



Quality Assurance Plan (D 3.11)

Energytran

Research infrastructures cooperation for energy transition between European and Latin American and the Caribbean countries.



CONTENTS

1. About the Quality Plan	3
1.1. Introduction.....	3
1.2 Executive Summary	3
2. Management structure	3
2.1 Project coordinator	3
2.2 Work Package and Deliverable Leaders	4
2.3. General Assembly and Steering Committee	6
3. Project coordination	7
3.1 Internal communication.....	7
3.2 Communication with the European Commission	7
3.3 Document management.....	7
3.3.1 Document repository: intranet of the website of the project	7
3.3.2 Documents to be produced in the scope of the project	8
3.3.2.1 Deliverables	8
3.3.2.2 Meeting agendas and minutes	8
3.4 Meetings	8
3.4.1 General Assembly meetings.....	8
3.4.2. Steering Committee meetings	9
3.4.3. Working teams' meetings	9
3.4.4. Meetings Calendar	9
3.4.5. Bilateral meetings	10
4. Quality management	10
4.1 Quality standards	11
4.2.1. Submission of deliverables	13
4.2.2 Proofreading and review of deliverables	14
4.3 Key Performance Indicators (KPIs)	14
4.3.1 Consortium Plan Key Performance Indicators (KPIs).....	15
4.3.2 Project Logical Framework Key Performance Indicators (KPIs)	16
4.4 Impacts of the Project	18
4.4.1 Impacts of the project from the Grant Agreement.....	18
4.4.2 Impacts of the project from the Participant Portal Continuous Reporting tool of the European Union	18
4.4 Methodological principles	22
5. Reporting	24
5.1 Internal Reporting to the Project Coordinator	24
6. Language.....	25
6.1. Reporting language.....	25
6. 2. Inclusiveness language	25
6.3. Multilingualism.....	25
7. Continuous Reporting to the European Commission.....	25
8. Risk and problem management.....	26
8.1 Problem solving.....	26
8.2 Critical risk & risk management strategy	27
9. Milestones.....	28
10. Evaluation	28

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Configuration Management: Document Location

The latest version of this controlled document is stored in EULAC Energytran intranet (*Pending*).

Within the framework of the project, a website will be developed, once it will be validated with all the corresponding information, it will be included in this document.

¹ The methodology used to write this Quality Assurance Plan has been based on the model and guide of the [PM² Guide V3.0](#), which is committed to the improvement of the PM² Methodology project management.

1. About the Quality Plan

1.1. Introduction

The main objectives of the Quality Assurance Plan (QP) are:

- First, it acts as a reference source for all EULAC-ENERGYTRAN consortium members, covering many of the day-to-day activities and providing links to further information where required.
- Secondly, it aims to standardize various procedures and elements of the project (e.g. project reports, deliverable submission etc.), to ensure a smooth implementation and in-time completion of the activities foreseen.

The QP provides an overview of the management structure and also the roles and responsibilities of the partners and defines the procedures for progress monitoring, quality assurance as well as risk and project management. Compliance with the QP is obligatory for all partners of the EULAC-ENERGYTRAN project. The QP complements and does not replace the Grant Agreement (GA) signed with the European Commission (EC), including its Annexes as well as the Consortium Agreement (CA) and the Project Management Handbook of the EULAC-ENERGYTRAN project.

1.2 Executive Summary

This document establishes the Quality Assurance Plan (QP) for the EULAC-ENERGYTRAN project. It has been implemented by the project coordinator OEI and has been written in the framework of WP3 - Project Coordination and Management.

This document represents deliverable D3.11 – Quality Assurance Plan. D3.11 is a collection of instructions and decisions regarding the project management and administration as well as the quality management of the EULAC-ENERGYTRAN project. Its intention is to provide useful information to all project partners about the procedures that will be followed during the project execution for communication and reporting purposes. The terms and provisions of the EU Grant Agreement and the EULAC-ENERGYTRAN Consortium Agreement will prevail in the event of any inconsistencies with recommendations and guidelines defined in the present Quality Assurance Plan.

2. Management structure

2.1 Project coordinator

The Project Coordinator (PC) has the overall technical, administrative and financial responsibility for the organization, planning and controlling of the EULAC-ENERGYTRAN project. As the PC, OEI, will manage the project and will also ensure the proper handling of all financial resources. Besides, OEI provides a reliable and fast flow of information and project documentation between the project consortium and the European Commission (EC).

The PC's management activities include:

Administrative project management and submission of deliverables.

Financial management and project reporting.

- Quality and risk management (e.g. monitoring of the project's progress and activities and deciding on any actions necessary to correct potential deviations from the plan).
- Communication with the EC, acting as an intermediary.

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Table 1: Contact details of the OEI coordination team

2.2 Work Package and Deliverable Leaders

The project has been structured into seven main work packages (WPs). Each of the WPs is managed by one project partner with high expertise in the respective WP area (see Table 2). The Work Package Leaders (WPLs) are responsible for the detailed coordination, planning, monitoring and reporting of their WPs and tasks as well as for the coordination of the WP tasks with other WPs. They coordinate the partners collaborating under their respective WPs to ensure the quality of the executed work.

The WPLs are also responsible for:

- (1) resolving day-to-day administrative, technical and resource issues within their WP,
- (2) disseminating information relating to all aspects of the work to the other WPLs to ensure a smooth coordination of the WP activities, and
- (3) reporting to the upper levels of project management (i.e. the PC and Steering Committee). In case of unexpected outcomes or difficulties arising within a WP, the WPL will inform the PC in time. If no solution can be found, the General Assembly (GA) will be involved.

The Deliverables Leaders (DL) are responsible for:

- (1) resolving day-to-day administrative, technical and resource issues within their Deliverables,
- (2) disseminating information relating to all aspects of the work to the other partners involved in the development of the same deliverable and with the leader of its WP.

