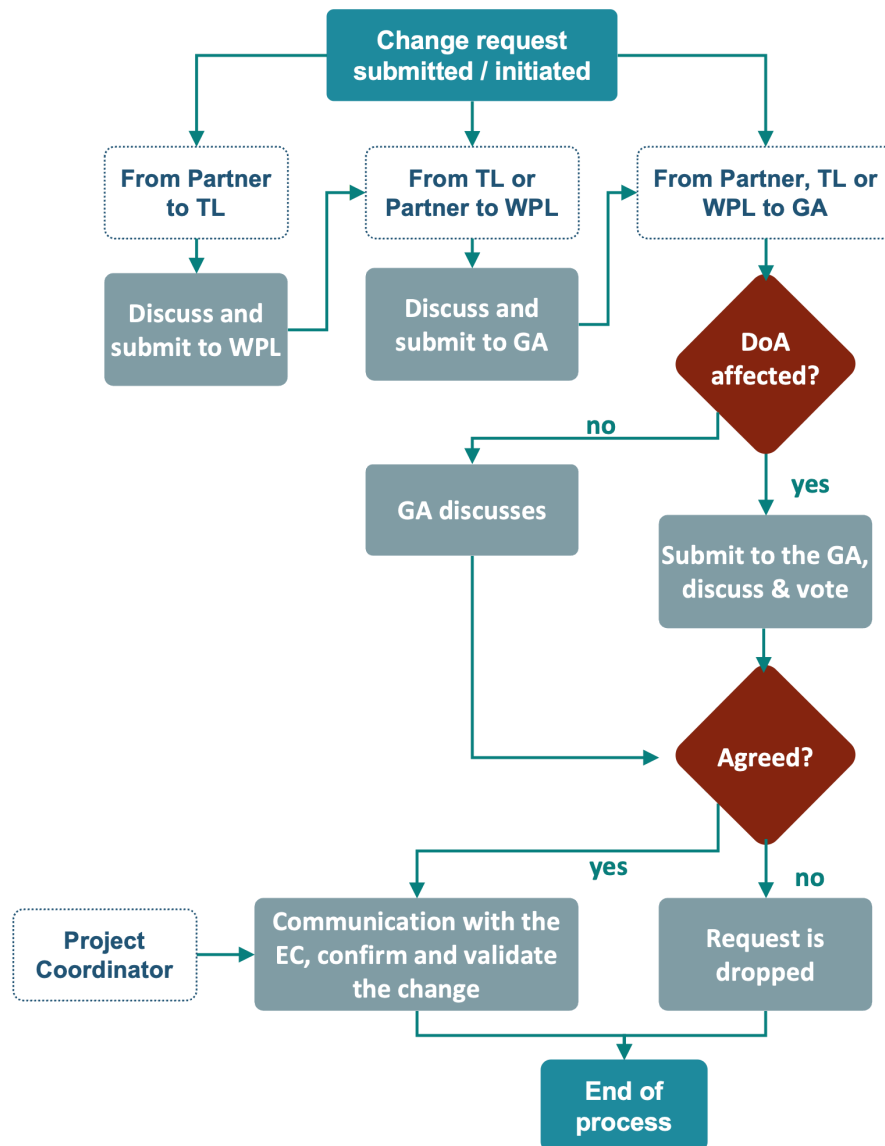


FIGURE 5: CHANGE REQUEST AND APPROVAL PROCESS



3 PROJECT COMMUNICATION AND COLLABORATION

SUMMARY

This section sets the communication framework and tools for NGI4ALL.E used internally among the Partners (**internal communication**) but also externally between the Consortium and the EC, or other involved stakeholders and bodies (**external communication**). It provides the relevant guidelines, means, roles, plans for relevant meetings and other forms of communication. These are defined and established early enough in the project, and they are regularly re-visited and maintained as necessary to keep them up to date and effectively support the communication and collaboration throughout the lifetime of the project.

3.1 COMMUNICATION TOOLS AND CHANNELS

External communication

3.1.1.1 Communication with the EC

Communication with the EC is done through the PC and/or the PMO according to the topics of communication / exchange of information mostly by e-mails or using online meetings platforms used by the Consortium and/or the EC.

