


<p>GA 101003666 Start date: 01/04/20 End Date: 31/03/22</p>	
<p>Project Title</p>	<p>OPENCORONA</p>
<p>WP number, deliverable number, and Title</p>	<p>WP8 D8.1 Consortium secured intranet and Management handbook</p>
<p>Responsible partner name and contact</p>	<p>Partner number: 1 Organisation: Karolinska Institutet Name: Hanna Gador Email: hanna.gador@ki.se</p>
<p>Nature R-Report P-Prototype D-Demonstrator O=-Other</p>	<p>R, Document report</p>
<p>Dissemination level PU-public PP-restricted to otherprogramme participants RE-restricted to a group of partners CO-only for consortium members</p>	<p>PU</p>
<p>Delivery Month Planned</p>	<p>M2 – 31 May 2020</p>
<p>Actual delivery date (dd/mm/yy)</p>	<p>July 2020</p>



Description of deliverable

- **COMPLETED**

- We have created two tools for the OPENCORONA consortium in order to facilitate the communication between partners and the project management team: a cloud based file sharing service "KI Box" that allows us to share and sync our project files between computer smartphone and tables with both internal and external entitites accepting files up to 15GB. A secured intranet consortium for daily sharing and common work documents, as well as an external box for public information has been set up. They are constantly updated by both the Management team and the consortium. The project management handbook will be regularly updated based on questions and remarks from the consortium or EC.

- **ANNEXES**

Management handbook



Management Handbook

Project Acronym:	OPENCORONA
Grant Agreement No:	101003666
Project Duration:	1 April 2020 – 31 March 2022
Responsible Partner:	Karolinska Institutet Name: Hanna Gador E-mail: hanna.gador@ki.se
Document version	
Version 1	M2

Contents

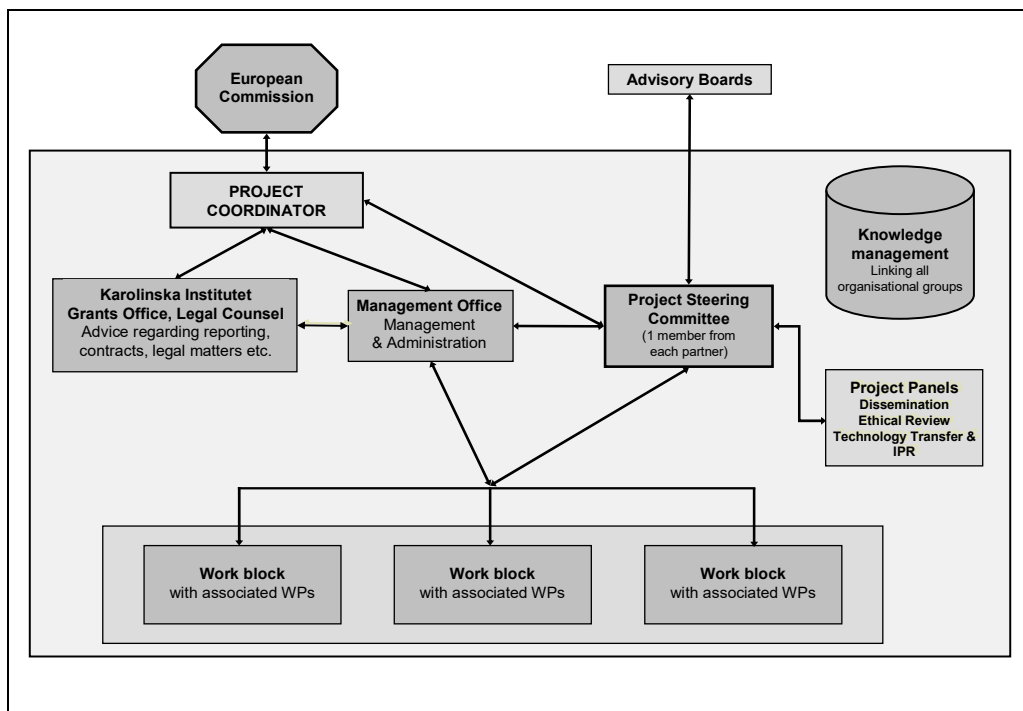
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OPENCORONA GOVERNANCE

Project governance structure

The Governance structure is in full described in the Consortium Agreement (CA) article 6.



Project Steering committee (PSC)

PSC is the decision making body of the consortium. The committee shall consist of one representative of each Party, and the coordinator is the legal entity acting as the intermediary between the parties and the funding authority.

