Deliverable D61 (D8.1) Management structure

RI-URBANS

Research Infrastructures Services Reinforcing Air Quality Monitoring Capacities in European Urban & Industrial AreaS (GrA n. 101036245)

By
CSIC & UHEL

CSIC
CONSEJO SUPERIOR DE INVESTIGACIONES CIENTÍFICAS

UNIVERSITY OF HELSINKI

21st December 2021

Deliverable 61 (D8.1): Management structure

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Work package	WP8 Management and coordination
Deliverable	D61 (D8.1)
Lead beneficiary	CSIC-UHEL
Deliverable type	■ R (document, report) ☐ DEC (websites, patent filings, videos,….) ☐ Other: ORDP (open research data pilot)
Dissemination level	■ PU (public) ☐ CO (confidential, only members of consortium and European Commission))
Estimated delivery deadline	31/01/2022
Actual delivery	21/12/2021
Version	Final
Reviewed by	RI-URBANS Project Coordination Team
Accepted by	WP8 leaders
Comments	Report describing management structure, bodies and contact persons

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1. About this document

This document defines the management structure of RI-URBANS (Research Infrastructures Services Reinforcing Air Quality Monitoring Capacities in European Urban & Industrial AreaS, Horizon-2020 GD project #101036245). This is a public document will be distributed to all RI-URBANS partners for their use and submitted to European Commission as an RI-URBANS deliverable 61 (D8.1). **This document can be downloaded at https://riurbans.eu/work-package-8/ in the folder deliverables.**

2. RI-URBANS

RI-URBANS aims to demonstrate how Service Tools (STs) from atmospheric Research Infrastructures (RIs) can be adapted and enhanced to better address the challenges and societal needs concerning air quality (AQ) in European cities and industrial hotspots. RI-URBANS responds to urgent needs to substantially reduce air pollution across EU by providing enhanced AQ observations in support of advanced AQ policy assessment. We develop and enhance synergies between AQ Monitoring Networks (AQMNs) and RIs in the atmospheric domain and combine advanced science knowledge and innovative technologies to develop pilot STs. These will enhance the AQMNs capacity to evaluate, predict and support policies for abating urban air pollution. RI-URBANS deploys tools and information systems in the hands of citizens and communities to support decision-making by AQ managers and regulators. The focus is on ambient nanoparticles and atmospheric particulate matter, their sizes, constituents, source contributions and gaseous precursors. RI-URBANS will evaluate novel AQ parameters, source contributions, and their associated health effects to demonstrate the European added value of implementing such STs. The project builds on existing initiatives for advanced research-driven AQ observations at supersites from European cities to provide the innovative AQ STs. To reach these objectives, RI-URBANS builds upon 4 major strategic pillars (SP):

- SP1 compiles available RIs and AQMNs advanced observations and tools; evaluates the datasets and operational conditions, new monitoring and modelling tools; and develops STs in work packages (WPs) 1-3 to be demonstrated in SP2 and upscaled in SP3.
- SP2 (WP4) demonstrates the sustainable and interoperable implementation of STs developed in SP1. 5 pilot concepts are implemented with the participation of the RIs and AQMNs from 11 cities (Athens, Barcelona, Birmingham, Bucharest, Milan-Bologna, Paris, Rotterdam-Amsterdam, Helsinki and Zurich), representing a wide variety of environments.
- SP3 proposes the roadmap for upscaling the implementation (by RIs-AQMNs in Europe) of the STs and data management (WP5) provided by SP1 and demonstrated by SP2, as well as the transfer of these to stakeholders (WP6).
- SP4 includes the support actions on communication, exploitation, dissemination, management and coordination (WPs 7-8).

RI-URBANS lasts from 01/10/2021 till 30/09/2025 and is funded by the European Commission under the Green Deal Programme (Grant #101036245).

3. Scope of the RI-URBANS management structure

The management structure and bodies of RI-URBANS are devised to guarantee an effective and smooth implementation of the project throughout its lifetime, by:
- Coordinating and managing the project activities in administrative, technical and financial terms.

- Ensuring the quality of the project outcomes, implementing internal and external review processes.
- Assessing and mitigating the project related risks and to troubleshoot arising problems.
- Ensuring communication between the consortium and the European Commission, and between the project partners.

4. RI-URBANS management structure

The organizational structure of RI-URBANS is based on the recommended "Governance Structure for Medium and Large projects" contained in the DESCA 2020 Model Consortium Agreement. The organization structure is summarised by Figure 1. And the following subsections describe roles and members with e-mail contacts.