Deliverable No	Deliverable Name	Deliverable leader (WPL)	Work Package No	WP leaders
D1.1	Inventory of RI for energy transition	8 - TECNM	WP1	2 - EU-SOLARIS ERIC
D1.2	Monitoring report for technology mobilities I	1 - OEI	WP1	2 - EU-SOLARIS ERIC
D1.3	Monitoring report for technologies mobilities II	1 - OEI	WP1	2 - EU-SOLARIS ERIC
D2.1	Paper about solar thermal energy assessment	2 - EU-SOLARIS ERIC	WP2	2 - EU-SOLARIS ERIC
D2.2	Monography about RI for green hydrogen and lithium	8 - TECNM	WP2	2 - EU-SOLARIS ERIC
D2.3	Report about lithium extraction	7 - PUC	WP2	2 - EU-SOLARIS ERIC
D2.4	Conclusions on the on-line international workshop	8 - TECNM	WP2	2 - EU-SOLARIS ERIC
D2.5	Conclusions on the virtual thematic event *	2 - EU-SOLARIS ERIC	WP2	2 - EU-SOLARIS ERIC
D3.1	Project webpage	1 - OEI	WP3	1 - OEI
D3.2	Ethic Plan	1 - OEI	WP3	1 - OEI
D3.3	Data Management Plan	1 - OEI	WP3	1 - OEI
D3.4	Gender equality plan	1 - OEI	WP3	1 - OEI
D3.5	Plan for dissemination and exploitation	1 - OEI	WP3	1 - OEI
D3.6	Policy brief I	1 - OEI	WP3	1 - OEI
D3.7	Memorandums of Understanding	1 - OEI	WP3	1 - OEI
D3.8	Updated plan for dissemination and exploitation	1 - OEI	WP3	1 - OEI
D3.9	Policy brief II	1 - OEI	WP3	1 - OEI
D3.10	Project Management Handbook	1 - OEI	WP3	1 - OEI
D3.11	Quality Assurance Plan	1 - OEI	WP3	1 - OEI
D4.1	E-learning course on open science	3 - LifeWatch ERIC	WP4	3 - LifeWatch ERIC
D4.2	Monitoring report for sustainability mobilities I	1 - OEI	WP4	3 - LifeWatch ERIC
D5.1	Software for the SDG achievement on research	3 - LifeWatch ERIC	WP5	3 - LifeWatch ERIC
D5.2	Development of the research platform of climate change and diversity for energy transition	3 - LifeWatch ERIC	WP5	3 - LifeWatch ERIC
D5.3	Monitoring report for sustainability mobilities II	1 - OEI	WP5	3 - LifeWatch ERIC
D6.1	Monitoring report for social impact mobilities I	1 - OEI	WP6	4 - CSIC
D6.2	Monitoring report for social impact mobilities II	1 - OEI	WP6	4 - CSIC
D7.1	Ethnographic research about the social impacts of energy transition	4 - CSIC	WP7	4 - CSIC

Table 2: Overview of the EULAC-ENERGYTRAN WPLs and DLs

*Note: OEI will carry out also other two deliverables not included on the Consortium Plan related to the conclusions on the virtual thematic events about environmental and social perspective on the energy transition.

Each WP is divided into several tasks of which every task is managed by one project partner. They ensure a successful and timely implementation of the respective task and its deliverables. In case of unexpected outcomes or difficulties arising within their task, the WPL will inform the PC.

2.3. General Assembly and Steering Committee

The General Assembly consists of one management official from each partner organization and the PC. It is the ultimate decision-making body of the EULAC-ENERGYTRAN consortium as well as a problem-solving entity. Hence, it will cover possible issues of intellectual property rights evolving and address problem-solving strategies to calm down internal disputes, if necessary. The procedures for decision-making are described in detail in the Consortium Agreement (CA).

Partner organization	Name	E-Mail address
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Table 4: EULAC-ENERGYTRAN General Assembly members

The Steering Committee is the operative body of the Project. It consists of one representative of each WP leader and PC.

3. Project coordination

3.1 Internal communication

Internal day-to-day communication will mainly be done via e-mail or web-conference calls and meetings. Close collaboration and communication between project partners are essential, especially in cases where they have to cooperate in order to perform specific tasks of the project.

3.2 Communication with the European Commission

Following the GA establishment, the PC is the sole responsible for the communication with the Project Officer (PO) of the EC with respect to the project. Project partners should not contact the PO. Only in exceptional cases, and if the PO requires so, may a project partner contact the PO directly. In this case, the PC is kept fully informed (in written form) about the content of the communication. The PC has the responsibility of submitting all reports and deliverables of the project to the EC. The PC also provides any additional information and / or clarification (that have been requested by the PO) to the EC. Finally, the PC keeps all partners informed about any important communication with the EC.

3.3 Document management

This section describes present processes to be used for document management and exchange between the project partners with the aim of ensuring confidentiality, security, traceability, and consistency.

3.3.1 Document repository: intranet of the website of the project

All project partners will have access to the folders of the intranet drive of the website that will be created for the project with the following structure:

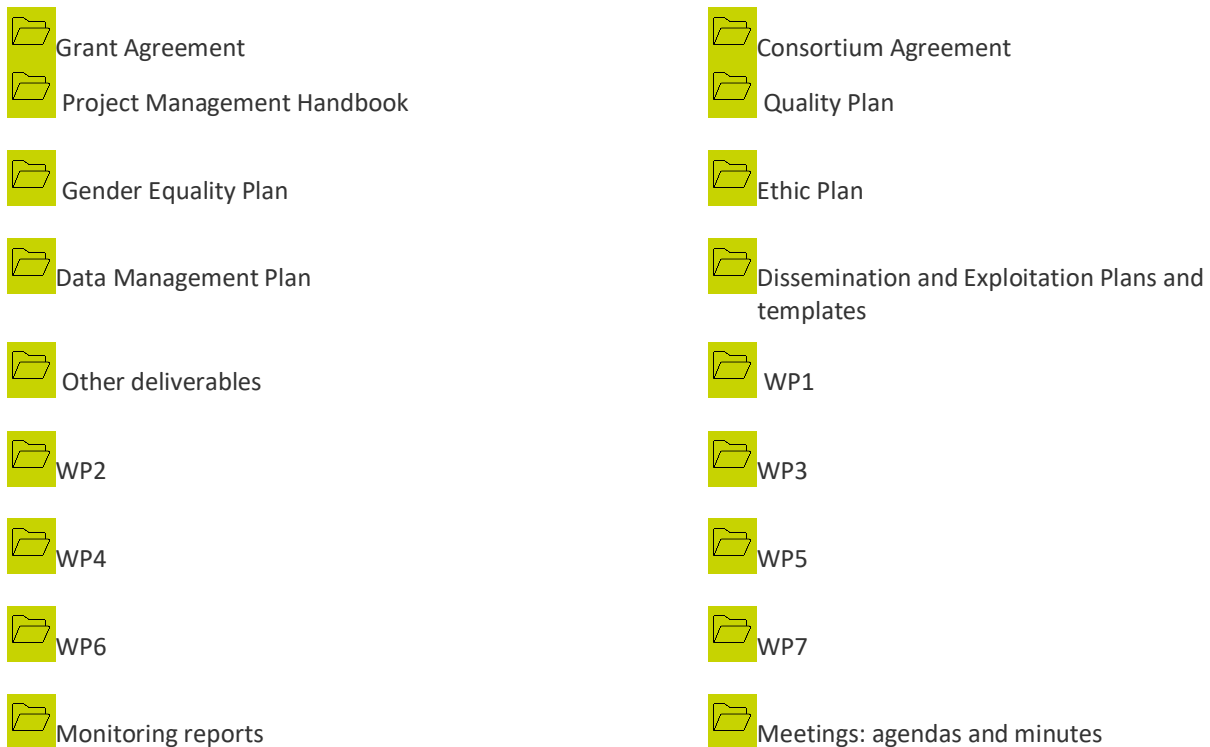


Figure 1: EULAC-ENERGYTRAN intranet Drive structure

The PC is responsible for the overall maintenance of this document repository as well as for the upload of documents related to plans and meetings. In addition, every WPL is obligated to take care of “their” respective WP folders (with respect to topicality and possible duplications). Inconsistencies should be communicated to OEI. Every DL is responsible of updating their deliverables. All partners must include their monitoring reports on time established in the Project Management Handbook. Important documents such as the GA, CA and all final deliverables can be found on the UE Portal.