As regards the exchange of relevant reports and material, these include:

- The Periodic Progress Reports (PPRs) that will be collated and submitted in the reporting periods set by the EC
- Shorter versions of the PPRs in case of intermediate / technical reviews beyond the official ones, not including financial information that regards the consumed budget from the partners (brief management reports)
- Planned or requested Deliverables and reports, following the document templates provided by the project
- Any additional material, reports, presentations, etc requested by the EC to document the reported work

3.1.1.2 Communication with public and community

For external communications, the consortium already has the established website, <https://www.ngi.eu/>, and communication tools that include social media, contact form, newsletters, relevant social / community building platforms, etc, that are described in detail in the “D1.1 NGI communication and marketing strategy and plan”. For relevant aspects of the work, the partners shall produce high quality presentations and digital material / news items, announcements for publication in the online presence means.

Internal communication

3.1.1.3 Online communication

The consortium will make use of advanced and protected ICT means to ensure effective and secure online communication among the project Partners including:



- Proper mailing lists for the entire Consortium (all@ngi4all.eu)
- For audio and video conferencing the project uses the **GoToMeeting**¹ platform
- For the organisation of webinars and external meetings the **Zoom platform**² is in use

3.1.1.4 Project meetings

The project meetings planned in the project are the following:

- **General Assembly:** Physical twice per year (if possible) and online every 2 weeks (organisation and chair: PC)
- **WPs meetings:** each WPL is responsible to organise these meetings either at bi-weekly or monthly basis, bases on the period of implementation, the planned Deliverables and activities and the needs of the project in general, taking into account the interaction with the rest WPs of the workplan (organisation and chair: WPL)
- **Ad-hoc meetings:** The consortium might organise physical or online meetings related to dedicated topics of the project implantation (organisation and chair: responsible partner or TL or WPL)
- **Review meetings:** organised after the end of each reporting period of the project or under specific request for intermediate review, targeting the evaluation of the project progress and results by the EC (organisation and chair: PC and PO). Before every Review meeting a “rehearsal meeting” is planned as part of the preparation process.

3.2 COLLABORATION TOOLS AND PROCESSES

Documents' repository

The Google Drive tool is set up and maintained by Martel to support the exchange of working documents and ideas for brainstorming, as well as keeping an action plan of activities. This platform provides a digital workspace to support the electronic communication and cooperation between project team members. The platform supports the team to share project files, exchange and co-edit files, share information and organise discussions across members of the consortium.

The files exchanged and accessed through the Google Drive, are organised with the structure presented in the next diagram.

