**THEME [SiS.2013.1.2-1 SiS.2013.1.2-1]**
**[Mobilisation and Mutual Learning (MML) Action Plans: mainstreaming Science in Society actions in research Mobilisation and Mutual Learning (MML) Action Plans: mainstreaming Science in Society actions in research]**

Grant agreement for: Coordination and support action[*]

| Annex I - "Description of Work" |
|:---:|

Project acronym: ASSET

Project full title: " ACTION PLAN ON SIS RELATED ISSUES IN EPIDEMICS AND TOTAL PANDEMICS "

Grant agreement no: 612236

Version date: 2014-01-01

# Table of Contents

## Part A

## Workplan Tables

# A1:
# Project summary

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

## General information

| Project title [3] | ACTION PLAN ON SIS RELATED ISSUES IN EPIDEMICS AND TOTAL PANDEMICS |
|---|---|
| Starting date [4] | 01/01/2014 |
| Duration in months [5] | 48 |
| Call (part) identifier [6] | FP7-SCIENCE-IN-SOCIETY-2013-1 |
| Activity code(s) most relevant to your topic [7] | SiS.2013.1.2-1: Mobilisation and Mutual Learning (MML) Action Plans: mainstreaming Science in Society actions in research | SiS.2013.1.2-1: Mobilisation and Mutual Learning (MML) Action Plans: mainstreaming Science in Society actions in research | |

### Abstract [9]

ASSET (Action plan in Science in Society in Epidemics and Total pandemics) is a 48 month Mobilisation and Mutual Learning Action Plan (MMLAP), which aims to 1) forge a partnership with complementary perspectives, knowledge and experiences to address effectively scientific and societal challenges raised by pandemics and associated crisis management; 2) explore and map SiS-related issues in global pandemics; 3) define and test a participatory and inclusive strategy to succeed; 4) identify necessary resources to make sustainable the action after the project completion. ASSET combines public health, vaccine and epidemiological research, social and political sciences, law and ethics, gender studies, science communication and media, in order to develop an integrated, transdisciplinary, strategy, which will take place at different stages of the research cycle, combining local, regional and national levels.

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

**List of Beneficiaries**

| No | Name | Short name | Country | Project entry month[10] | Project exit month |
|---|---|---|---|---|---|
| 1 | ABSISKEY CP | ABSISKEY | France | 1 | 48 |
| 2 | ASSOCIATION LYON BIOPOLE | LYONBIOPOLE | France | 1 | 48 |
| 3 | BMJ PUBLISHING GROUP LIMITED | BMJ GROUP | United Kingdom | 1 | 2 |
| 4 | EUROPEAN INSTITUTE OF WOMEN'S HEALTH LIMITED | EIWH | Ireland | 1 | 48 |
| 5 | FONDEN TEKNOLOGIRADET | DBT | Denmark | 1 | 48 |
| 6 | FORSVARETS FORSKNINGINSTITUTT | FFI | Norway | 1 | 48 |
| 7 | INTERNATIONAL PREVENTION RESEARCH INSTITUT-IPRI MANAGEMENT | IPRI | France | 1 | 48 |
| 8 | ISTITUTO SUPERIORE DI SANITA | ISS | Italy | 1 | 48 |
| 9 | NATIONAL CENTER OF INFECTIOUS AND PARASITIC DISEASES | NCIPD | Bulgaria | 1 | 48 |
| 10 | THE INTERNATIONAL EMERGENCY MANAGEMENT SOCIETY AISBL | TIEMS | Belgium | 1 | 48 |
| 12 | UNIVERSITATEA DE MEDICINA SI FARMACIE'CAROL DAVILA' DIN BUCURESTI | UMFCD | Romania | 1 | 48 |
| 13 | UNIVERSITY OF HAIFA | HU | Israel | 1 | 48 |
| 14 | CENTRE FOR SCIENCE, SOCIETY AND CITIZENSHIP | CSSC | Italy | 1 | 2 |
| 15 | ZADIG SRL | ZADIG | Italy | 1 | 48 |
| 16 | DATA MINING INTERNATIONAL SA | DMI | Switzerland | 3 | 48 |
| 17 | Institute of Preventive Medicine Environmental and Occupational Health | PROLEPSIS | Greece | 3 | 48 |

# A3:
## Budget Breakdown

| Project Number [1] | 612236 | | Project Acronym [2] | ASSET |
|---|---|---|---|---|

| Participant number in this project [11] | Participant short name | Ind. costs[13] | Estimated eligible costs (whole duration of the project) | | | | Requested EU contribution |
|---|---|---|---|---|---|---|---|
| | | | Coordination / Support (A) | Management (B) | Other (C) | Total A+B+C | |
| 1 | ABSISKEY | A | 157,730.00 | 118,400.00 | 0.00 | 276,130.00 | 222,751.50 |
| 2 | LYONBIOPOLE | F | 266,160.00 | 0.00 | 0.00 | 266,160.00 | 237,326.00 |
| 3 (TERMINATED) | BMJ GROUP | F | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | EIWH | F | 216,780.00 | 0.00 | 0.00 | 216,780.00 | 193,295.50 |
| 5 | DBT | T | 449,522.40 | 1,500.00 | 0.00 | 451,022.40 | 402,324.00 |
| 6 | FFI | A | 269,174.00 | 0.00 | 0.00 | 269,174.00 | 193,423.90 |
| 7 | IPRI | T | 323,940.00 | 0.00 | 0.00 | 323,940.00 | 288,846.50 |
| 8 | ISS | T | 701,805.60 | 2,500.00 | 0.00 | 704,305.60 | 628,276.66 |
| 9 | NCIPD | T | 208,140.00 | 0.00 | 0.00 | 208,140.00 | 185,591.50 |
| 10 | TIEMS | F | 282,540.00 | 0.00 | 0.00 | 282,540.00 | 251,931.50 |
| 12 | UMFCD | T | 177,300.00 | 0.00 | 0.00 | 177,300.00 | 158,092.50 |
| 13 | HU | T | 206,340.00 | 0.00 | 0.00 | 206,340.00 | 183,986.50 |
| 14 (TERMINATED) | CSSC | T | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | ZADIG | T | 593,832.00 | 1,500.00 | 0.00 | 595,332.00 | 531,000.00 |
| 16 | DMI | T | 248,460.00 | 0.00 | 0.00 | 248,460.00 | 221,543.50 |
| 17 | PROLEPSIS | T | 270,830.40 | 0.00 | 0.00 | 270,830.40 | 241,490.44 |
| Total | | | 4,372,554.40 | 123,900.00 | 0.00 | 4,496,454.40 | 3,939,880.00 |

Note that the budget mentioned in this table is the total budget requested by the Beneficiary and linked Third Parties.

**\* The following funding schemes are distinguished**

Collaborative Project (if a distinction is made in the call please state which type of Collaborative project is referred to: (i) Small of medium-scale focused research project, (ii) Large-scale integrating project, (iii) Project targeted to special groups such as SMEs and other smaller actors), Network of Excellence, Coordination Action, Support Action.

**1. Project number**

The project number has been assigned by the Commission as the unique identifier for your project, and it cannot be changed. The project number **should appear on each page of the grant agreement preparation documents** to prevent errors during its handling.

**2. Project acronym**

Use the project acronym as indicated in the submitted proposal. It cannot be changed, unless agreed during the negotiations. The same acronym **should appear on each page of the grant agreement preparation documents** to prevent errors during its handling.

**3. Project title**

Use the title (preferably no longer than 200 characters) as indicated in the submitted proposal. Minor corrections are possible if agreed during the preparation of the grant agreement.

**4. Starting date**

Unless a specific (fixed) starting date is duly justified and agreed upon during the preparation of the Grant Agreement, the project will start on the first day of the month following the entry info force of the Grant Agreement (NB : entry into force = signature by the Commission). Please note that if a fixed starting date is used, you will be required to provide a detailed justification on a separate note.

**5. Duration**

Insert the duration of the project in full months.

**6. Call (part) identifier**

The Call (part) identifier is the reference number given in the call or part of the call you were addressing, as indicated in the publication of the call in the Official Journal of the European Union. You have to use the identifier given by the Commission in the letter inviting to prepare the grant agreement.

**7. Activity code**

Select the activity code from the drop-down menu.

**8. Free keywords**

Use the free keywords from your original proposal; changes and additions are possible.

**9. Abstract**

**10. The month at which the participant joined the consortium, month 1 marking the start date of the project, and all other start dates being relative to this start date.**

**11. The number allocated by the Consortium to the participant for this project.**

**12. Include the funding % for RTD/Innovation – either 50% or 75%**

**13. Indirect cost model**
   **A: Actual Costs**
   **S: Actual Costs Simplified Method**
   **T: Transitional Flat rate**
   **F :Flat Rate**

# Workplan Tables

Project number

612236

Project title

ASSET—ACTION PLAN ON SIS RELATED ISSUES IN EPIDEMICS AND TOTAL PANDEMICS

Call (part) identifier

FP7-SCIENCE-IN-SOCIETY-2013-1

Funding scheme

Coordination and support action

# WT1
## List of work packages

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| WP Number [53] | WP Title | Type of activity [54] | Lead beneficiary number [55] | Person-months [56] | Start month [57] | End month [58] |
|---|---|---|---|---|---|---|
| WP 1 | DIALOGUE & PARTICIPATION | SUPP | 9 | 41.80 | 1 | 48 |
| WP 2 | STUDY & ANALYSIS | SUPP | 13 | 35.10 | 4 | 16 |
| WP 3 | ACTION PLAN DEFINITION | SUPP | 10 | 42.00 | 14 | 27 |
| WP 4 | CITIZEN CONSULTATION | SUPP | 5 | 59.40 | 19 | 36 |
| WP 5 | MOBILITAZION AND MUTUAL LEARNING | SUPP | 8 | 133.50 | 25 | 48 |
| WP 6 | POLICY WATCH | SUPP | 8 | 22.50 | 6 | 48 |
| WP 7 | COMMUNICATION | SUPP | 15 | 133.60 | 1 | 48 |
| WP 8 | EVALUATION | SUPP | 1 | 26.00 | 3 | 48 |
| WP 9 | LEGACY | SUPP | 15 | 18.10 | 37 | 48 |
| WP 10 | MANAGEMENT | MGT | 1 | 16.00 | 1 | 48 |
| | | | Total | 528.00 | | |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| List of Deliverables - to be submitted for review to EC |
|---|

| Deliverable Number [61] | Deliverable Title | WP number [53] | Lead beneficiary number | Estimated indicative person-months | Nature [62] | Dissemination level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|---|
| D1.1 | KOM Report | 1 | 8 | 1.10 | R | PU | 6 |
| D1.2 | Glossary and Terminology | 1 | 9 | 8.50 | R | PU | 11 |
| D1.3 | Project Infrastructure Report 1 | 1 | 15 | 4.00 | R | PU | 18 |
| D1.4 | Project Infrastructure Report 2 | 1 | 15 | 4.00 | R | PU | 36 |
| D1.5 | Project Infrastructure Report 3 | 1 | 15 | 2.00 | R | PU | 48 |
| D1.6 | Scientific Coordination Report 1 | 1 | 8 | 8.00 | R | PU | 18 |
| D1.7 | Scientific Coordination Report 2 | 1 | 8 | 7.20 | R | PU | 36 |
| D1.8 | Scientific Coordination Report 3 | 1 | 8 | 7.00 | R | PU | 48 |
| D2.1 | Governance Report | 2 | 13 | 4.00 | R | PU | 14 |
| D2.2 | Reference Guide on Scientific Questions | 2 | 2 | 7.00 | R | PU | 15 |
| D2.3 | Crisis Participatory Governance Report | 2 | 10 | 4.00 | R | PU | 14 |
| D2.4 | Ethics, Law and Fundamental Rights Report | 2 | 15 | 5.60 | R | PU | 15 |
| D2.5 | Report on Gender Issues | 2 | 4 | 5.00 | R | PU | 14 |
| D2.6 | Report on Intentionally Caused Outbreaks | 2 | 6 | 6.00 | R | PU | 14 |

| Deliverable Number [61] | Deliverable Title | WP number [53] | Lead beneficiary number | Estimated indicative person-months | Nature [62] | Dissemination level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|---|
| D2.7 | Transdisciplinary Workshop Report | 2 | 16 | 3.50 | R | PU | 15 |
| D3.1 | Strategic Plan | 3 | 8 | 11.50 | R | PU | 21 |
| D3.2 | Roadmap to Open and Responsible Research and Innovation in Pandemics | 3 | 2 | 10.00 | R | PU | 21 |
| D3.3 | Action Plan Handbook | 3 | 15 | 10.00 | R | PU | 24 |
| D3.4 | ASSET Tool Box | 3 | 10 | 10.50 | O | PU | 27 |
| D4.1 | Citizens Meeting Preparatory Materials | 4 | 5 | 17.40 | O | PU | 30 |
| D4.2 | Citizens Meeting National Materials | 4 | 5 | 18.00 | O | PU | 32 |
| D4.3 | Policy Report on Pandemic Consultation & Public trans-national synthesis report | 4 | 5 | 24.00 | R | PU | 36 |
| D5.1 | Social Media Mobilization Report | 5 | 15 | 29.50 | R | PU | 48 |
| D5.2 | Best Practice Platform and Stakeholder Portal Report | 5 | 7 | 31.00 | R | PU | 48 |
| D5.3 | Local Initiative Report | 5 | 8 | 73.00 | R | PU | 48 |
| D6.1 | High Level Policy Forum Report 1 | 6 | 10 | 4.00 | R | PU | 18 |
| D6.2 | High Level Policy Forum Report 2 | 6 | 10 | 3.50 | R | PU | 36 |
| D6.3 | High Level Policy Forum Report 3 | 6 | 10 | 3.00 | R | PU | 48 |
| D6.4 | Pandemic Preparedness | 6 | 8 | 4.00 | R | PU | 18 |

| Delive-rable Number [61] | Deliverable Title | WP number [53] | Lead benefi-ciary number | Estimated indicative person-months | Nature [62] | Dissemi-nation level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|---|
| | and Response Bulletin Report 1 | | | | | | |
| D6.5 | Pandemic Preparedness and Response Bulletin Report 2 | 6 | 8 | 4.00 | R | PU | 36 |
| D6.6 | Pandemic Preparedness and Response Bulletin Report 3 | 6 | 8 | 4.00 | R | PU | 48 |
| D7.1 | Communication Strategy | 7 | 15 | 3.40 | R | PU | 6 |
| D7.2 | Project Brand | 7 | 15 | 1.00 | O | PU | 6 |
| D7.3 | Web Portal Report 1 | 7 | 15 | 8.00 | R | PU | 24 |
| D7.4 | Web Portal Report 2 | 7 | 15 | 8.00 | R | PU | 48 |
| D7.5 | Media Report 1 | 7 | 15 | 3.00 | R | PU | 24 |
| D7.6 | Media Report 2 | 7 | 15 | 3.00 | R | PU | 48 |
| D7.7 | Science Communication Report 1 | 7 | 17 | 14.00 | R | PU | 24 |
| D7.8 | Science Communication Report 2 | 7 | 17 | 20.00 | R | PU | 48 |
| D7.9 | Summer School Report 1 | 7 | 8 | 7.00 | R | PU | 24 |
| D7.10 | Summer School Report 2 | 7 | 8 | 7.20 | R | PU | 48 |
| D7.11 | GP Award Report | 7 | 17 | 8.60 | R | PU | 48 |
| D7.12 | Liaison with the Comenius Programme Report | 7 | 4 | 7.00 | R | PU | 48 |
| D7.13 | Gender Issue Platform Report | 7 | 4 | 7.00 | R | PU | 48 |
| D7.14 | Research and Innovation Newsletter Report | 7 | 2 | 20.00 | R | PU | 48 |

