SQAT

SOIL QUALITY ANALYSIS TOOL

Deliverable 1.1

Management & Coordination Plan

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Disclaimer

This document is intended for Consortium internal use, aiming to provide guidance to Project partners for successful project implementation. The author of this document has taken any available measure to ensure that the information contained in this document is accurate, consistent, lawful, and up to date.

Executive Summary

The SQAT (Soil Quality Analysis Tool) project aims to address pressing challenges related to soil quality and sustainability issues of the agricultural sector. Farms worldwide are facing significant environmental and societal pressures concerning soil health, including the need for cleaner water, enhanced carbon storage, and increased biodiversity. SQAT will offer a comprehensive (and affordable) soil mapping service that leverages multi-level, multi-technology, and multi-purpose solutions tailored to meet the diverse needs of farms. In turn, farmers can use the novel data to improve their production: increase resource efficiency, lower costs, increase resilience to erratic weather, and to safeguard key natural resources on which their production depends – in particular their soil health.

The purpose of the Management & Coordination Plan is to provide a single point of reference on the organisation and coordination of processes that will be governed during the SQAT Project.

This deliverable defines the Project organisation, roles and responsibilities, internal communication, quality assurance and risk assessment. In general, by reading this document, all project partners should get good understanding about internal procedures and day-to-day management of the project.

The Project and Coordination Plan is based on the terms and conditions established in the Grant Agreement and the Consortium Agreement. Nevertheless, this Plan is a living document and may be updated according to project needs along its implementation and evolvement. In case of needed changes, Partners will be informed and will receive a copy of the amended document.

This deliverable is intended to be used by all the project partners and all partners should get familiar with its content.

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Abbreviations

ABE	Association of Balkan Eco-Innovations
AGRILAB	Agrilab limited liability company
ATB	Leibniz Institute of Agricultural Engineering and Bioeconomy e.V.
GA	General Assembly
EAB	External Advisory Board
EC	European Commission
EV ILVO	Eigen vermogen van het instituut voor landbouw-en visserijonderzoek
HSG-IMIT	Hahn-schickard-gesellschaft fur angewandte forschung ev
ILT-OST	Institute for Lab Automation and Mechatronics
OFI	Officine innovazione s.r.l.
PMT	Project Management Team
PRO	Project Risk Officer
PSC	Project Steering Committee
QAO	Quality Assurance Officer
SOM	Soil Organic Matter
TERRATMD	Terra controlling tmd d.o.o
UC	Use Case
UCL	Use Case Lead
UCP	Use Case Participant
VDBORNE	Van den borne projecten bv
WP	Work Package

1 Introduction

1.1 Purpose and Scope of the Document

The management and coordination plan is the part of WP1 MANAGE: Project Management & Coordination. The document gives practical guidance for the Project Management Team, consortium bodies, and all project partners about the organisation and coordination of day-to-day work.

The main objectives are:

- define the organisational structure,
- establish internal communication tools and procedures,
- share information about quality assurance and risk management,
- provide guidance regarding reporting.

The document summarises the key information, based on the Grant Agreement and the Consortium Agreement, about project management structures, the role and responsibilities of the different project management bodies, the decision-making procedures as well as the communication channels within the consortium. It outlines the reporting requirements for WP Leaders and Project partners, the overall project monitoring and risk assessment procedures.

1.2 Related Documents

- The Grant Agreement.
- Consortium Agreement.
- Ethics Summary Report.
- D5.1 Deliverable: Exploitation, dissemination, and communication strategy.

2 Project Organisational Structure and Roles

Establishing a clear framework for management and coordination is essential for the successful execution of the project objectives. This chapter provides an overview of the various bodies, and leading roles responsible for decision-making, coordination, and implementation throughout the project lifecycle. In addition to the detailed descriptions provided in this chapter, a visual representation of the organisational structure and distribution of roles can be found below (Figure 1) for enhanced clarity and comprehension.

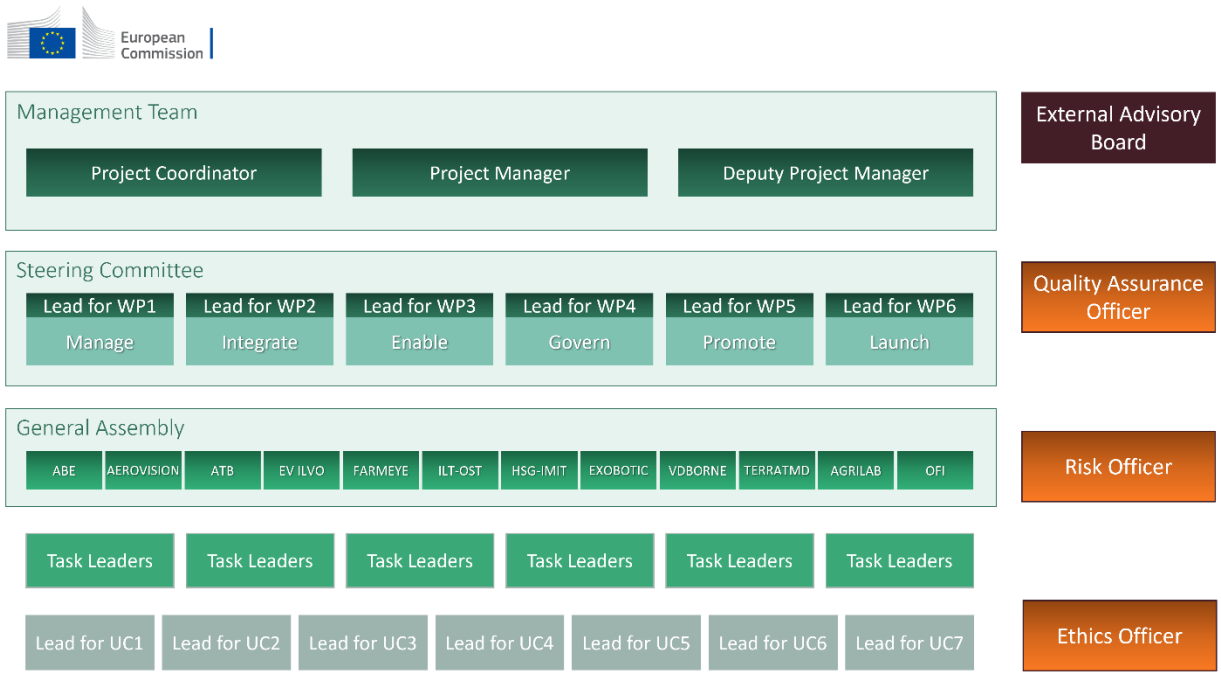

Figure 1. Project Organisational Structure and Roles

The key bodies and leading roles are:

- Project Management Team
  - Project Coordinator
  - Project Manager
- Project Steering Committee
- General Assembly
- External Advisory Board
- Quality Assurance Officer
- Project Risk Officer
- Ethics Officer
- Work Package Leader
- Task Leader
- Use Case Lead
- Partner's Main Representative

2.1 Project Management Team

The key members of the Project Management Team responsible for organising and overseeing project activities are the Project Coordinator, Project Manager and Deputy Project Manager (Table 1). Together, they form a cohesive unit dedicated to steering the project towards its objectives while adhering to established timelines and budgetary constraints.