¹ <https://www.goto.com/>

² <https://zoom.us/>



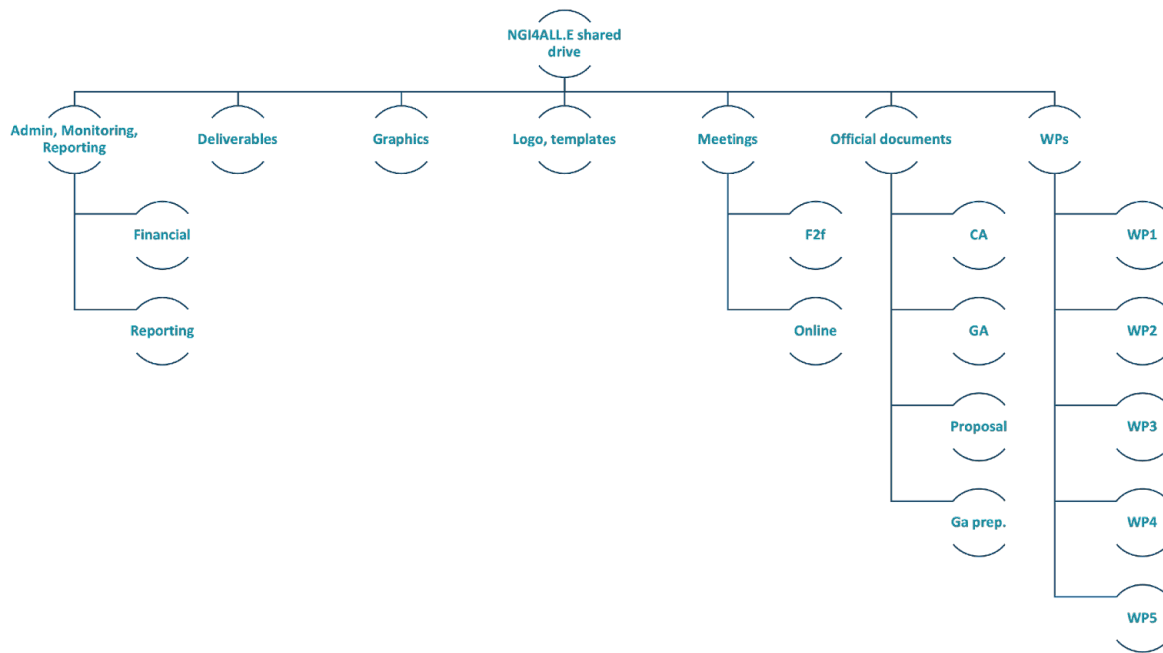


FIGURE 6: NGI4ALL.E GOOGLE DRIVE STRUCTURE

Files naming

To ease the collaboration and communication of the partners while exchanging documents, reports deliverables and other types of files, a common document identification paradigm should be followed, especially for the final documents uploaded in the project repository, as presented below:

NGI4ALL.E _<document name>_<version>_<date>_<company/person>.extension
 <date> : dd.mm.yyyy, e.g. 15.03.2022
 <document name> short document name, e.g. D11.1 Project Handbook
 <version>: increasing number with decimals
 <company/person>: consortium partner short name e.g. Martel or sender initials e.g. LK for Lamprini Kolovou
 e.g. “NGI4ALL.E_D5.1_QA plan_V05_01.01.2023_Martel.docx”

Effort and budget reporting

For reporting purposes Martel will provide to the partners the proper templates for collecting information related to:

- Planned effort allocation throughout the time-plan of the project
- Consumed effort at monthly basis, collected every 6 months
- Consumed budget in each reporting period



Documents templates

For the effective, clear and better organised communication and collaboration, a number of templates have been made available early enough in the project, following the branding guidelines designed and regard the:

- Presentations
- Consortium meeting minutes
- Deliverables

These templates are presented in the Appendix A. Additional ones will be designed and made available per request and need during the project implementation as necessary.

4 DELIVERABLES PREPARATION

SUMMARY

For the proper and on-time preparation of the official documentation of the project outcomes (Deliverables and PPRs) while implementing them under a quality assurance framework, NGI4ALL.E sets a set of processes and guidelines to be followed by the Consortium. These guidelines are presented in the current section.

4.1 TYPES AND DISSEMINATION LEVELS

The entire list of the deliverables that are planned to be produced and submitted to the EC, describing / documenting / consisting the outcomes of the project is presented in the Part A of the DoA and in the §1.3.3 of the current report. In general, the following types of deliverables are expected to be produced by NGI4ALL.E, as these are defined also in the GrA:

- R Document, report (excluding the periodic and final reports)
- DEM Demonstrator, pilot, prototype, plan designs
- DEC Websites, patents filing, press & media actions, videos, etc.
- DATA Data sets, microdata, etc.
- DMP Data management plan
- ETHICS Deliverables related to ethics issues.
- SECURITY Deliverables related to security issues
- OTHER Software, technical diagrams, algorithms, models, etc.

For each Deliverable the level also of the dissemination is defined with the options of:

- PU – Public, fully open, e.g. web (Deliverables flagged as public will be automatically published in CORDIS project's page)
- SEN – Sensitive, limited under the conditions of the Grant Agreement
- Classified R-UE/ EU-R – EU RESTRICTED under the Commission Decision [No2015/ 444](#)
- Classified C-UE/ EU-C – EU CONFIDENTIAL under the Commission Decision [No2015/ 444](#)
- Classified S-UE/ EU-S – EU SECRET under the Commission Decision [No2015/ 444](#)

4.2 PREPARATION PROCESS

The preparation process defines the exact steps and time-plan up to the day of submission for the planned deliverables, involving the roles of DL (Deliverable Leader), Contributors (contributing partners), Reviewers (the 2 partners that internally review the Deliverable), the PC and the PMO. The next diagram presents these steps along with the timing and involved roles.