| Delive-rable Number [61] | Deliverable Title | WP number [53] | Lead benefi-ciary number | Estimated indicative person-months | Nature [62] | Dissemi-nation level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|---|
| D7.15 | Geneva Music & Science Festival Report | 7 | 16 | 6.00 | R | PU | 36 |
| D7.16 | Final Publishable Summary Report | 7 | 15 | 6.00 | R | PU | 48 |
| D7.17 | Final Conference Report | 7 | 8 | 4.40 | R | PU | 48 |
| D8.1 | Project Quality Report 1 | 8 | 15 | 7.00 | R | PU | 18 |
| D8.2 | Project Quality Report 2 | 8 | 15 | 8.00 | R | PU | 36 |
| D8.3 | Project Quality Report 3 | 8 | 15 | 8.00 | R | PU | 48 |
| D8.4 | Ex Post Evaluation Report 1 | 8 | 1 | 1.00 | R | PU | 18 |
| D8.5 | Ex Post Evaluation Report 2 | 8 | 1 | 1.00 | R | PU | 36 |
| D8.6 | Ex Post Evaluation Report 3 | 8 | 1 | 1.00 | R | PU | 48 |
| D9.1 | Financial Sustainability Plan | 9 | 1 | 13.10 | R | PU | 48 |
| D9.2 | Brokerage Event Report | 9 | 15 | 5.00 | R | PU | 48 |
| D10.1 | Project Handbook | 10 | 1 | 3.00 | R | PU | 6 |
| D10.2 | Technical and Administrative | 10 | 1 | 13.00 | R | PU | 48 |
| | | | Total | 528.00 | | | |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

**One form per Work Package**

| Work package number [53] | WP1 | Type of activity [54] | SUPP |
|---|---|---|---|
| Work package title | DIALOGUE & PARTICIPATION | | |
| Start month | 1 | | |
| End month | 48 | | |
| Lead beneficiary number [55] | 9 | | |

**Objectives**

WP1 is about building a common approach concerning the societal challenges among the different project partners and ensuring the overall scientific coordination of the MMLAP.

WP1 main objectives are : 1) building a common approach to ASSET and creation of a common language; 2) identifying main topics and opportunities to be addressed in cooperative multi-actor research along the ASSET life; 3) sharing and transferring knowledge among ASSET partners; 4) improving competencies and quality of the leadership; 5) providing the scientific coordination of the project.

**Description of work and role of partners**

T1.1 Kick off Meeting (KOM)
Leader: ISS - Start: m1 End: m5
Contributors: LYON, EIWH, DBT, FFI, IPRI, NCIPD, TIEMS, UMFCD, HU, ABSISKEY, ZADIG, DMI, PROLEPSIS
The KoM of the project is convened just after the contractual start of the project. It involves the whole consortium. Its terms of reference are
1) Review and fine tuning Contract Annex 1 (Description of Work)
2) Agree on a detailed project timetable
3) Agree on a project infrastructure definition
4) Review administrative and financial issues
5) Review management procedures and internal communication rules

T1.2 Capacity Building
Leader: NCIPD Start: m2 End: m11
Contributors: LYON, EIWH, DBT, FFI, IPRI, ISS, TIEMS, UMFCD, HU, ZADIG, DMI, PROLEPSIS
T1.2 aims to build a common approach to problems among partners from different disciplinary, geographical, and cultural backgrounds. ASSET is a project large in size, scope, duration, human resources. Building a comprehensive common approach to problems among all partners requires the necessary time. So T1.2 aims to construct the basic picture to be used for the purpose of understanding the broader context and making choices of intervention areas, strategy and stakeholder to contact, and to pave the way for a deeper cooperation and integration among Action members. The Capacity Building Team (CBT) will be chaired by the task leader, which will also ensure the secretariat, including preparation and circulation of agenda and minutes, and final reporting. The CBT will be tasked to deliver a glossary of concepts and terminology related to science in society in epidemics and pandemics. The glossary will be produced through a series of CBT workshops and delivered by m6. Reviews of literature and materials on pandemic flu communications revealed some confusion on the use of technical terms and terminology that relate to potential interventions for pandemic flu. For example, the term "quarantine" is used by some authors to include both the "isolation" of patients and infected contacts as well as restricting and isolating measures (quarantine) that may apply to non-infected contacts. Moreover the usage of pandemic related terms largely differs between different disciplines. The goal of the glossary will be to facilitate internal communication, avoiding linguistic misunderstandings among partners and stakeholders with so many different disciplinary and cultural backgrounds, contributing to ensure overall coherence, and forming a shared, transdisciplinary, language for the Action Plan.

T1.3 Project Infrastructure
Leader: ZADIG Start: m2 End: m48
Contributors: ABSISKEY, ISS
The project infrastructure is a virtual place of interaction which encourages transfer of knowledge, developing new ideas, reframing problems, and finding original solutions. The project infrastructure will be hosted by the ASSET website (see WP7: ASSET website). It will include:

1) An online system for discussing and voting on proposals about topics, issues, and opportunities to be addressed as they emerge during the Action. We will adopt an open-source software, powering internet platforms for proposition development and decision making. The system should combine concepts of a non-moderated, self-organized discussion process (quantified, constructive feedback) and liquid democracy (delegated or proxy voting). The main goal is facilitate a transparent and participatory discussion, allowing multi-actor cooperation and transfer of knowledge among partners. Initially the platform will be restricted to project partners, yet we will progressively extend access to stakeholder representatives as they are involved in the project, thus injecting them into the core of the Action Plan, creating a wider community, and crossing sectors, disciplines, levels (local, national, supranational), geopolitical and cultural areas. A Beta Version of the platform will be available by m6.

2) An ongoing, informal, MMLAP virtual cluster which may facilitate the exchange of experiences with other MMLAPs, and promote best practices. The MMLAP virtual cluster will provide a rare opportunity to learn from others with whom ASSET partners may not interact on a regular basis, and to learn from their past experiences in MMLAPs. Learning from other MMLAPs should not just focus only on infectious outbreaks and related crises, but on how others have tried to achieve their goals in other fields such as environment, education, agriculture, etc. (e.g., what works and what does not work in participatory practices, training, and communication with stakeholders). In order to identify best practices, the task leader will contact MMLAP coordinators and relevant partners, exchange documents, and ask each MMLAP to appoint a liaison officer with ASSET. To the extent possible, we will try then to establish a data base, which will be hosted by the ASSET web site, being accessible to ASSET partners and to all MMLAPs which have accepted to participate in the cluster exercise, also in order to develop a 'RRI momentum' early in Horizon2020. The Beta Version of the virtual cluster will be online by m12. The virtual cluster will run for the whole project life.

T1.4 Scientific Coordination
Leader: ISS - Start: m1 End: m48
Contributors: WP leaders (NCIPD, HU, TIEMS, DBT, ZADIG, ABSISKEY)
This task will provide the Scientific Coordination of the overall project for the whole project. It will be based on participatory methods and an ongoing dialogue among partners, primarily the scientific coordinator and all WP leaders. The Scientific Coordinator will work in strict and continuous contact with the Project Coordinator and Manager. Special care will be devoted to focus on the transition from FP7 to H2020. Given that the project will be implemented in the beginning of H2020, we will try to align ASSET to H2020 in order to increase ASSET potentialities to be elaborated on, "captured" and assessed during monitoring and mid-term evaluation activities in H2020. Moreover ASSET will establish linkage via memoranda of understanding, with other projects related to H2020 Challenge 1 (Health, demographic change and wellbeing), and will establish cross-cutting connections between the SiS activity and other RRI 'keys' (gender perspectives, sc.educ, OA, public engagement/ communication). Tangible and sustainable connections will be also established with running or upcoming big innovation initiatives (EIP) or joint partnerships (JPI) or private public partnerships (PPP), etc, other EU innovation activities, platforms etc., related to Challenge 1 (Health, demographic change and wellbeing).
The scientific coordination will also include a project External Advisory Board, which will be composed by selected stakeholder representatives . The EAB will include representative of the following stakeholder categories:
1) health professionals
2) police/army/law enforcement officers
3) media
4) pharmaceutical industry
The External Advisory Board (EAB) will include between 4 and 6 individuals, it will be in charge of the strategic recommendations linked to the main objectives of the project. Eventually the AB will support the endorsement of the project by the larger stakeholder community and will pave the way for future developments of the action after the completion of the EC grant.

# WT3:
## Work package description

### Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 1 | ABSISKEY | 3.10 |
| 2 | LYONBIOPOLE | 0.60 |
| 4 | EIWH | 0.60 |
| 5 | DBT | 1.60 |
| 6 | FFI | 0.60 |
| 7 | IPRI | 0.60 |
| 8 | ISS | 19.60 |
| 9 | NCIPD | 3.10 |
| 10 | TIEMS | 1.60 |
| 12 | UMFCD | 0.60 |
| 13 | HU | 1.60 |
| 15 | ZADIG | 6.60 |
| 16 | DMI | 1.00 |
| 17 | PROLEPSIS | 0.60 |
| | Total | 41.80 |

### List of deliverables

| Deliverable Number [61] | Deliverable Title | Lead beneficiary number | Estimated indicative person-months | Nature [62] | Dissemination level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D1.1 | KOM Report | 8 | 1.10 | R | PU | 6 |
| D1.2 | Glossary and Terminology | 9 | 8.50 | R | PU | 11 |
| D1.3 | Project Infrastructure Report 1 | 15 | 4.00 | R | PU | 18 |
| D1.4 | Project Infrastructure Report 2 | 15 | 4.00 | R | PU | 36 |
| D1.5 | Project Infrastructure Report 3 | 15 | 2.00 | R | PU | 48 |
| D1.6 | Scientific Coordination Report 1 | 8 | 8.00 | R | PU | 18 |
| D1.7 | Scientific Coordination Report 2 | 8 | 7.20 | R | PU | 36 |
| D1.8 | Scientific Coordination Report 3 | 8 | 7.00 | R | PU | 48 |
| | Total | | 41.80 | | | |

### Description of deliverables

D1.1) KOM Report: The minute of the KOM will be delivered by m6. [month 6]

D1.2) Glossary and Terminology: This deliverable will collect the glossary including concepts and terminology. [month 11]

D1.3) Project Infrastructure Report 1: This deliverable will report project infrastructure activities and is expected only at the completion of the first reporting period. Ad interim reports will be circulated each 6 months. [month 18]

D1.4) Project Infrastructure Report 2: This deliverable will report project infrastructure activities and is expected only at the completion of second reporting period. Ad interim reports will be circulated each 6 months. [month 36]

D1.5) Project Infrastructure Report 3: This deliverable will report project infrastructure activities and is expected only at the completion of third reporting period. Ad interim reports will be circulated each 6 months. [month 48]

D1.6) Scientific Coordination Report 1: This deliverable will report scientific coordination activities and is expected at the completion of the first reporting period. However comprehensive ad interim reports will be issued and circulated each six month by the Project Scientific Coordinator. WP leaders will circulate short scientific progress reports on a quarterly basis. [month 18]

D1.7) Scientific Coordination Report 2: This deliverable will report scientific coordination activities and is expected at the completion of the second reporting period. However comprehensive ad interim reports will be issued and circulated each six month by the Project Scientific Coordinator. WP leaders will circulate short scientific progress reports on a quarterly basis. [month 36]

D1.8) Scientific Coordination Report 3: This deliverable will report scientific coordination activities and is expected at the completion of the third reporting period. However comprehensive ad interim reports will be issued and circulated each six month by the Project Scientific Coordinator. WP leaders will circulate short scientific progress reports on a quarterly basis. [month 48]

## Schedule of relevant Milestones

| Milestone number [59] | Milestone name | Lead benefi-ciary number | Delivery date from Annex I [60] | Comments |
|---|---|---|---|---|
| MS1 | Glossary | 9 | 11 | Glossary released |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| One form per Work Package | | | |
|---|---|---|---|

| Work package number [53] | WP2 | Type of activity [54] | SUPP |
|---|---|---|---|
| Work package title | STUDY & ANALYSIS | | |
| Start month | 4 | | |
| End month | 16 | | |
| Lead beneficiary number [55] | 13 | | |

## Objectives

WP2 is about the state of the art research and existing studies on pandemics, and their wider societal implications, research and innovation in this area, and the operational and regulatory environment. Its main objectives are to establish a baseline knowledge about: 1) governance of flu pandemics and other similar crises; 2) unsolved scientific questions regarding influenza and pandemic situations; 3) past experiences of participatory governance, bringing research about influenza and pandemics closer to democratic institutions at all levels; 4) targeted ethical, legal and societal implications of pandemics; 5) gender issues in pandemics; 6) the research and innovation context; 6) the risk of intentionally caused outbreaks

## Description of work and role of partners

T2.1 Governance of Pandemics and Epidemics
Leader: HU Start: m7 End: m14
Contributors: LYON, NCIPD
We will review the role and performance of the WHO, ECDC and CDC in 2009 pandemic, review of published documents and press reports. We will also consult relevant authorities. Finally we will investigate the role of supranational organizations (WHO, ECDC) with special reference to lack of trust and perceived conflict of interests.

T2.2 Reference guide of unsolved scientific questions related to Pandemics and Epidemics
Leader: LYON Start: m7 End: m15
Contributors: IPRI, HU
This task will be conducted in coherence with the works and publications elaborated by the H1N1 Expert Group set up by the European Commission in 2010 that identified the research needs, which are at the intersection of scientific expertise, citizen's risk assessment and new governance models related to Influenza A (H1N1) and other cases of pandemics. Then, other initiatives and works developed on the topic by key players will be collected, in order to obtain the broadest overview of scientific needs that have already identified. The Influenza 2009 pandemic case will be a case study in order to analyse how the main topics like "Influenza transmission, virus development in a timeline, geographic transmission, resistance issues etc." have been treated. As a second step, experts that have been concerned with the 2009 pandemic will be identified, interviewed. Experts will be interviewed via a dedicated questionnaire, individual meetings, phone interviews, etc.. Finally, a final focused workshop involving the most relevant representative experts that would have participated in the survey, will be organized based on survey results with the objective to map the unsolved scientific questions related to Pandemics and Epidemics.

