



GreenEsteem 

Deliverable 1.1: QRE Framework

GreenEsteem

Collaborative Knowledge Valorisation for Sustainable Nature-Based Solutions

Project factsheet

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Urban Policies Association, Bulgaria (TEAM SOFIA)

University of Architecture, Civil Engineering and Geodesy, Bulgaria (UACEG)

Klimabündnis Österreich, Austria (CCA)

Konin Municipality, Poland (KONIN)

Deliverable factsheet

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Abbreviations

Term	Description
QRE	Quality, Risks and Ethics
CA	Consortium Agreement
DoA	Description of Action
GA	General Assembly
OA	Open Access
WP	Work Package
WPL	Work Package Leader

Executive Summary

This deliverable presents the Quality, Risks and Ethics Framework for GreenEsteem and contains all relevant information for the consortium throughout the duration of the project. As such, it provides an overview of the project, its structure, deliverables, as well as ethics, quality and risk management procedures, as well as the consortium and its responsibilities. The document provides an overview of the guidelines and procedures to ensure a high quality and ethically sound project execution, project management and communication. It should act as a single point of reference to all project members. This framework will be updated and adapted whenever necessary.

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1 Introduction

GreenEsteem aims to bring citizens, policy makers, businesses, and academia together to share knowledge and co-create practical Nature-Based Solutions (NBS) for a greener and more sustainable future. It focuses on participatory innovation, equipping stakeholders from different societal spheres to work hand in hand to make our cities and communities more resilient and inclusive. NBS have emerged as a promising field for innovative knowledge co-creation methods. With this in mind, GreenEsteem will advance good practices in the field of NBS in two pilot urban living labs in Konin, Poland, and Sofia, Bulgaria, where sustainable NBS interventions will be co-evaluated, co-designed, and piloted. Based on pilot outcomes and with strong support of national expert groups, a comprehensive training program for knowledge co-creation and transfer will be established to tackle barriers and skill gaps among research, policy, industry, and civil society stakeholders. Strategic roadmaps and events will launch and intensify cross-fertilization networks engaged in the green transition. Supported by an online platform featuring best-practice toolkits, online training modules, a digital handbook, and policy recommendations, GreenEsteem is designed to reach practitioners, citizens, policy makers, and researchers alike, ensuring the replication of best practices in collaborative knowledge valorisation across Europe.

This deliverable is the outcome of T1.4 and presents the Quality, Risks and Ethics Framework for GreenEsteem and contains all relevant information for the consortium throughout the duration of the project. As such, it provides an overview of the project, its structure and milestones, as well as the consortium and its responsibilities. The document provides an overview of the guidelines and procedures to ensure a high quality and ethically sound project execution, project management and communication. It should act as a single point of reference to all project members. This framework is set up in the beginning of the project and will be updated and adapted whenever necessary.

This deliverable builds the foundation for a high quality execution of all work packages and tasks and is strongly connected to the WP1 tasks, especially T1.1 Coordination of the project consortium, progress updates and monitoring, T1.3 Management of data privacy and protection (GDPR) and T1.5 Provision of periodic progress and financial reports. When it comes to potential ethics issues, this framework aims to build solid awareness of such risks and to provide specific procedures to avoid and mitigate ethical problems. This is particularly relevant for all project activities that interact with and engage human participants, such as: expert interviews, roundtables, participatory and training workshops as well as various communication and dissemination activities, spanning from WP2 to WP6. This framework aims to ensure that participation in the project activities is managed strictly in line with contemporary ethical guidelines and laws to protect personal data and other interests of participants.

2 Project Management Structure

The following chapter gives a brief overview of the project management structure. Full detail can be found in the Description of Action (DoA) Part A and B.¹