Table 1. Project Management Team.

Role	Organisation	Name	E-mail
Project Coordinator	ABE	Igor Milosavljević	igor@balkanecoinnovations.org
Project Manager	ABE	Srđan Pavlović	srdjan@balkanecoinnovations.org

Main responsibilities of Project Coordinator

- **Coordination**
  - Establish authority and as much as possible rapport with project partners, inspiring partners for a common vision to ensure a high level of commitment.
  - Chair the high-level consortium meetings (e.g. Kick Off, General Assembly), ensuring that all partners are aligned with project objectives and timelines.
  - Facilitate problems among consortium partners.
- **Stakeholder Management**
  - Identify and engage key stakeholders, including consortium partners, beneficiaries, and regulatory bodies.
  - Establish and maintain effective communication channels with stakeholders to keep them informed of project progress and developments.
  - Serve as the main point of contact between the consortium and the European Commission, Project Reviewers and any other non-consortium project participant.
- **Compliance Management**
  - Ensure compliance with European Commission guidelines, regulations, and contractual obligations.
  - Facilitate audits and ensure that all necessary documentation is available for review.
- **Finances**
  - Supervise budget spending and distribution of funds received by EC.

Main responsibilities of Project Manager

- **Planning**
  - Develop Project Management and Coordination action plan.
  - Resource (team member planning).
- **Management**

- Oversee the execution of project activities as per the project plan, ensuring timely delivery of outputs.
- Coordinate efforts across multiple partners to ensure smooth collaboration, integration of work packages and achievement of planned outcomes.
- Organize and lead regular and ad-hoc consortium meetings and video conferences.
- Ensure effective information flow among all consortium members, including updates on team member changes, utilizing emails and collaboration platforms like Teams.
- Timely escalate any problems or potential delays to the project coordinator.
- Provide updates to the consortium partners on project status, changes, and developments.

- **Monitoring and Evaluation**
  - Define tools and KPIs for assessing project progress.
  - Regularly monitor project milestones, deliverables, and tasks.
  - Prepare periodic and final evaluation reports summarizing project outcomes, lessons learned, and recommendations for future projects.
- **Risk Management**
  - Identify, evaluate and mitigate project risks together with WP leaders, as relevant.
- **Reporting**
  - Draft regular and ad-hoc reports, including activity, technical.

2.2 Project Steering Committee

The Project Steering Committee (PSC) is primary decision-making body. It is chaired by the **Project Coordinator** and composed of **WP leads** (Table 2). The main responsibilities of PSC are:

- management of internal communication,
- internal progress,
- periodic reports for submissions detailing whether milestones have been achieved,
- proposals to alter the work plan,
- resolving conflicts.

Table 2. Project Steering Committee.

	Organisation	Name	E-mail
Chairman (Project Coordinator)	ABE	Igor Milosavljević	igor@balkanecoinnovations.org
WP1 – Manage	ABE	Srđan Pavlović	srdjan@balkanecoinnovations.org
WP2 – Integrate	ILT-OST	Dejan Šeatović	dejan.seatovic@ost.ch
WP3 – Enable	ATB	Sebastian Vogel	svogel@atb-potsdam.de

WP4 – Govern	FARMEYE	Jessica Hicks	jessica.hicks@farmeye.ie
WP5 – Promote	ABE	Sara Matković	sara@balkanecoinnovations.org
WP6 – Launch	AEROVISION	Tamme van der Wal	tamme.vanderwal@aerovision.nl

2.3 Partner Representative

The Partner Representative is the key representative of each partner in the implementation of the project activities. The representative is responsible for coordinating the partner's resources according to the Grant and the Consortium Agreement and to interacting with the consortium and its members.

Table 3. Partner Representative.

Organisation	Country	Name	E-mail
ABE	Serbia	Igor Milosavljević	igor@balkanecoinnovations.org
AEROVISION	Netherland	Tamme van der Wal	tamme.vanderwal@aerovision.nl
ATB	Germany	Sebastian Vogel	svogel@atb-potsdam.de
EV ILVO	Belgium	Simon Cool	simon.cool@ilvo.vlaanderen.be
FARMEYE	Ireland	Brendan Allen	brendan@farmeye.ie
ILT-OST	Switzerland	Dejan Šeatović	dejan.seatovic@ost.ch
HSG-IMIT	Germany	Mohamed Bourouah	mohamed.bourouah@hahn-schickard.de
EXOBOTIC	Belgium	Jorre Deschuyteneer	jorre@exobotic.be
VDBORNE	Netherland	Jacob Van den Borne	jacob@vandenborneaardappelen.com
TERRATMD	Serbia	Dušan Jovanović	dusan.jovanovic@terracontrolling.rs
AGRILAB	Ukraine	Yevhenii Predchenko	yevhenii.predchenko@agrilab.com.ua
OFI	Italy	Cristiano Camponeschi	ccamponeschi@deloitte.it

2.4 General Assembly

The General Assembly (GA) is a supervisory body which includes all partners representatives (Table 3). All members of the GA are included in the 2-monthly update of the project by meeting, and all have access to the internal coordination platform. The GA meets at least once a year, and all GA members have an equal voice.

Main responsibilities

- Strategic decision making.
- Financial oversight (e.g. authorizes budget reallocations as needed).
- Consortium agreement amendments (reviews and approves any changes to the consortium agreement, including partner roles, intellectual property rights).
- Management of consortium membership (decides on any changes to consortium membership, such as the addition or withdrawal of partners).
- Approval of project scope or timeline adjustments.
- Conflict resolution (high-impact conflicts e.g. related to grant agreement).

2.5 External Advisory Board

AeroVision will create an External Advisory Board (EAB), consisting of maximum 7 representatives from the agriculture and relevant technology sectors, to advise SQAT innovation and other key project activities. Regular meetings will be organised at least annually, and ad hoc when required, to discuss key strategic and market issues.

Main responsibility of EAB is providing **expertise** and **insight**. Members of the advisory board bring expertise and insights from their respective fields or industries. They offer specialised knowledge that can enhance the quality and relevance of the project's outputs.

2.6 Quality Assurance Officer

A Quality Assurance Officer (QAO) is Igor Milosavljević (ABE). His main responsibility is to support monitoring, assessing, and consolidating the quality of the deliverables and the overall results.

2.7 Project Risk Officer

The Project Risk Officer (PRO) is Srdjan Pavlović (ABE). His main responsibility is to support identifying, evaluating, mitigating, and managing the uncertain events that, should they occur, could affect the achievement of the project objectives. Also, PRO should timely react on any new (non-recognized) risk.

2.8 Ethics Officer

The General Assembly will designate external advisor as an Ethics Officer to integrate the diversity and gender dimension in the project activities, research, and procedure and ensure that all ethical issues relevant to the project are monitored and timely addressed.

The Ethics Officer will analyse the status of gender diversity and identify success and challenges; monitor balanced participation in teams, integration of the gender dimension in project activities and communication; promote good practices on ethical issues related to professional and scientific responsibility.

The Ethics Officer will also address ethics issue stated within Ethics Summary Report about security risks related to war in Ukraine. Demined fields can pose a danger to humans so appropriate risk mitigation plan will be prepared by Ethics Officer.