T2.3 Collection and analysis of experiences of participatory governance in crisis management
Leader: TIEMS Start: m7 End: m14
Contributors: DBT
Participatory governance consists of state-sanctioned institutional processes that allow citizens to exercise voice and vote, which then results in the implementation of public policies that produce some sort of changes in citizens' lives. T2.3 will collect and analyze models and experiences of participatory governance in crisis management at various levels, local, national and international.

T2.4 Ethics, Law and Fundamental Rights in Pandemics and Epidemics
Leader: ZADIG Start: m7 End: m15

Contributors: PROLEPSIS

The emergence of new pandemics demands novel solutions and particular attention to ethical issues, which include: solidarity; protection of personal autonomy versus public good; informed consent under emergency circumstances; stigmatization, resource allocation; prevention vs. treatment; and human rights. T2.4 will propose a general taxonomy of Ethics, Law and Fundamental Rights implications of Pandemics and Epidemics

T2.5 Gender Issues in Pandemics and Epidemics

Leader: EIWH Start: m7 End: m14

Contributors: ISS

T2.5 includes:

- Literature review on sex and gender issues in pandemics and epidemics, which will include the following sources Eurostat, OECD, WHO and grey literature in the area. Looking at gender differences that affect exposures to infectious diseases– because of gender roles; access to, information on and use of vaccines.
- Interviews to identify knowledge on sex and gender differences in behaviour and take up of vaccination programmes: EU General Practitioners (GPs), , the EU Centre for Disease Control and Prevention (ECDC), the European Medicines Agency (EMA), the European Patients Forum and the European Public Health Alliance. Interview questions will be prepared for specific organisations, recorded and written up as part of the report for this task.

T2.6 Intentionally Caused Outbreaks

Leader: FFI Start: m7 End: m14

Contributors: LYON, HU

T2.6 includes a collection and analysis of the main policy documents concerning Intentionally Caused Outbreaks and a taxonomy of the main governance problems posed by the risk of Intentionally Caused Outbreaks in democratic societies, chiefly the tension between secrecy and transparency, freedom of research and security, citizen involvement and experts' decisions.

T2.7 Transdisciplinary Workshop

Leader: DMI Start: m12 End: m16

Contributors: LYON, PROLEPSIS, EIWH, DBT, FFI, IPRI, ISS, NCIPD, TIEMS, UMFCD, HU, ZADIG

WP2 will be concluded by a transdisciplinary workshop which aims to consolidate WP outcomes, to cross-fertilize research, and to progress in the establishment of an original, transdisciplinary, common, approach among partners.

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 2 | LYONBIOPOLE | 7.10 |
| 4 | EIWH | 3.10 |
| 5 | DBT | 2.10 |
| 6 | FFI | 3.10 |
| 7 | IPRI | 1.10 |
| 8 | ISS | 5.00 |
| 9 | NCIPD | 1.10 |
| 10 | TIEMS | 2.10 |
| 12 | UMFCD | 0.10 |
| 13 | HU | 5.10 |
| 15 | ZADIG | 3.10 |
| 16 | DMI | 1.00 |
| 17 | PROLEPSIS | 1.10 |

| Person-Months per Participant | | |
|---|---|---|

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| | Total | 35.10 |

| List of deliverables | | | | | | |
|---|---|---|---|---|---|---|

| Delive-rable Number [61] | Deliverable Title | Lead benefi-ciary number | Estimated indicative person-months | Nature [62] | Dissemi-nation level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D2.1 | Governance Report | 13 | 4.00 | R | PU | 14 |
| D2.2 | Reference Guide on Scientific Questions | 2 | 7.00 | R | PU | 15 |
| D2.3 | Crisis Participatory Governance Report | 10 | 4.00 | R | PU | 14 |
| D2.4 | Ethics, Law and Fundamental Rights Report | 15 | 5.60 | R | PU | 15 |
| D2.5 | Report on Gender Issues | 4 | 5.00 | R | PU | 14 |
| D2.6 | Report on Intentionally Caused Outbreaks | 6 | 6.00 | R | PU | 14 |
| D2.7 | Transdisciplinary Workshop Report | 16 | 3.50 | R | PU | 15 |
| | Total | | 35.10 | | | |

| Description of deliverables | | | | | | |
|---|---|---|---|---|---|---|

D2.1) Governance Report: Comprehensive report of concerned activities. The lead beneficiary write the outline, assign chapters to other involved beneficiaries and to itself, collect contributions in due time and review them, write conclusions, edit the report, and write a 2 page executive. [month 14]

D2.2) Reference Guide on Scientific Questions: Comprehensive report of concerned activities. The lead beneficiary write the outline, assign chapters to other involved beneficiaries and to itself, collect contributions in due time and review them, write conclusions, edit the report, and write a 2 page executive. [month 15]

D2.3) Crisis Participatory Governance Report: Comprehensive report of concerned activities. The lead beneficiary write the outline, assign chapters to other involved beneficiaries and to itself, collect contributions in due time and review them, write conclusions, edit the report, and write a 2 page executive. [month 14]

D2.4) Ethics, Law and Fundamental Rights Report: Comprehensive report of concerned activities. The lead beneficiary write the outline, assign chapters to other involved beneficiaries and to itself, collect contributions in due time and review them, write conclusions, edit the report, and write a 2 page executive. [month 15]

D2.5) Report on Gender Issues: Comprehensive report of concerned activities. The lead beneficiary write the outline, assign chapters to other involved beneficiaries and to itself, collect contributions in due time and review them, write conclusions, edit the report, and write a 2 page executive. [month 14]

D2.6) Report on Intentionally Caused Outbreaks: Comprehensive report of concerned activities. The lead beneficiary write the outline, assign chapters to other involved beneficiaries and to itself, collect contributions in due time and review them, write conclusions, edit the report, and write a 2 page executive. [month 14]

D2.7) Transdisciplinary Workshop Report: Report of the WP2 conclusive transdisciplinary workshop. The report is opened by a general intrioduction, is then structured in brief chapters devoted to the main issues discussed, and in a conclusive chapter it enlightens the main findings, included points of agreement and disagreement

among participants. Workshop agenda, full attendant list, and submitted presentations (either slides, full papers or abstracts) are annexed. [month 15]

| Milestone number [59] | Milestone name | Lead beneficiary number | Delivery date from Annex I [60] | Comments |
|---|---|---|---|---|
| MS2 | Transdisciplinary Workshop | 16 | 13 | Workshop convened and held |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| One form per Work Package | | | |
|---|---|---|---|
| Work package number [53] | WP3 | Type of activity [54] | SUPP |
| Work package title | ACTION PLAN DEFINITION | | |
| Start month | 14 | | |
| End month | 27 | | |
| Lead beneficiary number [55] | 10 | | |

## Objectives

WP3 aims to design the Action Plan and its main components. WP3 objectives are 1) the definition of the overall architecture of the Action Plan; 2) a roadmap towards the incorporation of user-driven open innovation in the area of pandemic preparedness and response; 3) an handbook of the action including also detailed timetable; 4) a collection of tools – tool box – including checklists, guidelines, and downloadable templates.

## Description of work and role of partners

T3.1 Strategic Plan
Leader: ISS - Start: m13 End: m21
Contributors: LYON, PROLEPSIS, EIWH, DBT, FFI, IPRI, NCIPD, TIEMS, DMI, UMFCD, HU, ZADIG
T3.1 will be devoted to design the action plan that addresses the main issues enlightened in WP2. Through a series of plenary and sectoral virtual Joint Design Workshops (JADs) led by the leader, we will define vision and mission of the action plan. We will set goals, decision making processes, and will map an explicit path between the present and a vision of the future. The strategic plan will include a multi-year view of objectives and strategies for the accomplishment of goals, and criteria for assessing results. We will design the process of incorporation of SiS issues in pandemic policies, discussing strategic and critical decisions, and identifying relevant stakeholders affected by these decisions. The strategic plan will chiefly address SiS issues, it will be sided by the Research and Innovation Roadmap developed in T3.2.

T3.2 Roadmap to Open and Responsible Research and Innovation in Pandemics
Leader: LYON - Start: m13 End: m21
Contributors: IPRI
Task 3.2 will design a roadmap towards responsible and open, citizens-driven, research and innovation on vaccines and antiviral drugs. This roadmap will complement the strategic plan developed in T3.1. Open innovation in pandemic related research requires initial investments because it demands a shift in the traditional, technology centered, approach. In T3.2 we will review existing experiences of user driven innovation in the health and pharmaceutical sector. This task will answer the question to what extent, and according to which conditions, user innovation is possible in the field of research and innovation on epidemic infectious diseases prevention and response. Several "users" might be concerned by innovative products developed by industrials such diagnostic tools, therapeutic products; clinicians and doctors are the main users, patients are the beneficiaries of the innovation products. Thanks to this task, existing initiatives, projects related to the involvement of "users" in epidemic infectious diseases prevention and response will be referenced. Projects could concern diagnostic approach, prevention actions, vaccination campaign, etc. Other type of projects in other life sciences applications such as the use of ICT in health will be analysed in order to identify potential synergies and transferability to the epidemic and pandemic issues. From these listed existing initiatives, a roadmap of recommendations targeted to industrial, academic, institutional stakeholders will be drafted. The outcomes of this task will partly feed the public consultation (WP4) and will provide the background for WP5, T5.2 Best Practice Platform and Stakeholder Portal.

T3.3 Action Plan Handbook
Leader: ZADIG Start: m19 End: m24
Contributors: LYON, PROLEPSIS, EIWH, DBT, IPRI, NCIPD, TIEMS

On the basis of the previous tasks, we will provide a detailed description and timetable of MML actions in an Action Plan Handbook. The action plan will be composed of action steps and will include a specific plan on competence development aimed at enhancing awareness, knowledge, commitment and capacity necessary to incorporate gender perspectives, ethical considerations, science communication, citizens participation, in flu pandemic preparedness strategies and actions.

T3.4 ASSET Tool Box
Leader: TIEMS Start: m22 End: m27
Contributors: PROLEPSIS, EIWH, DBT, IPRI, NCIPD, ZADIG
We will develop a set of relevant tools, including standard operating procedures (SOPs), check-lists, templates, etc. detailing the processes described in the Action Plan Handbook.
Outcomes will include
1. Downloadable Templates (e.g., letters to citizens; guide for facilitators; check-lists for researchers; etc.).
2. Training Materials
3. Other tools to be identified during the task

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 2 | LYONBIOPOLE | 6.50 |
| 4 | EIWH | 2.50 |
| 5 | DBT | 4.00 |
| 6 | FFI | 0.50 |
| 7 | IPRI | 5.50 |
| 8 | ISS | 7.50 |
| 9 | NCIPD | 2.50 |
| 10 | TIEMS | 4.50 |
| 12 | UMFCD | 0.50 |
| 13 | HU | 0.50 |
| 15 | ZADIG | 4.50 |
| 16 | DMI | 0.50 |
| 17 | PROLEPSIS | 2.50 |
| | Total | 42.00 |

## List of deliverables

| Deliverable Number [61] | Deliverable Title | Lead beneficiary number | Estimated indicative person-months | Nature [62] | Dissemination level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D3.1 | Strategic Plan | 8 | 11.50 | R | PU | 21 |
| D3.2 | Roadmap to Open and Responsible Research and Innovation in Pandemics | 2 | 10.00 | R | PU | 21 |
| D3.3 | Action Plan Handbook | 15 | 10.00 | R | PU | 24 |
| D3.4 | ASSET Tool Box | 10 | 10.50 | O | PU | 27 |

| List of deliverables | | | | | | |
|---|---|---|---|---|---|---|
| Delive-rable Number [61] | Deliverable Title | Lead benefi-ciary number | Estimated indicative person-months | Nature [62] | Dissemi-nation level [63] | Delivery date [64] |
| | | Total | 42.00 | | | |

| Description of deliverables |
|---|

D3.1) Strategic Plan: Strategic plan including a multi-year view of objectives and strategies for the accomplishment of goals, and criteria for assessing results. The plan is written by the task leader preferably in tabular, or other easy to capture, form, then reviewed by the each beneficiary, finalised and endorsed by the whole consortium. [month 21]

D3.2) Roadmap to Open and Responsible Research and Innovation in Pandemics: Roadmap towards responsible and open, citizens-driven, research and innovation on vaccines and antiviral drugs. The task leader writes the outline document, assigns chapters to itself and other beneficiary(ies) involved. Collect contributions in due time, review them, edit and finalise the document, which will include a 2 page executive. The usage of tables, charts, graphs as well as any other instrument which could increase readability is recommended. [month 21]

D3.3) Action Plan Handbook: Concise and practical manual for the action, including detailed description and timetable of MML actions to be carried out and related responsibilities within the consortium. The manual is oulined by the task leader on the basis of teh Strategic Plan and the Roadmap. The task leader then assigns chapters to other beneficiaries involved, collect contributions in due time, review them, edit and finalise the manual. [month 24]

D3.4) ASSET Tool Box: Collection of items including downloadable templates (e.g., letters to citizens; guide for facilitators; check-lists for researchers; etc.); training materials; as well as any other tool to be identified during this activity. The task leader receives inputs from the whole consortium, consequently prepare a list of necessary tools, assign each tool to be developed to beneficiaries involved in this specific task, collect tools in due time, review their effectiveness, mutual consistency, and consistency with the overall Action, finalise the tool box. [month 27]

| Schedule of relevant Milestones | | | | |
|---|---|---|---|---|
| Milestone number [59] | Milestone name | Lead benefi-ciary number | Delivery date from Annex I [60] | Comments |
| MS3 | Action Plan Handbook | 15 | 24 | Handbook released and ready to be used |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| One form per Work Package |
|---|

| Work package number [53] | WP4 | Type of activity [54] | SUPP |
|---|---|---|---|
| Work package title | CITIZEN CONSULTATION | | |
| Start month | 19 | | |
| End month | 36 | | |
| Lead beneficiary number [55] | 5 | | |

| Objectives |
|---|

WP4 will carry out a public consultation. Its main objectives are 1) Make a concrete and policy-relevant example on EU level coordinated public consultation with a link to parliaments; 2) Give input to policy-making about policies on pandemic crisis, in terms of expression of informed ideas and opinion from near-representative samples of citizens; 3) Engaging citizens in the debate of pandemic crisis prevention and management.

The normative component of pandemic crisis, involving obvious conflicts and dilemmas, combined with a well-documented scientific knowledge base, and a need for political action in the crisis situation, makes this issue suited for technology assessment with citizen consultation methodology. Further, the issue seems to be well suited for a cross-European coordinated assessment, because of the high impact European policy-making has on national/regional regulation.