2.1. Project activities and schedule

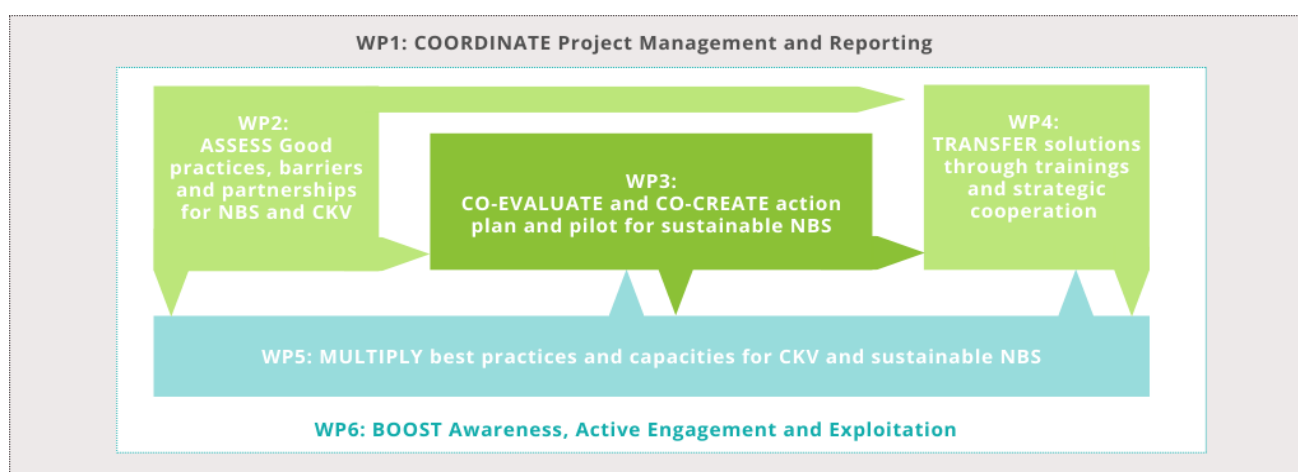
Work packages

GreenEsteem is structured into six work packages (WPs) as shown in the table below.

Table 1: Work Packages and Work Package Leaders

WORK PACKAGES		
No.	Title	Lead
WP1	COORDINATE : Project Management and Reporting	AMU
WP2	ASSESS good practices, barriers and partnerships for NBS and CKV	UACEG
WP3	CO-CREATE action plan and pilot for sustainable NBS	AMU
WP4	TRANSFER solutions through trainings and strategic cooperation	CAA
WP5	MULTIPLY best practices for CKV and sustainable NBS	Team Sofia
WP6	BOOST : Awareness, Active Engagement and Exploitation	SYNYO

Figure 1: Work Packages Relation



Deliverables

GreenEsteem foresees a total of 15 deliverables over the 24-month project lifetime. An overview of deliverables and their status is provided on the collabto page² as well as in the DoA Part A. Deliverables will be created by the lead partner in charge in due time before the official deadline to be reviewed internally according to the review schedule (see chapter Quality and Risks Management below). Furthermore, the Ethics

¹ Project partners can find the latest version of the DoA Part A and B in the shared drive in the folder 'Overview', accessible to project partners under the following [link](#).

² Available for project partners under the following [link](#).

Board will review selected reports (see chapter Ethics Management below). The reviewed version of each deliverable will be uploaded by the coordinator.

Milestones

The project's progress is measured with the achievement of 15 strategically placed milestones, as described in the table of the collabto page and DoA Part A. The coordinator will confirm their achievement in the portal, once the milestone activity has been successfully completed.

Ghantt Chart and project schedule

The Ghantt Chart outlines task durations and deadline for deliverables and milestones. Based on this timeline, a project schedule was created, that is used throughout the project to optimise the timing of critical project activities, events and outputs in more detail and that can be accessed via the collabto folders and intranet page.³

2.2. Project bodies and responsibilities

The organisational structure and decision-making mechanisms have been formalised in the Consortium Agreement (CA) signed before the project started. The roles of the management structure are detailed below.

Coordinator

Main Coordinator: Katarzyna Fagiewicz (AMU)

Support Coordinator: Lidia Poniży (UAM)