RI-URBANS coordination is carried out by:

- Project Coordinator (PC): Xavier Querol, CSIC (xavier.querol@idaea.csic.es)
- Technical Coordinator (TeC): Tuukka Petäjä, UHEL (tuukka.petaja@helsinki.fi)

Both coordinators are the scientific coordinators.
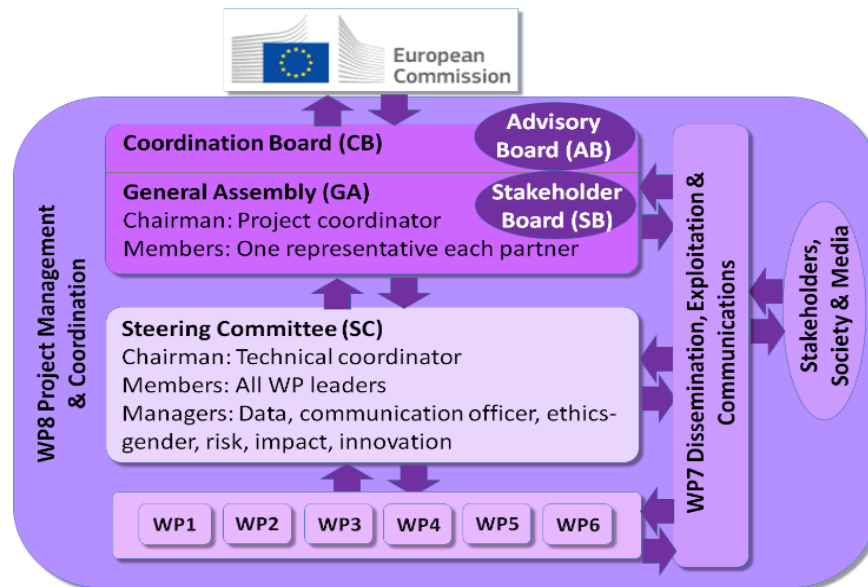

Figure 1. RI-URBANS management structure.

4.1 Coordination Board

The Coordination Board (CB) is coordinating and managing the overall progress within RI-URBANS and communicates with the European Commission and it is made of the following 4 major bodies:

- Project Coordination Team (PCT),
- General Assembly (GA),
- Advisory Board (AB),
- Stakeholder Board (SB).

4.1.1 Project Coordination Team (PCT)

The Project Coordination Team (PCT) is integrated by the two coordinators:
- Project Coordinator (PC): Xavier Querol, CSIC (xavier.querol@idaea.csic.es).
- Technical Coordinator (TeC): Tuukka Petäjä, UHEL (tuukka.petaja@helsinki.fi).

And the two Project Managers (PM):
- RI-URBANS Project Manager: Marta Monge (CSIC, marta.monge@cid.csic.es).
  - General Project Manager to oversee the day-to-day administration of the project.
  - Will head the Project Coordination Team (PCT) in practical matters under guidance of PC & TeC.
- Alexander Mahura (UHEL, alexander.mahura@helsinki.fi).
  - Provide operational support to PC & TeC during the project lifetime;
  - Get advice from administrative, legal, financial, IPR specialists whenever required;
  - Assist PC & TeC and support operational groups in all their responsibilities;
  - Cooperate/ collaborate and link RI-URBANS with 2 Russian Sister Projects (MSU and SPBU & SRCES RAS partners).

RI-URBANS project size and complexity drove to have a scientific co-coordination and co-management, sharing the following responsibilities between PMs:
- Reporting management and communications towards European Commission (CSIC).
- Internal communication within the consortium (to/from) partners (UHEL).
- Coordination of activities towards AQMNs (CSIC).
- Coordination of activities towards European RIs (UHEL).
- Scientific coordination shared (CSIC-UHEL).

The **PCT** main tasks are to implement the efficient day-to-day management of all administrative, legal, financial and scientific matters, to organize project meetings and general assembly, to ensure good communication between the project bodies, consortium partners and stakeholders.

The **Project Managers (PM)** from CSIC and UHEL will also monitor compliance by the RI-URBANS partners with respect to their obligations and collect, review and submit official project reports (including deliverables and milestones) requested by the EC and administrate the EC financial contribution and declare the costs and monitor execution of decisions made by the GA.

4.1.2 General Assembly (GA)

The General Assembly (GA) is the main decision body (co-chaired by PC and TeC) represents all the RI-URBANS beneficiaries and it is integrated by a representative of each partner. Details of the meeting preparation, agenda and minutes will be described in the Consortium Agreement. The GA will make decisions on the political and strategic orientation of the project, the plans for work, dissemination and data management, decisions on the structure and possible restructuring of WPs, any alterations to the Consortium Agreement, on budget-related matters and IPR, and on consortium membership. It is chaired by the two scientific coordinators (Project and Technical Coordinators, PC and TeC, from CSIC and UHEL, respectively). The GA will deal with strategic issues e.g., project resources use, allocation, actions on the critical risks, partner management and results issues with regards to dissemination, clustering and cooperation with Third Parties and projects, and other issues or proposals from any partner. The GA is free to act on its own initiative on any issue concerning the project implementation.