3.3.2 Documents to be produced in the scope of the project

3.3.2.1 Deliverables

During the lifetime of the EULAC-ENERGYTRAN project, different types of deliverables will be developed: “Document Report”, “DEC —Websites, patent filings, videos, etc”, “Other”, “ DMP — Data Management Plan”, “DEM — Demonstrator, pilot, prototype”, “DATA — data sets, microdata, etc”. For these deliverables there are different levels of dissemination: deliverables can either be confidential or open to the public. The meaning of the different terms is described in the GA. References - if used - and an appropriate history of revisions are also mandatory. A deliverable template, which contains the before-mentioned specifications and other important components, can be found on the Drive (under “Deliverables Final versions”) and should be used as its creation for every deliverable.

3.3.2.2 Meeting agendas and minutes

Meeting agendas - if available - will be uploaded to the Intranet (under “Meetings”) and are for internal use only - unless otherwise agreed upon.

Final meeting minutes will be uploaded by the PC to the corresponding folder on Drive (under “Meetings”) and are for internal use only - unless otherwise agreed upon.

3.4 Meetings

There are two types of meetings within the framework of the EULAC-ENERGYTRAN project - which can be further categorized into two types:

- physical meetings (kick-off meeting and final meeting) and
- teleconference calls.

These meetings are subject to basic regulations, which are explained in the upcoming subsections. A preliminary meeting calendar is included also to keep an overview of the scheduled meetings and to plan meetings with foresight.

3.4.1 General Assembly meetings

These meetings are internal plenary meetings at which a representative of each partner with

- a. decision-making power and
- b. appropriate knowledge about the EULAC-ENERGYTRAN project has to be present.

These are to take decisions about the EULAC-ENERGYTRAN project that implied modifications on the Consortium Plan or other relevant issues.

3.4.2. Steering Committee meetings

These meetings are internal meetings at which a representative of each work package leader with

- a. decision-making power and
- b. appropriate knowledge about the EULAC-ENERGYTRAN project has to be present.

These are to ensure (1) an effective working procedure and (2) the successful implementation of the EULAC-ENERGYTRAN project.

3.4.3. Working teams' meetings

These meetings will take place during the lifetime of the project (see Table 3) in order to:

- Monitor progress.
- Decide on the course of action.
- Encourage partner interactions.
- Exchange important pieces of technical and strategic information.

At all Project meetings (PM), the progress of the project - as reported by the Workpackage leaders (WPLs) - and the outlook for exploitation of the results will be reviewed and compared to the planning described in the Grant Agreement. Consequently, a change in the work plan may be proposed in order to ensure the success of the project.

The WPL acts as the chairperson of every Working team meeting and will be responsible for the moderation and follow-up activities. OEI could participate in these meetings.

3.4.4. Meetings Calendar

Each meeting chairperson should prepare a meeting agenda and send it to all participants no later than **15 calendar** days in advance in the case of the General Assembly and Steering Committee meetings and **7 calendar** days before the Working teams' meetings.

The follow-up includes the drafting of the meeting minutes, which will function as formal records of all decisions taken during the meetings. The chair institution will send a draft version of the meeting minutes to all project partners within 15 calendar days later. The minutes are considered as accepted if – within 15 calendar days of sending – no project partner has sent an objection. Once accepted, the minutes will be uploaded on the Drive intranet by the chair institution.

Project Meetings Type	Date	Location	Chair institution	Partners involved
General Assembly (Kick-off meeting)	6th and 7th March 2024	Madrid	OEI	All
General Assembly	Sep, 2024	Online	OEI	All
General Assembly	Mar, 2025	Online	OEI	All
General Assembly (Final meeting)	Beginning Dec, 2025	Chile (<i>pending</i>)	OEI / PUC	All
Steering Committee	May, 2024	TBD / Online	OEI	WPL
Steering Committee	July, 2024	TBD / Online	OEI	WPL
Steering Committee	Nov, 2024	TBD / Online	OEI	WPL
Steering Committee	Jan, 2025	TBD / Online	OEI	WPL
Steering Committee	Apr, 2025	TBD / Online	OEI	WPL
Steering Committee	Jun, 2025	TBD / Online	OEI	WPL
Steering Committee	Aug, 2025	TBD / Online	OEI	WPL
Steering Committee	Oct, 2025	TBD / Online	OEI	WPL
Working teams	Monthly	Online	WPLs	All

Table 3: Overview of EULAC-ENERGYTRAN project meetings

3.4.5. Bilateral meetings

To assure a good communication flow during the project implementation as well as a successful transfer of results and synergies between all WPs and tasks, a WPL, OEI or some partners may organize bilateral meetings with the rest of the partners. During these meetings, partners give short updates on their day-to-day activities and results to all project partners. Upcoming events and opportunities as well as management issues will be jointly discussed. These meetings keep all partners fully informed about the project status, future developments, and other important upcoming issues.

Regarding the bilateral meetings between the partners, it will not be necessary to draft a minute, however, they will be asked to report the issues discussed during the bilateral meetings, the name of the institutions that participated as well as the date the meeting was held, in the working meetings, as well as in the Steering Committee meetings.

4. Quality management

Project management perspective is result-oriented. Therefore, the success of the project will be measured by the degree to which its objectives have been met. The quality assurance methodology will follow the chronological order of the WPs and will be based on their measurable results: milestones, deliverables, and Key Performance Indicators (KPIs) described in the Grant Agreement (GA) and present in this document below. Quality assurance and control measures will ensure that the project remains consistent during its lifetime and that the results of OEI are of a continuous high level of quality.

4.1 Quality standards

The quality approach proposed is based on several quality standards: The ones applying to the development of Energytran project are presented in the next figure:



Figure 3: Quality standards

4.2. Deliverables

The following quality goals shall apply for all deliverables:

1. Satisfactory deliverable design.
2. Satisfactory deliverable implementation.
3. Timely deliverable submission.

These goals are applicable to all EULAC-ENERGYTRAN deliverables, in the exact sequence established.