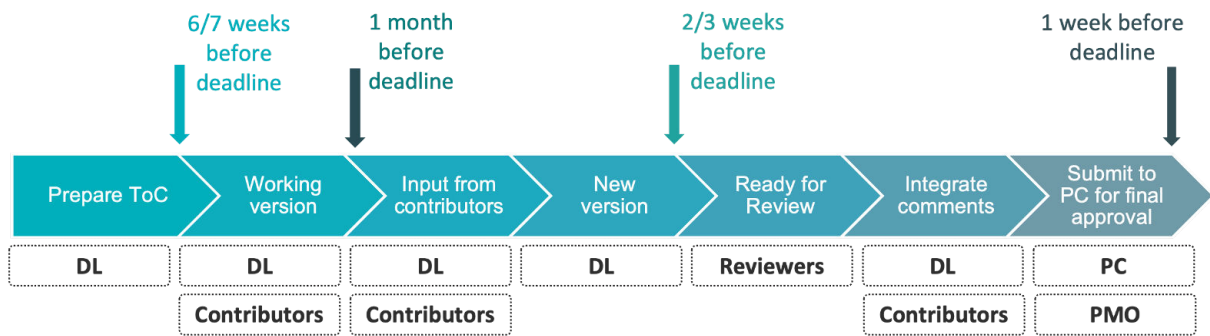


FIGURE 8: DELIVERABLES PREPARATION PROCESS

For each Deliverable, two partners are defined as Reviewers, based on their expertise that are presented in the following table. This list will be properly updated as necessary examining relevant requests from the DLs.

TABLE 5: LIST OF REVIEWERS FOR PLANNED DELIVERABLES

	Del. No / Title	Lead ben.	Date	Reviewer 1	Reviewer 2
D1.1	NGI Communication and Marketing Strategy and Plan	MAR	M06	TIPIK	FBC
D1.2	NGI Strategic Guidance Report	MAR	M18	FBC	IFC
D1.3	NGI Impact, Exploitation and Sustainability	FBC	M36	MAR	TIPIK
D2.1	NGI Stakeholders Engagement Plan	FBC	M06	MAR	IFC
D2.2	NGI Stakeholders Engagement Report	MAR	M18	TIPIK	IFC
D2.3	NGI Stakeholders Engagement Final Report	FBC	M36	MAR	TIPIK
D3.1	NGI Media mapping and database	TIPIK	M06	FBC	MAR
D3.2	NGI Outreach Activities Report	TIPIK	M18	FBC	IFC
D3.3	NGI Outreach Activities Final Report	TIPIK	M36	MAR	FBC
D4.1	NGI Equity Diversity and Inclusion Work plan	IFC	M06	MAR	TIPIK
D4.2	NGI Diversity and Inclusion Report	IFC	M18	TIPIK	FBC
D4.3	NGI Diversity and Inclusion Final Report	IFC	M36	MAR	TIPIK



Del. No / Title		Lead ben.	Date	Reviewer 1	Reviewer 2
D5.1	Quality Assurance Plan	MAR	M03	ALL	
D5.2	Data Management Plan	FBC	M06	ALL	

5 RISK MANAGEMENT

SUMMARY

This section presents the process and the tools followed to implement the risk management in the project.

5.1 RISK MANAGEMENT PROCESS

A crucial task for the management of a project such as NGI4ALL.E is to ensure the proper balance and coordination between the different project activities as well as between partners with different areas of expertise. The management in this case should be able to address and harmonise different aspects emerging from the various planned activities. To this end, risk management is a high priority and is organised as follows:

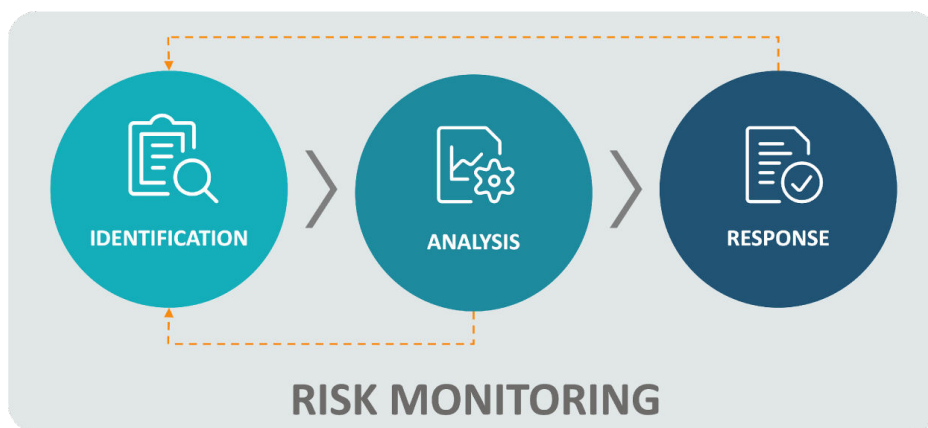


FIGURE 9: RISK MANAGEMENT PROCESS

- **Risk Identification:** during the start of the project, a risk assessment is conducted to identify the risks associated with both the business and technical aspects of the research. Risks are assessed for their impact on the project and the probability of the risk materialising.
- **Risk analysis:** evaluating the attributes of a risk implies establishing values for probability (the likelihood the risk will occur) and **the** impact that their occurrence might have on the planned work (in terms of significance for the specific project objectives).