The work will take form as a transnational citizen consultation with simultaneous national face-to-face 1-day meetings with a web-based framework for transnational comparison of the national results. The method will be developed as a part of the Action Plan Handbook in T3.3, and will be inspired by the World Wide Views method. Citizens at all national meetings receive the same information (before and during the meeting), are subject to the same facilitated process and answer the same questions. The method delivers a transnational overview of how citizens in the involved countries answer a set of pre-defined questions, and which messages they want themselves to send to policy-makers. An Internet service provides transparency with regards to partners, information material, process and the full set of result data.

WP4 is built on WP2 and WP3 and will provide outputs for WP5, notably for T5.1 (Social Media Mobilization) and T5.3 (Local Initiatives). WP4 will be highly coordinated with WP7, to ensure European dissemination. National dissemination in the involved countries will be part of the work in T4.2. The work is separated into only three major tasks, because of the nature of the method, which involves a highly integrated set of coordination activities (background production), and the national/regional citizen consultations.

| Description of work and role of partners |
|---|

T4.1 Background Production
Leader: DBT Start: m19 End: m30
Contributors: LYON, PROLEPSIS, EIWH, FFI, IPRI, ISS, NCIPD, TIEMS, DMI, UMFCD, HU, ZADIG
The background production involves a long list of subtasks connected to ensuring a well-informed and uniform process in all participating countries. The main subtasks are: Training of project managers on execution of the citizen meetings; Development of pre-defined questions; Development of programme for the citizen meetings; Production of information material for the citizens in English (Information booklet for pre-meeting information; Short Information videos for thematic intros during the meetings); Management of Internet service system, including statistical tool; Coordination with communication and dissemination WP7. The background production (information material and predefined questions) will include the involvement of inter alia also representatives of the following categories of stakeholders, 1) health professionals and health decision takers 2)police/army/law enforcement officers 3) journalists 4) people working in pharmaceutical industry".

The task involves a workshop. This workshop (m23) involves all project partners and aims at identifying the questions and needed content for the information material. This workshop will be informed on the results of WP2 and WP3. Notably we will build on results of WP2 (Study & Analysis) in order to align the public consultation to baseline knowledge.

Task 4.1 will involve all partners in the definition of questions, development of information material and the workshops. T4.1 will be synchronized with T3.4 order to avoid duplication and to focus efforts.

T4.2 Citizens Meeting National Preparation
Leader: DBT Start: m25 End: m33
Contributors: LYON, DMI, EIWH, FFI, ISS, NCIPD, UMFCD
Task leader will convene (m25) a method-training seminar and involves project managers from the 8 partners which will carry out citizen meetings. The method-training seminar be built on the outcome of WP3, notably the Action Plan Handbook and the ASSET Toolbox.
Further to this seminar and under the regular supervision of DBT, each of the 8 partners executing meetings will perform the following tasks: Translate all material for the citizens into their native language; Select 50 citizens according to a set of selection rules; Print and distribute material for the citizens; Arrange for all practical issues for the citizen meeting, including venue, technical equipment, voting slips, main facilitator, table facilitators, etc.; Ensure the engagement and ownership of actors and decision-makers to the results.
The 8 partners will each make a dissemination plan towards national media, actors and decision-makers.
In Task 4.2 DBT will supervise and assist the 8 contributing partners, who will arrange their national citizen meetings. Other partners or countries not in the consortium can join with citizens meetings on their own cost.

T4.3 Citizen Meetings and Follow Up
Leader: DBT Start: m30 End: m36
Contributors: LYON, DMI, EIWH, FFI, ISS, NCIPD, UMFCD
Citizen meeting with around 50 people each will be held in 8 of the partner countries (Denmark, Italy, Ireland, Switzerland, France, Bulgaria, Romania, Norway)in month 33 – partners selected so that the cover most parts/regions of Europe. Other countries of the partners or countries not involved in the consortium can participate with citizen meetings on their own cost.
The citizen meeting last one day, and the programme is split into thematic sessions. The thematic sessions will address different aspects of pandemics, such as the ethics of pandemic control, policy options, crisis participatory governance, communication needs, the Internet and new social media in pandemics, etc. In a typical session, the citizen watch an information video, receive their tasks for the session, deliberate at tables of 6-8 citizens, and deliver their results. These results may in some sessions be in the form votes on pre-defined questions with alternative possible answers. In other sessions the results may be unique messages developed at each table or ideas for solutions to a problem brainstormed at all tables. Messages or brainstorm ideas may be prioritized in a final session. The concrete layout depends on the method development in WP3 and the analysis of the topic made in Task 4.1. This task will also include Editing final policy report; Dissemination towards policy-makers.
T4.3 will be carefully aligned to T5.3 in order to achieve a multiplying effect with local initiatives. The 8 partners will each make dissemination activities towards national media, actors and decision-makers.
T4.3 involves two further workshops.
• The first workshop (m34) involves project managers and opinion research experts and is to analyse the results across nations and extract policy options from the analysis, ending up with the main content of the final Policy Report. It will primarily feed WP5, Mobilization and Mutual Learning, by providing the background for regional and local initiatives of stakeholder mobilization and mutual learning.
• A Policy Workshop at the European Parliament (m36), at which the results of the project are communicated to MEP's of relevant committees. The Policy Workshop will be carefully aligned to WP6, Policy Watch.

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 2 | LYONBIOPOLE | 5.20 |
| 4 | EIWH | 5.20 |
| 5 | DBT | 21.00 |
| 6 | FFI | 4.20 |
| 7 | IPRI | 0.20 |
| 8 | ISS | 8.00 |

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 9 | NCIPD | 4.20 |
| 10 | TIEMS | 0.20 |
| 12 | UMFCD | 5.20 |
| 13 | HU | 0.20 |
| 15 | ZADIG | 0.20 |
| 16 | DMI | 5.40 |
| 17 | PROLEPSIS | 0.20 |
| | Total | 59.40 |

## List of deliverables

| Delive-rable Number [61] | Deliverable Title | Lead benefi-ciary number | Estimated indicative person-months | Nature [62] | Dissemi-nation level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D4.1 | Citizens Meeting Preparatory Materials | 5 | 17.40 | O | PU | 30 |
| D4.2 | Citizens Meeting National Materials | 5 | 18.00 | O | PU | 32 |
| D4.3 | Policy Report on Pandemic Consultation & Public trans-national synthesis report | 5 | 24.00 | R | PU | 36 |
| | | Total | 59.40 | | | |

## Description of deliverables

D4.1) Citizens Meeting Preparatory Materials: Preparatory material includes 1) Training material for project managers on execution of the citizen meetings. 2) Pre-defined questions for citizens. 3) English version Information Booklet for pre-meeting information. 4) English version information videos for thematic intros to meeting sessions. Citizens Meeting Preparatory Materials will be aligned with the ASSET Tool Box. This deliverable also includes a short report of the initial workshop (m23). [month 30]

D4.2) Citizens Meeting National Materials: National Preparatory Material include 1) A set of national version Information Booklets. 2) A set of national version short information videos. DBT will coordinate and supervise translations and collect them from ISS, EIHW, UNIGE, LYONBIOPOLE, NCIPD, UMFCD, TIEMS into a unique file This deliverable also includes a short report of the method-training seminar. [month 32]

D4.3) Policy Report on Pandemic Consultation & Public trans-national synthesis report: Final synthesis report of the public consultation. It also includes short reports of the analysis workshop (m34) and policy workshop (m36) [month 36]

| Schedule of relevant Milestones | | | | |
|---|---|---|---|---|
| Milestone number [59] | Milestone name | Lead benefi-ciary number | Delivery date from Annex I [60] | Comments |
| MS4 | Starting the public consultation | 5 | 29 | National material released |
| MS5 | Closing the public consultation | 5 | 36 | Policy Report on Pandemic Consultation released |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| One form per Work Package | | | |
|---|---|---|---|
| Work package number [53] | WP5 | Type of activity [54] | SUPP |
| Work package title | MOBILITAZION AND MUTUAL LEARNING | | |
| Start month | 25 | | |
| End month | 48 | | |
| Lead beneficiary number [55] | 8 | | |

## Objectives

WP5 aims to carry out MML actions at European, national, and local level. Notably it will 1) promote social media mobilization; 2) establish a Best Practice Platform and Stakeholder Portal that may support mutual learning activities; 3) create a web of local initiatives to promote mobilization and mutual learning at local level and to enhance the transferability of the most effective policies and practice.

## Description of work and role of partners

T5.1 Social Media Mobilization
Leader: ZADIG Start: m25 End: m48
Contributors: ISS, PROLEPSIS, EIWH
T5.1 aims to exploit social media potentiality for citizens' and stakeholders' mobilization in pandemic emergencies. We will use social media for involving stakeholders and the general public, for catalyzing mobilization power, collecting information, involving in decision making, promoting behavioral changes, local offline organizing, crowdsourced problem-solving. We will use a proprietary software which allows to use multiple search terms (e.g., flu, pandemics, vaccine, etc.), filtering them by country, language, gender, profession, age, etc., to support and provide social media insights and analysis including demographic identification, in a wide range of sources including Twitter, Facebook, LinkedIn, Wikipedia, YouTube, etc.. The task will be carried out in three different stages:
1) Explore the Social Reach of Pandemic: Social Reach is the total number of individuals across all social platforms who actively follow (fans, followers, subscribers) a company or a campaign or a theme. In this stage we will analyse the presence and the social reach of national, European, and international agencies directly involved in pandemic preparedness as well as the social reach of their main "competitors", say, individual, groups and organizations which oppose public health policies on pandemics on political, philosophical, or religious grounds, and groups and organizations which object to vaccination. Finally we will collect data on the social reach of the main vaccine and antiviral drug manufacturers and their social marketing strategies.
2) Monitoring social conversations: Monitoring social conversations implies i) identifying social conversations and strategic keywords which reflect the main topics; ii) analyzing keywords popularity and relevance, and their main patterns Eventually one should get information about the strength of each keyword (mentions of a keyword as a percentage of total possible mentions), its passion (the likelihood that a keyword is being used), the number of unique authors and the average time between mentions; iii) understanding pain or passion points in the general public and in specific target groups; iv) identifying influencers, content creators, people engaged in pandemic preparedness, supporters, critics, skeptics, people actively involved in antivaccination groups. Opinion leaders will be ranked and mapped in order of importance and in accordance to their position towards pandemic policies. We will focus also on so-called value-added influencers (such as journalists, industry analysts, professional advisers, and so on). We will engage with them on all relevant platforms -- their blogs, Facebook pages and LinkedIn profiles.
3) Manage Social Content: the next step will be focused on contents. Social Content is a broad category, which includes original content such as blog posts, video, Facebook wall posts, Facebook events, Twitter posts, specials, as well as responses to conversations happening in social media addressing specific mentions (positive or negative). Social Content will be fed primarily by the previous stages of Social Media Mobilization ("Explore the Social Reach of Pandemic", and "Monitoring social conversations") and by results of the public consultation. The goal of our content campaign will be to increase mutual trust among actors and mobilize stakeholders, promoting i) democratic participation and engagement among the public, ii) credible, transparent

and two ways communication by institutions and health authorities, iii) verifiable and understandable information by researchers and industries. More specific targets will be:
1) health professionals
2) police/army/law enforcement officers
3) journalists
4) people working in pharmaceutical industry

Content development will be an iterative process, informed by a key set of metrics so it can be optimized over time. This should allow to measure what content works better within a given social platform, with a specific target group, providing guidance for prioritizing social marketing investments in future health campaign either pre and during pandemic crises. This will allow also to test specific communication tools (e.g. downloadable videos and podcasts; online applications, and widgets to provide health information; mobile applications for HCPs; etc.).

T5.2 Best Practice Platform and Stakeholder Portal
Leader: IPRI Start: m25 End: m48
Contributors: NCIPD, TIEMS, UMFCD, HU, ZADIG
The Best Practice Platform (BPP) will be a web-based, ongoing, collection of best practices on SIS related issues in scientific and clinical research on pandemics. The BPP and will be sided by a Stakeholder Portal, which will provide a gateway for interested stakeholders to register their interest in becoming involved. The Stakeholder Portal will be organised for specific campaigns or consultations. Both the BPP and the Stakeholder Portal will be hosted by the ASSET web site. This task will be partly built on the outcomes of T3.2 Roadmap to Open and Responsible Research and Innovation in Pandemics.
Best Practice Platform: the task leader will collect established best practices concerning the incorporation of SIS related issues in scientific and clinical research on pandemics. A key factor impacting the success of the Best Practice Platform will be the presence of a section devoted to developing best practice guidelines (BPGs). These guidelines will be drafted by the task leader and validated through a consensus-building process among stakeholders. Organisations, institutions, universities, etc., which register themselves into the platform, will have the opportunity to be accredited by ASSET when they meet the research standards defined by a BPG, with awards of distinction presented to teams modelling comprehensive utilization of BPGs. In addition, a European recognition will be given to health professionals, researchers, public health authorities, etc. who begin to identify and spread best practices early on. Overall the BPP will thus serve to 1) Collect established best practices on SIS related issues in research on pandemics
2) Seek out and promote solutions that are already best practices but haven't yet been widely adopted
3) Transfer knowledge of best practices among researchers, practitioners, institutions and organizations
3) Develop best practice guidelines.
4) Validate best practice guidelines .
5) Disseminate and encourage best practice adoption.

Stakeholder Portal: the stakeholder portal will be a special area of the ASSET web site entirely devoted to different categories of stakeholders, notably:
1) health professionals
2) police/army/law enforcement officers
3) media
4) pharmaceutical industry
Selected and validated information will be accessible in different sections according to the diverse thematic areas. Structured discussion will be prompted by project partners and participants will be invited to contribute. Stakeholders should feel participation in the portal as a productive investment not just a cool pastime. This will become possible if we design a Stakeholder Portal that allows to spot new patterns, encourages the evolution of new ideas, and helps new ideas scale to the point where they have impact, so establishing a "learning by making" strategy for innovation. We think that the possibility to prototype new ideas might motivate participants in the portal (either individuals or communities or small organisations). Innovative solutions will be presented online and in showcase exhibitions organised locally by project partners.