General Assembly members are listed below:

- Co-Chair: PC and leader of B-1 (CSIC): Xavier Querol, xavier.querol@idaea.csic.es
- Co-Chair: TeC and leader of B-2 (UHEL): Tuukka Petäjä, tuukka.petaja@helsinki.fi
- Leader of B-3 (CNRS): Martial Haeffelin,martial.haeffelin@ipsl.fr
- Leader of B-4 (CNR): Lucia Mona, lucia.mona@imaa.cnr.it
- Leader of B-5 (FMI): Giulia Saponaro, Giulia.Saponaro@fmi.fi
- Leader of B-6 (UU): Gerard Hoek, G.Hoek@uu.nl
- Leader of B-7 (UoB): Roy Harrison, R.M.HARRISON@bham.ac.uk
- Leader of B-8 (FORTH): Maria Kanakidou, mariak@uoc.gr, Spyros Pandis, spyros@chemeng.upatras.gr
- Leader of B-9 (PSI): Andre Prevot, Andre.Prevot@psi.ch
- Leader of B-10 (KNMI): Arnoud Apituley, arnoud.apituley@knmi.nl
- Leader of B-11 (VITO): Jan Theunis, jan.theunis@vito.be, Martine Van Poppel, martine.vanpoppel@vito.be
- Leader of B-12 (EMPA): Christoph Hueglin, Christoph.Hueglin@empa.ch
- Leader of B-13 (TROPOS): Markus Hermann, markus.hermann@tropos.de
- Leader of B-14 (FZJ): Andreas Petzold, a.petzold@fz-juelich.de
- Leader of B-15 (NILU): Cathrine Lund Myhre, clm@nilu.no
- Leader of B-16 (ISGLOBAL): Xavier Basagaña, xavier.basagana@isglobal.org
- Leader of B-17 (INERIS): Augustin COLETTE, Augustin.COLETTE@ineris.fr
- Leader of B-18 (ICL): David Green, d.green@imperial.ac.uk
- Leader of B-19 (IMT): Stéphane Sauvage, stephane.sauvage@imt-lille-douai.fr
- Leader of B-20 (NOA): Nikolaos Mihalopoulos, nmihalo@noa.gr
- Leader of B-21 (METNO): Hilde Fagerli, hilde.fagerli@met.no
- Leader of B-22 (TNO): Jeroen Kuenen, jeroen.kuenen@tno.nl
- Leader of B-23 (BSC): Oriol Jorba, oriol.jorba@bsc.es
- Leader of B-24 (INOE): Doina Nicolae, nnicol@inoe.ro
- Leader of B-25 (UW): Iwona Stachlewska, iwona.stachlewska@fuw.edu.pl
- Leader of B-26 (MSU): Nikolay Kasimov, nskasimov@mail.ru, Pavel Konstantinov, kostadini@mail.ru, Olga Popovicheva, olga.popovicheva@gmail.com
- Leader of B-27 (SPbU): Yury Timofeev, y.timofeev@spbu.ru, Eugene Mikhailov, eugene.mikhailov@spbu.ru
- Leader of B-28 (SRCES): Andrei A. Tronin, a.a.tronin@ecosafety-spb.ru, Victor I. Gornyy, v.i.gornyy@mail.ru

4.1.3 Advisory Board (AB)

The major roles of the <u>Advisory Board (AB)</u> are advising the consortium to assess the progress, performance, and achievements of the scientific work and how to utilise these for a maximised societal benefit. Specifically, to respond to the societal needs regarding developed pilot services, ways to maximise the impact of the project as a whole, identifying new opportunities in the services and pilot development, promoting open dialogue between the beneficiaries and stakeholders, guidance in co-design aspects to the coordinators and SC, and keeping the work scientifically and AQ policy relevant and in alignment with the RI-URBANS objectives.

The **members of the Advisory Board** are the following widely known experts on urban AQ, AQMNs, nanoparticles and health effects:

- Lidia Morawska, from the Queensland University of Technology, Brisbane, Australia (l.morawska@qut.edu.au)
- Phillip Hopke, University of Rochester, USA (phopke@clarkson.edu)
- Alexander Baklanov, World Meteorological Organization (abaklanov@wmo.int)
- Marion Wichmann, Umweltbundesamt (UBA), Germany (marion.wichmann-fiebig@uba.de)
- Guido Lanzani, ARPA Lombardia, Italy (g.lanzani@arpalombardia.it)

4.1.4 Stakeholder Board (SB)

The <u>Stakeholder Board (SB)</u> is integrated by a representative from the nine major AQMNs involved in the pilots (WP4), and from experts of EEA, WHO, WMO and EMEP. Their major role is to enhance the participation and interaction with the AQMNs involved and the major agencies related with AQ and AQ-health, specifically to comment on the RI-URBANS pilot development, pilot outcomes, data products and their interoperability.