2.9 Work Package Leaders

Work Package Leads are responsible for coordination and implementation of the work package activities that falls under their work package. It is expected that Work Package Leads communicate closely with each other and through help of Project Management Team to foresee dependencies and perform needed actions to avoid blockage of dependent work packages. Work Package Leads are specified in (Table 2).

2.10 Task Leaders

Each work package consists of a series of tasks and sub-tasks. To ensure clarity regarding responsibilities, a single partner organisation is designated as the Task Lead for each task. The Task Lead bears the responsibility for overseeing the execution of the work and task implementation. As indicated in Table 3, the Partner Lead has the authority to delegate the role of Task Lead to another team member if necessary.

2.11 Use Case Leaders

In case when multiple partners are involved in single use case, it is partner responsibility to choose and define Use Case Lead (UCL) among Use Case Participants (UCP).

UCL will consult with partners and key stakeholders involved in use cases to develop comprehensive use case implementation plans. The plans will define the specific goals and activities to test and develop the System and relevant SF apps in each use case.

Table 4. Use Case Participants.

Use Case	Lead	Participant	Location
UC 1 – Prevention & remediation of soil compaction and acidity in Flemish soils	EV ILVO	EXOBOTIC	Belgium

UC 2 – Variable-rate liming to improve resource efficiency and limit environmental damage	ATB	EV ILVO	Leibniz Innovation Farm (Gross - Kreuz, Germany)
UC 3 – Milk supply chain sustainability programme through Regenerative Agriculture practices	FARMEYE		Ireland & UK
UC 4 – Improved soil management & profitability for intensive potato farming in the Netherlands	AEROVISION	VDBORNE	Reusel, North Brabant, the Netherlands
UC 5 – Improving soil management to reverse negative long-term trends in SOM	TERRATMD	ABE	Autonomous Province of Vojvodina, Serbia
UC 6 – Automatic soil sample collection and field analysis in Switzerland	ILT-OST	ATB HSG-IMIT	Canton Thurgau & Canton Graubünden, Switzerland
UC 7 – Higher efficiency for higher yields to safeguard food security	AGRILAB		Kyiv Oblast, Ukraine

3 Internal Communication

A significant number of partners collaborating on this project, their geographical distribution, as well as the complexity of the technical solution, require well-organised channels and rules of communication.

Organisation of internal communication should ensure transparency, good cooperation between all partners and collection and storage of project information.

Internal communication includes:

- document repositorium,
- email communication,
- face-to-face and virtual meetings,
- collaboration platforms.

3.1 Document Repositorium

One Drive app is going to be used as only Document repositorium with root folder named 'SQAT project'. All relevant documentation will be uploaded to dedicated folders. Predefined folder structure is:

- 1 – Admin (SQAT project / 1 - Admin)
  - Contains documentation which was prepared before project started (Proposal, Grant agreement, Consortium agreement, Description of Action, Ethics Review etc).
  - Contains documentation relevant for EC Project Officer.
  - Main contact list (Contact list SQAT) is in this folder.
  - Project Management team maintains this folder.
- 2 – Deliverables (SQAT project / 2 - Deliverables)
  - This folder is a place where all final deliverables documents are going to be located.
  - Spreadsheet – Deliverables Monitoring is in this folder.
  - Responsible partner needs to upload deliverable document to this folder and inform Project Management Team. Project Management Team needs to verify uploaded deliverable document.
- 3 – WP1 MANAGE (SQAT project / 3 - MANAGE)
  - Documents relevant to work package 1 work (Meetings, Reports, Risks, Milestones, Organisation).
  - Responsible partner is managing folder sub-structure and content.
  - Work package participants are creating / uploading relevant documents.
- 4 – WP2 INTEGRATE (SQAT project / 4 - INTEGRATE)
  - Documents relevant to work package 2 work.
  - Responsible partner is managing folder sub-structure and content.
  - Work package participants are creating / uploading relevant documents.
- 5 – WP3 ENABLE (SQAT project / 5 - ENABLE)
  - Documents relevant to work package 3 work.
  - Responsible partner is managing folder sub-structure and content.

    - Work package participants are creating / uploading relevant documents.
- 6 – WP4 GOVERN (SQAT project / 6 - GOVERN)
    - Documents relevant to work package 4 work.
    - Responsible partner is managing folder sub-structure and content.
    - Work package participants are creating / uploading relevant documents.
- 7 – WP5 PROMOTE (SQAT project / 7 - PROMOTE)
    - Documents relevant to work package 5 work.
    - Responsible partner is managing folder sub-structure and content.
    - Work package participants are creating / uploading relevant documents.
- 8 – WP6 LAUNCH (SQAT project / 8 - LAUNCH)
    - Documents relevant to work package 6 work.
    - Responsible partner is managing folder sub-structure and content.
    - Work package participants are creating / uploading relevant documents.

Project Management Team is responsible for maintaining permissions for document repositorium. It is the responsibility of each Partner to actively and timely (within 1 week) inform Project Management Team on relevant changes regarding permissions for document repositorium.

3.1.1 Access and protection

Access is granted to members of the project consortium only. All members of the project have “Can edit” permission. Permission is granted only to organisational email addresses; personal email addresses will not be granted to access document repositorium.

If needed, access will also be provided to the Project Officer, External reviewers, Ethics Officer, Auditor with “Can view" permission.

One Drive’s out of the box security measures are in place to protect the document repositorium for unauthorised access and disclose of confidential information. Nevertheless, it should be noted that sensitive data should not be shared through this document repositorium and securely maintained on internal severs of project partners. Generally, it is recommended to limit the use of document repositorium to data that can be classified with Low or Moderate Risk according to the Stanford University classification (https://uit.stanford.edu/guide/riskclassifications). If needed, ad hoc solution will be provided for the protected exchange data with high risk.

3.2 Emails

Day-to-day communication will be based on e-mails. Email addresses of all team members are available and managed within spreadsheet Contact list SQAT.

For more efficient email communication email group partners[at]sqat.farm was created. All team members are members of this email group. Based on a project need additional email groups may be created.

For being able to find relevant SQAT emails more quickly, each initiator of new email thread should:

- use prefix ‘SQAT --’ in email title,

- define meaningful title.

File attachments should be avoided, when possible, to not exceed the email quota of project participants. Consideration should be given to uploading the relevant file to the document repositorium and share a direct link.

The Project Management Team is responsible for maintaining contact list and email group(s). It is the responsibility of each Partner to actively and timely (within 1 week) inform Project Management Team on changes of contact details.

3.3 Meetings

Several virtual and face-to-face meetings will take place over the project implementation to monitor the progress of the project, planning the future activities and develop eventual corrective measures if necessary.

3.3.1 Consortium Meetings

General Assembly meetings should follow the procedures listed in the Consortium Agreement Section 6.3 All other project meetings follow more flexible and ad hoc procedures agreed by the participants involved but still each meeting should fulfil at least following:

- have meeting Chair,
- have list of meeting participants,
- have defined date and timeslot,
- have aligned agenda with meeting invitees,
- have aligned meeting minutes with meeting participants.

Table 5. Consortium Meetings.