T5.3 Local Initiatives
Leader: ISS Start: m25 End: m45
Contributors: LYON, PROLEPSIS, EIWH, FFI, IPRI, NCIPD, TIEMS, DMI, UMFCD, HU, ZADIG
T5.3 aims to promote mobilization and mutual learning at local level and to enhance the transferability of the most effective policies and practice. Local initiatives will experiment two way communication at local level, say, they will provide an opportunity to local actors and stakeholders to feed the action with their contents and to

–co-design the action itself (so being different from pure dissemination activities). This task will be fed by results coming from the public consultation. Local initiatives will be based on a fourfold strategic approach :
1) Valid Information and share all relevant information
2) Combine advocacy with scientific inquiry and innovation processes
3) Jointly design ways to test disagreements between stakeholders
4) Always promote reflective practices to enlarge the portfolio of ideas

T5.3 will involve directly all the regions, and cities, where project partners operate. Notably we will address citizens and stakeholders in the following cities: Rome, Milan, Paris, Lyon, Dublin, London, Brussels, Oslo, Sofia, Bucharest, Geneva, Haifa. In each city, we will first identify relevant stakeholders and will contact them, notably:
1) health professionals
2) police/army/law enforcement officers
3) media
4) pharmaceutical industry

Special attention will be devoted also to identify and map local initiatives and events which can be related to pandemic and infectious diseases, even in very different and unconventional areas (e.g., not only medical conferences but also art exhibitions, theatre plays, science museum, etc.). The overall goal of this investigation is to try to capture the "spirit of the place" about infectious outbreaks, say, the specific way(s) in which people living in a given city or region perceive, and react to, the pandemic threat. This will be achieved through an ethnographic observation which will be also a way to corroborate the results of the public consultation carried out in WP4. After mapping relevant stakeholders (and related events), the partner will contact and engage people into a conversation about flu pandemics. Such a conversation could be informal and unstructured, or it could be more structured and organised in specific events such as symposia, brief workshops, conferences, TV broadcasts in local television stations, meetings with primary school teachers, meetings with pregnant women, etc. In this phase, the partner will also share information with the public. A variety of information sharing methods will be developed—published materials, "detailing" visits to secondary schools, scientific museum, public health centres, etc. by trained experts, production of short videos, teleconference support and more—to disseminate information to, and to collect inputs and feedback from, family doctors, nurses, educators, housewives, health care providers, public health officers, communicators, consumers, and those providing oversight to public health measures addressing flu pandemic preparedness at local level. All these experiences will be noted and carefully analysed with a reflective attention, with the aim not "to describe from outside", but "to understand from inside".

Local initiatives will be carefully planned by each partner together with other partners and the task leader. Each partner will design feasible and realistic plans which will include reflections on the variety of actors and intermediaries, showcase exhibitions, and explore ethical and gender issues as well as providing indicators for measuring the societal impact. Specific attention will be devoted to ensure that local initiatives are women-friendly - e.g., balanced gender portrayals, culturally appropriate, and delivered at a place and time allowing women's participation. Women's organizations including women NGOs will be locally involved and women will be specific targets in participatory exercises concerning vaccination of children and older people. Training materials and methods should take account pregnant women's special needs in pandemics.

Local initiatives will be aligned and synchronized with Citizens Meetings (see T4.2) in order to mutually reinforce public consultation, and multiply the impact local mobilization and mutual learning activities. All local initiatives will be documented and reported to the task leader, which will manage the whole task and provide a consolidated report. Regular meetings among partners - F2F and virtual - will provide exchange of information, deeper coordination, review and internal evaluation.

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 2 | LYONBIOPOLE | 10.00 |
| 4 | EIWH | 7.00 |
| 6 | FFI | 3.00 |
| 7 | IPRI | 16.00 |

# WT3:
# Work package description

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 8 | ISS | 15.50 |
| 9 | NCIPD | 9.00 |
| 10 | TIEMS | 7.00 |
| 12 | UMFCD | 9.00 |
| 13 | HU | 12.00 |
| 15 | ZADIG | 24.00 |
| 16 | DMI | 3.00 |
| 17 | PROLEPSIS | 18.00 |
| | Total | 133.50 |

## List of deliverables

| Deliverable Number [61] | Deliverable Title | Lead beneficiary number | Estimated indicative person-months | Nature [62] | Dissemination level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D5.1 | Social Media Mobilization Report | 15 | 29.50 | R | PU | 48 |
| D5.2 | Best Practice Platform and Stakeholder Portal Report | 7 | 31.00 | R | PU | 48 |
| D5.3 | Local Initiative Report | 8 | 73.00 | R | PU | 48 |
| | | Total | 133.50 | | | |

## Description of deliverables

D5.1) Social Media Mobilization Report: A final, comprehensive report will be delivered at m48. However quarterly ad interim reports will be regularly released and circulated among project partners and Commission's services. These reports will include specific technical papers on 1) Social Reach of Pandemic related topics 2) Analysis of the social conversation, keyword databank, influencer map 3) Social Content Strategies [month 48]

D5.2) Best Practice Platform and Stakeholder Portal Report: A final, comprehensive report will be delivered at the project completion. However quarterly ad interim reports will be regularly released and circulated among project partners and Commission's services. These reports will include specific technical papers on 1) Best Practices on SIS related issues in pandemics 2) Best Practice Guidelines 3) Innovative Solution Showcase [month 48]

D5.3) Local Initiative Report: A final, comprehensive report will be delivered at the project completion. However quarterly ad interim reports will be regularly released and circulated among project partners and Commission's services. These reports will include specific technical papers on 1) Local Initiative Action Plan 2) Implementation Reports 3) Follow Up Reports [month 48]

| Schedule of relevant Milestones | | | | |
|---|---|---|---|---|
| Milestone number [59] | Milestone name | Lead benefi- ciary number | Delivery date from Annex I [60] | Comments |
| MS6 | Launching of the Best Practice Platform | 7 | 32 | Platform online |

# WT3:
# Work package description

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| Work package number [53] | WP6 | Type of activity [54] | SUPP |
|---|---|---|---|
| Work package title | POLICY WATCH | | |
| Start month | 6 | | |
| End month | 48 | | |
| Lead beneficiary number [55] | 8 | | |

## Objectives

WP6 will ensure a reflection on EU strategic priorities about pandemics and a regular monitoring other EU related initiatives and policy developments at local, national and European levels, in order to better connect with policy cycles. WP6 will also aim to liaise with Research or Policy EC services involved in Challenges 1 (Health, demographic change and wellbeing).

## Description of work and role of partners

T6.1 High Level Policy Forum
Leader: TIEMS Start: m6 End: m48
Contributors: ISS, DBT, FFI, NCIPD, EIWH
The High Level Policy Forum (HLPF) will bring together selected European policy-makers at regional, national and EU levels, key decision makers in health agencies and pharmaceutical industry, and civil society organisations, in a unique and interactive dialogue to promote on-going reflection on EU strategic priorities about pandemics. By linking different policy levels both virtually through an online platform, and physically during the yearly seminar, the Policy Forum will consider and revise specific issues related to EU strategic priorities in pandemic communication, preparedness, and response. Although the Forum may produce recommendations, its primary role will be to create mutual trust, improve communication, and provide a "safe" environment to address questions which are otherwise difficult to discuss. An important goal of the forum is strengthening the perception that further dialogue among the participants is going to be fruitful due to increased insights into each other's perspectives, and the sense that conversation is worth.

Potential participants to the HLPF will be identified and contacted during the first months of the project life with the aim to convene the first physical meeting of the forum by m12. Further physical meetings will be then scheduled on yearly basis. Virtual meetings will be convened in the interval. Forum meetings will be designed to bring together individuals from different groups. While the participants will not participate in any official position, it is hoped that they might influence policy decisions in a variety of ways. A few basic rules for the forum are: 1) the forum promotes dialogue, not debate: participants are not being asked to defend their own views or to find the weakness in others' positions, but to explain their own perspectives; 2) parties speak for themselves only, not as representatives of groups, institutions, governments, etc.; 3) conversation will be carried out under the Chatham House rule .

The HLPF will be involved in the organisation of the Policy Workshop at the European Parliament scheduled in WP4.

T6.2 Pandemic Preparedness and Response Bulletin
Leader: ISS Start: m6 End: m48
Contributors: NCIPD, UMFCD, HU
We are going to issue a six month electronic bulletin which will collect and disseminate information on policy initiatives devoted to pandemics and related crisis management, and policy developments at local, national and European levels. After the project start, the leading partner will establish the editorial committee of the bulletin which will be tasked to gather, filter and edit relevant information. The first issue of the bulletin will be published at m12. The bulletin will be circulated within the ASSET wider stakeholder community and sent to relevant public health authorities and policy making institutions. The bulletin editorial committee will be also in charge to keep abreast the consortium of the main policy developments in order to facilitate the project alignment with policy

cycles. Notably the Bulletin will monitor current status of EU national pandemic plans and eventual modifications, such as

1) If the previous plans towards milder pandemic scenarios were re-oriented
2) If additional interventions verified during the last pandemic were introduced
3) If the structure of the crisis management team and the method of vaccine acquisition have been modified

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 4 | EIWH | 1.00 |
| 5 | DBT | 1.00 |
| 6 | FFI | 1.00 |
| 8 | ISS | 7.00 |
| 9 | NCIPD | 3.00 |
| 10 | TIEMS | 5.50 |
| 12 | UMFCD | 2.00 |
| 13 | HU | 2.00 |
| | Total | 22.50 |

## List of deliverables

| Deliverable Number [61] | Deliverable Title | Lead beneficiary number | Estimated indicative person-months | Nature [62] | Dissemination level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D6.1 | High Level Policy Forum Report 1 | 10 | 4.00 | R | PU | 18 |
| D6.2 | High Level Policy Forum Report 2 | 10 | 3.50 | R | PU | 36 |
| D6.3 | High Level Policy Forum Report 3 | 10 | 3.00 | R | PU | 48 |
| D6.4 | Pandemic Preparedness and Response Bulletin Report 1 | 8 | 4.00 | R | PU | 18 |
| D6.5 | Pandemic Preparedness and Response Bulletin Report 2 | 8 | 4.00 | R | PU | 36 |
| D6.6 | Pandemic Preparedness and Response Bulletin Report 3 | 8 | 4.00 | R | PU | 48 |
| | | Total | 22.50 | | | |

## Description of deliverables

D6.1) High Level Policy Forum Report 1: High Level Policy Forum Report covering the first reporting period. It will include 1) Forum activity report till to m18 2) Forum participant list and terms of reference (m6) 2) Forum first physical meeting minutes (m12) [month 18]

D6.2) High Level Policy Forum Report 2: High Level Policy Forum Report covering the second reporting period. It will include 1) Forum activity report till to m36 2) Forum second physical meeting minutes (m24) [month 36]

D6.3) High Level Policy Forum Report 3: High Level Policy Forum Report covering the second reporting period. It will include 1) Forum activity report till to m48 3) Forum third physical meeting minutes (m36) 4) Forum fourth physical meeting minutes (m48) [month 48]

D6.4) Pandemic Preparedness and Response Bulletin Report 1: Activity Report till to m 18. Semestrial bulletins will be attached. [month 18]

D6.5) Pandemic Preparedness and Response Bulletin Report 2: Activity Report till to m36. Semestrial bulletins will be attached. [month 36]

D6.6) Pandemic Preparedness and Response Bulletin Report 3: Activity Report till to m48. Semestrial bulletins will be attached. [month 48]

## Schedule of relevant Milestones

| Milestone number [59] | Milestone name | Lead benefi- ciary number | Delivery date from Annex I [60] | Comments |
|---|---|---|---|---|
| MS7 | High Level Policy Forum established | 10 | 10 | List of members |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

## One form per Work Package

| Work package number [53] | WP7 | Type of activity [54] | SUPP |
|---|---|---|---|
| Work package title | COMMUNICATION | | |
| Start month | 1 | | |
| End month | 48 | | |
| Lead beneficiary number [55] | 15 | | |

## Objectives

WP7 aims to 1) produce a common communication strategy, joint activities, and education materials, which actively involve all types of partners in order to effectively disseminate any significant MML results in appropriate ways 'tailored' to reach the various targeted audiences; 2) ensure the highest visibility to the project's activities and its main results.

WP7 will have to lay down a communication strategy of ASSET; to ensure project's visibility through traditional and new media tools; to document every major advancement of the project; to allow a bi-directional dialogue, educational opportunities and knowledge transfer among partners, stakeholders, policy makers and the general public. The Communication Unit will interact with all other WPs, notably with WP4 (Citizen Consultations) and WP5 (Mobilization and mutual learning) in order to align activities.

## Description of work and role of partners

T7.1 Overall Communication Strategy
Leader: ZADIG Start: m1 End: m6
Contributors: LYON, PROLEPSIS, EIWH, DBT, FFI, IPRI, ISS, NCIPD, TIEMS, DMI, UMFCD, HU, ABSISKEY
The leading partner will produce a "Communication and Dissemination Strategy" including
1) Goals of the Communication Strategy.
2) Information and Publicity requirements.
3) Identification and characterization of ASSET Target Groups.
4) Identification of ASSET Key Messages.
5) Communication means and tools.
6) Local, National, and European Communication Plans.
7) Communication guidelines.
8) Monitoring of Communication activities.
The document will be drafted by m3 and circulated within the consortium for extensive review, local plans will be prepared by each partner and incorporated in the main the document, which will be finalised by m6.

T7.2 Brand Creation
Leader: ZADIG Start: m1 End: m6
Contributors: n.a.
The mission and vision will be consolidated. Web portal design and project logo will be created, e.g. using crowdsourcing (for example BootB). Project's stationery, signage and packaging will be designed as well as project leaflets and brochures. Banners will be exchanged with other EC funded projects and with relevant health agencies and Commission services whenever possible.

T7.3 Web Portal
Leader: ZADIG Start: m1 End: m48
Contributors: ISS, ABSISKEY
This task focuses on construction, maintenance and regular updating of the project Web portal, under the form of a multilayer open web infrastructure able to communicate in 2-ways with different targets: general public, media, stakeholders, decision makers, scientific community inside and outside the project. The portal will have innovative aspects, such as web 2.0 tools, (link to social networks, web-tv, podcast, blogs, newsfeeds, newsletter,….). Relevant players of the project will have the possibility to communicate through blogs, podcast

and video-clips and not only through specialized literature, institutional texts and brochures. A part of the website will be managed as wiki, in order to allow selected users to freely create and edit Web page content and to work in a cooperative and interactive way. Web strategy also provides a dedicated YouTube channel and ongoing activity on social networks and Wikipedia. The web portal will be a work in progress, which will develop new features during the whole project life. The first version of the website will be online by m6. At the project completion the portal will include:

1) A public section with information about the project and public deliverables, including reports, documents, video and pictures, published papers and the policy paper series
2) A restricted section accessible only to partners (intranet) to exchange documents and for project management activities
3) A blog with the most relevant news on SiS in pandemics
4) Links to social networks (Facebook, Twitter, YouTube Channel, etc.).
5) Links to cognate projects and Commission's services
6) Public Consultation Information Booklet and videos for thematic intros to meeting
7) Ad Interim Results of the Public Consultation
8) Policy Report on Pandemic Consultation & the Public Trans-national Synthesis Report
9) A media gallery containing audio-visual productions and a virtual library
10) The platform for proposition development and decision making
11) The MMLA Virtual Cluster area
12) The Best Practice Platform
13) The Stakeholder Portal
14) The Innovation Showcase
15) The electronic policy bulletin
16) Gender Platform


T7.4 MEDIA OFFICE
Leader: ZADIG Start: m1 End: m48
Contributors: ISS, ABSISKEY
ASSET Media Office will work mainly via web-based multimedia products, and adopt open data and visualization data techniques that can make the data and tools developed by the Project more freely and rapidly usable by everyone. Journalists will be targeted by a press kit, available in different languages. Communicators, journalists and policy makers will receive regular press releases and "Videopills" during the whole project life. Results of the public consultation will be presented in Brussels in a press conference to be kept in conjunction with the Policy Workshop at the European Parliament.
We will establish a coordinated presence on social media, such as Facebook Pages, Twitter Handles, Google+ Pages, LinkedIn Brand Pages, YouTube Channels, etc. On the Facebook page users can interact, post photos or links, ask questions and participate in pools. A Twitter account will link the news published on the blog.
A Youtube channel will be regularly updated with project's videos. The project will have its own profile on Foursquare. T7.4 will be carefully aligned to T5.1 (Social Media Mobilization) in order to exploit synergies.