The **members of the Stakeholder Board** are:

- Co-Chair: PC and leader of B-1 (CSIC): Xavier Querol (xavier.querol@idaea.csic.es)
- Co-Chair: TeC and leader of B-2 (UHEL): Tuukka Petäjä (tuukka.petaja@helsinki.fi)
- Athens: Anastasios Adamopoulos (a.adamopoulos@prv.ypeka.gr)
- Barcelona: Cristina Castells Guiu (ccastellsg@bcn.cat) and Jordi Remirez (jremirez@bcn.cat)
- Birmingham: Paul Burns (Paul.Burns@birmingham.gov.uk)
- Bucharest: Dorina Mocanu (dorina.mocanu@mmediu.ro)
- Helsinki: Hanna Manninen, (hanna.manninen@hsy.fi)
- Milan / Po Valley: Guido Lanzani (g.lanzani@arpalombardia.it)
- Paris: Veronique Ghersi, (veronique.ghersi@airparif.fr)
- Rotterdam-Amsterdam: Emre Ozdemir (emre.ozdemir@dcmr.nk); Sef van den Elshout (sef.vandenelshout@dcmr.nl)
- Zürich: Amewu Mensah (AmewuAntoinette.Mensah@zuerich.ch)
- Alberto González-Ortiz, European Environmental Agency (EEA) (Alberto.Gonzalez@eea.europa.eu)
- Thiago Herick de Sa, World Health Organization (WHO) (herickdesat@who.int)
- Oksana Tarasova, World Meteorological Organization (WMO) (otarasova@wmo.int)
- Laurence Rouil, EMEP-UNECE (Laurence.ROUIL@ineris.fr)

The stakeholder board can be expanded with representatives from different Air Quality Monitoring Networks or other key stakeholders. The first meeting of the stakeholder board is envisioned to take place in Year 2 of the project.

4.2 Management Team

The RI-URBANS scientific coordinators are Xavier Querol, CSIC, and Tuukka Petäjä, UHEL. The reason for this twin scientific coordination is the need for urban AQ and aerosols science strong backgrounds for scientifically and technically driving the tasks of RI-URBANS in the nexus of AQMNs and European RIs. We also have two for each WP and task to cover the leading activities that combine urban AQ, aerosol and

health effects sciences, experimental measurements and modelling. The Management Team comprises the PCT, WPs and Task leaders and a number of key officers and managers for specific tasks. Thus, the Management Team includes the following members:

- **Project Coordinator (PC) and scientific coordinator**: Xavier Querol (CSIC) who recently led the AIRUSE project, DG-ENV Green City awarded on AQ urban measures, as well as current and past numerous nationally supported urban AQ contracts, and nationally funded research and infrastructure projects; total acquired funding of 14 M€ during the last 20 years. He leads EGAR (Environmental Geochemistry and Atmospheric Research) group (3 research teams: 20 scientists and 8 technicians) at IDAEA-CSIC, he actively involved in SAC of EMEP, IPCC, WHO, DG-ENV, EEA and selected by the EC as member of the Assembly of the Mission area: Climate-neutral and smart cities and he contributed to the elaboration of the current EU AQ standards and position papers

- **Technical Coordinator (TeC) and scientific co-coordinato**r: Tuukka Petäjä (UHEL), leading EU (ACTRIS-IMP, iCUPE) and nationally funded research and infrastructure projects; total acquired funding of 33 M€ during the last 20 years; leads the aerosol thematic group (10 research teams: 70 scientists and 18 technicians) at UHEL & he will be supported by experienced financial, research coordination and communication staff.

- **Work Package Leaders (WPLs)** are responsible for coordinating the technical work within their respective WPs. This is done in close liaison with the TC. WPLs set objectives, oversee milestones and are responsible for monitoring progress. Each task has a defined leader, and it is up to the WPL to coordinate between **Task Leaders (TLs)**. TLs report directly to the WPLs who in turn report to the EB. WPLs are responsible for: i) coordinating activities of task leaders, ii) presenting progress reports at meetings and contributing to management reports, iii) documenting any major decisions to a deviation of the work plan, iv) reporting to PC any partner whose contributions are considered insufficient. Below are listed the names and emails of the WPLs and TLs.

WP1. Andrés Alastuey, Andre Prevot, andres.alastuey@idaea.csic.es, Andre.Prevot@psi.ch

T1.1. María Cruz Minguillón, Stéphane Sauvage, mariacruz.minguillon@idaea.csic.es, stephane.sauvage@imt-lille-douai.fr

T1.2. Olivier Favez, Fulvio Amato, olivier.favez@ineris.fr., fulvio.amato@idaea.csic.es

T1.3. Lucia Mona, Arnoud Apituley, lucia.mona@imaa.cnr.it, arnoud.apituley@knmi.nl

T1.4. Andrés Alastuey, André Prevot, andres.alastuey@idaea.csic.es, Andre.Prevot@psi.ch

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WP2. Roy Harrison, Gerard Hoek, R.M.HARRISON@bham.ac.uk, G.Hoek@uu.nl

T2.1. Ioar Rives, Xavier Basagana, ioar.rivas@isglobal.org, xavier.basagana@isglobal.org