The measurement of achievement of the objectives can be summarized as follows:

1. The design of the deliverable will be led by the partner responsible, who is the Deliverable Leader (DL) as well as the Work Package Leader (WPL) and the Project Coordinator (PC).
2. The implementation and development of the deliverable will be led by the DL under the supervision of the respective WPL and the PC. The development of the deliverable will be assessed in accordance with the description of the task in the Grant Agreement (Consortium Plan).
3. The DL has to take care of the timely submission of each deliverable under the supervision of the respective WPL (if they are not leading the deliverable directly) and the PC. The WPL will be responsible for uploading the final version approved of the deliverable in the intranet and the Project Coordinator will be ultimately responsible for uploading all deliverables to the EU platform.

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date
D1.1	Inventory of RI for energy transition	WP1	8 - TECN M	R — Document, report	PU - Public	30/06/2025
D1.2	Monitoring report for technology mobilities I *	WP1	1 - OEI	R — Document, report	PU - Public	31/12/2024
D1.3	Monitoring report for technologies mobilities II **	WP1	1 - OEI	R — Document, report	PU - Public	31/12/2025
D2.1	Paper about solar thermal energy assessment **	WP2	2 - EU-SOLARIS ERIC	R — Document, report	PU - Public	31/12/2025
D2.2	Monography about RI for green hydrogen and lithium	WP2	8 - TECN M	R — Document, report	PU - Public	30/06/2025
D2.3	Report about lithium extraction **	WP2	7 - PUC	R — Document, report	PU - Public	31/12/2025
D2.4	Conclusions on the on-line international workshop **	WP2	8 - TECN M	R — Document, report	PU - Public	31/12/2025
D2.5	Conclusions on the virtual thematic event***	WP2	2 - EU-SOLARIS ERIC	R — Document, report	PU - Public	31/12/2025
D3.1	Project webpage	WP3	1 - OEI	DEC — Websites, patent filings, videos, etc.	PU - Public	30/06/2024
D3.2	Ethic Plan	WP3	1 - OEI	OTHER	PU - Public	30/06/2024
D3.3	Data Management Plan	WP3	1 - OEI	DMP Data Management Plan	PU - Public	30/06/2024
D3.4	Gender equality plan	WP3	1 - OEI	OTHER	PU - Public	31/12/2024
D3.5	Plan for dissemination and exploitation	WP3	1 - OEI	R --Document, report	PU - Public	30/06/2024
D3.6	Policy brief	WP3	1 - OEI	R --Document, report	PU - Public	31/12/2024
D3.7	Memorandums of Understanding **	WP3	1 - OEI	OTHER	SEN - Sensitive	31/12/2025
D3.8	Updated plan for dissemination and exploitation	WP3	1 - OEI	R --Document, report	PU - Public	28/02/2025
D3.9	Policy brief II **	WP3	1 - OEI	R --Document, report	PU - Public	31/12/2025
D3.10	Project Management Handbook	WP3	1 - OEI	R --Document, report	PU - Public	31/03/2024
D3.11	Quality Assurance Plan	WP3	1 - OEI	R --Document, report	PU - Public	31/03/2024
D4.1	E-learning course on open science **	WP4	3 - LifeWatch ERIC	DEM — Demonstrator, pilot, prototype	PU - Public	31/12/2025
D4.2	Monitoring report for sustainability mobilities I*	WP4	1 - OEI	R--Document, report	PU - Public	31/12/2024

D5.1	Software for the SDG achievement on research**	WP5	3 - LifeWatch ERIC	OTHER	PU - Public	31/12/2025
D5.2	Development of the research platform of climate change and diversity for energy transition**	WP5	3 - LifeWatch ERIC	DATA — data sets, microdata, etc	PU - Public	31/12/2025
D5.3	Monitoring report for sustainability mobilities II **	WP5	1 - OEI	R --Document, report	PU - Public	31/12/2025
D6.1	Monitoring report for social impact mobilities I	WP6	1 - OEI	R --Document, report	PU - Public	31/12/2024
D6.2	Monitoring report for social impact mobilities II **	WP6	1 - OEI	R --Document, report	PU - Public	31/12/2025
D7.1	Ethnographic research about the social impacts of energy transition **	WP7	4 - CSIC	R --Document, report	PU - Public	31/12/2025

Table 4: Overview EULAC-ENERGYTRAN deliverables gives an overview of all deliverables to be submitted in the framework of EULAC-LAC to OEI, who is the responsible lead partner and when they are due to be submitted to the European Commission.

*Mobility catalog before 15/04/2024

**All deliverables whose official delivery date is 31/12/2025 will have to be presented in format draft in September 2025.

*** Possibility of advancing the thematic event on technology to September 2024.

4.2.1. Submission of deliverables

The project is ruled by a deliverable driven approach, so the partner institutions in charge of the design, implementation and submission, the Deliverable Leaders (DL), are directly responsible for assuring the quality of the deliverables. All deliverables produced within EULAC-ENERGYTRAN will be reviewed and circulated in a timely manner according to Figure 4 and the following procedure:

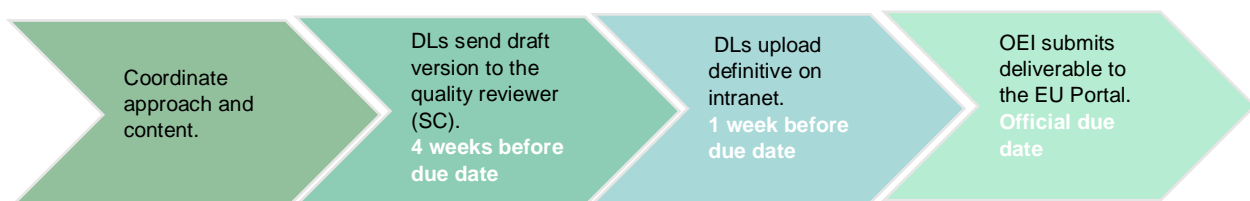


Figure 4: Submission of deliverables

- ✓ The person responsible for the deliverable (DL) must ensure that they agree with the WPL, e.g. on the approach, table of contents, etc.

- ✓ Four weeks before the official EC due date, a draft version of the deliverable has to be sent to the responsible quality reviewer (SC) by the DL. This draft version should already have a well-developed content but does not need to be fully elaborated yet. This step aims to ensure a high quality of the respective deliverable as well as a timely progression.
- ✓ One week before the official EC due date, the final version of the respective deliverable is uploaded on the intranet by the responsible project partner institution (DL). OEI will proceed to upload the final version to the EU Portal.

4.2.2 Proofreading and review of deliverables

In order to achieve a high quality of results, all deliverables must be reviewed internally before being submitted to the European Commission. To share the responsibility of reviewing deliverables within the consortium, all project partners institutions members of the SC are mutually obliged to review deliverables upon request. The reviewers should be given at least 7 working days to review a deliverable in detail. The reviewer must be documented in the review history of the deliverable. Regarding the deliverables, Portuguese and Spanish will be the vehicular language, unless otherwise requested by REA. Partners must take care of the translation if required, charged to their dissemination item.