- The coordinator (AMU) will be in charge of all coordination and management activities. Following tasks will be performed by the coordinator:
- Chair the project and the *Full Project Team*, *General Assembly* and *Work Package Leaders Group* meetings.
- Manage the overall legal, contractual, financial and administrative issues of the consortium.
- Supervise the various work packages (WP), the objectives of the project including the quality, and timelines of the various findings and reports to the EC; and ensure the seamless integration of the activities by reviewing and assessing the progress of the project activities towards the defined objectives (with support of the Quality Management Board)
- Ensure that the tasks regarding accession to the contract are carried out in a timely manner.
- Measure the progress of the project as much as possible in a quantitative way and to give feedback to the project partners in order to react accordingly.
- Be the intermediary for communication between the beneficiaries and the Commission.
- Receive all payments made by the Commission to the consortium and administer the community contribution regarding its allocation between contractors and activities in accordance with this contract and the decisions taken by the consortium. The coordinator shall ensure that all the appropriate payments are made to contractors without unjustified delay.
- The coordinator shall inform the Commission of the distribution of the funds and the date of transfers to the contractors.
- Manage a database with relevant contacts, project documents and a file with administrative notes in accordance with the GDPR.
- Guarantee that all the activities carried out in the project will comply with the Horizon Europe legislation ethical principles as well as with relevant national and EU norms (in collaboration with the Ethics Board).

^{3 3} Available for project partners under the following [link](#).

Work Package leaders

Work Package Leader means a representative of the Party appointed to lead a work package according to Annex 1 of the Grant Agreement, who shall coordinate the completion of activities for the tasks in the relevant work package. Work package leaders (WPLs) are thus responsible for the quality and accuracy of the set of deliverables under their work package(s), and for the timely submission of their deliverables to the coordinator. They will decide by themselves when and how often to meet with the partners involved in their WP. The coordinator will organise *Work Package Leaders Group* meetings which will be held for exchange and an overview of the status quo of each WP.

Consortium partners

Each partner in the project is responsible to produce their parts of the internal project reports, periodic reports and final report (WP1). As with the other deliverables, high quality and timely submission are of utmost importance. Each organisation is meant to be familiar with the EU financial guidelines, and each organisation is responsible for its own financial reporting, time tracking and resource management in their own right. Partners are expected to be aware of the GA, to be proactive in taking the lead on their WPs, tasks and deliverables, and to support and provide feedback to other partners. Finally, partners are also asked to participate regularly in calls and meetings, and to respect deadlines.

Task leaders

Each Party shall perform its tasks in accordance with the Consortium Plan and contribute to the completion of the work package.

Project bodies, groups and meetings

To ensure structured, fair, and functional intra-project exchange and decision-making, several bodies are formed within the consortium, that will convene continuously throughout the project, according to the following logic:

Table 2: Project Bodies, Responsibilities and Meetings

Body / Group	Main Responsibilities	Meeting Frequency	Format	Lead / Chair	Participants
Consortium Plenary	Full consortium meetings for coordination and updates	4 times: M1 Poznan M8 Sofia M15 Vienna M24 Sofia	In-Person	Host of the meeting	All project contractors, at least one representative per partner
Full Project Team	Regular coordination, progress updates, and exchange between all partners	Monthly, 2 hours	Online	Coordinator (AMU)	All project contractors, at least one representative per partner
General Assembly	Decision-making body of the consortium	Every 6 months (regular), joint with Consortium Plenary Meetings (M1, M8, M15,	In-Person or Online	Coordinator (AMU)	At least one representative per partner

		M24) Extraordinary upon request of any member, as needed			
Work Package Leaders Group	Monitoring an assessment of project progress	Every 3 months, extraordinary meetings for project implementation as needed	Online	Coordinator (AMU)	The WP Leaders
Work Package Teams	Operational task meetings within each WP	Every 1-2 months or when needed	Online	Work Package Leader	Work Package Leader and representative of involved partner

More details about the bodies' responsibilities as well as meeting and decision-making procedures are outlined in the CA⁴.

Table 3: Project Representatives

Name, Surname	Partner	Main Contact	General Assembly	WP Leader	Ethics Board	Quality Management Board
Katarzyna Fagiewicz	AMU	Yes	Yes	-	Yes	Yes
Lidia Poniży	AMU	Yes	-	Yes	-	-
Olivia Kafka	SYNYO	-	-	Yes	-	-
Neda Deneva	SYNYO	Yes	Yes	-	Yes	Yes
Simeon Malinov	Team Sofia	Yes	Yes*	Yes	Yes	Yes
Hester Gartrell	Team Sofia	Yes	Yes*	Yes	Yes	Yes
Irina Mutafchiyska	UACEG	Yes	Yes	-	Yes	Yes
Milena Tasheva Petrova	UACEG	-	-	Yes	-	-
Christina Birett	CAA	Yes	Yes	Yes	Yes	Yes
Katarzyna Rejniak	Konin City	Yes	Yes	-	Yes	Yes

⁴ The Consortium Agreement can be accessed [here](#).