T2.2. Gaelle Uzu, Kaspar Dällenbach, gaelle.uzu@ird.fr, kaspar.daellenbach@psi.ch

T2.3. Martine van Poppel, Jan Peters, martine.vanpoppel@vito.be, jan.peters@vito.be

T2.4. Teresa Moreno, Mar Viana, teresa.moreno@idaea.csic.es, mar.viana@idaea.csic.es

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WP3. Maria Kanakidou, Augustin Colette, mariak@uoc.gr, Augustin.COLETTE@ineris.fr

T3.1. Leena Järvi, Marc Guevara, leena.jarvi@helsinki.fi, marc.guevara@bsc.es

T3.2. Jeroen Kuenen, Marc Guevara, jeroen.kuenen@tno.nl, marc.guevara@bsc.es

T3.3. Spyros Pandis, Augustin Colette, spyros@chemeng.upatras.gr, Augustin.COLETTE@ineris.fr

T3.4. Hilde Fagerli, Maria Kanakidou, hilde.fagerli@met.no, mariak@uoc.gr

T3.5. Maria Kanakidou, Augustin Colette, mariak@uoc.gr, Augustin.COLETTE@ineris.fr

WP4. Tuukka Petäjä, Teresa Moreno, tuukka.petaja@helsinki.fi, teresa.moreno@idaea.csic.es
T4.1. Jean-Eudes Petit, Hilkka Timonen, jean-eudes.petit@lsce.ipsl.fr, Hilkka.Timonen@fmi.fi
T4.2. Katrianne Lehtipalo, David Beddows, katrianne.lehtipalo@helsinki.fi, d.c.beddows@bham.ac.uk
T4.3. Karine Sartelet, Gerard Hoek, karine.sartelet@enpc.fr, G.Hoek@uu.nl
T4.4. Andres Alastuey, Kaspar Daellenbach, andres.alastuey@idaea.csic.es, kaspar.daellenbach@psi.ch
T4.5. Arnoud Apituley, Carlos Pérez García-Pando, arnoud.apituley@knmi.nl, carlos.perez@bsc.es
T4.6. Tuukka Petäjä, Teresa Moreno, tuukka.petaja@helsinki.fi, teresa.moreno@idaea.csic.es

WP5. Paolo Laj, Mar Viana, paolo.laj@univ-grenoble-alpes.fr, mar.viana@idaea.csic.es
T5.1. Cathrine Lund Myhre, Valérie Thouret, clm@nilu.no, valerie.thouret@aero.obs-mip.fr
T5.2. Markus Hermann, Doina Nicolae, markus.hermann@tropos.de, nnicol@inoe.ro
T5.3. Maria Kanakidou, Augustin Colette, mariak@uoc.gr, Augustin.COLETTE@ineris.fr
T5.4. Nikos Mihalopoulos, Iwona Stachlewska, mihalo@uoc.gr, iwona.stachlewska@fuw.edu.pl
T5.5. Paolo Laj, Mar Viana, paolo.laj@univ-grenoble-alpes.fr, mar.viana@idaea.csic.es

WP6. Xavier Querol, Eija Juurola, xavier.querol@idaea.csic.es, eija.juurola@helsinki.fi
T6.1. Rosa M. Petracca Altieri, Eija Juurola, rosa.petracca@imaa.cnr.it, eija.juurola@helsinki.fi
T6.2. Martine van Poppel, Gerard Hoek, martine.vanpoppel@vito.be, G.Hoek@uu.nl
T6.3. Xavier Querol, Eija Juurola, xavier.querol@idaea.csic.es, eija.juurola@helsinki.fi
T6.4. Andrés Alastuey, Tuukka Petäjä, andres.alastuey@idaea.csic.es, tuukka.petaja@helsinki.fi

WP7. Giulia Saponaro, Alicia Arroyo, Giulia.Saponaro@fmi.fi, comunicacion.idaea@cid.csic.es
T7.1. Giulia Saponaro, Alicia Arroyo, Giulia.Saponaro@fmi.fi, comunicacion.idaea@cid.csic.es
T7.2. Alicia Arroyo, Giulia Saponaro, comunicacion.idaea@cid.csic.es, giulia.Saponaro@fmi.fi
T7.3. Evangelos Gerasopoulos, Rosa Petracca, egera@noa.gr, rosa.petracca@imaa.cnr.it

WP8. Xavier Querol, Tuukka Petäjä xavier.querol@idaea.csic.es, tuukka.petaja@helsinki.fi
T8.1. Marta Monge, marta.monge@cid.csic.es
T8.2. Alexander Mahura, marta.monge@cid.csic.es, alexander.mahura@helsinki.fi
T8.3. Alexander Mahura, alexander.mahura@helsinki.fi.