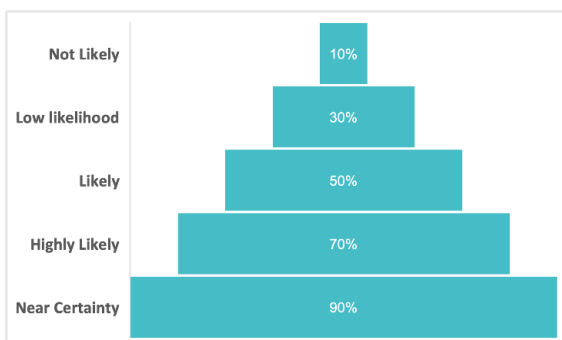


FIGURE 9: LEVEL OF RISK LIKELIHOOD

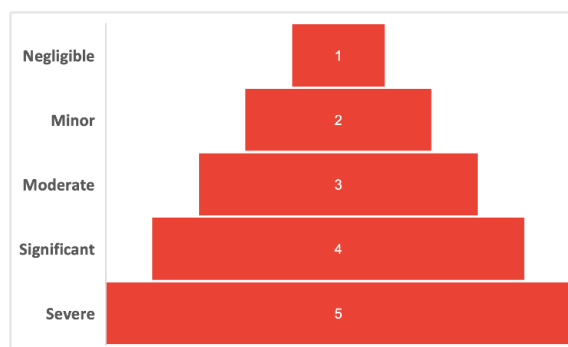


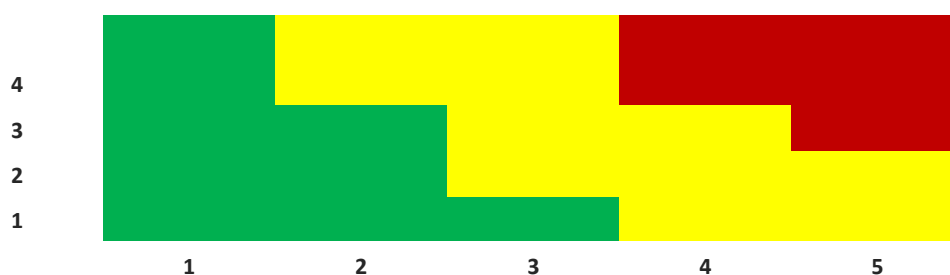
FIGURE 10: LEVEL OF RISK CONSEQUENCE



The above two diagrams show the levels of likelihood and impact of occurrence that are applied to feature the identified risks. These levels are then used to feed the Matrix of Risks, to indicate the total level of the risks, understanding how they affect the project implementation.

The Matrix and definitions used to identify the level of the risks are presented in the table below.

TABLE 6: ASSESSMENT OF IDENTIFIED RISKS ACCORDING TO ITS LIKELIHOOD AND CONSEQUENCE LEVELS AND SCORE LEVELS



	Has little potential to cause disruption. Normal effort will be able to overcome difficulties
	Can potentially cause some disruption o. Special effort will be needed to overcome difficulties.
	Likely to cause significant serious disruption even with special effort and close monitoring of the contracting activity.

- **Risk response:** defining actions to be performed if and when a specific risk occurs. The key idea is to identify who owns the risk – who is responsible for this within the consortium or outside – and what can/should be done to minimise its impact.
- **Risk monitoring:** this ongoing task **keeps** track of the risks and evaluates the effectiveness of the response actions. Monitoring may also provide a basis for developing additional response actions and identifying new risks.

5.2 RISKS REPOSITORY

To support all the phases of the risks and especially the monitoring one, an online repository is made available in the project documents repository, identifying:

- The description of the risks
- Date of log
- The type (foreseen in the DoA or new / unforeseen)
- WP responsible and lead owner within the Consortium
- Relevant mitigation actions
- Evaluation status period related to:
 - If the mitigation measures were / are applied
 - If the risk was materialised
 - The reason in case the mitigation measures were not applied

TABLE 7: RISKS ONLINE REPOSITORY

No.	Risk description	Type	Log Date (or unforseen)	Impact / Likelihood	WP responsible	Leading / Risk owner	Mitigation actions	State of play PPR1			State of play PPR2			Progress
								Risk mitigation measures applied?	Did the risk materialise?	If the risk measures could not be applied, explain why	Risk mitigation measures applied?	Did the risk materialise?	If the risk measures could not be applied, explain why	
R1														
R2														
R3														
R4														
R5														
R6														
R7														
R8														
R9														
R10														
R11														
R12														
R13														
R14														
R15														
R16														
R17														
R18														
R19														
R20														
R21														
R22														
R23														
R24														
R25														



The initial list of the Risks is included in the Section 1.3.5 WT5: Risk assessment and mitigation plans of Part A of the GrA.