Meeting	Frequency	Meeting Type	Participants	Chair
Steering Committee	*Each month	Virtual meeting	WP Leaders, Project Coordinator, Project Manager	Project Coordinator
General Assembly	Annually	Virtual meeting. Face-to-face can be considered in conjunction with "In Progress" meeting.	Partner Representatives, Project Coordinator, Project Manager	Project Coordinator
In Progress Meeting	Annually	Face-to-face.	Partner Representatives, WP Leaders, Project Management Team	Project Coordinator

Launch Event	Once	Face-to-face	Partner Representatives, WP Leaders, Project Management Team (PMT)	Project Coordinator
Tech coordination	As needed	Virtual meeting	Research partners, PMT (if needed)	WP2 and WP3 Leaders
WP meetings	As needed	Virtual meeting	WP Leader, Task Leaders	WP Leader

**During first six-month period, Steering Committee and WP Leaders will meet once per month and then frequency is going to be revised.*

Face-to-face meetings will have partner host. The hosting partner is responsible for the logistical organisation of the meeting in coordination with the Project Management Team.

Virtual meetings are going to be organised via the Zoom app with support of Project Management Team. The Zoom platform is user friendly, already familiar to all partners, and offers multiple options such as: screen sharing, recording, raise hands, etc. In case of Tech coordination and WP meetings, meeting chair can decide to use other app for doing virtual meeting.

The Chair is responsible for setting up the agenda, taking the meeting minutes and sharing them with the relevant participants and project bodies for both face-to-face and virtual meetings.

The meeting minutes should also include a list of Meeting Action Points listing the:

a) action,
b) partner/person in charge, and
c) deadlines.

Once approved by relevant participants, minutes should be shared with participants for approval and then stored in the appropriate folder on the document repositorium.

3.3.2 External Advisory Board Meeting

External Advisory Board meetings are going to be held at least annually and ad hoc when required. It will be virtual meeting chaired by Project Coordinator. Partner Participation: AeroVision, ABE, FarmEye. Other partners may join the meeting, but they are not obligated to participate. The meeting minutes will be drafted and stored in the appropriate folder on the document repositorium.

3.3.3 External Review Meetings

There is going to be two virtual External Review meetings. A tentative schedule of SQAT Project reviews is:

- Review number: 1, Tentative timing: M21.
- Review number: 2, Tentative timing: M42.

The Project Coordinator is chairman of the review meetings. Other participants are External Reviewers and Project Officer. As per need others may be included also: WP2 and WP3 leaders, Quality Assurance Officer, Risk Officer, Ethics Officer. Project Coordinator will liaise with the Project Officer for the meeting agenda. All WP leaders and all partners should contribute and support preparation of the necessary materials.

3.4 Chat Communications

Microsoft Teams app is going to be used for chat communication. Following is the list of main discussions:

1. General
2. WP1 Manage
3. WP2 Integrate
4. WP3 Enable
5. WP4 Govern
6. WP5 Promote
7. WP6 Launch
8. Steering Committee
9. Technical cooperation

Dedicated use case discussions and other type of discussions will be opened if needed.

Project Manager is responsible for creation and maintenance of discussions.

3.5 Updates and Changes Notification Protocol

Project Management Team is responsible for timely informing (within 1 week) all partners about any project relevant change (change of team members, extension of deadlines etc).

3.6 Resolving Conflicts

As a general principle, any conflicts that cannot be resolved at one level or below may be resolved at a higher level in the project's governance structure. This means that conflicts within work packages should be resolved by the WP leader or if needed by the Project Coordinator or ultimately by the Consortium in a General Assembly (if needed, in an extraordinary GA).

Differentiation of conflict management depending on the context of scope of conflict is shown in table (Table 6) below.

Table 6. Differentiation of conflict management

Level	Scope of Conflict	Conflict Management Role
General Assembly	High-impact conflicts that affect the entire project (e.g., major scope changes, partner issues, financial disputes).	Makes final decisions on major conflicts; resolves disputes that affect project direction or consortium dynamics. May amend consortium agreement or allocate resources.
Project Coordinator	Cross-partner or cross-WP conflicts involving project-wide coordination issues (e.g., resource allocation across WPs, timing of deliverables).	Mediates conflicts among WPs or partners; escalates major issues to the General Assembly if unresolved. Works with WP leads and Project Manager to align activities.
Project Manager	Operational conflicts within the project team or between WPs (e.g., scheduling, task dependencies, deliverable quality).	Manages day-to-day conflicts and aligns WP activities; collaborates with WP leads to resolve scope and timing conflicts; escalates if unable to resolve.
WP Lead	WP-specific or task-level conflicts among team members (e.g., task assignments, technical approach, resource sharing within WP).	Resolves task-level and technical conflicts within the WP; escalates unresolved issues to the Project Manager for further resolution.

4 Project Plan

The overall workplan contains a series of interlinked activities in line with our market-focused approach to develop and commercialise entire data value chain and deliver significant value to end-users. Project work is divided into six work packages spread across the period of 42 months.

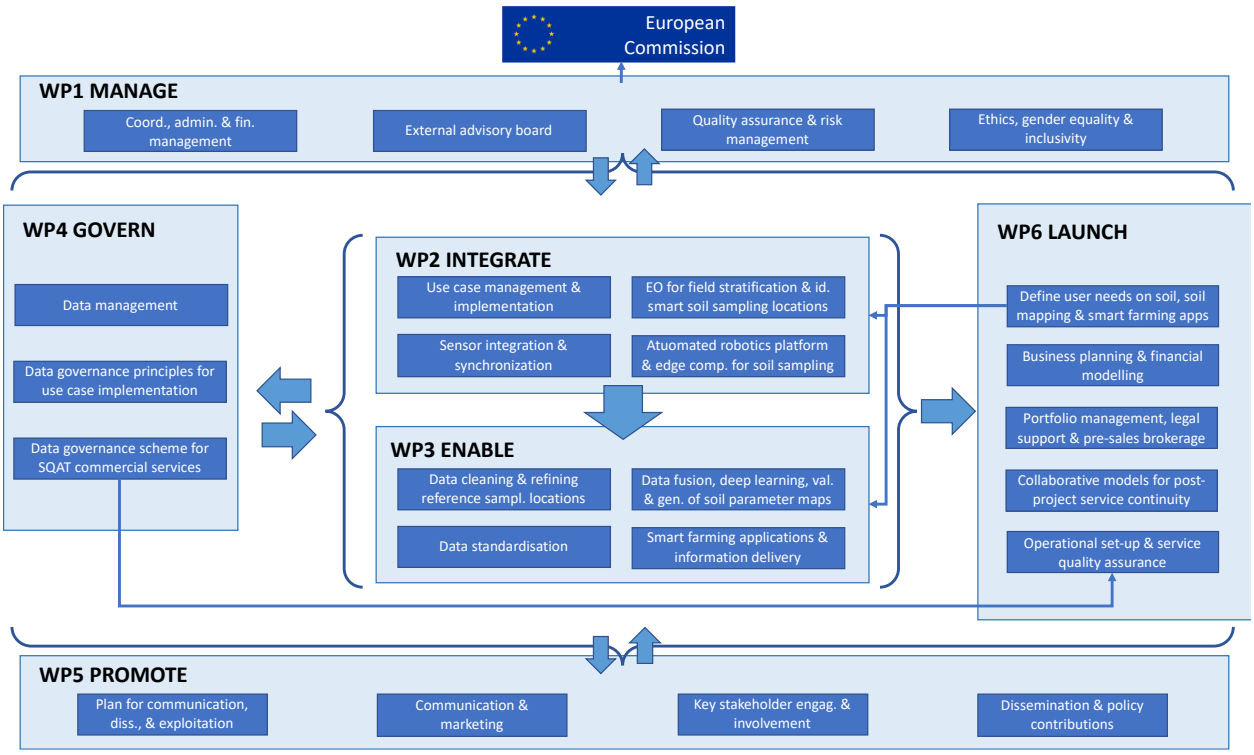

Figure 2. Workplan Structure.