T7.5 Science Communication
Leader: PROLEPSIS Start: m12 End: m48
Contributors: LYON, DBT, IPRI, NCIPD, DMI, UMFCD, HU, ZADIG
ASSET will start a research paper series that will hold an ISSN number, available on the project's website, and feature the main outputs from the project in the form of research papers. The research and innovation community will be targeted by this paper series as well as by academic papers published in peer reviewed open journals. At the project completion the book of the project will be submitted for publication to a major international publishing house. Furthermore, the research and innovation community will be targeted by hosting on the international science web portal "Scienceontheweb" (www.scienzainrete.it/en) a series of articles, videos, data-visualizations and news related to ASSET and its main topics.


T7.6 Summer School on SiS related issues in Pandemics
Leader: ISS Start: m12 End: m48
Contributors: LYON, PROLEPSIS, EIWH, DBT, FFI, IPRI, NCIPD, TIEMS, DMI, UMFCD, HU, ZADIG
Within the scope of the ASSET Action we will be organising a Summer School on SiS related issues in Pandemics. The objective of the course is to foster exchanges on foundational and methodological approaches

as well as on contemporary and educational issues in SiS related aspects of Pandemics. This course works from an transdisciplinary (social sciences, science communication, public health, vaccinology, bioethics, gender issues, clinical ethics, political science) perspective. During the course, project partners and invited prominent international experts will give presentations on various topics concerning SiS related issues in Pandemics. There will be time for intensive discussions. The language of instruction will be English. The course is of interest to participants from diverse professional backgrounds, such as public health, medicine, philosophy and social science, media, health care administration, and PhD students undertaking courses of study in these areas. For the first three editions of the school, we will not ask registration fees but twenty participants will be selected each year on the basis of their CVs and the relevance of their interests to the programme of the school. The first edition of the course will start by m18 and we plan to keep three editions of the school during the project life.


T7.7 SiS in Pandemic Best Practice Award for GPs
Leader: PROLEPSIS Start: m12 End: m48
Contributors: LYON, EIWH, IPRI, ISS, NCIPD, TIEMS, DMI, UMFCD, HU, ZADIG
T7.7 aims to raise awareness of SiS themes among general practitioners in Europe. The project will offer a prize to give recognition to individuals or groups of general practitioners who have best included SiS aspects in pandemic preparedness in order to improve the quality of communication with their patients and the local community active participation. Three 3.000 € prizes will be given each year, starting from the second year of project life as educational grants to be used at any of the partner organization. The context will be open to all GPs and GP registrars working in any MS and will be advertised through GP European societies and national medical associations. The task leader will be in charge of organizing and advertizing the context, and to establish an independent jury.


T7.8 Liaison with the Comenius Programme
Leader: EIWH Start: m12 End: m48
Contributors: ISS
Information about ASSET will be disseminated to youth people in primary and secondary schools through the Comenius Programme. Comenius is part of the EU's Lifelong Learning Programme, it aims to help young people and educational staff better understand the range of European cultures, languages and values. We will contact Multilateral Project consortia awarded with 2011, 2012 and 2013 grants under the priority "Support to making science education more attractive" and we will invite them to design together targeted dissemination initiatives in schools. T7.8 leader will be in charge to liaise with Comenius, to plan and coordinate efforts with other ASSET partners, and to report results to the whole consortium.


T7.9 Gender Issue Platform
Leader: EIWH Start: m12 End: m48
Contributors: ISS
T7.9 aims to disseminate and promote gender-sensitive and women-centred research on pandemics. In particular it aims to disseminate information on flu pandemics related risks, notably for pregnant women and infants, preventive measures, antiviral drugs, vaccines and vaccination, and make information available to women to enable them to make informed and responsible decisions. Moreover T7.9 aims to promote gender awareness in pandemic related research, and pandemic preparedness, also by lobbying for increasing European support for preventive, appropriate biomedical, behavioural, epidemiological and health service research on women's issues in pandemics and the impact of gender and age inequalities with respect to infectious outbreaks. The leading partner will prepare an implementation plan by m 15, which will be circulated among contributing partners and reviewed by them. The final plan will be endorsed by the whole consortium. Implementation initiatives will be coordinated by the task leader.


T7.10 Research and Innovation Newsletter
Leader: LYON Start: m12 End: m48
Contributors: ISS, IPRI, HU, ZADIG
T7.10 aims to issue a biannual research & innovation newsletter devoted to Responsible Research and Innovation in the field of antiviral drugs and vaccines. The newsletter will target researchers both in academia and industry. The newsletter will present the progress of the ASSET action and will keep researchers abreast on the most update news about RRI in their research field.

T7.11 Geneva Music & Science Festival
Leader: DMI Start: m25 End: m36
Contributors: ISS
Since 2012, the Universities of Geneva and Lausanne, the Geneva Opera, the High Schools of Music in Geneva and Lausanne, have been organizing a Music & Science Festival in Western Switzerland (Lausanne and Geneva) . The co-organization between universities and musical institutions allows intensive interaction between scientists and different players from the world of music as well as the public. The program includes conferences, symposia, workshops, accompanied with concerts and opera events in the evening. The first edition has been devoted to Music and Emotion.
DMI plans to devote one of the next editions to "Music and communicable diseases in Europe", (e.g., sexually transmitted diseases, tuberculosis, etc..) and their wider influence on European civilization. The Geneva colloquium aims to explore the possibility to use arts and music for people mobilization and to promote a scholarly reflection on the wider impact of infectious diseases on cultural productions and on the forms of their fruition. The Geneva location of this event will be leveraged to invite experts from WHO, and to disseminate information on the ASSET action to international organizations. The Geneva Colloquium on Music and communicable diseases in Europe" will be held after m24.


T7.12 The final publishable summary report
Leader: ZADIG Start: m45 End: m48
Contributors: n.a.
The partner in charge will design, write and edit the report which summarises in a publishable format the main project achievements.

T7.13 The Final Conference
Leader: ISS Start: m46 End: m46
Contributors: LYON, PROLEPSIS, EIWH, DBT, FFI, IPRI, NCIPD, TIEMS, DMI, UMFCD, HU, ABSISKEY, ZADIG
At the end of the project we will convene in Brussels a concluding conference which will present the main outcomes of the action to a selected audience of EU stakeholders and policy makers. One of the main goal of this conference will be to search for an endorsement that may allow to pursue the action after the completion of the EC contract.


## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 1 | ABSISKEY | 5.20 |
| 2 | LYONBIOPOLE | 14.90 |
| 4 | EIWH | 10.90 |
| 5 | DBT | 3.60 |
| 6 | FFI | 0.60 |
| 7 | IPRI | 4.90 |
| 8 | ISS | 33.10 |
| 9 | NCIPD | 4.90 |
| 10 | TIEMS | 0.90 |
| 12 | UMFCD | 4.90 |
| 13 | HU | 10.90 |
| 15 | ZADIG | 20.80 |
| 16 | DMI | 6.40 |

# WT3:
# Work package description

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 17 | PROLEPSIS | 11.60 |
| | Total | 133.60 |

## List of deliverables

| Deliverable Number [61] | Deliverable Title | Lead beneficiary number | Estimated indicative person-months | Nature [62] | Dissemination level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D7.1 | Communication Strategy | 15 | 3.40 | R | PU | 6 |
| D7.2 | Project Brand | 15 | 1.00 | O | PU | 6 |
| D7.3 | Web Portal Report 1 | 15 | 8.00 | R | PU | 24 |
| D7.4 | Web Portal Report 2 | 15 | 8.00 | R | PU | 48 |
| D7.5 | Media Report 1 | 15 | 3.00 | R | PU | 24 |
| D7.6 | Media Report 2 | 15 | 3.00 | R | PU | 48 |
| D7.7 | Science Communication Report 1 | 17 | 14.00 | R | PU | 24 |
| D7.8 | Science Communication Report 2 | 17 | 20.00 | R | PU | 48 |
| D7.9 | Summer School Report 1 | 8 | 7.00 | R | PU | 24 |
| D7.10 | Summer School Report 2 | 8 | 7.20 | R | PU | 48 |
| D7.11 | GP Award Report | 17 | 8.60 | R | PU | 48 |
| D7.12 | Liaison with the Comenius Programme Report | 4 | 7.00 | R | PU | 48 |
| D7.13 | Gender Issue Platform Report | 4 | 7.00 | R | PU | 48 |
| D7.14 | Research and Innovation Newsletter Report | 2 | 20.00 | R | PU | 48 |
| D7.15 | Geneva Music & Science Festival Report | 16 | 6.00 | R | PU | 36 |
| D7.16 | Final Publishable Summary Report | 15 | 6.00 | R | PU | 48 |
| D7.17 | Final Conference Report | 8 | 4.40 | R | PU | 48 |
| | Total | | 133.60 | | | |

## Description of deliverables

D7.1) Communication Strategy: Communication action plan. [month 6]

D7.2) Project Brand: Project logo and symbols, including slogans, mottos, etc. [month 6]

D7.3) Web Portal Report 1: Web site activity report from m1 to m24. Brief quarterly reports, including web statistics, will be released and circulated among project partners and Commission's services. [month 24]

D7.4) Web Portal Report 2: Web site activity report from m25 to m48. Brief quarterly reports, including web statistics, will be released and circulated among project partners and Commission's services. [month 48]

D7.5) Media Report 1: Media activity report from m1 to m24. Brief quarterly press reports will be released and circulated among project partners and Commission's services. [month 24]

D7.6) Media Report 2: Media activity report from m25 to m48. Brief quarterly press reports will be released and circulated among project partners and Commission's services. [month 48]

D7.7) Science Communication Report 1: Science Communication activity report from m1 to m24. It will include: 1) Papers published in the ASSET paper series 2) Papers published or accepted for publication in academic, peer reviewed, journals [month 24]

D7.8) Science Communication Report 2: Science Communication activity report from m25 to m48. It will include: 1) Papers published in the ASSET paper series 2) Papers published or accepted for publication in academic, peer reviewed, journals 3) Manuscripts collected for the book of the project and letter of agreement with a publisher [month 48]

D7.9) Summer School Report 1: Summer Schoool activity report from m1 to m24.. Progress reports will be released and circulated on yearly basis among project partners and Commission's services. [month 24]

D7.10) Summer School Report 2: Summer Schoool activity report from m25 to m48.. Progress reports will be released and circulated on yearly basis among project partners and Commission's services [month 48]

D7.11) GP Award Report: A final, comprehensive report on "SiS in Pandemic Best Practice Award for GPs" will be delivered at the project completion. Progress reports will be released and circulated on yearly basis among project partners and Commission's services. [month 48]

D7.12) Liaison with the Comenius Programme Report: A final, comprehensive report on "Liaison with the Comenius Programme" will be delivered at the project completion. Progress reports will be released and circulated on six month basis among project partners and Commission's services. [month 48]

D7.13) Gender Issue Platform Report: A final, comprehensive report on the "Gender Issue Platform" will be delivered at the project completion. Progress reports will be released and circulated on six month basis among project partners and Commission's services. [month 48]

D7.14) Research and Innovation Newsletter Report: A final, comprehensive report on the "Research and Innovation Newsletter" will be delivered at the project completion. Progress reports will be released and circulated on yearly basis among project partners and Commission's services, including newsletter issues (2 per year). [month 48]

D7.15) Geneva Music & Science Festival Report: Report concerning specific initiatives directly sponsored by the ASSET action within the GENEVA Music & Science Festival [month 36]

D7.16) Final Publishable Summary Report: A final publishable summary report of the whole MML action will be prepared by the partner in charge. The report will be of suitable quality to enable direct publication by the Commission, and will be in a jargon free language as to be readable by any, educated, reader. [month 48]

D7.17) Final Conference Report: Report of the final conferences. Agenda and Presentations delivered will be attached. [month 48]

## Schedule of relevant Milestones

| Milestone number [59] | Milestone name | Lead benefi-ciary number | Delivery date from Annex I [60] | Comments |
|---|---|---|---|---|
| MS8 | Final Publishable Summary | 15 | 48 | Report released |

# WT3:
# Work package description

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| Work package number [53] | WP8 | Type of activity [54] | SUPP |
|---|---|---|---|
| Work package title | EVALUATION | | |
| Start month | 3 | | |
| End month | 48 | | |
| Lead beneficiary number [55] | 1 | | |

## Objectives

WP8 aims to carry out an in-depth independent evaluation of the methodology and implementation progress of ASSET and of its potential impacts on citizens and civil society, throughout the duration of the project, in relation to its objectives and expected impacts. WP8 objectives are to provide 1) the continuous project monitoring and ongoing evaluation; 2) ex-post evaluation of project WPs and critical activities.

## Description of work and role of partners

T8.1 Project Monitoring and ongoing evaluation
Leader: ZADIG Start: m4 End: m48
Contributors: LYON, PROLEPSIS, EIWH, DBT, FFI, IPRI, ISS, NCIPD, TIEMS, DMI, UMFCD, HU, ABSISKEY
T8.1 will ensure the periodic oversight of the implementation of the project and assess the development results. It aims to establish the extent to which work schedules, contractual deliverables, other required actions and targeted outputs are progressing according to plan, are high quality, and are achieving the expected impacts, so that timely action can be taken to correct deficiencies if detected.

