



BOOSTSCIENCE

Boosting Education & Entrepreneurship in Natural Sciences in Ukraine

D1.1

Project Management Plan

Version 3.0

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Abstract

This document constitutes “Deliverable D1.1 – Project Management Plan” of the Erasmus+ European project “BOOSTSCIENCE - Boosting Education Quality and Entrepreneurial Mindsets for Natural Sciences in Ukraine”.

It serves as the project’s management handbook, defining standard workflows and procedures for BOOSTSCIENCE management activities. The Plan provides guidance on the organisational structures, the internal communication arrangements and workflows, and the reporting procedures. By establishing a clear management approach, the deliverable supports effective collaboration and the smooth implementation of the project.

Keywords

Project management; Internal Communication; Reporting; Project workflows

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* Deliverable types:

[R — Document, report]
[DEM — Demonstrator, pilot, prototype]
[DEC — Websites, patent filings, videos, etc]
[DATA — data sets, microdata, etc]
[DMP — Data Management Plan]
[ETHICS]
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Abbreviations

PMP	Project Management Plan
EC	European Commission
WP	Work Package
PC	Project Coordinator
CA	Consortium Agreement
GA	Grant Agreement
SC	Steering Committee
PMT	Project Management Team
PO	Project Officer
PR	Periodic Reports

Executive summary

This document is the deliverable “D1.1 – Project Management Plan” of the European project “BOOSTSCIENCE - Boosting Education Quality and Entrepreneurial Mindsets for Natural Sciences in Ukraine” (Grant Agreement number 101237769).

The BOOSTSCIENCE Project Management Plan (PMP) sets out the governance, processes, tools, roles, schedules, and controls used to deliver the project effectively and compliantly. The PMP serves as the operational reference for consortium partners to ensure effective management, the timely delivery of outputs, outcomes and impact, the sharing and storing of documents, the communication between the partners, the transparent decision-making and reporting, and the sound financial and administrative management aligned with grant agreement requirements. The quality assessment of the project processes, and the robust risk management will be described in D1.3 “Quality Assurance Plan”.

The PMP will be a living document, updated throughout the project whenever needed. It is delivered in month 3 of the project life, to foster a smooth implementation from the start of the project. The PMP will significantly contribute to the clear definition of the partners’ roles and responsibilities and will ensure that the project is concluded on time, within budget and with high degree of quality.

1 Introduction

1.1 Overview of BOOSTSCIENCE project

Statistics for Higher Education Institutions (HEIs) of Ukraine due to the current war are devastating: According to the Ministry of Education and Science of Ukraine and the “Science at Risk Monitoring Report¹” for Academia in Ukraine, as of 2023, 141 HEIs are reported damaged or destroyed; 44 HEIs are relocated, forced to leave behind premises, laboratories, infrastructure, etc.²; 30% of their students are displaced, internally or abroad.

Ukrainian labour market statistics are also devastating: The war has led to widespread destruction of infrastructure and businesses, resulting in a substantial increase in unemployment (~ 30%) and a loss of over a quarter of Ukrainian workforce³. Only ~11% of workers are in jobs matched to their education level, indicating a strong need for demand-driven curricula, work-based learning, and rapid re/upskilling pathways⁴.

Strengthening Higher Education in Ukraine can therefore be the fastest way to post-war recovery, ensuring that the country doesn’t fall short in highly trained and skilled workforce. However, HEIs need support and assistance in adapting to changing operating conditions (e.g., transition to remote learning, difficult collaboration with the private sector) to overcome uncertainty, resource constraints, risks, and dangers, and ensure resilience, uninterrupted activities and human capital development.

BOOSTSCIENCE will try to address this by designing an innovative interdisciplinary module for master-level students of Biology and Chemistry. This module will be the main vehicle through which Ukrainian students will acquire top-notch, go-to-market skills to tackle mismatch between education and labour market demands and support their employability.

BOOSTSCIENCE is comprised of 12 partners and is coordinated by Hellenic Open University (HOU, Greece), as shown in **Table 1** below:

Number	Short name	Legal name	Country	Logo
1	HOU	Hellenic Open University	Greece	 HELLENIC OPEN UNIVERSITY
2	KKNU	V.N. Karazin Kharkiv National University	Ukraine	 V. N. KARAZIN KHARKIV NATIONAL UNIVERSITY
3	UJI	Universitat Jaume I de Castellón	Spain	 UNIVERSITAT JAUME I
4	UoI	University of Ioannina	Greece	 University of Ioannina
5	LNS	Leanspots	Spain	 leanspots

¹ Science at Risk Monitoring Report. Academia in Ukraine in Times of War: Understanding the Status-Quo, Challenges, and Support Needs

² <https://onlinelibrary.wiley.com/doi/epdf/10.1111/ejed.12581>

³ <https://iaa.org.ua/en/articles/znajty-robotu-v-ukrayini-yak-vijna-vplynula-na-rynok-praczi/>