4.1 Work Packages

WP1 MANAGE: Project Management and Coordination

Leader: ABE

Overall objective:

To ensure smooth and timely implementation of the project through effective project management and coordination of the consortium.

Specific objectives:

- To ensure coordination and management of all activities within the project.
- To facilitate smooth cooperation between Project partners and external bodies.

- To manage the overall legal, financial, administrative, and technical aspects of the project.
- To ensure that deliverables (and overall output) are of high quality and completed in the planned time frame.
- To assess and mitigate potential risks during project implementation.
- To guarantee gender equality and inclusion in the project and the respect of all ethical issues.

WP2 INTEGRATE: System Integration and Co-creation

Leader: ILT-OST

Overall objective:

To deliver the SQAT smart soil mapping system that generates robust soil parameter maps and calculate site-specific and demand-oriented soil management maps.

Specific objectives:

- To test, adjust and integrate all components of the System, including EO workflows, automated navigation for robotics platforms, and multiple sensors for in-field proximal sensing.
- Plan, set-up, and manage on-field testing and validation in use cases in several European countries, representative of different bio-physical and socio-economic agricultural contexts.

WP3 ENABLE: Data Integration and Smart Farming Applications

Leader: ATB

Overall objective:

To integrate the novel data from SQAT into Smart Farming Applications to deliver valuable and actionable information to users.

Specific objectives:

- To set-up and develop workflows for data cleaning and preprocessing in near real-time and use the information to identify physical sampling locations for referencing data.
- To synchronise large amounts of data obtained by the multisensory system and transfer sensor measurements into a sharable data format.
- To integrate System data and improve Smart Farming Applications that deliver value to end-users in line with end-user needs.

WP4 GOVERN: Data Management and Governance

Leader: FarmEye

Overall objective:

To address key aspects of data management and data governance across project activities and the data workflows of its expected results.

Specific objectives:

- To ensure compliance with data regulations and facilitate re-use of data where relevant via a DMP.
- To guarantee user control of data they generate, as well as overall transparency and accountability during the project and in the System and Applications to be generated.

WP5 PROMOTE: Engagement, Communication and Dissemination

Leader: ABE

Overall objective:

To implement a coherent project communication effort in engaging key stakeholders and to disseminate key results to maximise project impact.

Specific objectives:

- Form the communication team and develop a structured plan-based approach (ECDS) to disseminate and communicate, facilitating coordination between partners and ensuring coherence and impact.
- Raise awareness of the project and engage target audiences through a variety of digital and in person activities, coordinated and tracked centrally by the communication team.
- Disseminate insights and results to different audiences to promote expected outcomes and wider impact.
- Establish a structured and synergistic collaboration with other relevant initiatives and projects.

WP6 LAUNCH: Engagement, Communication and Dissemination

Leader: AeroVision

Overall objective:

To catalyse uptake and commercialisation of key project results by consortium members and other stakeholders in order to maximise the impact of the project.

Specific objectives:

- Implement ongoing exploitation activities from the ECDS, ensuring a good understanding of all exploitable assets/results and defining clear pathways to their exploitation.
- Seize upon the business potential of commercially exploitable results through defining a business plan and proactive promotion of the business portfolio to conclude pre-sales agreements/collaboration contracts.
- Plan and set-up an operational data value chain for provision of SQAT services.

- Address all IPR issues and establish collaboration contracts between the consortium partners to enable collaboration after the project.

Time plan for all work packages and belonging tasks is presented in Table 7.

Table 7. Work plan timing

	Work Package/Task Title	#	Partner	Year 1				Year 2				Year 3				Year 4	
				Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2
WP1	**MANAGE**: Project management & coordination	1	ABE														
T1.1	Coordination, administrative & financial management	1	ABE														
T1.2	External advisory board	1	AeroVision														
T1.3	Quality assurance & risk management	1	ABE														
T1.4	Ethics, gender equality & inclusivity	1	ABE														
WP2	**INTEGRATE**: System integration & co-creation	6	ILT														
T2.1	Use case management & implementation	1	ABE														
T2.2	EO for field stratification & identifying smart sampling locations	2	Aero Vision														
T2.3	Sensor integration & synchronization	6	ILT														
T2.4	Autom. robotics platform & edge computing for soil sampling	5	EV ILVO														
WP3	**ENABLE**: Data integration & smart farming applications	3	ATB														
T3.1	Data cleaning & refining reference sampling locations	3	ATB														
T3.2	Data fusion, deep learning, validation & gen. of soil param. maps	3	ATB														
T3.3	Data standardisation	6	ILT														
T3.4	Smart farming applications & information delivery	2	AeroVision														
WP4	**GOVERN**: Data management & governance	4	FarmEye														
T4.1	Data management	4	FarmEye														
T4.2	Data governance principles for use case implementation	4	FarmEye														
T4.3	Data governance scheme for SQAT commercial services	4	FarmEye														
WP5	**PROMOTE**: Engagement, comm. & dissemination	1	ABE														
T5.1	Plan for Communication, Dissemination & Exploitation	1	ABE														
T5.2	Communication & marketing	1	ABE														
T5.3	Key stakeholder engagement & involvement	1	Deloitte														

T5.4	Dissemination & policy contributions	5	ILVO													
WP6	**LAUNCH**: Business modelling, comerc. & brokerage	2	AeroVision													
T6.1	Define user needs soils, soil mapping & smart farming apps.	2	AeroVision													
T6.2	Business planning & financial modelling	12	Deloitte													
T6.3	Operational set-up & service quality assurance	2	AeroVision													
T6.4	Portfolio management, legal support & pre-sales brokerage	12	Deloitte													
T6.5	Collaborative models for post-project service continuity	12	Deloitte													

4.2 Deliverables and Milestones

4.2.1 Deliverables

A total of 27 deliverables needs to be submitted to the European Commission. A set of guidelines is presented here below to ensure the efficient, timely and high-quality delivery of all deliverables.

The due date of a deliverable is specified as a project month, with M1 representing the first month of the project. Deliverables should be completed on time and submitted to the European Commission at the latest on the last day of the month in which they are due.

Progress on deliverables is monitored on monthly basis by the Project Management Team through a Deliverable Monitoring spreadsheet which is located in document repository (SQAT project / 2 – Deliverables). This file contains the list of all project deliverables with their related details: name, due date, lead, reviewer, status.

The status of upcoming and eventually pending deliverables should be monitored by the WP leaders within WP meetings and reported to the Project Coordinator and Quality Assurance Officer. Any problems or expected delays should be flagged immediately providing an explanation, planned mitigation action and the anticipated completion date.

Table 8. List of Deliverables.