Project Steering Committee is chaired by: Prof Matti Sällberg

Decision making: Majority of decisions shall be taken by majority of two-thirds of votes cast except in cases described in CA 6.2.5.4 where unanimous vote of the Parties is required.

Meeting frequency: Six-month basis.

Minutes and presentations of the PSC will be published on the KI Box internal tool.

Management Office

Consist of a team from the Karolinska Institutet to assist the coordinator in the management and coordination of the project, holding the accounting of the project, ensuring that deliverables and reports are submitted in a timely manner to the EC offices, drafting agendas, minutes for PSC and Annual meetings etc.

To contact the Management team:

Scientific: Matti Sällberg matti.sallberg@ki.se, Gustaf Ahlén
Gustaf.ahlen@ki.se, Lars Frelin lars.frelin@ki.se



Administrative EU coordination: Hanna Gador hanna.gador@ki.se

Web/communication officer: Christina Sundqvist christina.Sundqvist@ki.se

Financial officer: Ida Kettley (KI Grants Management office) ida.kettley@ki.se

Communication tools

Internal communication

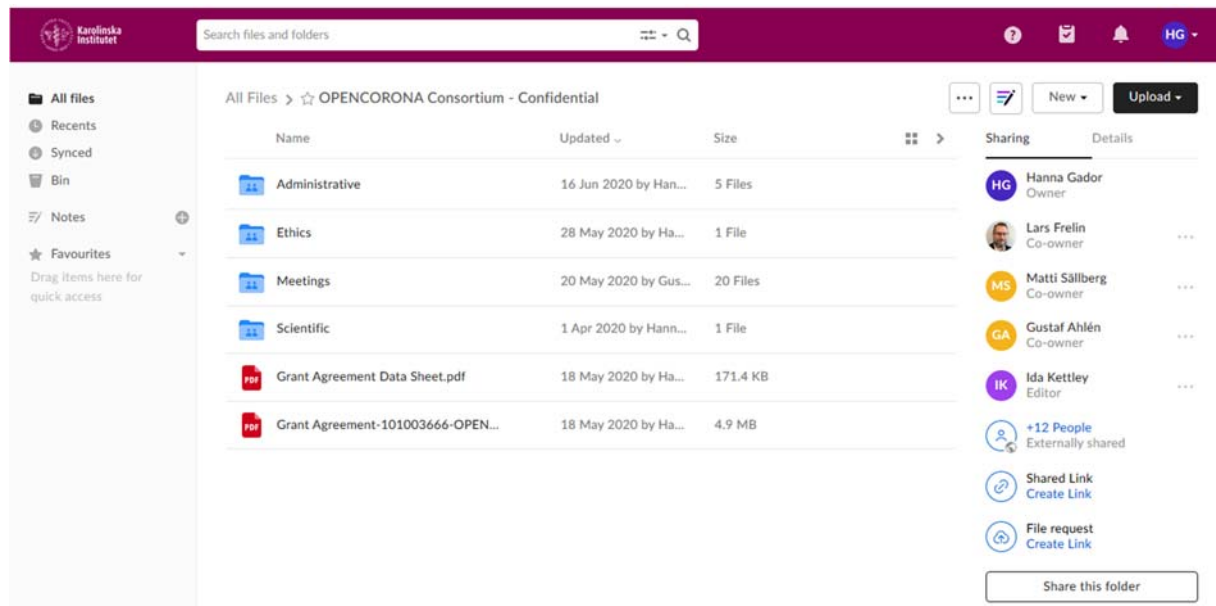
Our internal communication and work tool is the

2 KI boxes <https://ki.app.box.com>

1. OPENCORONA Consortium – Confidential

<https://ki.app.box.com/folder/108988039563>

The Consortium – Confidential box is only for the consortium members and will contain the work material we use as well as supporting and regulating documents for the OPENCORONA project.