WP9. Xavier Basagaña, Mar Viana   xavier.basagana@isglobal.org mar.viana@idaea.csic.es

- **Innovation Manager (IM):** will be responsible for the Innovation Management process, that includes also IPR management and the exploitation of the project results. The IM is a key role in project management structure, and the Innovation Management process is further detailed in a specific section below. The IM will be Evangelos Gerasopoulos (NOA, WP5, egera@noa.gr) with large experience in air innovative studies on AQ and IPR.
- **Data Manager (DM):** will be responsible for monitoring the fulfilment of privacy regulation, maintaining records and data, avoiding use of confidential material, according to the provisions of the Data Management Plan. The DM will be Cathrine Lund Myhre (NILU, WP5, clm@nilu.no) with large experience in DMP as being a key member of the ACTRIS-Data Center, highly experienced in managing large data volumes from atmospheric RIs.

- **Gender & Ethics Manager (GM & EM):** will be responsible for monitoring the fulfilment of gender and ethical guidelines. The GM will be Mar Viana (CSIC, WPs 5&9, , mar.viana@idaea.csic.es) with large experience in gender issues, but also as PI of research projects and as a member of scientific advising committees of international agencies. The EM will be Xavier Basagaña (ISGlobal, WPs 2&9, xavier.basagana@isglobal.org) with large experience in health studies and ethics issues, but also as PI of research projects.
- **Risk Manager (RM):** will be responsible for monitoring the progress of RI-URBANS and evaluate risks in terms of successfully reaching the objectives. The RM will be Rosa M. Petracca Altieri (CNR, WP7, rosa.petracca@imaa.cnr.it), a project manager experienced in international projects dealing with atmospheric measurements and numerous partners.
- **Communications Officers (CO)**: will be responsible for raising public awareness of the project at EU level, to ensure wide dissemination of its results and share best practices and contents among the partners. The COs will be Giulia Saponaro (WP7, FMI, giulia.Saponaro@fmi.fi) and Alicia Arroyo (WP7, CSIC, comunicacion.idaea@cid.csic.es) experienced as CO of several other EU-funded projects.

CSIC and UHEL will count with **Project Managers (PMs)** from the respective **Project Office (PO):**

- General RI-URBANS Project Manager: Marta Monge (CSIC, marta.monge@cid.csic.es).
- Alexander Mahura (UHEL, alexander.mahura@helsinki.fi).

The PMs will provide operational support to the PC and the TeC during the project. The Project Office (PO) comprises staff familiar with administrative, legal, financial and IPR issues. The PM will get advice from financial, legal, IPR specialists whenever required and will assist the PC and support the several operational groups in all their responsibilities. Both CSIC and UHEL headquarters have numerous experts who provide support in research administration, legal services, project coordination, strategic planning, societal impact and business collaboration, research funding services (RFSs), coordination of doctoral training, and laboratory services. The RFS provides in both cases centralized research administration and management services. CSIC will hire a Project Manager to oversee the day-to-day administration of the project. This person will head the PMT in practical matters under guidance of the Coordinators. The size and complexity of the project drove us to have a scientific co-coordination, but also a co-management, sharing the following responsibilities:

- Reporting management and communications towards European Commission (CSIC's PMO).
- Internal communication within the consortium (to/from) partners (UHEL's PMO).
- Coordination of activities towards AQMNs (CSIC).
- Coordination of activities towards European RIs (UHEL).
- Scientific coordination shared (CSIC-UHEL).

4.3 Steering Committee

The Steering Committee (SC) is chaired by the TeC, with deputy chair being the PC, and built by WP leaders, managers of data, risks, gender-ethics, impact evaluation and innovation. The SC is the executive body of RI-URBANS and will deal with operational issues, surveying the progress of work and ensuring the coherence and compliance of the project's output. The SC requires close collaboration and frequent exchange to keep up with the continuous developments and inputs, ensure synergy between WPs, and give feedback for efficient adaptation of work. The SC is responsible for detailed planning of each project period and is the driver of the project's procedures on quality, risk and results/IPR management, and on continuous progress monitoring. The SC reports to the GA on the progress and any relevant issue with

impact in the programme and ratifies the GA's decisions. Each WP leader is responsible for effective management of their WP, including task monitoring, ensuring deliverables are on time and with required quality, report to and participate in the SC. The twin coordination of the project WPs and Ts is implemented in reply to high interdisciplinary of RI-URBANS. For administrative and financial management, we set up the POs in CSIC and UHEL with highly experienced PMs. The CSIC's PM will be responsible for the relationships with EC.