#	Deliverable name	Work Package	Lead Beneficiary	Type	Diss.	Delivery
D1.1	Management & coordination plan	WP1	ABE	R	PU	M02
D1.2	Gender equality & ethics management plan	WP1	ABE	ETHICS	PU	M03
D2.1	Use case implementation plans	WP2	ABE	R	PU	M03
D2.2	Annual use case report: year 1	WP2	ABE	R	PU	M15
D2.3	Annual use case report: year 2	WP2	ABE	R	PU	M27
D2.4	Annual use case report: year 3	WP2	ABE	R	PU	M39

D2.5	Universal navigation procedure for the robotic systems and sample deliverance to the field lab	WP2	AeroVision	OTHER	SEN	M16
D2.6	Performance evaluation of robotic platforms	WP2	ILT-OST	R	PU	M33
D2.7	Lightweight & heavy-duty sampler device with prox. sensors	WP2	ILT-OST	OTHER	PU	M18
D2.8	User manual for System using SQAT Robots: version 1	WP2	EV ILVO	R	PU	M18
D2.9	User manual for System using SQAT Robots: version 2	WP2	EV ILVO	R	PU	M33
D3.1	Data cleaning and fusion algorithms	WP3	ATB	OTHER	SEN	M18
D3.2	Near real time workflow for System operations	WP3	ATB	OTHER	SEN	M33
D3.3	Smart Farming Applications performance reports	WP3	AeroVision	R	PU	M21
D4.1	Data Management Plan	WP4	FarmEye	DMP	PU	M08
D4.2	Data governance principles	WP4	FarmEye	R	PU	M06
D5.1	Exploitation, dissemination, and communication strategy	WP5	ABE	R	PU	M03
D5.2	Communication kit and project website	WP5	ABE	DEC	PU	M03
D5.3	Periodic engagement report	WP5	ABE	R	PU	M21
D5.4	Periodic engagement report	WP5	ABE	R	PU	M42
D6.1	User Information Needs Assessment	WP6	AeroVision	R	SEN	M03
D6.2	SQAT business portfolio	WP6	OFI	DEC	SEN	M24
D6.3	Periodic business & exploitation plan: 1st draft	WP6	OFI	R	SEN	M18
D6.4	Periodic business & exploitation plan: 2nd draft	WP6	OFI	R	SEN	M30
D6.5	Periodic business & exploitation plan: 3rd draft	WP6	OFI	R	SEN	M48
D6.6	SQAT operations plan	WP6	AeroVision	R	SEN	M42
D7.1	OEI – Requirement No. 1	WP7	ABE	Ethics	SEN	M03

Type of deliverable can be:

- R (document, report),
- DMP (data management plan),
- DEC (websites, patent filings, videos etc),
- Ethics.

Dissemination Level can be:

- PU – public,
- SEN – sensitive.

For deliverables that are of a nature other than written reports, a brief written summary should nevertheless be produced for EC submission and record. Such summary should include any supporting material such as photos, technical designs, descriptive guidelines, etc.

All document deliverables for the project should adhere to the following naming convention: SQAT_DX.Y_<Title>_vX.X (e.g: SQAT_D1.1_ Management_and_coordination_plan_v1.0) The versioning system will follow the Major.Minor numbering rule, similar to software versioning systems, where drafts will be 0.x (e.g. v0.4) and final versions will be numbered x.0 (e.g. v1.0).

4.2.2 Milestones

Milestones are project checkpoints representing the end of a project phase, helping the evaluation and monitoring of project progress.

12 milestones have been identified within the SQAT project to be accomplished along with the 42-month implementation. For each milestone, means of verification has been identified. The list of milestones, lead beneficiary, due date and means of verification are provided in the Milestones Monitoring spreadsheet stored on the document repositorium (SQAT project / 3 - WP1 MANAGE / 04 Milestones).

WP Leaders are responsible for the timely achievement of the milestones. Each member of the consortium is responsible for informing the Project Coordinator of any contingencies that might have negative impacts on the success of the project.

Project Management Team will monitor their progress throughout the duration of the Project. The responsible partners will be informed of upcoming milestones 1 month before the respective due date. In case of potential delays, the Project Management Team will work with the responsible WP leader to develop a contingency plan.

Acute delays will be brought to the attention of the Steering Committee. Once a milestone has been reached, the responsible beneficiary should inform the Project Management Team specifying the exact date of delivery. The Project Management Team will then update the Milestones Monitoring file and record the accomplishment on the EC portal.

#	Milestone name	Rel. WPs	Lead beneficiary	Due Date	Means of verification
1	Project & its inception phase start	WP1	ABE	M01	Kick Off Meeting & meeting minutes.
2	Project transitions from inception to demonstration phase	WP2, WP3, WP6	ABE	M03	Use case plans are complete. User requirements and system requirements are completed. ECDS plan completed, and website/social media launched.

3	First meeting of the Digital Alliance for Healthy Soils	WP5	ABE	M12	Meeting minutes, and list of participants and their companies. At least 10 European countries represented. Presentation of SQAT System to agri-service providers.
4	First advisory board meeting held	All	ABE	M13	Meeting minutes and list of participants.
5	First co-creation cycle complete: 1st version of System	WP2, WP3	ATB	M18	1st iteration of System completed. EO and proximal sensor workflows completed and fused (1st version).
6	First preliminary pre-sales commercial contracts concluded	WP2, WP6	OFI	M24	At least 3 MoUs or letters of intent signed with service providers not in the use cases countries.
7	First data governance scheme is concluded and validated	WP4	FarmEye	M30	Draft of the SQAT data governance scheme is concluded with >75% approval from surveyed farmers.
8	Second co-creation cycle complete: 2nd version of System and 1st version of SF_apps	All	ABE	M27	2nd iteration of System (with all robot components) and 1st version of SF_apps completed. Use case workshops with users demonstrate results.
9	First binding pre-sales commercial contracts concluded	WP6	AeroVision	M36	At least 5 binding pre-sales contracts are signed with entities in the use case countries and outside of them.
10	Transition to post-project phase	All	ABE	M39	Final System and SF_apps iterations completed. Use case workshops with users demonstrate results. D3.4 performance reports.
11	Operational testing of workflows completed	WP3, WP6	ATB	M41	The workflows for SF_apps are fully tested at expected volumes and in line with quality expectations.
12	Conclude project and transition to post-project commercialisation	All	ABE	M42	Collaboration agreement(s) signed with all relevant SQAT partners in line with the collaborative model agreed. The final launch event is held.

5 Quality Assurance

Quality assurance is an integral aspect of project management that ensures that all activities, deliverables and in general whole outcome of the project meet predefined standards and requirements. This chapter outlines the strategies, methodologies, and responsibilities associated with quality assurance to ensure the successful execution and delivery of SQAT project.

5.1 Quality Assurance Objectives

- Ensuring compliance with project specifications, regulations, and contractual obligations.
- Enhancing the reliability, usability, and performance of project deliverables.
- Facilitating continuous improvement by capturing lessons learned and implementing best practices.

5.2 Quality Assurance Roles and Responsibilities

Key roles and responsibilities related to quality assurance within our project include:

- **Quality Assurance Officer:** overall responsibility for establishing and maintaining the quality management procedures and oversight of the deliverables quality and the overall results.
- **Project Management Team:** participating in quality control activities, and proactively identifying and addressing quality issues.
- **Work Package Leaders:** Actively working on resolving work package quality assurance issues.