⁴ [Monitoring Living Conditions in Ukraine](#)

6	DONNU	Vasyl' Stus Donetsk National University	Ukraine	
7	CNU	Vasyl Stefanyk Carpathian National University	Ukraine	
8	IFNUL	Ivan Franko National University of Lviv	Ukraine	
9	ONU	Odesa I.I. Mechnikov National University	Ukraine	 Odesa I. I. Mechnikov National University
10	SSI ISC	State Scientific Institution "Institute for Single Crystals" of National Academy of Sciences of Ukraine	Ukraine	
11	BIOTEK	Pharmaceutical company "FK"Biotech Ltd."	Ukraine	
12	UORSY	Limited Liability Company «Research and Production Enterprise «Ukrorgsyntez», Ukrorgsyntez LTD	Ukraine	

Table 1. BOOSTSCIENCE consortium

Tables 2, 3 & 4 below show the BOOSTSCIENCE Work Packages (WP), Milestones and Deliverables respectively, which will ensure the successful implementation of BOOSTSCIENCE work plan.

WP number	WP name	Lead partner	Start month	End month
1	Project management and coordination	HOU	1	36
2	BOOSTSCIENCE strategic roadmap	DONNU	2	11
3	Development of BOOSTSCIENCE curriculum	HOU	11	24
4	Capacity Building and Sectoral-Oriented Reform Activities for Participating Ukrainian HEIs	LNS	15	35
5	Delivery of the BOOSTSCIENCE module	KKNU	25	36
6	Visibility, Dissemination, Communication & Sustainability	CNU	1	36

Table 2. BOOSTSCIENCE Work Plan

Milestone number	Milestone name	WP number	Lead partner	Due month
1	Rules for project management	1	HOU	6
2	Spherical needs assessment	2	KKNU	6
3	Finalisation of the module content	2	DONNU	10
4	Reform methodological framework for Ukrainian HEIs	2	LNS	10
5	BOOSTSCIENCE educational material ready	3	HOU	20
6	BOOSTSCIENCE VLE ready for release	3	HOU	24
7	Capacity building workshop for Ukrainian HEIs	4	HOU	25
8	BOOSTSCIENCE module delivered and evaluated	5	KKNU	36
9	Project Website and Materials Published	6	LNS	6
10	Equipment	5	KKNU	24
11	Consortium Agreement	1	HOU	2

Table 3. BOOSTSCIENCE Milestones

Deliverable number	Deliverable name	WP number	Lead partner	Dissemination level	Due month
D1.1	Project Management Plan	1	HOU	Public	3
D1.2	Data Management Plan and Ethics guidelines	1	KKNU	Public	6
D1.3	Quality Assurance Plan	1	HOU	Public	6
D1.4	Quality Assurance reports	1	HOU	Sensitive	36
D1.5	Progress report at midterm	1	HOU	Sensitive	18
D2.1	Research and Entrepreneurial skills roadmap of Biology and Chemistry Ukrainian HEIs and students	2	KKNU	Public	8
D2.2	BOOSTSCIENCE new module syllabus	2	DONNU	Public	11
D2.3	Reform roadmap for Ukrainian HEIs	2	LNS	Public	11
D3.1	BOOSTSCIENCE educational material	3	HOU	Public	24
D3.2	BOOSTSCIENCE VLE	3	HOU	Public	24
D4.1	Report on capacity building activities	4	LNS	Public	35
D5.1	Report on BOOSTSCIENCE module delivery	5	KKNU	Public	36
D6.1	Project templates and identity creation	6	IFNUL	Public	6

D6.2	Dissemination and Communication Plan	6	LNS	Public	6
D6.3	Report on Communication and Visibility Activities	6	IFNUL	Public	36
D6.4	Sustainability Plan	6	CNU	Public	36

Table 4. BOOSTSCIENCE Deliverables

1.2 Description of the deliverable

Deliverable 1.1: “Project Management Plan” is part of WP1, which is organised in the following tasks:

- ❑ Task 1.1: Project and Financial Management
- ❑ Task 1.2: Coordination and communication within the consortium
- ❑ Task 1.3: Data management
- ❑ Task 1.4: Ethics and gender management
- ❑ Task 1.5: Quality Assurance

D1.1 is related to T1.1 and T1.2. It will set out the management and working models to be applied in the BOOSTSCIENCE project. It will also cover the technical, scientific, and financial management arrangements, the internal consortium communication and interactions with the European Commission (EC), and the project’s reporting processes.

BOOSTSCIENCE is implemented in a challenging and rapidly evolving environment, where Ukrainian higher education institutions face systemic disruptions caused by war-related conditions, including institutional relocation, restricted mobility, energy insecurity, and constrained administrative capacity.

In response, the project adopts a flexible and resilience-oriented management approach, aligned with the objectives of Erasmus+ Capacity Building in Higher Education (Strand 2). Management procedures are designed not only to ensure project continuity, but also to strengthen institutional capacities for adaptive governance, digital coordination, and crisis-responsive decision-making.