Conflict resolution

The coordinator, AMU, will endeavour to resolve any conflicts at the lowest possible level. Every work package leader is responsible to solve minor issues within their work package. Only if this fails, the conflict is discussed within the Full Project Team. An extraordinary meeting may be convened to resolve extremely urgent and/or serious cases.

2.3. Project communication guidelines

The following chapter gives an overview of the project-internal communication guidelines, which are established to ensure effective collaboration and communication between partners. Guidelines on communication of the project and its activities to various audiences will be provided in D6.1 DEC Plan. The most important rules and procedures are summarised as follows:

First communication rule

Only the Coordinator communicates directly with the Project Officer.

Internal communication responsibilities

Coordinator and WPL must be informed immediately, if there is any event that may impede the progress of the project, such as:

- longer absence of a person involved
- foreseeably lacking progress in a deliverable
- if the internal deadline for a deliverable/milestone (i.e., one month before submission deadline) cannot be met
- if there are budget constraints to an extent that they may impact on the progress of the project
- if there is the intention of switching tasks and/or person months. Any switching needs prior confirmation by the coordinator, who must define whether changes would require an amendment to the Grant Agreement
- if there are changes of persons and/or contact details to ensure access and up-to-datedness of mailing lists.

Mailing list

A project-wide mailing list (greenesteem.mailinglist@collabto.com) has been created to share information relevant to all partners, such as the announcement of project-wide meetings, administrative information etc. The acronym “[GreenEsteem]” should be used in the subject line of every email correspondence. When using the project mailing list, the acronym is added automatically. The mailing list should be used only for information that is relevant to all partners. Sensitive information (such as financial information, information on contracts) should always be sent directly to the coordinator and may not be distributed via the mailing list.

Additional mailing lists, e.g., for WPLs, will be set up if needed. All mailing lists are private with members-only access to them.

Non-discrimination

GreenEsteem partners will ensure a project environment that is free from discrimination or harassment. Harassment based upon an individual’s gender, race, ethnicity, national origin, age, religion, disability/ability,

medical conditions, sexual orientation or professional or family status will not be tolerated in any project activities. All partners and linked third parties are expected and required to abide by this requirement. Breaches of this policy by partners during project activities should be reported to the coordinator (or the General Assembly if the harassment is by the coordinator) and appropriate remedial action should be taken immediately.

Call etiquette

Regular participation at calls and meetings is obligatory. In case a partner cannot participate in scheduled calls: please inform the coordinator prior to the call. Please use a headset for the conference calls in order to reduce noise or echo problems. Join from a quiet spot (without colleagues shouting in the background, phones ringing or similar distractions). Mute your microphone when you are not talking, and use a headset to ensure good audio quality.

Session leaders will share their screen to show the presentation, if applicable. Please make sure to have your presentations ready for your session. To make sure we have a backup in case you have issues sharing your screen, please send your presentations (pptx slides) in advance, at the day before the meeting the latest, to the coordinator. We will compile a version with all presentations after the meeting.

Join the call with your laptop or computer, not with your phone or tablet, so you can present your slides and/or see other people's presentation. Please be on time for the sessions, also after breaks. If you have troubles connecting, send an email to the organiser so they can support you. Make sure your name and organisation are set as your user name, e.g. in the following format "Neda (SYNYO)".

For Full Project Team ("consortium") meetings with many participants: except for the welcome sessions or when you are presenting, please turn off your camera; as much as we would like to see each other and as much it would help the discussion, our main goal is to ensure audio quality. For smaller meetings, feel free to turn on your camera.

If you have discussion points which you would like to raise, or questions for the presentations that don't need immediate clarification, use the chat or the 'raise hand' function. We will moderate the meeting and make sure all questions will be addressed throughout the meeting. You may also use the chat to add questions and comments.

Communication and Dissemination activities

As important backbone of guaranteeing the successful impact of the GreenEsteem project, all partners are required to conduct communication and dissemination activities, as outlined in the forthcoming D6.1 DEC Plan. The activities include:

Conferences & events

GreenEsteem partners will participate at conferences and other networking events, aiming to promote the project, disseminate its results and gather feedback from the stakeholders.