5.3 Quality Assurance Activities

Quality assurance activities will be conducted at various stages of the project lifecycle, including:

- Requirements Analysis: Ensuring clear and comprehensive understanding of user needs.
- Design and Development: Reviewing design documents and specifications.
- Testing and Validation: Overseeing testing and validation activities.
- Documentation and Reporting: Documenting quality assurance processes and findings to facilitate transparency and accountability.
- Continuous Monitoring and Improvement: Monitoring project performance and implementing corrective actions and process improvements to enhance quality.

5.4 Review of Deliverables

A review process is a key step in the preparation of the deliverable to guarantee that the result is up to the appropriate standard. This process will be led by the Quality Assurance Officer. All partners should

therefore take the appropriate steps to ensure that this process is completed in time to issue the deliverable within the due date.

Responsible reviewer for each deliverable is defined in table (Table 1).

Table 9. Deliverable Reviewers.

#	Deliverable name	Lead Beneficiary	Reviewer
D1.1	Management & coordination plan	ABE	QAO
D1.2	Gender equality & ethics management plan	ABE	PM
D2.1	Use case implementation plans	ABE	PM
D2.2	Annual use case reports	ABE	PM
D2.3	Universal navigation procedure for the robotic systems and sample deliverance to the field lab	AeroVision	WP2 and WP3 Leaders
D2.4	Performance evaluation of robotic platforms	ILT-OST	WP2 and WP3 Leaders
D2.5	Lightweight & heavy-duty sampler device with prox. sensors	ILT-OST	WP2 and WP3 Leaders
D2.6	User manual for System using SQAT Robots	EV ILVO	WP2 and WP3 Leaders
D3.1	Data cleaning and fusion algorithms	ATB	WP2 and WP3 Leaders
D3.2	Near real time workflow for System operations	ATB	WP2 and WP3 Leaders
D3.3	Smart Farming Applications performance reports	AeroVision	WP2 and WP3 Leaders
D4.1	Data Management Plan	Farmeye	QAO, PM
D4.2	Data governance principles	Farmeye	QAO, PM
D5.1	Exploitation, dissemination, and communication strategy	ABE	QAO, PM
D5.2	Communication kit and project website	ABE	QAO, PM
D5.3	Periodic engagement report	ABE	QAO, PM
D6.1	User Information Needs Assessment	AeroVision	QAO, PM
D6.2	SQAT business portfolio	OFI	QAO, PM
D6.3	Periodic business & exploitation plan	OFI	QAO, PM
D6.4	SQAT operations plan	AeroVision	QAO, PM
D7.1	OEI – Requirement No. 1	ABE	QAO, PM

5.4.1 Process of Reviewing Deliverables

1. Lead Beneficiary sends Deliverable's Table of Contents to Project Management Team 2 months before deliverable's due date.

   a. Exception: this is not applicable for deliverables which due date is equal or less than M06.
2. Lead Beneficiary sends first draft of document to Deliverable Reviewer and Project Management Team 2 weeks prior to deliverable's due date.
3. Within one week from receipt, the Reviewer should respond via email to both leading beneficiary and Project Management Team indicating whether the deliverable is ready for submission or revisions are required. In the latter case, comments and precise indications must be provided and the revision process will be repeated until final approval.
4. Lead Beneficiary updates (based on review), produces final version and sends it to Project Management Team till one business day prior to deliverable's due date.
5. Once the deliverable has been approved and finalised, the Project Coordinator will submit the deliverable to the Commission on the EC portal. Project Manager will upload a copy on the document repository (SQAT project / 2 – Deliverables) and inform the consortium via email.

6 Risk Assessment and Mitigation

Risk management involves the systematic identification, assessment, and mitigation of uncertainties that may impact project objectives. In the context of SQAT project, risk management aims to anticipate, evaluate, and proactively address potential threats and opportunities to enhance project outcomes and minimise adverse impacts.

6.1 Risk Assessment and Mitigation Objectives

- Identifying potential risks and opportunities that may affect project success.
- Assessing the likelihood (probability) and impact of identified risks on project objectives.
- Developing and implementing strategies to mitigate, transfer, or accept risks.
- Monitoring and controlling identified risks throughout the project lifecycle.
- Maximising opportunities for innovation, growth, and value creation.

6.2 Risk Assessment and Mitigation Roles and Responsibilities

The Risk Officer is responsible for handling internal risks and informing all partners when necessary. He is coordinating the risks management actions within the consortium while WP leaders are responsible for risk management within their own WP.

Partner's responsibilities

Each partner is responsible for identifying and timely reporting on emerging risk. Structured approach for risk reporting, detailing responsibilities at each reporting level based on the impact of the risk is shown in table (Table 10) below.

Table 10 Reporting level based on risk impact

Impact Level of Risk	Reporting Level	Risk Description	Action
Low Impact	WP Lead	Minor risks contained within a single WP that do not significantly affect other WPs or overall project goals.	WP Lead documents the risk, develops mitigation plans, and monitors it within the WP. Escalation to the Project Manager only if unresolved.
Medium Impact	Project Manager	Risks that may affect multiple WPs or moderately impact timelines, resource allocation, or deliverables.	Project Manager coordinates mitigation efforts across affected WPs and monitors progress.

High Impact	Steering Committee	Critical risks that impact the project, including major delays, budget issues, or partner-related risks.	Steering Committee assess and implement strategic mitigation measures or contingency plans.

6.3 List of Risks

In proposal phase, the Consortium has identified the possible risks and critical issues that could negatively affect the overall quality or jeopardise the successful results of the SQAT project (Table 11).

Table 11. List of critical risks.

Description of Risks	Prb.	Ipct.	WPs	Proposed risk mitigation measures
Administrative & team risks				
Staff changes limit capacity to deliver	low	med	All	Partners must report changes to the coordinator and propose a suitable replacement, ensuring efficient handover. If needed, discuss amendments to GA and (temporary) transfer of budget/responsibility.
Partner fails to deliver inputs/deliverables in time or of low quality	med	high	All	Regular monitoring, additional training, temporary transfer of budget/ responsibility, continuation with parallel tasks, plan in detail dedicated effort to address delay and avoid knock-on effects for the project.
Workload over- or under-estimated in the Grant Agreement	med	med	All	A well-developed workplan & budget based on EU project experience. WP leads continuously monitor effort/budget to identify risks early on and will discuss with relevant partners. We use budget estimates as a guide and focus on actual costs; after meeting GA commitments, critical & impactful activities within the project's scope are prioritised for additional budget.
Inflation & indexation system (e.g. Law of 26.07.1996 in Belgium) impacts available effort	high	med	All	All partners (particularly EV ILVO, Exobotic) have anticipated expected inflation trends in budgeting, and will work as efficiently as possible within possibilities. The coordinator/PMT will monitor the issue via WP leads and address with budget redistributions and tactical decisions if needed.
Implementation risks				
Failure to reach target groups and low stakeholder engage.	low	med	WP5 All	The project use cases build on ongoing activities within the scope of project activities. If needed, we will review and update of EDCS to strengthen motivation, links to consortium's networks, outreach via add. channels.
Regulation obstacles for implementing parts of a use case	low	med	WP2 WP3	All use cases activities considered are assessed to comply with respective legal systems. To further avoid any obstacles, regulatory trends for the future and well as already scheduled changes will be followed (and if needed acted upon) for each use case.