4.3 Key Performance Indicators (KPIs)

According to the Consortium Plan, the Quality Assurance Plan must include indicators to measure the quality of the process carried out in the development of the activities. Other issues related to Data Management Plan, ethic and security, and gender will be included on their respective plans. KPIs are measurable key figures and have a strong performance reference that serve to monitor and control project activities and processes and thus contribute to the overall quality assurance of EULAC-ENERGYTRAN.

The Consortium Plan includes various indicators that must be considered and fulfilled during the project (see Table 5). The Project Coordinator (OEI) will give a regular update on the different KPIs and their status at each EULAC-ENERGYTRAN project meeting.

These kinds of indicators will be included on the four monitoring reports to have information about partners' evolution. In addition, KPIs will be considered also in the interim and final evaluation.

4.3.1 Consortium Plan Key Performance Indicators (KPIs)

KPI No.	KPI description	Target group according to Grant Agreement (Part B)
1	<ul style="list-style-type: none"> •At least, 10 research infrastructures from LAC and EU countries adopt the challenge of decarbonization through a strong sustainable approach based on green and just transition (measured with a questionnaire). •At least, 10 research infrastructure assuming the international cooperation as a methodological way to address the generation of know how about clean and just energy transition (measured with the agreements signed among entities involved in the project). 	Research infrastructures: partners and others
2	<ul style="list-style-type: none"> •At least, 50 LAC and EU researchers incorporate social and environmental perspective on their research about energy transition (measured with a questionnaire). •High use of project's results (publications, papers, platform, software, ...) by other researchers (measured with citation index, participation in congress, references on media). 	Researchers: participants and others
3	<ul style="list-style-type: none"> •LAC governments members of OEI consider the recommendations and guidelines for energy transitions in their political agendas. •EU member states take notice of the recommendations and guidelines for energy transitions in their political agendas. 	EU and LAC policy makers
4	<ul style="list-style-type: none"> •A high awareness about the multidimensionality of the ecological crisis in its different interrelated problems: environment and social ones. 	Civil society

Table 5 : Consortium Plan Key Performance Indicators (KPIs)



4.3.2 Project Logical Framework Key Performance Indicators (KPIs)

In addition to the indicators included on the Project formulation, OEI, as Project Coordinator, develops a Project Logical Framework following an Integrated Results Based Management System. The Logical Framework is available as appendix of the EULAC Energytran Project Management Handbook. Table below shows the indicators included on the Project Logic Framework.

GENERAL OBJECTIVE	KEY PERFORMANCE INDICATORS
<p>To address a common challenge such as the energy transition through the exchange, generation, and transfer of knowledge among EU and LAC research infrastructures from a multidisciplinary approach (technological, environmental, social) and to support the development of public policies and regulatory frameworks promoting climate neutrality and a clean, sustainable, and just transition of the energy sector to advance to resilient society.</p>	<ul style="list-style-type: none"> -Number of researchers and scientists who have been directly supported by the project: 652 -Number of public policy makers who have participated or been assisted or advised (ministers, secretaries and general directors) in the project: 20 -Number of public institutions that have been supported or strengthened: 21 -Number of courses, seminars, degrees, postgraduate degrees and other training offers in education, science and culture: 6 -Number of events, conferences, festivals and education, science or cultural presentations held (in person and online): 2 -Number of publications (handbooks, guidelines, papers, policy briefs, etc.): 7 -Number of scientific studies, investigations, evaluations, theses and diagnoses carried out: 7 -Teaching materials, equipment and kits delivered to beneficiaries: 1 -Number of Mobilities and exchanges of teachers, student artists and researchers carried out between countries: 36



SPECIFIC OBJECTIVES	
Description	Indicators
<p>OE1: To promote the exchange and generation of knowledge among European and Latin American research infrastructures innovating through the modernization of the technologies developed by the energy research infrastructures to supply solutions for a progressive electrification, integrating decarbonized and low emission energy carriers such as renewable hydrogen and lithium technologies.</p>	<p>11.OE1: High use of project's results (publications, papers, platform, software, ...) by other researchers</p>
<p>OE2: WP3: Coordination, Management, Quality Control, Dissemination, Exploitation and Communication: To foster the scientific cooperation between the European Union and Latin America energy research infrastructures; to transfer the results of that cooperation to make energy transition a key perspective for the main stakeholders (policy makers, researchers, enterprises...) involved on the energy sector transformation, and ensure it effectively takes place with an ethical and quality approach.</p>	<p>11.OE2: LAC governments members of OEI consider the recommendations and guidelines for energy transitions in their political agendas.</p> <p>12.OE2: EU member states take notice of the recommendations and guidelines for energy transitions in their political agendas.</p> <p>13.OE2: At least, 10 research infrastructures from LAC and EU countries adopt the challenge of decarbonization through a strong sustainable approach based on green and just transition</p> <p>14.OE2: At least, 10 research infrastructure assuming the international cooperation as a methodological way to address the generation of know how about clean and just energy transition.</p>
<p>OE3: To stand out the environmental dimension on the energy transition to make it compatible, to assure new energy sources are sustainable and environmentally friendly.</p>	<p>11.OE3: At least, 50 LAC and EU researchers incorporate environmental perspective on their research about energy transition.</p> <p>12.OE3: A high awareness of civil society about the multidimensionality of the ecological crisis in its different interrelated problems: environmental ones.</p>
<p>OE4: To research and promote social methods and public policies to make the energy transition highly beneficial for societies by approaching it from an integral perspective. This must consider at least two levels of reflection: a) a dimension of territorial justice, which is beneficial to the local communities involved in energy transition policies; b) a dimension of international economic justice, which serves the country promoting energy transition policies to implement clearly positive development strategies, both at the level of endogenous industrialization and balanced trade exchanges.</p>	<p>11.OE4: At least, 50 LAC and EU researchers incorporate social perspective on their research about energy transition.</p>

4.4 Impacts of the Project

Impacts assessments are also important to analyze how the Project and the Consortium generate changes on the LAC and EU Research and Innovation Ecosystem. Following methodologies such as the Theory of Change², the Consortium could understand how the Project produces a series of results that contribute to achieving the final intended impacts. Tables below shows the foreseen effects identified on the Consortium Plan (included as Part B on the Grant Agreement) and other impacts that should be reported on the EU Portal.

Information about the Project contribution to these impacts will be requested in the four monitoring reports. In addition, impact assessment will be included also on the interim and final evaluation.

4.4.1 Impacts of the project from the Grant Agreement

TARGET GROUPS	IMPACTS
Research infrastructures: partners and others	To contribute to address a common challenge of the energy transition Promoting climate neutrality and a clean, sustainable, and just transition of the energy sector to advance to a resilient society. To strengthen the European Research Area on energy sector with LAC countries.
Researchers: participants and others	To rethink new technological cycles associated with the energy transition within a new sustainable development paradigm.
EU and LAC policy makers	To foster legal frameworks and political measures that contribute to circular economy.