Publications

An important outcome of the GreenEsteem project are scientific and other forms of publications. Partners may prepare publications based on their work in the project.

Prior notice of any planned publication shall be given to the other Parties at least 45 calendar days before the intended date of manuscript submission. Any objection to the planned publication shall be made in accordance with the Grant Agreement in writing (e-mail shall suffice) to the Coordinator and to the party or parties proposing the dissemination within 30 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication dissemination of the respective results is permitted subject to the confidentiality and publication provisions as agreed in this Consortium Agreement. For the avoidance of doubt, until the 45-calendar day time limit has expired, there shall be no submission, except if all the other parties have explicitly given their written consent (e-mail shall suffice), or have not replied within the given period. An objection is justified if the protection of the objecting party's results or background or confidential information would be adversely affected the objecting party's legitimate interest(s) in relation to the results or background or confidential information would be significantly harmed. The objection has to include a precise request for necessary modifications.

For scientific publications, all publications will be submitted to journals that allow Open Access (OA). Those journals which permit immediate OA will be favoured. Where project participants need to submit articles to journals or proceedings that offer a lower level of OA, requiring either parallel publication or an embargo period, this need will be evaluated on the basis of delay and access to audience provided by the particular means of publication.

Other publications (including non-scientific publications) should also be accessible online, in case it is made possible by the publisher. Additionally, all papers presenting the project results will be made accessible on the project's website.

Project identity and EU funding visibility

SYNYO has established a project brand by spearheading the design for visual identity and visibility of the project (e.g., house style including the project logo, colours and strapline, banner stand, presentation & deliverable templates, and one-page fact sheet). To ensure homogeneity, templates have been developed alongside the project colours and strapline and provided to partners for their presentations, posts on social media platforms and other forms of dissemination and communication activities. Additionally, all reports and outputs will be designed in line with the project's brands. For all project communication, partners should use the templates provided by SYNYO and include the project logo, as well as the partner logos.

Any communication and dissemination of results and must contain the acknowledgement of the EU funding, by including the European flag (emblem) and a funding statement ("Funded by the European Union")⁵, as well as the following disclaimer (as defined in the Grant Agreement, page 34f)⁶:

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.

Provision of regular updates, blog articles and reporting data

⁵ The European Flag and Funding Statement can be found [here](#).

⁶ The Grant Agreement can be accessed [here](#).

Any dissemination of results must be documented in the shared DEC monitoring sheet⁷ prepared by SYNNO. All partners are furthermore required to provide information on conducted project activities, attended events, preliminary results and project outputs to be published on the website via blog articles and download options.

2.4. Knowledge management and documentation

A project database established at the beginning of the project ensures the access, transfer and distribution of knowledge during the task at hand. All partners have full access to the project database. The project database provides the consortium members with all relevant documents, contact details, information about relevant events and news as well as other issues related to the project objectives. The project database is supervised by SYNNO and AMU.

Tools

The following section provides an overview of the tools set up to ensure collaboration within the consortium. Over the lifetime of the project, additional tools may be added to ensure that needs of the tasks are met and collaboration is made possible and easy.

Collabto drive

For project-internal data sharing, such as the sharing of unfinished reports and meeting minutes, the GreenEsteem project uses Google Drive, which is a password-protected Google Drive space following the EU GDPR for anonymized or coded data sets⁸, set up and maintained by SYNNO. This allows us to efficiently manage the project information amongst the project partners and to enable the preservation of research data and appropriate versioning of the documents. Following the consortium agreement and guidelines for working on documents, each version of a document is referred to in a list at the beginning of the document. Naming conventions⁹ can be summarised as follows:

- Each document should include the project acronym and a version number as follows: ProjectAcronym File name Version.Extension, for example: GreenEsteem D1.1 QRE Framework 1.0.docx
- Version numbers start from 0.1, 0.2 etc., 1.0 is the final version
- Reviewers should add their initials or organisation acronym to the file, e.g. GreenEsteem D1.1 QRE Framework 1.0_SYNNO.docx

Only dedicated staff has access to the shared space. The shared contact list is a crucial tool for the project. Partners are obliged to keep it up to date throughout the project lifetime. If new staff joins the project, the contact list must be updated and the SYNNO must be informed to update the mailing list accordingly.