The consortium prioritises remote and hybrid collaboration models, decentralised task implementation, and contingency-based planning, enabling Ukrainian partner institutions to maintain operational stability while embedding transferable management practices that can be sustained beyond the project lifetime.

The D1.1 is structured in the following chapters:

- ❑ Introduction
- ❑ Governance structure
- ❑ Consortium procedures
- ❑ Communication procedures
- ❑ BOOSTSCIENCE Workflows
- ❑ Conclusions

2 Governance Structure

The following paragraphs describe the governance structure of BOOSTSCIENCE project. A more extended description of the actors and roles is available in the Grant Agreement (GA) and the Consortium Agreement (CA).

2.1 General structure

BOOSTSCIENCE governance structure entails the following Bodies:

- ❑ The **Steering Committee** is the decision-making body of the consortium
- ❑ The **Coordinator** is the intermediary between the Beneficiaries and the European Executive Agency. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement.
- ❑ The **Project Management Team** assumes primary responsibility for the administrative and technical aspects of BOOSTSCIENCE.

Supporting Roles to the Consortium Bodies:

- ❑ The **Quality Assurance Manager** is responsible for ensuring quality of all project's outputs and deliverables.

2.2 Steering Committee

The BOOSTSCIENCE **Steering Committee (SC)** consists of at least one senior representative from each partner. The Steering Committee, as the highest authority within the BOOSTSCIENCE project, is entrusted with making strategic decisions and resolving conflicts through a democratic decision-making process. Scheduled to convene quarterly, the SC discusses matters related to project implementation, evaluates conflicts, and takes decisions. The Coordinator shall chair all meetings of the Steering Committee, unless decided otherwise by the SC. The SC will therefore ensure the technical and scientific success of the project.

More details on the role and responsibilities of the SC are outlined in the Consortium Agreement.

2.3 Project Coordinator

The **Project Coordinator (PC)** of BOOSTSCIENCE is Hellenic Open University (HOU). V.N. Karazin Kharkiv National University (KKNU) supports HOU in the overall project coordination by acting as a contact point for all Ukrainian partners. The main responsibility of the PC is to ensure the timely and successful progress of the project according to the Grant Agreement.

The PC is the intermediary between the partners and the European Executive Agency and shall perform all tasks assigned to it as described in the Grant Agreement and in this Consortium Agreement.

Indicatively, the PC is responsible for monitoring compliance by the partners with their obligations under the Consortium Agreement and the Grant Agreement, for collecting, reviewing, and submitting reports, deliverables and requested documents to the European Executive Agency, for preparing the project meetings, for monitoring the implementation of decisions taken at meetings, for transmitting promptly documents and

information connected with the project to any other partner concerned, for administering the financial contribution of the European Executive Agency, etc.

The Scientific Coordinator of BOOSTSCIENCE from HOU is assisted by HOU team, KKNLU team, the Steering Committee and the Project Management Team. More details on the role and responsibilities of the PC are outlined in the Consortium Agreement.

2.4 Project Management Team

The Project Management Team (PMT) consists of the Coordinator and the Work Package Leaders. In addition, representatives acting in the Supporting Roles to the Consortium Bodies, such as the Quality Assurance Manager, can be invited to attend the PMT meetings.

The PMT will convene every two months, and will be responsible for keeping track of the effective and efficient implementation of the project, for evaluating suggestions for the reallocation of tasks or budget, for making suggestions for amendments to Annex 1 and Annex 2 of the Grant Agreement to the Steering Committee, for assessing reports, for assessing and proposing to the SC the status or completion of each work package, for preparing the periodic reporting of the work packages together with the PC, for supporting the PC in preparing information and deliverables, and for ensuring quality of project outputs with support from the Quality Assurance Manager.

3 Consortium Procedures

3.1 Decision making

Day-to-day technical and administrative decisions within the project are taken by the PC.

Strategic decisions and major technical and operational decisions (like any reschedule of deliverables, milestones, tasks, effort) are taken by the SC. Decisions are taken when at least two-thirds (2/3) of the SC members are present or represented (quorum), and the decision is agreed by a simple majority (min 51%). Each member shall have one vote. The PC will produce written minutes of each meeting and send them to all partners within 10 calendar days of the meeting. The minutes will be the formal record of all decisions taken and will be considered as accepted if, within 10 calendar days from sending, no member has sent an objection in writing to the PC with respect to the accuracy of the minutes.

3.2 Veto rights

Any member of BOOSTSCIENCE has the right to exercise a veto when it recognises that it is affected by a decision of the SC or the PMT. When the decision is foreseen in the original agenda, a member may veto such a decision during the meeting only. When a decision has been taken on a new item added to the agenda before or during the meeting, a member may veto such decision during the meeting and within 10 days after the draft minutes of the meeting are sent. In case of exercise of veto, the members shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all members.