6 CONCLUSIONS

The current report consists of the NGI4ALL.E Quality assurance plan. This document will act as a single reference point for the processes, tools and metrics that are used throughout the project management and implementation, to ensure quality, on time and within budget implementation and delivery.

This is a document that will be updated as necessary during the project lifetime.



7 APPENDIX A

DELIVERABLES TEMPLATE

NEXT GENERATION INTERNET

Grant Agreement No.: 101069813
Call: HORIZON-CL4-2021-HUMAN-01
Topic: HORIZON-CL4-2021-HUMAN-01-07
Type of action: HORIZON-CSA

DX.X DELIVERABLE TITLE
SUB-TITLE HERE
IF NEEDED/APPROPRIATE

Revision: v.1.0

Work package	WP: Number
Task	Task: Number
Due date	dd/mm/yyyy
Submission date	dd/mm/yyyy
Deliverable lead	Name partner
Version	0.X
Authors	Name Surname (Partner Y)
Reviewers	Name Surname (Partner Y)

NGI4ALL.E | **DX.X** Deliverable Title (V **0.X**)

Abstract	One paragraph
Keywords	

Document Revision History

Version	Date	Description of change	List of contributor(s)
V0.1	15/01/2018	1st version of the template for comments	Margherita Esposito (Marteil)

DISCLAIMER
The information, documentation and figures available in this deliverable are written by the "Next Generation Internet for All Evolution - Growing a Sustainable and Inclusive Ecosystem" (NGI4ALL.E) project's consortium under EC grant agreement 101069813 and do not necessarily reflect the views of the European Commission.

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Project co-funded by the European Commission in the Horizon Europe Programme	
Nature of the deliverable:	to specify R, DEM, DEC, DATA, DMP, ETHICS, SECURITY, OTHER
Dissemination Level	
PU	Public, fully open, e.g., web <input checked="" type="checkbox"/>
SEN	Sensitive, limited under the conditions of the Grant Agreement
Classified R-UE/ EU-R	EU RESTRICTED under the Commission Decision No2015/ 444
Classified C-UE/ EU-C	EU CONFIDENTIAL under the Commission Decision No2015/ 444
Classified S-UE/ EU-S	EU SECRET under the Commission Decision No2015/ 444

* R: Document, report (excluding the periodic and final reports)
DEM: Demonstrator, pilot, prototype, plan designs
DEC: Websites, patents filing, press & media actions, videos, etc.
DATA: Data sets, **pipelines, etc.**
DMP: Data management **plans**
ETHICS: Deliverables related to ethics issues
SECURITY: Deliverables related to security issues
OTHER: Software, technical diagram, algorithms, models, etc.

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EXECUTIVE SUMMARY

About the EXECUTIVE SUMMARY:

Summaries are useful for people who have neither the time nor the inclination to read a lengthy document but who want to scan the primary points quickly and then decide whether they need to read the entire version.

A summary should be short enough to be economical and long enough to be clear and comprehensive. Don't sacrifice meaning for brevity. A short, confusing summary will take more of a busy executive's time than a somewhat longer but clear one.

It should stand alone (hence do not refer to section numbers or WPs).

- It focuses on results (findings, conclusions, and recommendations).
- It typically provides some motivation for why the problem is interesting
- It typically mentions the research methodology.
- It does NOT need to provide a section-by-section summary.

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LIST OF FIGURES

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ABBREVIATIONS

IP Internet Protocol
 TCP Transmission Control Protocol

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1 SECTION: ABOUT TEXT AND TITLES

GUIDANCE:

Deliverables should not refer to project-internal matters such as WPs.

1.1 FIRST SUBSECTION

Body text

- First level bullet
 - Second level bullet
 - Third level bullet...