The **composition of the Steering Committee** is as follows:
- Co-Chair: TeC and co-leader of WP4 and 8: Tuukka Petäjä (tuukka.petaja@helsinki.fi)
- Co-Chair: PC and co-leader of WP6 and 8: Xavier Querol (xavier.querol@idaea.csic.es)
- Leaders of WP1. Andrés Alastuey, Andre Prevot, andres.alastuey@idaea.csic.es, Andre.Prevot@psi.ch
- Leaders of WP2. Roy Harrison, Gerard Hoek, R.M.HARRISON@bham.ac.uk, G.Hoek@uu.nl
- Leaders of WP3. Maria Kanakidou, Augustin Colette, mariak@uoc.gr, Augustin.COLETTE@ineris.fr
- Leaders of WP4. Tuukka Petäjä, Teresa Moreno, tuukka.petaja@helsinki.fi, teresa.moreno@idaea.csic.es
- Leaders of WP5. Paolo Laj, Mar Viana, paolo.laj@univ-grenoble-alpes.fr, mar.viana@idaea.csic.es
- Co-leaders of WP6. Eija Juurola, eija.juurola@helsinki.fi
- Leaders of WP7 and communication officers. Giulia Saponaro, Alicia Arroyo, Giulia.Saponaro@fmi.fi, comunicacion.idaea@cid.csic.es
- Leaders of WP9 and Ethics and Gender Managers. Xavier Basagaña, Mar Viana, xavier.basagana@isglobal.org, mar.viana@idaea.csic.es
- Innovation Manager (IM): Evangelos Gerasopoulos, egera@noa.gr
- Data Manager (DM): Cathrine Lund Myhre, clm@nilu.no
- Risk Manager (RM): Rosa M. Petracca Altieri, rosa.petracca@imaa.cnr.it

5. Decision-making procedures and formal meetings

The ultimate decision-making entity of is the GA, but decisions are also to be made at different levels:
- GA: The decision-making procedure within the GA is based on the principle that each funded partner has one vote. Decisions will be taken upon a majority of 75% of the votes of the partners present or represented.
- SC: Each member of the SC has one vote and decisions shall be taken upon a majority of 75% of the votes of the partners present or represented.
- Work Packages: Internal conflicts in a WP will be resolved by consensus within the WP under the guidance of the WP leader. To ensure efficient project management, regular and formal meetings are planned within each body of the RI-URBANS project. Special meetings will be held when urgent problem solving is necessary.

The meetings take place as follows:
- The Project Coordination Team will meet on a bi-weekly basic starting from 13th October 2021, and additionally as well when it is required by the PC and TeC.
- The General Assembly will meet 3 times during the project lifetime (kick-off, mid-term, and final meetings).
- The Steering Committee: every 6 months.
- The Advisory Board: 3 times during the project (kick-off, mid-term, and final meetings)

- The Stakeholder Board: at least, 3 times during the project, or in case required (e.g. in the RI-URBANS pilot's development)
- The WPLs and TLs will organise independent meetings with the required frequency.
- Five meetings, one for each pilot (T4.1 to T4.5) involving all WPs to be organised before the end of M02 (November 2021) to discuss and plan the pilots development.

The meetings are organized either face-to-face or virtually. The latter option could be more preferred as it is not affected by the different stages of COVID world pandemic, it reduces the costs and is climate friendly. The Consortium has excellent expertise in remote communication and organization as the proposal writing was developed without face-to-face meetings.

6. Communication – Mailing lists

For project communication the following RI-URBAN mailing lists have been prepared for the management team to facilitate communications:

- **WP1:** ri-urbans-wp1-aq-metrics@helsinki.fi Novel AQ metrics & advanced source apportionment STs
- **WP2:** ri-urbans-wp2-health-effects@helsinki.fi Health effect assessment of PM, PM components, nanoparticles, & their source contributions
- **WP3** ri-urbans-wp3-modelling@helsinki.fi - Improving modelling & emission inventories for policy assess.
- **WP4**: ri-urbans-wp4-pilots@helsinki.fi - Pilot implementations for testing and demonstrating services
- **WP5:** ri-urbans-wp5-upscaling-sts@helsinki.fi - Upscaling RI-URBANS' STs
- **WP6**: ri-urbans-wp6-stakeholder-engag@helsinki.fi - Stakeholder engagement strategies
- **WP7**: ri-urbans-wp7-comms@helsinki.fi - Communication, dissemination and exploitation
- **WP8:** ri-urbans-wp8-management@helsinki.fi - Management and coordination
- **WP9:** ri-urbans-wp9-ethics@helsinki.fi - Ethics

To subscribe send an email to majordomo@helsinki.fi with no subject that contains the following command:

subscribe list-name-you-want-to-subscribe-to your@emailaddress.here

Example: subscribe ri-urbans-wp8-management juha.sulo@helsinki.fi

Very important: remove all other text, signature, etc, any content except command above. If it doesn't work from the first attempt, check again whether you removed everything else from the body of email (e.g. empty lines).

In a case of success, you will receive an automatic welcome email from majordomo@helsinki.fi

In case of a persistent problem, contact: juha.sulo@helsinki.fi

7. Duration, and rules on deliverables, milestones and reporting

- Duration of RI-URBANS is 48 months (01/10/2021-30/09/2025).

- Deliverables and milestones
  - The Project Office will reminder the leaders (i.e. responsible partners) of each deliverable 6 month before the deadline.