3.3 Conflict management

In case of conflicts arising within the consortium, the following steps will be taken:

- ❑ The parties will first try to resolve the conflict amicably between them.
- ❑ If a conflict cannot be resolved in this way, it is raised to the PC; for conflict resolution in a technical aspect, the PC is responsible for proposing an alternative. If this is agreed, the issue is solved.
- ❑ If this attempt fails, the issue will be brought to the PMT and the SC, and the PC will try to solve it by consensus. The PMT and the SC will decide which procedure will be followed and the corresponding correction measures that should be taken. The partner causing the conflict will declare acceptance of the procedure and the corrective measures.
- ❑ If the conflict cannot be resolved, the Project Officer (PO) will be immediately notified of the situation and of the measures that have been taken.

3.4 Cost management

Accurate financial data should be maintained and updated accordingly by all partners.

For efficient cost management, the PC will request a financial internal report every 12 months, where personnel and other costs will be indicated. Each partner is responsible to control their costs in accordance with their own accounting and management practices. The PC will then check for any significant deviation between actual and planned costs; if so, corrective actions will be defined and put in place. This procedure will

enable rapid response and mitigation to potential progress or cost impacts before they become milestone impacts.

3.5 Risk management

Risk management in BOOSTSCIENCE will follow a 4-step logic involving the identification, evaluation, mitigation and control of unforeseen risks. The internal reporting process, the monthly consortium meetings, and the SC and PMT meetings will support the early detection of unexpected challenges, issues, or risks. Risk management activities will focus on reducing both the probability and the impact of negative events by anticipating risks and preparing responses before they lead to significant consequences that could undermine delivery of the project's expected results.

The risk management procedure is described in more detail D1.3.

3.6 Data management

The Data Management refers to the procedures outlining what data the project will generate, how it will be managed, stored, and shared, whether and how it will be exploited or made accessible for verification and re-use, and the responsibilities of those involved in data management.

Data management procedures are described in more detail in D1.2.

3.7 Ethics management

This Ethics Management refers to the procedures ensuring ethical implementation, systematic gender mainstreaming, and standardized procedures (including security, confidentiality measures, and consent templates) for any personal data collection occurrence, according to the GDPR principles across all project phases and activities.

Ethics management procedures are described in more detail in D1.2.

3.8 Quality assurance

BOOSTSCIENCE will follow a rigorous quality assurance procedure to guarantee the timely submission of high-quality deliverables and the ultimate delivery of a high-quality project. To ensure homogeneous formatting and content across all BOOSTSCIENCE Deliverables, a deliverable template has been prepared (appended in Annex 1). All project deliverables will be stored on the project's Basecamp folders.

The quality of each deliverable will be monitored at 4 levels (Deliverable leader → WP leader → Consortium → Project Coordinator), reinforcing transparency and strengthening partners' administrative and project management capacities. The quality of each deliverable will be assessed by the alignment to specific quality indicators (alignment to deliverable objectives; clarity; completeness; respect of template and visual identity; etc.).

Quality assurance procedures are described in more detail in D1.3.

4 Communication Procedures

This chapter describes the communication that occurs at the following levels in the project:

- ❑ Communication within the consortium
- ❑ Communication with the PO and the EC

Communication with external stakeholders will be described in D6.2 “Dissemination and Communication Plan”.

The following general communication rules apply:

- ❑ All communication regarding any issue or problem should be directed to the PC.
- ❑ Only the PC will communicate with the PO and send documents or information.

4.1 Internal communication

For the internal communication between all partners, the following communication channels have been set up:

- ❑ BOOSTSCIENCE accounts on Basecamp project management platform
- ❑ Contact list and emails
- ❑ Project meetings

4.1.1 BOOSTSCIENCE accounts on Basecamp

The Basecamp project management platform offers a flexible workspace where discussions, assignments, data and file storage, scheduling, happen all at once. Basecamp projects hold everything — and everyone — together in one tidy, predictably structured place.

Two Basecamp projects have been set up for the project: a general one, for all members of the work teams (called “BOOSTSCIENCE project”) and one project for more administrative and managerial matters, where only the senior members of the work teams have access (called “BOOSTSCIENCE project management”). **Figure 1** below shows a snapshot of the homepage of the “BOOSTSCIENCE project” on Basecamp, from where the project partners have the following options:

- ❑ Post quick messages to all the consortium (through the “Campfire” space) or to selective members (through the “Ping” space)
- ❑ Initiate a discussion on a topic (through the “Message Board”)
- ❑ Access files in the “Docs & Files” section
- ❑ Check their upcoming events on the calendar
- ❑ Check their “To-Do” list

The Basecamp management platform license is paid by HOU, which then granted access to all partners. The partners were navigated to the platform by HOU team during the online project meetings and the in-person kick-off meeting.