1.2 SECOND SUBSECTION

- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Sed sit amet ipsum mauris.
- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a diam lectus. Sed sit amet ipsum mauris.
- Maecenas congue ligula ac quam viverra nec consectetur ante hendrerit. Donec et mollis dolor. Praesent et diam eget libero egestas mattis sit amet vitae augue.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, Donec a diam lectus. Sed sit amet ipsum mauris. Maecenas congue ligula ac quam viverra nec consectetur ante hendrerit. Donec et mollis dolor. Praesent et diam eget libero egestas mattis sit amet vitae augue. Nam tincidunt congue enim, ut porta lorem lacinia consectetur.

1.2.1 Sub-subsection

Lorem ipsum dolor sit amet, consectetur adipiscing elit, Donec a diam lectus. Sed sit amet ipsum mauris. Maecenas congue ligula ac quam viverra nec consectetur ante hendrerit. Donec et mollis dolor. Praesent et diam eget libero egestas mattis sit amet vitae augue. Nam tincidunt congue enim, ut porta lorem lacinia consectetur.

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2 SECTION: ABOUT FIGURES, TABLES AND REFERENCES

Bbb...

2.1 ABOUT FIGURES

About figures please remember to:

- Center them
- Put Figure caption (easier to then cross-reference to them)
- Caption font size should be 8 pt, italic and uppercase
- Caption should be centered, as well

If the picture is taken from some other sources this should be stated

▲ Illustration of Home Networking with HPNA 3.0 Coax
 FIGURE 1: THIS FIGURE IS TAKEN FROM...

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2.2 ABOUT TABLES

About tables remember to:

- Center them
- Put a Table caption (easier to then cross-reference to them);
- Caption font size should be 8 pt, italic and uppercase
- Caption should be centered, as well

If the Table is taken from some other sources this should be stated

Hereby a table example:

Column1	Column 2	Column 3
Content cell	Content cell	Content cell
Content cell	Content cell	Content cell
Content cell	Content cell	Content cell

TABLE 1 : CAPTION FOR THE TABLE

Agenda Tables

Hereby an agenda table example:

Start time	Planned duration	Item description	Presenter
XX:XX	xx min	Xxxxxx xxx xxxxx xxxxx xxxxxxxxxxxx	Xxxxx, Xxxxx
XX:XX	xx min	Xxxxxx xxx xxxxx xxxxx xxxxxxxxxxxx	Xxxxx, Xxxxx
XX:XX	xx min	COFFEE BREAK / LUNCH	
XX:XX	xx min	Xxxxxx xxx xxxxx xxxxx xxxxxxxxxxxx	Xxxxx, Xxxxx
XX:XX	xx min	Xxxxxx xxx xxxxx xxxxx xxxxxxxxxxxx	Xxxxx, Xxxxx
XX:XX		END OF MEETING	

TABLE 2 : CAPTION FOR THE AGENDA TABLE

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NGI 4ALL.E

3 ABOUT REFERENCES

For what concerns the references, please, insert them as numbered "cross-reference" as indicated hereby [1] and listed in the dedicated "References", see REFERENCES.

Notice that also cross references among sections and references to pictures and tables should be inserted as cross-references to numbered items so that when shifting around things in the document, the links will be automatically updated when saving it.

Sometimes for URLs you may want to use the footnote option¹ rather than the reference option as explained above.

¹ <http://www.interneturf.com>

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4 CONCLUSIONS

Guidance: this section should conclude the work done and outline next steps.

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REFERENCES

[1] Authors, Title, Date...

[2] Authors, Title2, Date....

[3] URL...

[4] ...

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APPENDIX A

Anything that is related but not core to the deliverable can go into appendix.

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PRESENTATION TEMPLATE



AGENDAS AND MINUTES TEMPLATE (ONLINE)

Next Generation Internet for All Evolution
 Growing a Sustainable and Inclusive Ecosystem
 Grant Agreement no 101069813

NGI4ALL.E online meeting

24.08.2022 13:00-14:00 CET, Telco

Connecting with GotoMeeting

Access Code: 982-161-309	You can also dial in using your phone.	
https://global.gotometing.com/join/982161309	Australia: +61 2 8355 1038 Austria: +43 1 2060 92964 Belgium: +32 28 93 7002 Canada: +1 (647) 497-9373 Denmark: +45 32 72 03 69 Finland: +358 923 17 0556 France: +33 170 950 590 Germany: +49 721 6059 6510 Ireland: +353 15 360 756 Italy: +39 0 230 57 81 80	Netherlands: +31 207 941 375 New Zealand: +64 9 913 2226 Norway: +47 24 05 54 97 Spain: +34 932 75 1230 Sweden: +46 853 527 818 Switzerland: +41 225 4599 60 United Kingdom: +44 20 3713 317-3116