Data protection risks (Data leak or other)	low	med	WP4 All	All data to be gathered, stored, and/or further disseminated will comply with GDPR, as detailed in WP4. FarmEye supervises databases with relevant expertise/data protection methods (software, tools, protocols). We apply mandatory best practice guidelines: e.g. clear differentiation of user permissions, 2 factor authentications for all users at all levels.
Technical risks				
SQAT models not accurate for climates, farm types or contexts	low	high	WP3	SQAT collects cal/val data from 7 use cases, representing many contexts and pedoclimatic zones/soil types. Results are interpreted together with practitioners to ensure relevance and value.
Lack of common standards and between different components	med	med	WP2 WP3	Integration is a key activity of the project, and we have the technical experts to deliver this. We document user needs and common standards early on in T6.1 (M1-M3) and ensure that SF_aps deliver data in req. formats.
Supplier issues - required components not delivered in time or do not satisfy the expected perf./quality	low	med	WP2 WP3	Working only with suppliers with credible references, where consortium partners have already had successful collaboration in the past. Frequent communication with suppliers and request for punctual reports on delivery status. An alternative supplier for each component to be lined up in the case of unexpected issues with delivery or quality.
Inability for taking soil samples to be analysed with the ICE/ colorimeter	med	med	WP2	Obtaining samples of arid and hard soil and equally opposite wet and soft soil will require different sampling methods. The consortium aims to develop a universal sampling system. If extreme soil conditions cause sampling failure, an alternative method will be developed.
Torque compensation on lightweight platforms	med	med	WP2	High torque caused during the drill of dry soil can cause lightweight constructions to bend or deform. Additional material and constructive changes in our specialised workshops mitigate the risk.
Limited mobility of the developed proximal sensing system limiting use case applications	low	med	WP2	The robot platform and implements will be specifically designed for this application. Mobility is one of the aspects considered in the requirement analysis for the design, while considering the future services built upon the project results.
Limited battery power for the autonomous robot platforms	med	med	WP2	Autonomy is an important parameter considered in the requirement analysis for the design. If needed, autonomy can be extended by implementing a battery swap system.
Poor field-specific calibration model	low	med	WP3	Repeated sensor mapping campaigns compensate for unfavourable envr. conditions during mapping period. A broad variety of fields with different soil landscapes are mapped at different moisture states during the year.
Sample contamination affects calibration procedure	low	high	WP2 WP3	A drill for sample collection must be cleaned properly. Mechanical cleaning is foreseen for the sample collection system; the wet cleaning procedure can mitigate contamination risk if that cleaning fails.

Insufficient sensor (i.e. visNIR) contact to the ground, resulting in poor data quality	med	med	WP2 WP3	Crop residues and very dry soil conditions on the mapping period might lead to insufficient sensor contact with the soil, this has to be compensated with repeated proximal sensor mapping campaigns and technical adjustment (e.g. increase of contact pressure) of the autonomous robotic platform. Workshops for customisations (Exobotic, ILT) are key to this end.
Soil extraction system does not extract K	med	high	WP2	The Ultrasonic assisted NaOH extraction module will be used besides the subcritical water extraction (SWE) for covering all soil macronutrients.
ISE and pH sensors are temp. dependent	med	med	WP2	The soil extracts will be conditioned to a calibration temperature for temperature effect compensations.

This chapter outlines the risk management process and identifies the currently known risks associated with the project. However, as the project progresses, new risks may emerge, and additional mitigation strategies will be defined and implemented to address them. Continuous monitoring and adaptation of the risk management plan will ensure that the project remains on track and resilient to potential challenges.

Initially recognized list of project risks is defined as spreadsheet and shared with all partners. Risk Officer is responsible for regular update of this list with new identified risks and defined mitigation strategies.

7 Project Reporting

The project quality will be monitored and managed through periodic reporting on the project status, use of resources and activities planning. The monitoring and reporting process will be facilitated through the management structure of the Project.

Throughout the project, three types of reports have to be delivered:

1. Quarterly reports.
2. Interim report (M21).
3. Final report (M42).

Report requirements are specified in Grant Agreement (ARTICLE 21 – REPORTING). Both interim and final reports are composed from technical reports and financial statements. For each report, templates with guidance notes will be available on the project platform one month before end of the period covered. If needed, additional guideline and dedicated workshop may be organised one month before Interim report.

7.1 Responsibilities

- Partners responsibility is to work and provide needed data for reports with respect to timelines defined in section 7.2 Calendar.
- Project Coordinator is responsible for submitting reports to European Commission.
- Partner Representatives and Work Package Leaders are responsible for uploading relevant documents to document repository (SQAT project / 3 – WP1 MANAGE / 02 Reporting).

7.2 Calendar

To ensure timely submission of the above-mentioned reports, the deadlines set in (Table 1) must be respected.

Table 12. Reports Calendar.

Report	Period covered	Deadline for submission to Coordinator	Deadline for submission to EC by Coordinator
Q1	01.02.2024. – 30.04.2024.	15.04.2024.	15.05.2024.
Q2	01.05.2024. – 31.07.2024.	15.07.2024.	15.08.2024.
Q3	01.08.2024. – 31.10.2024.	15.10.2024.	15.11.2024.
Q4	01.11.2024. – 31.01.2025.	15.01.2025.	15.02.2025.
Q5	01.02.2025. – 30.04.2025.	15.04.2025.	15.05.2025.
Q6	01.05.2025. – 31.07.2025.	15.07.2025.	15.08.2025.
Interim (M21)	01.02.2024. – 31.10.2025.	15.10.2025.	15.11.2025.
Q7	01.11.2025. – 31.01.2026.	15.01.2026.	15.02.2026.

Q8	01.02.2026. – 30.04.2026.	15.04.2026.	15.05.2026.
Q9	01.05.2026. – 31.07.2026.	15.07.2026.	15.15.2026.
Q10	01.08.2026. – 31.10.2026.	15.10.2026.	15.11.2026.
Q11	01.11.2026. – 31.01.2027.	15.01.2027.	15.02.2027.
Q12	01.02.2027. – 30.04.2027.	15.04.2027.	15.05.2027.
Final Report (M42)	01.11.2025. – 31.07.2027.	15.07.2027.	15.08.2027.

8 External Communication

Communication to the external audience is primarily managed within WP5 PROMOTE: Engagement, communication & dissemination.

8.1 Website

The SQAT project website (https://sqat.farm/) will be presented in deliverable D5.1 and is planned to be launched by the end of M03 (end of April 2024).

Requests for updates or changes in the structure of a project webpage should be addressed to the WP5 Leader. Each change should be communicated by email.

To increase visibility, each partner is encouraged to add a link of the project home page in their own institution website.

8.2 Social media

To support the Project communication, SQAT will be actively promoted through social media. Social media strategy and social media accounts are going to be further elaborated in D5.1 Deliverable: Exploitation, dissemination, and communication strategy.

Any content that needs to be shared using SQAT social media should be addressed to the WP5 Leader. Each new suggestion for social media content should be communicated by email.

End of document