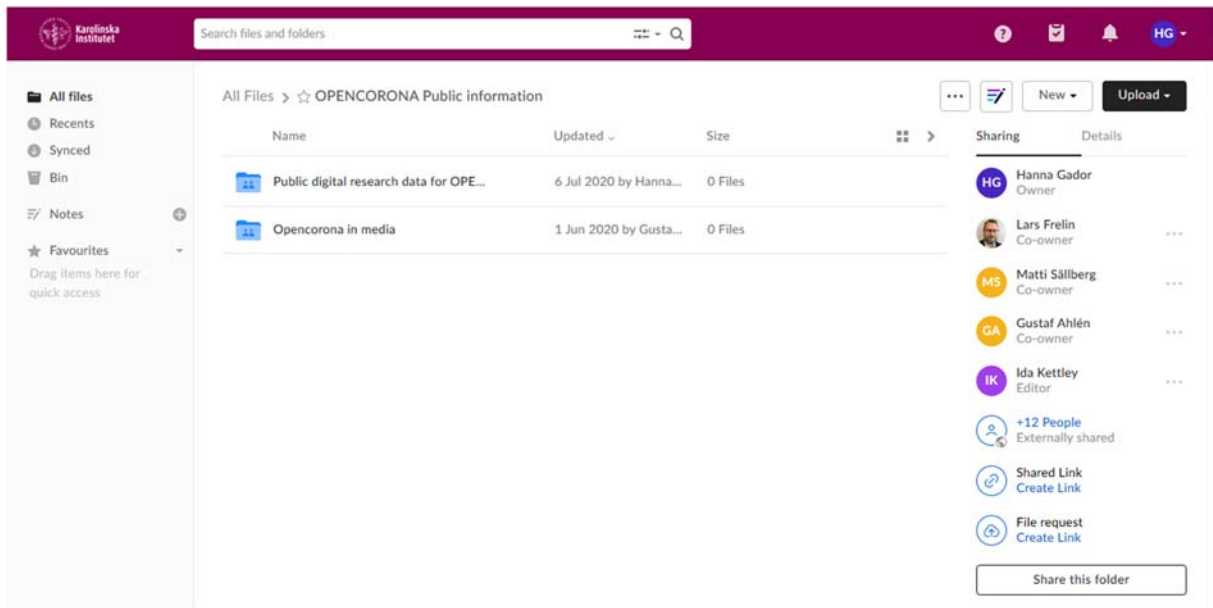


Name	Updated	Size	Sharing	Details
Administrative	16 Jun 2020 by Han...	5 Files	Hanna Gador (HG) Owner	
Ethics	28 May 2020 by Ha...	1 File	Lars Frelin Co-owner	...
Meetings	20 May 2020 by Gus...	20 Files	Matti Sällberg (MS) Co-owner	...
Scientific	1 Apr 2020 by Hann...	1 File	Gustaf Ahlén (GA) Co-owner	...
Grant Agreement Data Sheet.pdf	18 May 2020 by Ha...	171.4 KB	Ida Kettley (IK) Editor	...
Grant Agreement-101003666-OPEN...	18 May 2020 by Ha...	4.9 MB	+12 People Externally shared	

2. OPENCORONA Public information

<https://ki.app.box.com/folder/108977415505>





For invitation to either communication tools contact the management team.

Each partner is asked to themselves upload in the OPENCORONA Public information the information that can be publicly shared.

External communication

We have a project website for external communication

<https://ki.se/en/research/opencorona>

Use and spread our social media and website!

To add results, news, data to the website or social media channels contact lars.frelin@ki.se copy to matti.sallberg@ki.se and Gustaf.ahlen@ki.se

Communicate in advance with the consortium through the Management team before you Publish, Use results, Present the project at conferences etc. See Consortium Agreement for time frames under article Sometime EC wants to be informed in advance regarding the communication.

Hashtags: #opencorona, #VaccinesWork, #EuropeansAgainstCOVID19, #COVID19, #StrongerTogether

Contribution to EC should always be included in the communication



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003666



Reporting

Continues reporting of Deliverables, milestones etc - WP leader submit draft report to coordinating team at the latest 2 weeks before deadline using the OPENCORONA template for deliverables.

Work process for technical reports:

Review by WP partner and WP leader > Review by coordinator/Management team > Submit to EC

Separate deadlines will be communicated for Periodic reports before each reporting period.

According to CA reports should be sent to the Coordinator within 30 days after the end of each respective reporting period.

Open Access to research Data

Due to the health emergency, there are additional conditions for this project in Article 29, see page 44-48 of GA.

29.3 Open access to research data

The beneficiaries must deposit the digital research data generated in the action in a research data repository and take measures to make it possible for third parties to access, mine, exploit, reproduce and disseminate the data free of charge for any user, at the latest within 30 days after it has been generated.

This does not change the obligation to protect results in Article 27, the confidentiality obligations in Article 36, the security obligations in Article 37 or the obligations to protect personal data in Article 39, all of which still apply.

As an exception, the beneficiaries do not have to ensure open access, if the Commission agrees to replace the open access obligation by special access rights for third parties that need the research data to address the public health emergency. These access rights must include the right to access, mine, exploit and reproduce the data free of charge.