Table 6: Grant Agreement Impacts of the Project

4.4.2 Impacts of the project from the Participant Portal Continuous Reporting tool of the European Union

IMPACTS OF THE PROJECT	Description (must be provided by the institutions participating in the process)
Technology Readiness Level of The Project	
At project start	
Current status	
Expected by Project end	
Sustainable development goals	
Climate Neutrality	
Clean Water And Sanitation	
Life Below Water	
Life On Land	
No Poverty	
Zero Hunger	
Good Health And Well-Being	
Gender Equality	
Decent Work and Economic Growth	
Affordable and Clean Energy	
Industry, Innovation and Infrastructure	
Reduced Inequality	
Sustainable Cities and Communities	
Responsible Consumption and Production	
Quality Education	
Peace and Justice Strong Institutions	

² For more information: [Theory of change](#) | [Better Evaluation](#)

International Cooperation	
Citizen Engagement	
Regarding co-design and co-creation through the engagement of citizens, and/or end-user entities, how have citizens and end-user entities contributed to the co-creation of R&I content so far? Indicate in the in the left column if the correspondence is to the citizen or to the End-user entities	
Citizen	
End-user entities	
Co-creating R&I visions, agendas, policies or frameworks	
Co-creating R&I action plans or technology roadmaps	
Collecting data for the project	
Analyzing data for the project	
Providing resources, e.g. computational, space/locations, practical support	
Monitoring and/or evaluating R&I results	
Testing & experimenting with innovative R&I solutions	
Contributing to scientific publications or patent applications	
Debating R&I findings and implications for them	
Other (please specify)	
Not applicable	
Citizen Engagement	
What mechanisms for citizen and/or end-user entity engagement have you set up and plan to maintain beyond the end of your project, or are planning to set up and maintain beyond the end of your project (per beneficiary)? (Select the beneficiary(s) that you think corresponds to your workpackage by marking an "X" in the left column)	
Department, center, lab, network, testbeds or other structure or space set up, internally or externally, to support citizen/end-user engagement	
Institutional websites, webpages or portals set up to support citizen/end-user engagement (excluding project website)	
Staff appointed with responsibility to initiate, monitor, evaluate or advise on citizen/end-user engagement	
Staff appointed with responsibility for training, mutual learning and sharing of tools and good practice on citizen/end-user engagement	
Rules, standards, guidelines, or other frameworks established to ensure that citizen/end-user engagement is taken into account in institutional R&I processes	
Systematic or regular dialogues, meetings, workshops, or other events set up for citizen/end-user engagement (excl.one-off events)	
Other	
None	
Progress towards objectives and impacts of the project.	
Please describe the progress of the project so far towards delivering scientific impact, based on its objectives, including quantification to the extent possible:	
<i>Describe:</i>	
Progress towards objectives and impacts of the project.	
Please describe the progress of the project so far towards delivering scientific impact, based on its objectives, including quantification to the extent possible:	
Please describe the progress of the project so far towards delivering economic impact, based on its objectives (e.g. to what extent will the project increase cost-effectiveness of industrial production or processes) including quantification to the extent possible:	
<i>Describe:</i>	

Progress towards objectives and impacts of the project.

Please describe the progress of the project so far towards delivering scientific impact, based on its objectives, including quantification to the extent possible:

Please describe the progress of the project so far towards delivering economic impact, based on its objectives (e.g. to what extent will the project increase cost-effectiveness of industrial production or processes) including quantification to the extent possible:

Please describe the progress of the project so far towards delivering impact for society, including environmental impact, based on its objectives, including quantification to the extent possible:

Describe:

Further employment to exploit or scale-up project results.

Full-time equivalents expected to remain or be newly employed based on project's results and their dissemination/exploitation.

(Please explain in the right column below)

If New/Existing contracts: 1) Involve existing team/people or 2) Hire new team/people, or 3) Not sure yet or 4) No

If Short term contracts (incl. PHD): 1) Technicians, 2) Researchers, 3) Administrative support & project management or 4) other

If Long term contracts: 1) Technicians, 2) Researchers, 3) Administrative support & project management or 4) other

Further investment mobilized to exploit or scale-up project results.

Further investment expected (may be indicated more than one)

Yes:

Private/capital investment:

Public investment:

Own funds:

Launch of a dedicated company during (or after end of) the project

Company:

Spin-off

Spin-out

Joint venture

Not sure yet

No

(May be more than one company)

Identified further needs on the project's pathway to impact.

Please tick with an "X" in the left column if applicable

Follow-up research

Testing with end-users

Demonstration in real-life environment

Business plan development

Access to risk capital & Scale-up funding

Support for internationalization and access to markets

Legal advice (IPR or other)

Partnership with other company (technology or other)

Startup accelerator

Supportive regulatory framework

Standardization

Human resources & skills

Procurement policies of the end users

Other (specify)

Key factors fostering and impeding the impact of the progress (optional question):

Key factors fostering progress to impact. To what extent are the key factors identified below fostering the progress of the project so far? Please tick with an "X" in the left column if highly relevant.

Scientific excellence of the consortium	
Geographic breath of the consortium	
Previous collaborations between partners	
Interdisciplinarity and cross-sectoral approach of project	
Integration of gender dimension in research content	
Strategic impact orientation of the project aligned to emerging needs	
Involvement of users from project design	
Management of intellectual & industrial property rights	
Collaboration with wider ecosystem beyond the project (e.g. financial intermediaries, public authorities, standardization, regulatory bodies)	
Further funding secured to exploit project's results	
Validation of prototype by potential buyer/end-user	
Knowledge Triangle Integration	
Other (specify)	
Highlight any good practice learning from the project for improved implementation that might be transferable to other projects:	
Key factors impeding progress to impact.	
To what extent are the key factors identified below impeding to progress as initially planned. Please tick if highly relevant. Please tick with an "X" in the left column if highly relevant	
Difficulties in project implementation and management, including access to human resources, securing additional funding, IPR management, cooperation between partners	
Difficulties in engaging with wider environment, including potential end-users, citizen and policy makers	
Competitive pressures are evolving differently than planned	
Scientific and technological contexts are evolving differently than planned	
Socio-economic and policy context are evolving differently than planned	
Other factors external to the project impede to progress as expected	
Explain key difficulties faced for the implementation of the project and the problem-solving practices adopted or planned	

Table 7 Impacts of the project from the Participant Portal Continuous Reporting tool of the European Union.

4.4 Methodological principles

EULAC Energytran methodology will be based on four principles: horizontal cooperation, inclusiveness, socially relevant impact, and participative methodologies.