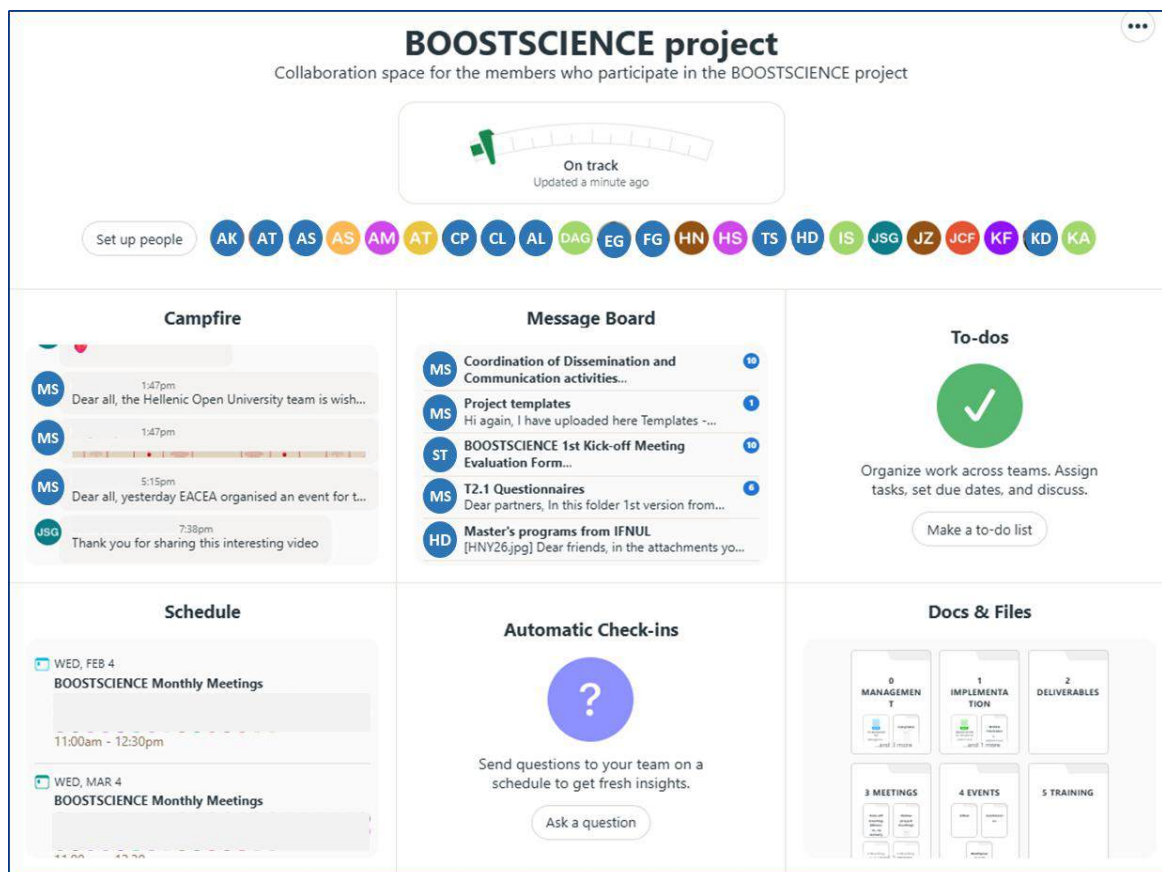


Figure 1. BOOSTSCIENCE Management Platform on Basecamp

4.1.2 Contact lists and emails

To further enable communication between the partners, the emails and telephone numbers of all partners have been collected in an excel file, which is now stored on the Basecamp working space of the project.

Each partner is obliged to send any changes regarding the contact persons immediately to the PC, so that the mailing list is updated.

4.1.3 Project meetings

BOOSTSCIENCE partners have agreed to the following meetings schedule:

- ❑ **Online progress meetings:** BOOSTSCIENCE consortium meets remotely every month to monitor the progress of the workplan, the status of deliverables and milestones, the risk identification, etc. For these meetings, the WP Leaders prepare a short presentation on the status of their WP (work progress as well as quality assurance and risk management); all partners are therefore required to send to their WPL any results/data/risks well in advance. At least one representative from each partner should attend the meetings. In case of absence, the partners should inform the PC in advance. Ad hoc online meetings can also be scheduled when the need arises. Meetings' minutes will be prepared by the PC and stored on Basecamp workspace.

- ❑ **Steering Committee and Project Management Team meetings:** These have been described in Chapter 2.
- ❑ Meetings between individual partners will be handled by the partners as the need arises. Meetings' minutes will be sent to the WPL and the PC.

To ensure uniformity a “BOOSTSCIENCE PowerPoint Presentation Template” has been created, already uploaded on the BOOSTSCIENCE Basecamp workspace and presented in Annex 1.

4.2 Communication with the Project Officer and the European Commission

The communication with the European Commission will be achieved through the communication of the PC with the Project Officer. The main communication channels will include (a) the SEDIA (Single Electronic Data Interchange Area) portal; (b) e-mails; (c) online meetings.