At the meeting:

PARTNER	PARTICIPANT(S)	PARTNER	PARTICIPANT(S)
Martel		TiPIk	
FBC		IFC	

Useful links:

Minutes of online meetings:
https://drive.google.com/drive/folders/1U-bqH87JbWl_XbAmmGgsBoGDTYCE_Bz
 Grant Agreement:
<https://drive.google.com/drive/folders/1BcRMHECIEZrZdCb4vSXQ-HJn67hwBRN>
 Project month in NGI4ALL.E:
<https://docs.google.com/spreadsheets/d/1MatnQHk9sgmdXlUYEsuOsiIwbb-3X33/edit#gid=2096700700>
 NGI4ALL key recommendations:
https://docs.google.com/spreadsheets/d/1yhFBHwY_a9ukzc9TWirRo45W7hN858HufDTU6Q_Pqr/edit#gid=0

Milestones' status (M01-M12):

- 1 -

Next Generation Internet for All Evolution
 Growing a Sustainable and Inclusive Ecosystem
 Grant Agreement no 101069813

#	MILESTONE NAME	WPS	BENEFICIARY / DUE	MEANS OF VERIFICATION	STATUS & EXPLANATION FOR THE SYGMA PORTAL
1	NGI4ALL.E	WP1, WP2, WP3, WP4, WPS	MAR	1st project meeting has taken place	Due-Month-01 (to be shifted with amendment to M03 for IGM)
2	NGI Equity Check 1	WP1, WPS	MAR	1st NGI Brand equity assessment	Due-Month-05 (M07)
3	Strategic guidance	WP1, WP2, WP3, WP4, WPS	MAR	D&C&E strategy & plan in place (D12, D21, D31, D41), DMP in place (D5.2)	Due-Month-06 (M07)
4	Year 1 Checkpoint	WP1, WP2, WP3, WP4	MAR	Year 1 planned activities took place, all events reported	Due Month 12

Deliverables' status (M01-M12):

DEL. NO.	DELIVERABLE NAME	WP	LEADER	TYPE	DISS. LEVEL	DEL.	DUE MONTH
D11	NGI Communication and Marketing Strategy and Plan	WP1	MAR	R	Document report	PU	M06 (M07)
D21	NGI Stakeholder engagement plan	WP2	FBC	R	Document report	PU	M06
D31	NGI Media mapping and database	WP3	TIPIK	R	Document report	PU	M06
D41	NGI Equity Diversity and Inclusion Workplan	WP4	IFC	R	Document report	PU	M06
D51	Quality Assurance Plan	WPS	MAR	R	Document report	SEN	M06 (M03)
D52	Data Management Plan	WPS	FBC	R	DMP	SEN	M06

WPI:NGI Outreach Office

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TOPIC / ACTION	OWNER	DEADLINE	STATUS / COMMENTS

WP2:NGI Stakeholders Engagement

TOPIC / ACTION	OWNER	DEADLINE	STATUS / COMMENTS

WP3: NGI Ecosystem Growth

TOPIC / ACTION	OWNER	DEADLINE	STATUS / COMMENTS

WP4: NGI Accessibility and Inclusion

TOPIC / ACTION	OWNER	DEADLINE	STATUS / COMMENTS

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WP5: Coordination and Management

TOPIC / ACTION	OWNER	DEADLINE	STATUS / COMMENTS

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TEMPLATE OF TABLE FOR PHYSICAL MEETING AGENDA

Start time	Planned duration	Item description	Presenter
XXth XXXXXXXXXXX XXXX			
XX:XX	xx min	XXXXXXXX xxxx xxxxx xxxxx xxxxx xxxxxxxx	Xxxxx Xxxxx
XX:XX	xx min	XXXXXXXX xxxx xxxxx xxxxx xxxxx xxxxxxxx XXXXXXXX xxxx xxxxx xxxxx xxxxx	Xxxxx Xxxxx
XX:XX	xx min	Coffee Break / LUNCH	
XX:XX	xx min	XXXXXXXX xxxx xxxxx xxxxx xxxxx xxxxxxxx	Xxxxx Xxxxx
XX:XX	xx min	XXXXXXXX xxxx xxxxx xxxxx xxxxx xxxxxxxx XXXXXXXX xxxx xxxxx xxxxx xxxxx	Xxxxx Xxxxx
XX:XX	End of meeting		