- **Horizontal cooperation:** As it is also mentioned on the Strategic Plan “international cooperation is crucial to ensure access to talent, knowledge, knowhow, facilities, and markets worldwide, to effectively tackle global challenges, to influence and build coalitions with like-minded and strategic partners, as well as to implement global commitments and to ensure global standards, environmental protection, inter-operability, and a level playing field. Cooperation with third countries and international organizations/initiatives will be based on common interest, mutual benefit, and global commitments to implement the Paris Agreement and the SDGs. This will strengthen the EU’s research and innovation excellence, attractiveness, and economic and industrial competitiveness, contribute to tackle global challenges, and to support the Union’s external policies while leveraging additional resources from third countries”. EULAC FOR ENERGY TRANSITION put particular attention on international research and innovation cooperation that will support countries to implement effective climate mitigation strategies in line with their commitments under the Paris Agreement, as well as adaptation and environmental protection strategies, cooperating with international partners on innovative solutions for energy transition.
- **Inclusiveness:** Gender equality on science and other disadvantage issues (disability, ethnicity, LGBTIQ) is a cross-cutting priority in Horizon Europe Program as it is mentioned on the Strategic Plan 2021-2024. But not only for this reason, but also due to our conscience on the barriers to reach an inclusive science, our consortium will be worked on integrating gender and inclusive dimension across the project. All projects’ results (intellectual products, technologies, etc.) will be written with inclusive language and considering gender differences and other disadvantages.
- **Participative methodologies:** Following multi-stakeholder participatory approach such as those focused on strengthening the nexus among science, policy and society allows including the perspective of several stakeholders on R&I activities. Methodologies as citizen’s science will be used throughout the different project’s results.
- **Social relevant impact:** The objective of this principle is to strengthen that R&I meets three specific characteristics: science with social impact; science at the service of public policies and society; and science in alliance. Strengthening science, technology and innovation focused on improving the quality of life of our society and its well-being, reducing inequalities, mitigating climate change, and promoting sustainable development, that is, science with social impact is the way to follow to transform the productive and social systems in our region.

Furthermore, Open science will be an essential part of the methodology due to the nature way to work of the entities and research infrastructures involved in the consortium. The open science requirement will be accomplished following the recommendation [The European Open Science Cloud](#)³.

³ For more information: [The European Open Science Cloud](#)

Considering too the UNESCO Recommendations about Open Science⁴ as the international framework to make multilingual scientific knowledge openly available, accessible and reusable for everyone, the key pillars of the EULAC FOR ENERGY TRANSITION project will be open scientific knowledge, open research infrastructures, science communication (explained on communication and dissemination part), open engagement of societal actors and open dialogue with other knowledge systems.

- Open scientific knowledge refers to open access to scientific publications, research data, metadata, open educational resources, software, and source code and hardware that are available in the public domain or under copyright and licensed under an open licence that allows access, re-use, repurpose, adaptation and distribution under specific conditions, provided to all actors immediately or as quickly as possible regardless of location, nationality, race, age, gender, income, socio-economic circumstances, career stage, discipline, language, religion, disability, ethnicity or migratory status or any other grounds, and free of charge. It also refers to the possibility of opening research methodologies and evaluation processes.
- Open research infrastructures refer to shared research infrastructures (virtual or physical, including major scientific equipment or sets of instruments, knowledge-based resources such as collections, journals and open access publication platforms, repositories, archives and scientific data, current research information systems, open bibliometrics and scient metrics systems for assessing and analyzing scientific domains, open computational and data manipulation service infrastructures that enable collaborative and multidisciplinary data analysis and digital infrastructures) that are needed to support open science and serve the needs of different communities.
- Open engagement of societal actors refers to extended collaboration between scientists and societal actors beyond the scientific community, by opening up practices and tools that are part of the research cycle and by making the scientific process more inclusive and accessible to the broader inquiring society based on new forms of collaboration and work such as citizens' science. Public sector has a leading role to play in the implementation of open science.
- In order to take into account across the Project, partners will inform on the monitoring reports how they have included them on their tasks, deliverables and other activities.

⁴ For more information: [UNESCO Recommendation on Open Science | UNESCO](#)

5. Reporting

5.1 Internal Reporting to the Project Coordinator

Each project partner shortly reports to the Project Coordinator (PC) about implemented activities, through four different kinds of reports. For this purpose, a reporting template for each kind of report (“first report”, “intermediate report”, “monitoring report”, “final report”) has been developed by OEI and should be used by every project partner institution.

These reports are an internal document to monitor the project workflow and use of resources. The only report that will be shared with the European Commission will be the final report. OEI will elaborate it thanks to the internal final reports provided by partners.

Reports	Reporting period covered	Due date
I. First Report- Initial Report: as a specific definition of the development of each partner.	6 months after the start of the project	Before 31/05/24
II. Second report- Intermediate Report: this report will be one per partner showing the tasks developed.	12 months after the start of the project	Before 30/11/24
III. Third report -Monitoring Report: this report will be one per partner showing the tasks developed.	18 months after the start of the project	Before 31/05/25
IV. Final report that gathers a final resume of the activity carried out by each partner.	24th month after the start of the project	Before 31/10/25

In addition, within the framework of the mobilities established in the project, at the end of each mobility, both, the receiving institution, and the sending institution undertake to prepare a report on the mobility carried out. These reports are needed to develop the deliverables related to:

- Corresponding to deliverable 1.2.: Monitoring report for technology mobilities I
- Corresponding to deliverable 1.3.: Monitoring report for technology mobilities II
- Corresponding to deliverable 4.2.: Monitoring report for sustainability mobilities I
- Corresponding to deliverable 5.3.: Monitoring Report for sustainability II
- Corresponding to deliverable 6.1.: Monitoring report for social impact mobilities I
- Corresponding to deliverable 6.2.: Monitoring report for social impact mobilities II

6. Language

6.1. Reporting language

Portuguese and Spanish will be the vehicular language for this project. However, some deliverables and monitoring reports should be elaborated in English in order to facilitate the following up with REA.

6.2. Inclusiveness language

Gender equality on science and other disadvantage issues (disability, ethnicity, LGBTIQ) is a cross-cutting priority in Horizon Europe Program as it is mentioned on the Strategic Plan 2021-2024. But not only for this reason, but also due to the conscience on the barriers to reach an inclusive science, the consortium will work on integrating gender and inclusive dimension across the project. All projects' results (intellectual products as report, technologies, etc.) and other documents (internal documents, minutes, notices, etc.) will be written with inclusive language and considering gender differences and other disadvantages.

6.3. Multilingualism

Multilingualism in the practice of science, in scientific publications and in academic communications will be highlighted in this proposal focused on the collaboration among European and Latin American and the Caribbean countries. English could govern other documents, notices, meetings, arbitral proceedings and processes relative too.

For this reason, Portuguese and Spanish will be the vehicular language for this project, unless otherwise requested by REA. Partners must take care of the translation if required, charged to their dissemination heading.

7. Continuous Reporting to the European Commission

During the lifetime of the project, OEI as PC will be in charge of updating the information on the EU Portal. It is based on the information entered by the participants through the periodic monitoring reports. The continuous reporting modules of the electronic exchange system in *the Participant Portal Continuous Reporting tool* of the European Union will be constantly updated by OEI.