5 BOOSTSCIENCE Workflows

5.1 Management tools

Annex 1 includes templates for all the common documents (deliverables, presentation, minutes, agenda, general document). Additional templates will be generated according to project needs.

A detailed GANTT chart has also been developed in an excel format, which visualises nicely the timeline of all project activities, per task per Work Package. This GANTT chart is stored in BOOSTSCIENCE Basecamp workspace.

5.2 Deliverable workflow

The workflow for the timely submission of high-quality deliverables will be described in D1.3 “Quality Assurance Plan”.

In short, the preparation of each deliverable will follow these steps: **1.** The deliverable leader will first discuss with the respective Work Package leader the content of the deliverable; **2.** The deliverable leader will ask from contributions from the involved partners and prepare the first draft; **3.** The deliverable will be reviewed by the Project Coordinator, the Work Package leader, and some of the partners; **4.** The deliverable leader will update the deliverable according to the review comments; **5.** The Project Coordinator will submit the deliverable to EC.

5.3 Meetings workflow

For online meetings:

The PC (or any other chairperson that convenes a meeting) shall prepare and send an agenda no later than 3 calendar days preceding the meeting. The chairperson shall be responsible for taking minutes of each meeting which shall be the formal record of all decisions taken. The draft minutes will be sent to project partners within 15 working days of the meeting. The minutes shall be considered as accepted if, within 10 working days from receipt, no partner has sent an objection to the chairperson with respect to the accuracy of the draft minutes by written notice. The chairperson shall then send the accepted minutes to all the partners, and to the coordinator, who shall retain copies of them. Decisions will be binding once the relevant part of the minutes has been accepted.

For in person meetings:

In addition to the previous requirements, in person meeting preparations will be a joint effort of the hosting institution and the PC.

The hosting institution should take care of the following aspects when organising a physical meeting:

- ☐ Finding a venue for the meeting.
- ☐ Provide to the other partners a list of convenient hotels, travel information, other useful information, etc.
- ☐ Organise coffee and lunch breaks during the meeting, and propose a location for the project dinner.

The PC will take care of the following aspects of the meeting:

- ☐ Prepare the meeting materials (agenda, attendance list) and keep minutes.

5.4 Reporting workflow

5.4.1 Periodic reports

BOOSTSCIENCE will submit two Periodic Reports (PR) to the EC: one midterm periodic progress report on month 18, and the final project report on month 36.

The PRs will be coordinated by the PC who will request the necessary contributions from the partners. The PC must submit the PRs within 60 days following the end of the reporting period. The PRs are structured in the following 2 parts:

Periodic technical report: It describes the technical work carried out by the partners including results, milestones, deliverables, critical risks-deviations, dissemination/communication activities, etc. The technical report is composed of Part A, which is encoded directly on SyGMA portal, and Part B, which is in narrative form based on a specific template provided in the electronic exchange system.

Periodic financial report: It includes an individual financial statement containing the lump sum contributions for the work packages that were completed during the reporting period and an explanation of the use of resources.

The methodology for the periodic reporting progress is depicted in the following **Table 7**:

What	Who	How	When
Part A on SyGMA	PC, in collaboration with all partners	Keep all information in Part A updated	Continuous
Work Package reports	Work Package Leaders	Collect activity reports from all partners involved in their WP; compile everything in the final WP report	4 weeks after the end of the reporting period
Technical periodic report	PC	Collect all WP reports to generate the final technical report	2 weeks before submission deadline
Financial periodic report	All	All partners complete their financial statements	2 weeks before submission deadline
Submission of the periodic report	PC	The PC submits the periodic report containing technical and financial contributions	1 week before submission deadline

Table 5. Proposed methodology for periodic reporting

5.4.2 Internal reports

The internal reporting exercises will entail internal financial reports to monitor resources consumption. The project partners will be asked to provide to the PC every 12 months a summary of all the costs incurred up to that point, using a dedicated excel template.

These internal exercises will facilitate the financial monitoring of the project.

6 Conclusions

This deliverable serves as a practical guide for the BOOSTSCIENCE consortium's day-to-day operations and should be used by all project partners to support efficient and effective working practices. It outlines the governance and organizational setup, the work breakdown, the coordination arrangements, and the reporting processes. The document will be reviewed and updated regularly to reflect the latest relevant developments and changes.

Annex 1

Management templates to be used in BOOSTSCIENCE.

It contains templates for documents, deliverables, agendas, minutes, presentations.