Project Monitoring will rely on two main instruments:
1) FIRST LEVEL EVALUATION: work schedules, contractual deliverables, other required actions and targeted outputs are first self-evaluated by the respective partner a, and then by WP leader and the quality manager (see below). The first-level evaluation is focusing on the content and scientific/technical quality of the deliverables or of other expected outputs. The review duration is set to about 25 days before each project output is finalized. The evaluation flow will be as it follows,
a. Owner self-evaluation (using a quality check list)
b. Deliverable sent to the WP leader and the Quality Manager
c. WP leader and Quality Manager review
d. Approved (no further action requested)
e. Approved with minor changes (sent back for implementing changes)
f. Need of further review, deliverable sent to other beneficiary or/and the External Advisory Board
g. Recommendations, implementation, resubmission

2) QUALITY MANAGER (INTERNAL OBSERVER): the ASSET quality manager will
a. Prepare a concise quality plan setting project standards and procedures
b. Prepare a self-assessment checklist for partners, to be filled out when submitting project outcomes
c. Ensure that project outputs are delivered according to the agreed timeline
d. Review work schedules, contractual deliverables, other required actions and targeted outputs
e. In selected cases, send outputs to other partners or the External Advisory Board for further review
f. Provide after review feedback to the relevant partner
g. Ensure that recommended changes and mitigation measures (if any) are properly implemented
h. Provide early warnings of any event that may threaten project quality
i. Provide each six months the Project Management Office (PMO), the Project Coordinator, and the Project Scientific Coordinator with brief quality reports
j. Report quality in a comprehensive annual report

T8.2 Ex-post Evaluation
Leader: ABSISKEY Start: m5 End: m48

Contributors: External Independent Evaluator (subcontracted)

T8.2 will determine as objectively as possible the relevance, effectiveness, efficiency and impact of action's activities in the light of its objectives. It aims to improve both current activities and future planning, programming and decision-making. While progress monitoring (T8.1) will be carried out routinely, ex-post evaluation will be carried out only at the end of critical activities (WPs and Milestones). The External Independent Evaluator will prepare a list of performance and effectiveness indicators for each WP and milestone. Each evaluation activity will be faithfully reported. Draft evaluation reports will be sent to relevant partners and, after their feedback, sent to the T8.2 leader, which will report to the scientific coordinator. A clear distinction will be drawn between the evaluation's findings and recommendations in order to facilitate decision-making and, in case, mitigation actions.

By m7 the T8.2 leader will prepare a Statement of Work (SOW) and will launch a call for consultants, also exploiting dedicated networks such as the "European Evaluation Society" (http://www.europeanevaluation.org/home.htm) inviting qualified and experienced candidates to submit their CV and motivation letter. The External Independent Evaluator is selected jointly by T8.2 leader, the project coordinator, and the scientific coordinator, on the basis of value for money (VFM) and not lowest price alone. Their decision is then submitted to the consortium for consideration. The External Independent Evaluator should be appointed by m12. T8.2 leader will manage selection procedures, receive and approve evaluation reports, channel evaluation findings and recommendations to the scientific coordinator.

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 1 | ABSISKEY | 3.50 |
| 2 | LYONBIOPOLE | 0.50 |
| 4 | EIWH | 0.50 |
| 5 | DBT | 0.50 |
| 6 | FFI | 0.50 |
| 7 | IPRI | 0.50 |
| 8 | ISS | 8.50 |
| 9 | NCIPD | 0.50 |
| 10 | TIEMS | 0.50 |
| 12 | UMFCD | 0.50 |
| 13 | HU | 0.50 |
| 15 | ZADIG | 8.50 |
| 16 | DMI | 0.50 |
| 17 | PROLEPSIS | 0.50 |
| | Total | 26.00 |

## List of deliverables

| Deliverable Number [61] | Deliverable Title | Lead beneficiary number | Estimated indicative person-months | Nature [62] | Dissemination level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D8.1 | Project Quality Report 1 | 15 | 7.00 | R | PU | 18 |
| D8.2 | Project Quality Report 2 | 15 | 8.00 | R | PU | 36 |

## List of deliverables

| Delive-rable Number [61] | Deliverable Title | Lead benefi-ciary number | Estimated indicative person-months | Nature [62] | Dissemi-nation level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D8.3 | Project Quality Report 3 | 15 | 8.00 | R | PU | 48 |
| D8.4 | Ex Post Evaluation Report 1 | 1 | 1.00 | R | PU | 18 |
| D8.5 | Ex Post Evaluation Report 2 | 1 | 1.00 | R | PU | 36 |
| D8.6 | Ex Post Evaluation Report 3 | 1 | 1.00 | R | PU | 48 |
| | | Total | 26.00 | | | |

## Description of deliverables

D8.1) Project Quality Report 1: The Project Quality Report is a concise report summarising quality activities in the relevant period. It includes two six month quality reports and an overall evaluation of project quality. [month 18]

D8.2) Project Quality Report 2: The Project Quality Report is a concise report summarising quality activities in the relevant period. It includes two six month quality reports and an overall evaluation of project quality. [month 36]

D8.3) Project Quality Report 3: The Annual Project Quality Report is a concise report summarising quality activities in the relevant year. It includes two six month quality reports and an overall evaluation of project quality. [month 48]

D8.4) Ex Post Evaluation Report 1: Report of all ex-post evaluation activities carried out from m7 to m18, including 1) SOW, selection procedures, selected consultant 2) Timetable and action plan 3) Performance and Effectiveness Indicator list and evaluation manual 4) Evaluated Activities: Findings and Recommendations Ad interim reports will be regularly released on the basis of the ex-post evaluation timetable, and circulated among project partners and Commission's services. [month 18]

D8.5) Ex Post Evaluation Report 2: Report of all ex-post evaluation activities carried out from m19 to m36, including 1) Evaluated Activities: Findings and Recommendations Ad interim reports will be regularly released on the basis of the ex-post evaluation timetable, and circulated among project partners and Commission's services. [month 36]

D8.6) Ex Post Evaluation Report 3: Report of all ex-post evaluation activities carried out from m37 to m48, including 1) Evaluated Activities: Findings and Recommendations 2) Conclusive Report 3) Executive Ad interim reports will be regularly released on the basis of the ex-post evaluation timetable, and circulated among project partners and Commission's services. [month 48]

## Schedule of relevant Milestones

| Milestone number [59] | Milestone name | Lead benefi-ciary number | Delivery date from Annex I [60] | Comments |
|---|---|---|---|---|
| MS9 | Performance and effectiveness indicators | 1 | 12 | List prepared by the external consultant and approved by the lead beneficiary |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| One form per Work Package | | | |
|---|---|---|---|

| Work package number [53] | WP9 | Type of activity [54] | SUPP |
|---|---|---|---|
| Work package title | LEGACY | | |
| Start month | 37 | | |
| End month | 48 | | |
| Lead beneficiary number [55] | 15 | | |

## Objectives

WP9 will set up a strategy for ensuring post-action sustainability and to give future participants, wishing to pursue ASSET, the means to efficiently implement ASSET recommendations. WP9 objectives are 1) development of a plan for financial sustainability of the action after completion of the EC grant; 2) the organization of a brokerage event that mobilize ASSET consortium and external stakeholders in order to identify concrete means to pursue and implement the project post-action.
Given that the project will be implemented in the beginning of H2020, we will try to align ASSET legacy to H2020 in order to increase ASSET potentialities to be elaborated on, "captured" and assessed during monitoring and mid-term evaluation activities in H2020.

## Description of work and role of partners

TT 9.1 Financial Sustainability and Exploitation Plan
Leader: ABSISKEY Start: m37 End: m48
Contributors: ISS, LYON, PROLEPSIS, EIWH, DBT, FFI, IPRI, NCIPD, TIEMS, DMI, UMFCD, HU, ZADIG
Task leader will collect inputs from all partners via a dedicated questionnaire. Then it will write the plan. The plan will realistically assess 1) essential needs of the action in order to survive after completion of the EC grant; 2) the amount of money required to sustain these needs; 3) resources that can be mobilized within the consortium and in-kind support; 4) economic gap to be filled and fund raising; 5) potential matching and funding organizations or agencies at local, national, European, and international level; 6) amount that could be requested from each potential funding source; 7) how it could be requested (and by whom, and when); 8) pros and cons of various legal structures of the future consortium, and other possible kinds of cooperation (e.g., developing a fee-for-service structure? establishing a non-profit organization? establishing membership fees and dues? creating a for-profit corporation? etc.)

T 9.2 ASSET Brokerage Event
Leader: ZADIG Start: m46 End: m46
Contributors: LYON, PROLEPSIS, EIWH, DBT, FFI, IPRI, ISS, NCIPD, TIEMS, DMI, UMFCD, HU, ABSISKEY
In conjunction with the project final conference (T.7.13) T.9.2 leader will organise a brokerage event, with the aim to offer to the ASSET consortium, both as a whole and as single partners, an appropriate place to present themselves, to show their expertise, and their ideas about how ASSET could survive and develop after the completion of EC funds. We shall involve other projects related to H2020 Challenge 1 (Health, demographic change and wellbeing), and running or upcoming big innovation initiatives (EIP) or joint partnerships (JPI) or private public partnerships (PPP), etc, other EU innovation activities, platforms etc., related to Challenge 1 (Health, demographic change and wellbeing).
The event will be co-organised with the External Advisory Board, and will be structured on on three main activities:
1. a plenary session will offer to the participants the exhaustive information about the goals of the event, about the support they receive from the organizers and will find information about the European frameworks;
2. the parallel sessions – led by co-chairmen, will offer to the participants the possibility to present themselves, their organizations and to detail their ideas. The participants will have the opportunity to know each-others and to find partners for their ideas
3. the bilateral discussions facilities will offer a direct possibility of developing the ideas and creating clusters as basis for the pursuing of ASSET

At the end of the day, a short report presented by co-chairmen of the sections will give the possibility to have an output of the development of ideas, to better identify the clusters and to receive recommendations for the next steps to follow.

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 1 | ABSISKEY | 3.00 |
| 2 | LYONBIOPOLE | 0.70 |
| 4 | EIWH | 0.70 |
| 5 | DBT | 0.70 |
| 6 | FFI | 0.70 |
| 7 | IPRI | 0.70 |
| 8 | ISS | 5.90 |
| 9 | NCIPD | 0.70 |
| 10 | TIEMS | 0.70 |
| 12 | UMFCD | 0.70 |
| 13 | HU | 0.70 |
| 15 | ZADIG | 1.70 |
| 16 | DMI | 0.50 |
| 17 | PROLEPSIS | 0.70 |
| | Total | 18.10 |

## List of deliverables

| Delive-rable Number [61] | Deliverable Title | Lead benefi-ciary number | Estimated indicative person-months | Nature [62] | Dissemi-nation level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D9.1 | Financial Sustainability Plan | 1 | 13.10 | R | PU | 48 |
| D9.2 | Brokerage Event Report | 15 | 5.00 | R | PU | 48 |
| | | Total | 18.10 | | | |

## Description of deliverables

D9.1) Financial Sustainability Plan: Comprehensive financial sustainability plan incorporating all beneficiary inputs [month 48]

D9.2) Brokerage Event Report: Comprehensive report of the brokerage event and its main outcomes [month 48]

| Schedule of relevant Milestones | | | | |
|---|---|---|---|---|
| Milestone number [59] | Milestone name | Lead benefi-ciary number | Delivery date from Annex I [60] | Comments |
| MS10 | Financial Sustainability Plan | 1 | 48 | Plan released |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| Work package number [53] | WP10 | Type of activity [54] | MGT |
|---|---|---|---|
| Work package title | MANAGEMENT | | |
| Start month | 1 | | |
| End month | 48 | | |
| Lead beneficiary number [55] | 1 | | |

## Objectives

The Project Management Office aims at properly initiating the management tools, running the appropriate monitoring and control procedures, and assisting all the beneficiaries for optimal performance and reporting up to the end of the project. This includes, but is not limited to:
• Administrative management including support to the decision making bodies and follow-up of the reporting duties;
Financial management to track the consumption of resources (time and funds) on a monthly basis consistently with the EC participation rules and those of the participating institutions.
The work will be performed by the Project Management Office (PMO) which will provide continuous support to the authorized persons from the participants' respective institutions and will act as a permanent project contact available by email, hot line and management web-based tools.

## Description of work and role of partners

T10.1 - Management initiation
Leader: ABSISKEY Start: m1 End: m7
The task includes but is not limited to:
• Setting the (Internet-based) Project Management Tools and initiating the system by entering all project data (DoW) into it;
• Circulating the "Getting started" manual and training the partners to use the Project Management Tools;
• Designing and circulating of the Project Handbook (which is a "Must know" project manual including QA/QC procedures) to all actors in the project;
• Designing and circulating of all templates for reporting internally on managerial issues;
• Setting the risk registration spreadsheet ("Risk dashboard") to be further used for monitoring and decision making by the project decision bodies.

T10.2 Management Cruise Mode
Leader: ABSISKEY Start: m5 End: m45
The task includes but is not limited to:
• Collecting operational information from partners (efforts, costs, deviations from plans, etc.), tracing deliverables according to QA/QC procedures, continuously reminding the deadlines, chasing inconsistencies, providing the Coordinator and Beneficiaries with assistance upon managerial issues and structured feedback on a monthly basis. Keep the records and financial accounts making it possible to determine, whenever needed, what portion of the Community financial contribution has been paid to each Beneficiary for the purposes of the project;
• Getting the Consortium Agreement actually implemented;
• Practical organization of project internal meetings (virtual or face-to-face), detect and document the consequences of the deviations from plans onto the efforts, costs and delivery schedule. Collecting and circulating meeting minutes and dealing with feedback before formal acceptance;
• Collecting and aggregating information for the intermediate resources checking (at least every 6 months) and periodic status reported to the EC. Updating the budget, controlling the time and expenses declared by the partners on a monthly basis and comparing with the provisional figures for the current period; reporting deviations to the Coordinator in order to anticipate corrective actions, collecting certificates supporting the costs claimed by the participants;

• Assisting partners with Financial Statements and sub-contracting should the case happen. Reminding the financial rules regularly;
• Obtaining the periodic update of the Risk Management worksheet, the means of verification, and the success indicators;
• Keeping updated - and agreed upon - the annexes to the Consortium Agreement (e.g. Annex providing the list of affiliates, Annex granting the access rights to the background and side-ground, Annex collating the complementary agreements, etc.), collecting formal approval/signatures.