The structured web-forms of these reporting modules include:

- o Summary for publication
- o Deliverables
- o Milestones
- o Ethical Issues
- o Critical implementation risks and mitigation measures
- o Dissemination and exploitation of results
- o Impact on SMEs
- o Open Research Data
- o Gender

In addition, the Project Coordinator must submit the final report.

The Project Coordinator, OEI, will be in regular contact with the European Commission (EC) project officer to report on the project's progress in a transparent and practical manner.

The EC will also undertake periodic technical reviews to assess the work carried out by the project. Such confidential reviews may cover scientific, technological, and other aspects relating to the proper execution of the project. Defined milestones and the list of deliverables will be used to define the progress of the project, which will be critically reviewed and compared to the planning. Depending on the results achieved, changes in the work plan may be proposed.

8. Risk and problem management

8.1 Problem solving

The OEI together with the institutions involved in the project proactively will identify and manage any risks that may affect the execution of WPs.

In this regard, the OEI establish the following process to address and resolve any issues or challenges that can arise during the execution of the WPs as a systematic approach to problem-solving:

PROBLEM SOLVING

- a. Identification of issues:** encourage open communication among team members to identify and acknowledge any issues or challenges that arise during the execution of the work package. In case of any doubt or delay regarding the date established for the deliverable, communicate it sufficiently in advance so as not to incur delays with respect to the European Commission
- b. Root Cause Analysis:** once an issue is identified, the OEI together with the leader of the WP will conduct a thorough root cause analysis to understand the underlying factors contributing to the problem.
- c. Prioritization:** prioritize identified issues based on their impact on project objectives, timeline, and resources will be necessary. The focus will then turn to addressing high priority issues that pose the greatest risk to the successful completion of the work package.
- d. Solution Generation:** between the OEI and the leader of the Work package that has identified an issue, solutions will be proposed to correct the deviation. Involve relevant stakeholders and subject matter experts in the solution generation process to leverage diverse perspectives and expertise, will be carried out if necessary. Ultimately, the OEI, as coordinator and leader of the project, may take the measures it deems appropriate to correct its responsibility with the European Commission.
- e. Evaluation of Solutions:** an evaluation of each potential solution based on its feasibility, effectiveness, and alignment with project goals and constraints will be carried out, taking into account the potential risks and benefits associated with each solution, jointly between the institution in charge of the WP and the OEI.
- f. Decision-Making:** the institution in charge of the WP will inform the OEI about the decisions regarding the most appropriate solution or combination of solutions to address the identified issues. Seek consensus among, if necessary, other stakeholders involved in the project, and the OEI.
- g. Implementation:** the development of an action plan outlining the steps required to implement the chosen solution(s) will be necessary, reflecting the assigned responsibilities/resources for implementing the solution(s).
- h. Monitoring and Evaluation:** the OEI will closely monitor the implementation of the chosen solution(s) by the responsibility of the leader of the Work Package, to ensure they are effectively addressing the identified issues.

In the case of a problem that must be resolved by following the steps mentioned above (a to h), this entire process must be documented by the institution that incurred the problem, explaining how to address and resolve the problem(s), including the solution(s) chosen, as well as implementation steps and results. This documentation processed by the institution will serve the OEI as proof of having solved the problem, as well as for any justification that may be necessary to present to the European Commission.

On the other hand, this documentation and approach based on feedback, will be considered as lesson(s) learned during the monitoring and evaluation process of the project.

To maintain transparency and alignment, communication updates and resolutions to relevant stakeholders will be carried out. This process will iterate as necessary until the identified issues are fully resolved and the work package is back on track. By following these steps or processes, project teams can effectively address and resolve any issues or challenges that arise during the execution of a work package, ensuring the successful completion of the project.

8.2 Critical risk & risk management strategy

Within the Consortium Plan, Critical risks and risk management strategy were identified, which is presented in the following table.

Critical risks & risk management strategy			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	Changes in presidential elections in LAC countries towards a political climate uncertain, in particular on foreign policy: (i) medium; (ii): high.	WP3	To strengthen partnership with the government of the region, not only at high level but also with technicians. Intensifying efforts in the concrete work with technicians will guarantee certain stability in the implementation of the project, although changes in presidential.
2	Insufficiently planned and coordinated inside the research infrastructures and LAC entities could have a negative impact on the appropriation of the project: (i) low; (ii): high.	WP7, WP2 WP3, WP1 WP6, WP5 WP4	Steering Committee will organize all management plans and activities workflows with detailed checklist for each activity, addressing, each step, roles and responsibilities.
3	Obstacles to implement the monitoring and evaluation activities through the system that it will be elaborated being impossible to measure appropriately the impact of EULAC FOR ENERGY TRANSITION project (i) medium; (ii): medium	WP3	In order to guarantee a minimum monitoring and evaluation, a variety of tools will be used, both qualitative and quantitative ones. It will allow to have different ways of action if some obstacles affect the main planned activities.
4	Heads of governmental institutions responsible for science and technology should consider necessary to have political recommendations regarding energy transition: (i) low (ii)high	WP7, WP2 WP3, WP1 WP6, WP5 WP4	EULAC FOR ENERGY TRANSITION project will promote a consensus in LAC and the EU on the need to make a fair and clean energy transition. There are EU and LAC countries in which there is already a national strategy in this regard. In addition, a large majority of the OEI countries have signed the Paris Agreements.

Partners should inform about these risks and their management on the monitoring reports.

9. Milestones

Milestones are control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken.

Below we present the 8 milestones initially identified within the framework of the EULAC-ENERGYTRAN project.

1. Mobilities report delivered
2. Research and innovation actions follow up reports delivered
3. Thematic events held
4. Qualitative interim assessment
5. Qualitative final assessment
6. E – learning materials delivered
7. Research platform developed and adapted
8. Project website created

As previously mentioned, milestones are control points for the project. At any given moment in the project, partners can check whether they are ahead or behind schedule against the milestones plan of the proposal. If Consortium is behind schedule, appropriate measures should be taken to remedy the situation. These control points should generally be placed at the end of important work packages or tasks.

Milestones can however be used for any other key moment with important consequences on the rest of the project such as:

- A key decision (generally made during a project meeting)
- A key deliverable
- The compliance (or not) with internally defined indicators

Contrary to deliverables, which must be linked to a specific WP (and, ideally, to a specific task), milestones can be attributed to several WPs at the same time.

10. Evaluation

At the middle and the end of the project an evaluation will be carried out, under the OEI responsibility, in order to determine the success of the project, detect errors and chances to improve, as well as new opportunities of collaboration. This task will be carried out together with the elaboration of policy recommendations and guidelines destined to European and LAC researchers and policy makers about a clean and just energy transition, and about how to improve scientific cooperation between both regions, considering the work and learnings extracted from the project.



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