BOOSTSCIENCE

Boosting Education & Entrepreneurship in Natural Sciences in Ukraine

DX.X

XXX

Revision version 0.1

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* Deliverable types:

- [R — Document, report]
- [DEM — Demonstrator, pilot, prototype]
- [DEC — Websites, patent filings, videos, etc]
- [DATA — data sets, microdata, etc]
- [DMP — Data Management Plan]
- [ETHICS]
- [SECURITY]
- [OTHER]

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--	---

List of tables

Table 1. This is a placeholder basic table caption	10
Table 2. This is a placeholder banded table caption	10
Table 3. This is a placeholder grid table caption	10



Abbreviations

XX	
XX	



Executive summary

About the executive summary:

Summaries are useful for people to scan the primary points quickly and then decide whether they need to read the entire version.

An executive summary should be short enough to be economical and long enough to be clear and comprehensive. Don't sacrifice meaning for brevity.

It should stand alone (hence do not refer to section numbers or WPs). The executive summary should:

- ☐ Focus on results (findings, conclusions, and recommendations).
- ☐ Provide some motivation for why the problem is interesting.
- ☐ Typically mention the research methodology.
- ☐ NOT need to provide a section-by-section summary.

1 Text and structure

1.1 About text and titles

1.2 About lists

- **First** level bullet list
 - **Second** level bullet list

2 Figures, tables, and references

2.1 Figures

About figures, please remember to:

- Always center them on the page.
- Insert figure caption below.
- Caption font size should be 10 pt.
- Captions should also be centered on the page.
- Don't forget to include the source if you insert external images.



Figure 1. This is a placeholder image caption (*Source: pixabay*)

2.2 Tables

About tables, please remember to:

- ☐ Always center them on the page and autofit to window.
- ☐ Insert table caption below.
- ☐ Caption font size should be 10 pt.
- ☐ Captions should also be centered on the page.
- ☐ Don't forget to include the source if you insert external tables.

2.2.1 Basic table

Below is an example of a basic table:

Column 1	Column 2	Column 3	Column 4
Text	Text	Text	Text

Table 1. This is a placeholder basic table caption

2.2.2 Banded table

Below is an example of a banded table:

Column 1	Column 2	Column 3	Column 4
Text	Text	Text	Text

Table 2. This is a placeholder banded table caption

2.2.3 Grid table

Below is an example of a grid table:

	Column 1	Column 2	Column 3	Column 4
Row 1	Text	Text	Text	Text
Row 2				
Row 3				

Table 3. This is a placeholder grid table caption

2.3 About references

For references, please, insert them as numbered cross-references as indicated hereby and list them in their dedicated section (see [References](#)).

Sometimes you may want to use **footnotes**¹ rather than references.

¹ Example footnote

3 Conclusions

This section should conclude the work done and outline next steps.



References

- [1] Example footnote
- [2] Authors (X. Surname, ...), "*Title*", Journal, Year, pages.



Annex

Anything that is related but not a core part to the deliverable can go into the annex.





BOOSTSCIENCE

Boosting Education & Entrepreneurship in Natural Sciences in Ukraine

BOOSTSCIENCE project

XXX Online/In person meeting

dd/mm/yyyy, XX.XX CET

Host:

XXXXXX

Link to the meeting: XXXXX

Agenda

XXX meeting	
Session	
XXXX	- XXXX
XXXX	- XXXX
XXXX	- XXXX



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BOOSTSCIENCE

Boosting Education & Entrepreneurship in Natural Sciences in Ukraine

BOOSTSCIENCE project

XXX Online/In person meeting

dd/mm/yyyy, XX.XX CET

Host:

XXXXXX

Meeting Minutes

Participants	
HOU	
KKNU	
UoI	
UJI	
DONNU	
CNU	
IFNUL	
ONU	
SSI ISC	
BIOTEK	
UORSY	

Meeting summary	
Session	
XXXX	- XXXX
XXXX	- XXXX
XXXX	- XXXX



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Actions / Decisions	
• XXXX • XXXX	