- The deliverables have to be submitted to the Project Office (to Marta Monge, marta.monge@cid.csic.es) 1 month before the deadline.
- If there is a delay, the Project Office shall inform the CE in advance. Thus, if this is the case, the responsible partner should inform the Project Office 3 month in advance and request an extension of a delivery month.
- All these rules apply also for the milestones.
- All the deliverables and milestones should be submitted using the RI-URBANS template provided.

● The project is divided into three consecutive reporting periods:
- RP1 month 1 – month 18 (01/10/2021 – 31/03/2023)
- RP2 month 19 – month 36 (01/04/2023 – 30/09/2024)
- RP3 month 37 – month 48 (01/10/2024 – 30/09/2025)

Periodic and final reports (technical and financial) should be submitted up to 60 days after the end of each reporting period. The Coordinator will send the reporting guidelines to the Beneficiaries and Linked Third Parties before the end of each reporting period.

8. Financing

Maximum EC funding of RI-URBANS is 8 450 000 € and it is divided to:

● Pre-financing payment: 4 266 666.67€. This payment is designed to ensure cash flow for implementing the project. It remains the property of the EU Commission until the Payment of balance.
● Pre-financing payment was originally 53% of the total grant, but 5% is taken to Guarantee fund (400 000€) by the Commission. The Agency will make the pre-financing payment to the coordinator within 30 days, either from the entry into force of the Agreement or from 10 days before the starting date of the action, whichever is the latest.
● Financing with around 450 000€ to the two Sister Projects by the Russian Government.

Interim payments will be paid max. 90 days after RP1-RP2 reports are received and accepted. The amount due as interim payment is calculated by the Agency in the following steps:
● Step 1 — Application of the reimbursement rates (reimbursement rate(s) are applied to the eligible costs (actual costs, unit costs and flat-rate costs) declared by the beneficiaries and the linked third parties and approved by the Agency for the concerned reporting period.
● Step 2 — Limit to 90% of the maximum grant amount
● Payment of balance will be paid max. 90 days after the RP3+Final reports are received and accepted by the Commission. The payment will include the 5 % of the guarantee fund and 10% retention.
● All the payments are transferred from Commission to the Coordinator who will distribute the money to the Beneficiaries without an unjustified delay. Distribution of the payments to LTPs needs to be done by the Beneficiaries in question.

9. Associated Beneficiaries (Sister Projects), EC-JRC, and other collaborations

RI-URBANS counts with three Russian Associated Beneficiaries (ABs):
● B-26, MSU – Moscow State University, Russia
● B-27, SPBU – Saint Petersburg State University, Russia

● B28, SRCES RAS – Saint-Petersburg Scientific Research Centre for Ecological Safety, Russian Academy of Sciences, Russia

These ABs have received support from the Russian Ministry of Science and Higher Education to upscale the RI-URBANS STs in Moscow and Saint Petersburg by approving financial support to two sister projects (one for each city). The funded project" Infrastructure *development for assessing air quality in the Moscow megalopolis*" (by MSU) and the project "*Scientific infrastructure usage for monitoring and modeling of gas-aerosol atmospheric composition for improving possibilities for air quality control and evaluation of impact on public health in Saint-Petersburg*" (by SPBU and SRCES RAS) are the Sister projects to RI-URBANS. These sister projects will report (up to max 5 pages) to RI-URBANS every 6 month (June and December of each year), and RI-URBANS send them a report with the same periodicity. Alexander Mahura, UHEL (alexander.mahura@helsinki.fi) will lead cooperation with both the RI-URBANS Sister Projects.

EC-JRC-Ispra has received the acceptance to be involved in RI-URBANS. In the next months an amendment of the Grant Agreement will be carried out to formalise this participation.

Other potential entities may become Associated Partners during the Project by sending an expression of interest to the RI-URBANS Project Management Office. The status of an RI-URBANS Associated Partner will be granted by the General Assembly (can be decided via an e-mail round).

10. Conflict resolution

A clear decision-making procedure will allow a simple conflict resolution process. A hierarchical approach:
● First, to resolve the conflict at task or WP level.
● If not possible, the conflict is discussed at the SC and consensus is sought after to solve the problem.
● If the problem cannot be solved it is escalated to the GA where the respective WP leader prepares a description of the problem and proposes its possible solutions.
● If the problem cannot be solved by consensus in the GA then voting takes place, requiring a simple majority.

11. Open Access, Open Data and Acknowledgements text

RI-URBANS is a project supported by the EC-H2020-GD Programme, and in accordance project publication of results should be in Open Access (open access journals or permanent websites with open access to a version of the manuscript).

Reference to acknowledgements shall include: "This project is funded under the European Union's Horizon 2020 research and innovation programme, Grant agreement No 101036245 project RI-URBANS (Research Infrastructures Services Reinforcing Air Quality Monitoring Capacities in European Urban & Industrial AreaS)."
Open data access shall follow the FAIR principles and instructions given in the RI-URBANS Data Management Plan (D5.1, D35, M6 as preliminary, D5.9 & D5.10, D43 & D44, M18 & M42, as updated and final ones).