T10.3 Project Termination
Leader: ABSISKEY Start: m46 End: m48
The task includes but is not limited to:
• Assisting the Beneficiaries in finalizing the consolidated financial statements; to calculate the prorata of the remaining reimbursements; to prepare the final financial report to be integrated into the final report for formal approval by the Coordinator and the project decision bodies;
• Preparing archives for the required number of years and implementing the requirements formulated by the EC services;
Terminating the Consortium Agreement while emphasizing the Beneficiaries' remaining rights, liabilities and obligations (confidentiality, IPR issues, publications); clearing the sub-contracts with third parties and any current complementary agreements-

## Person-Months per Participant

| Participant number [10] | Participant short name [11] | Person-months per participant |
|---|---|---|
| 1 | ABSISKEY | 16.00 |
| | Total | 16.00 |

## List of deliverables

| Delive-rable Number [61] | Deliverable Title | Lead benefi-ciary number | Estimated indicative person-months | Nature [62] | Dissemi-nation level [63] | Delivery date [64] |
|---|---|---|---|---|---|---|
| D10.1 | Project Handbook | 1 | 3.00 | R | PU | 6 |
| D10.2 | Technical and Administrative | 1 | 13.00 | R | PU | 48 |
| | | Total | 16.00 | | | |

## Description of deliverables

D10.1) Project Handbook: "Must know" project manual including management QA/QC procedures [month 6]

D10.2) Technical and Administrative: Technical (e.g., WP Progress Reports, etc.) and Administrative (Financial Reports, etc.) Deliverables as contractually requested by the Commission. [month 48]

## Schedule of relevant Milestones

| Milestone number [59] | Milestone name | Lead benefi-ciary number | Delivery date from Annex I [60] | Comments |
|---|---|---|---|---|
| | | | | |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| List and Schedule of Milestones | | | | | |
|---|---|---|---|---|---|
| Milestone number [59] | Milestone name | WP number [53] | Lead benefi-ciary number | Delivery date from Annex I [60] | Comments |
| MS1 | Glossary | WP1 | 9 | 11 | Glossary released |
| MS2 | Transdisciplinary Workshop | WP2 | 16 | 13 | Workshop convened and held |
| MS3 | Action Plan Handbook | WP3 | 15 | 24 | Handbook released and ready to be used |
| MS4 | Starting the public consultation | WP4 | 5 | 29 | National material released |
| MS5 | Closing the public consultation | WP4 | 5 | 36 | Policy Report on Pandemic Consultation released |
| MS6 | Launching of the Best Practice Platform | WP5 | 7 | 32 | Platform online |
| MS7 | High Level Policy Forum established | WP6 | 10 | 10 | List of members |
| MS8 | Final Publishable Summary | WP7 | 15 | 48 | Report released |
| MS9 | Performance and effectiveness indicators | WP8 | 1 | 12 | List prepared by the external consultant and approved by the lead beneficiary |
| MS10 | Financial Sustainability Plan | WP9 | 1 | 48 | Plan released |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| Tentative schedule of Project Reviews | | | |
|---|---|---|---|
| Review number [65] | Tentative timing | Planned venue of review | Comments, if any |

# WT6:
## Project Effort by Beneficiary and Work Package

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

**Indicative efforts (man-months) per Beneficiary per Work Package**

| Beneficiary number and short-name | WP 1 | WP 2 | WP 3 | WP 4 | WP 5 | WP 6 | WP 7 | WP 8 | WP 9 | WP 10 | Total per Beneficiary |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 - ABSISKEY | 3.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.20 | 3.50 | 3.00 | 16.00 | 30.80 |
| 2 - LYONBIOPOLE | 0.60 | 7.10 | 6.50 | 5.20 | 10.00 | 0.00 | 14.90 | 0.50 | 0.70 | 0.00 | 45.50 |
| 3 - BMJ GROUP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 - EIWH | 0.60 | 3.10 | 2.50 | 5.20 | 7.00 | 1.00 | 10.90 | 0.50 | 0.70 | 0.00 | 31.50 |
| 5 - DBT | 1.60 | 2.10 | 4.00 | 21.00 | 0.00 | 1.00 | 3.60 | 0.50 | 0.70 | 0.00 | 34.50 |
| 6 - FFI | 0.60 | 3.10 | 0.50 | 4.20 | 3.00 | 1.00 | 0.60 | 0.50 | 0.70 | 0.00 | 14.20 |
| 7 - IPRI | 0.60 | 1.10 | 5.50 | 0.20 | 16.00 | 0.00 | 4.90 | 0.50 | 0.70 | 0.00 | 29.50 |
| 8 - ISS | 19.60 | 5.00 | 7.50 | 8.00 | 15.50 | 7.00 | 33.10 | 8.50 | 5.90 | 0.00 | 110.10 |
| 9 - NCIPD | 3.10 | 1.10 | 2.50 | 4.20 | 9.00 | 3.00 | 4.90 | 0.50 | 0.70 | 0.00 | 29.00 |
| 10 - TIEMS | 1.60 | 2.10 | 4.50 | 0.20 | 7.00 | 5.50 | 0.90 | 0.50 | 0.70 | 0.00 | 23.00 |
| 12 - UMFCD | 0.60 | 0.10 | 0.50 | 5.20 | 9.00 | 2.00 | 4.90 | 0.50 | 0.70 | 0.00 | 23.50 |
| 13 - HU | 1.60 | 5.10 | 0.50 | 0.20 | 12.00 | 2.00 | 10.90 | 0.50 | 0.70 | 0.00 | 33.50 |
| 14 - CSSC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 - ZADIG | 6.60 | 3.10 | 4.50 | 0.20 | 24.00 | 0.00 | 20.80 | 8.50 | 1.70 | 0.00 | 69.40 |
| 16 - DMI | 1.00 | 1.00 | 0.50 | 5.40 | 3.00 | 0.00 | 6.40 | 0.50 | 0.50 | 0.00 | 18.30 |
| 17 - PROLEPSIS | 0.60 | 1.10 | 2.50 | 0.20 | 18.00 | 0.00 | 11.60 | 0.50 | 0.70 | 0.00 | 35.20 |
| Total | 41.80 | 35.10 | 42.00 | 59.40 | 133.50 | 22.50 | 133.60 | 26.00 | 18.10 | 16.00 | 528.00 |

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

**Indicative efforts per Activity Type per Beneficiary**

| Activity type | Part. 1 ABSISKE | Part. 2 LYONBIO | Part. 3 BMJ GRO | Part. 4 EIWH | Part. 5 DBT | Part. 6 FFI | Part. 7 IPRI | Part. 8 ISS | Part. 9 NCIPD | Part. 10 TIEMS | Part. 12 UMFCD | Part. 13 HU | Part. 14 CSSC | Part. 15 ZADIG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **3. Consortium Management activities** | | | | | | | | | | | | | | |
| WP 10 | 16.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Management | 16.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **4. Other activities** | | | | | | | | | | | | | | |
| Total other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Work Packages for Support activities** | | | | | | | | | | | | | | |
| WP 1 | 3.10 | 0.60 | 0.00 | 0.60 | 1.60 | 0.60 | 0.60 | 19.60 | 3.10 | 1.60 | 0.60 | 1.60 | 0.00 | 6.60 |
| WP 2 | 0.00 | 7.10 | 0.00 | 3.10 | 2.10 | 3.10 | 1.10 | 5.00 | 1.10 | 2.10 | 0.10 | 5.10 | 0.00 | 3.10 |
| WP 3 | 0.00 | 6.50 | 0.00 | 2.50 | 4.00 | 0.50 | 5.50 | 7.50 | 2.50 | 4.50 | 0.50 | 0.50 | 0.00 | 4.50 |
| WP 4 | 0.00 | 5.20 | 0.00 | 5.20 | 21.00 | 4.20 | 0.20 | 8.00 | 4.20 | 0.20 | 5.20 | 0.20 | 0.00 | 0.20 |
| WP 5 | 0.00 | 10.00 | 0.00 | 7.00 | 0.00 | 3.00 | 16.00 | 15.50 | 9.00 | 7.00 | 9.00 | 12.00 | 0.00 | 24.00 |
| WP 6 | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 0.00 | 7.00 | 3.00 | 5.50 | 2.00 | 2.00 | 0.00 | 0.00 |
| WP 7 | 5.20 | 14.90 | 0.00 | 10.90 | 3.60 | 0.60 | 4.90 | 33.10 | 4.90 | 0.90 | 4.90 | 10.90 | 0.00 | 20.80 |
| WP 8 | 3.50 | 0.50 | 0.00 | 0.50 | 0.50 | 0.50 | 0.50 | 8.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.00 | 8.50 |
| WP 9 | 3.00 | 0.70 | 0.00 | 0.70 | 0.70 | 0.70 | 0.70 | 5.90 | 0.70 | 0.70 | 0.70 | 0.70 | 0.00 | 1.70 |
| Total Support | 14.80 | 45.50 | 0.00 | 31.50 | 34.50 | 14.20 | 29.50 | 110.10 | 29.00 | 23.00 | 23.50 | 33.50 | 0.00 | 69.40 |
| Total | 30.80 | 45.50 | 0.00 | 31.50 | 34.50 | 14.20 | 29.50 | 110.10 | 29.00 | 23.00 | 23.50 | 33.50 | 0.00 | 69.40 |

| Activity type | Part. 16 DMI | Part. 17 PROLEPS | Total |
|---|---|---|---|
| **3. Consortium Management activities** | | | |
| WP 10 | 0.00 | 0.00 | 16.00 |
| Total Management | 0.00 | 0.00 | 16.00 |
| **4. Other activities** | | | |
| Total other | 0.00 | 0.00 | 0.00 |
| **Work Packages for Support activities** | | | |
| WP 1 | 1.00 | 0.60 | 41.80 |
| WP 2 | 1.00 | 1.10 | 35.10 |
| WP 3 | 0.50 | 2.50 | 42.00 |
| WP 4 | 5.40 | 0.20 | 59.40 |
| WP 5 | 3.00 | 18.00 | 133.50 |
| WP 6 | 0.00 | 0.00 | 22.50 |
| WP 7 | 6.40 | 11.60 | 133.60 |
| WP 8 | 0.50 | 0.50 | 26.00 |
| WP 9 | 0.50 | 0.70 | 18.10 |
| Total Support | 18.30 | 35.20 | 512.00 |
| **Total** | 18.30 | 35.20 | 528.00 |

# WT8:
## Project Effort and costs

| Project Number [1] | 612236 | Project Acronym [2] | ASSET |
|---|---|---|---|

| Project efforts and costs | | | | | | | |

| Beneficiary number | Beneficiary short name | Estimated eligible costs (whole duration of the project) | | | | | Requested EU contribution (€) |
|---|---|---|---|---|---|---|---|
| | | Effort (PM) | Personnel costs (€) | Subcontracting (€) | Other Direct costs (€) | Indirect costs OR lump sum, flat-rate or scale-of-unit (€) | Total costs | |
| 1 | ABSISKEY | 30.80 | 154,000.00 | 50,000.00 | 7,450.00 | 64,680.00 | 276,130.00 | 222,751.50 |
| 2 | LYONBIOPOL | 45.50 | 186,550.00 | 0.00 | 35,250.00 | 44,360.00 | 266,160.00 | 237,326.00 |
| 3 (TERMINATED) | BMJ GROUP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | EIWH | 31.50 | 151,200.00 | 0.00 | 29,450.00 | 36,130.00 | 216,780.00 | 193,295.50 |
| 5 | DBT | 34.50 | 272,550.00 | 1,500.00 | 102,052.00 | 74,920.40 | 451,022.40 | 402,324.00 |
| 6 | FFI | 14.20 | 150,520.00 | 0.00 | 30,250.00 | 88,404.00 | 269,174.00 | 193,423.90 |
| 7 | IPRI | 29.50 | 259,375.00 | 0.00 | 10,575.00 | 53,990.00 | 323,940.00 | 288,846.50 |
| 8 | ISS | 110.10 | 494,238.00 | 2,500.00 | 90,600.00 | 116,967.60 | 704,305.60 | 628,276.66 |
| 9 | NCIPD | 29.00 | 145,000.00 | 0.00 | 28,450.00 | 34,690.00 | 208,140.00 | 185,591.50 |
| 10 | TIEMS | 23.00 | 207,000.00 | 0.00 | 28,450.00 | 47,090.00 | 282,540.00 | 251,931.50 |
| 12 | UMFCD | 23.50 | 117,500.00 | 0.00 | 30,250.00 | 29,550.00 | 177,300.00 | 158,092.50 |
| 13 | HU | 33.50 | 167,500.00 | 0.00 | 4,450.00 | 34,390.00 | 206,340.00 | 183,986.50 |
| 14 (TERMINATED) | CSSC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | ZADIG | 69.40 | 444,160.00 | 1,500.00 | 50,700.00 | 98,972.00 | 595,332.00 | 531,000.00 |
| 16 | DMI | 18.30 | 146,400.00 | 0.00 | 60,650.00 | 41,410.00 | 248,460.00 | 221,543.50 |
| 17 | PROLEPSIS | 35.20 | 191,242.00 | 0.00 | 34,450.00 | 45,138.40 | 270,830.40 | 241,490.44 |
| Total | | 528.00 | 3,087,235.00 | 55,500.00 | 543,027.00 | 810,692.40 | 4,496,454.40 | 3,939,880.00 |

**1. Project number**

The project number has been assigned by the Commission as the unique identifier for your project. It cannot be changed. The project number **should appear on each page of the grant agreement preparation documents (part A and part B)** to prevent errors during its handling.

**2. Project acronym**

Use the project acronym as given in the submitted proposal. It cannot be changed unless agreed so during the negotiations. The same acronym **should appear on each page of the grant agreement preparation documents (part A and part B)** to prevent errors during its handling.

**53. Work Package number**

Work package number: WP1, WP2, WP3, ..., WPn

**54. Type of activity**

For all FP7 projects each work package must relate to one (and only one) of the following possible types of activity (only if applicable for the chosen funding scheme – must correspond to the GPF Form Ax.v):

• **RTD/INNO =** Research and technological development including scientific coordination - applicable for Collaborative Projects and Networks of Excellence

• **DEM =** Demonstration - applicable for collaborative projects and Research for the Benefit of Specific Groups

• **MGT =** Management of the consortium - applicable for all funding schemes

• **OTHER =** Other specific activities, applicable for all funding schemes

• **COORD =** Coordination activities – applicable only for CAs

• **SUPP =** Support activities – applicable only for SAs

**55. Lead beneficiary number**

Number of the beneficiary leading the work in this work package.

**56. Person-months per work package**

The total number of person-months allocated to each work package.

**57. Start month**

Relative start date for the work in the specific work packages, month 1 marking the start date of the project, and all other start dates being relative to this start date.

**58. End month**

Relative end date, month 1 marking the start date of the project, and all end dates being relative to this start date.

**59. Milestone number**

Milestone number:MS1, MS2, …, MSn

**60. Delivery date for Milestone**

Month in which the milestone will be achieved. Month 1 marking the start date of the project, and all delivery dates being relative to this start date.

**61. Deliverable number**

Deliverable numbers in order of delivery dates: D1 – Dn

**62. Nature**

Please indicate the nature of the deliverable using one of the following codes

**R** = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

**63. Dissemination level**

Please indicate the dissemination level using one of the following codes:

• **PU =** Public

• **PP =** Restricted to other programme participants (including the Commission Services)

• **RE =** Restricted to a group specified by the consortium (including the Commission Services)

• **CO =** Confidential, only for members of the consortium (including the Commission Services)

• **Restreint UE =** Classified with the classification level "Restreint UE" according to Commission Decision 2001/844 and amendments

• **Confidentiel UE =** Classified with the mention of the classification level "Confidentiel UE" according to Commission Decision 2001/844 and amendments

• **Secret UE =** Classified with the mention of the classification level "Secret UE" according to Commission Decision 2001/844 and amendments

**64. Delivery date for Deliverable**

Month in which the deliverables will be available. Month 1 marking the start date of the project, and all delivery dates being relative to this start date

**65. Review number**

Review number: RV1, RV2, ..., RVn

**66. Tentative timing of reviews**

Month after which the review will take place. Month 1 marking the start date of the project, and all delivery dates being relative to this start date.

**67. Person-months per Deliverable**

The total number of person-month allocated to each deliverable.