BOOSTSCIENCE XXX Meeting

Attendance list

DATE & PLACE OF MEETING

Name	Surname	Organisation	Signature



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Title

Title

Heading

01

XXXX

02

XXXX

03

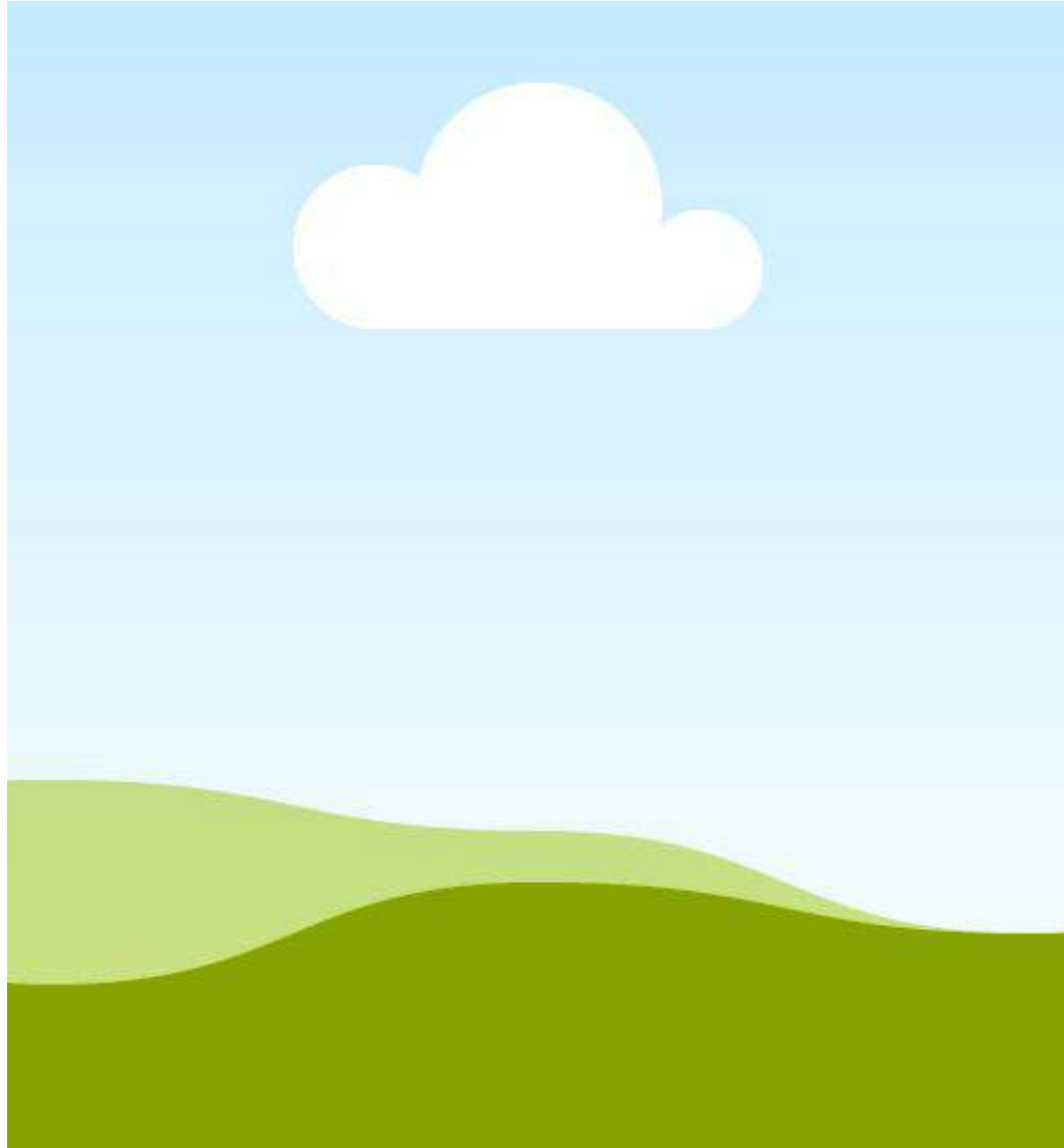
XXXX

04

XXXX

Heading

- 1 XXXX
- 2 XXXX
- 3 XXXX
- 4 XXXX
- 5 XXXX



Heading

XXXX

Heading

Write your topic or idea

Write your topic or idea

Write your topic or idea

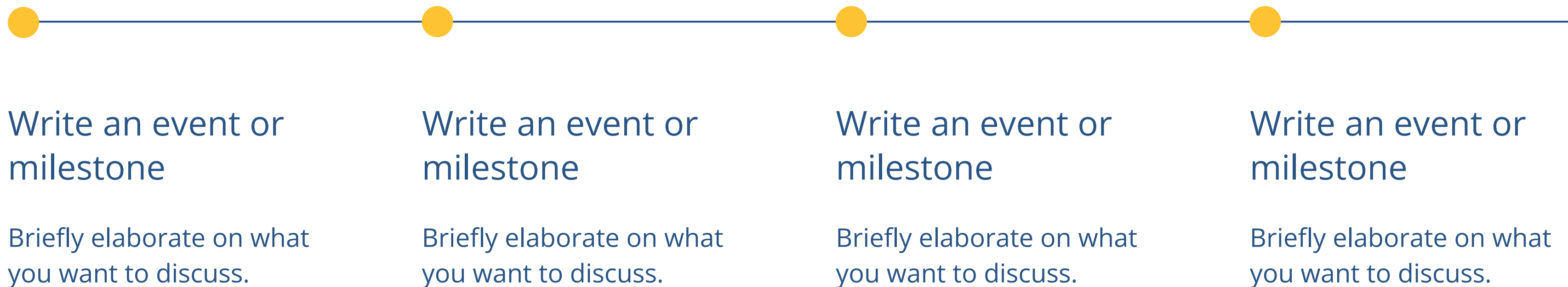
Write your topic or idea

Heading

□ XXXX

➤ XXXX

Timeline



Write your topic
or idea

Write your topic
or idea

Write your topic
or idea

Write your topic
or idea



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Thank you!