Highly sensitive data will be stored without any connection to a cloud service, in a local and encrypted folder (to be specified in D1.2 Data Management Plan).

Collabto Intranet page

⁷ The shared DEC monitoring sheet is stored [here](#).

⁸ For further information see e.g., <https://cloud.google.com/security/compliance/gdpr/> and https://privacy.google.com/businesses/compliance/#!?modal_active=none

⁹ For detailed instructions, naming conventions can be found [here](#).

The project's collabto intranet page provides an overview and links to all relevant materials and guidelines. It contains Announcements (such as information about upcoming project meetings and calls), the shared calendar, meeting minutes of WP leader calls, as well as the contact list. It also contains an overview of the project's characteristics, i.e., the project facts, abstract and partners, the project plan, and an overview of the deliverables and milestones including their status (TO DO, IN PROGRESS, SUBMITTED).

The collabto page also contains all templates, the communication policy, information about the Quality Assurance process, guidelines for reporting, and the project identity. Finally, it contains lists to the website and social media channels.

Figure 2. Collabto page | Dashboard

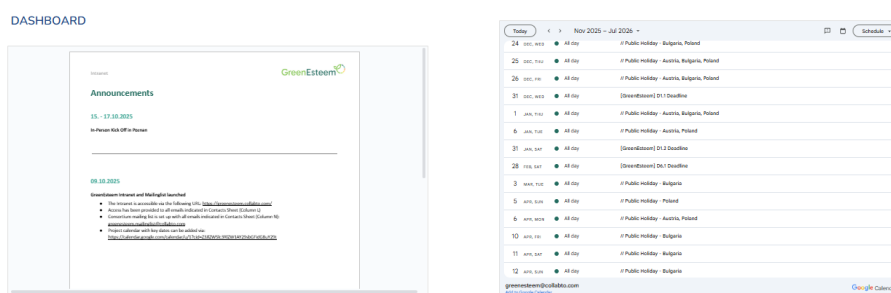


Figure 3. Collabto page | Project Overview: Example: Deliverables & Milestones Table

PROJECT OVERVIEW



Work Packages

See all task and deliverable descriptions and assigned partners as defined in the DoA.



Project Plan

Get an overview on the whole project workflow, work packages, tasks and deliverable deadlines.



Deliverables & Milestones

Get an overview on all project deliverables, milestones and deadlines.



Key Performance Indicators

Get an overview of the KPIs to be achieved for each Work Package



Meeting Minutes

Access to the collaborative meeting minutes document. Please include relevant points to the agenda for the next meeting.



Contacts

An overview on all project participant contacts. Please keep it updated and inform the coordinator in case changes occur.



Key Project Facts

Main project data and characteristics including information on the funding program, partners and call objectives.

DELIVERABLES & MILESTONES

GreenEsteem - PROJECT Project Overview							
No.	Deliverable name	WP	Lead Partner	Month	Calendar date	Status	Short desc
D1.1	QRE framework	1	SYNYO	3	31.12.2025	TO DO	Quality R
D1.2	Data management plan	1	SYNYO	4	31.01.2026	TO DO	Overview p
D1.3	Data management plan -update	1	SYNYO	22	31.07.2027	TO DO	Update on
D2.1	NBS and CIV assessment report	2	UACGS	12	30.09.2026	TO DO	Report on
D3.1	Co-Creation Report	3	AMU	15	31.12.2026	TO DO	Analysis an
D3.2	Action plan and Pilots report	3	AMU	23	31.08.2027	TO DO	Report on
D4.1	Training Report	4	CAA	18	31.03.2027	TO DO	Guidelines
D4.2	Strategic Roadmap	4	UACGS	24	30.09.2027	TO DO	Report on
D5.1	GreenEsteem platform	5	SYNYO	24	30.09.2027	TO DO	Demonstra
D5.2	Publications and policy briefs report	5	TEAM SOFIA	24	30.09.2027	TO DO	Report on
D5.3	Policy brief 1	5	AMU	24	30.09.2027	TO DO	Policy brie
D5.4	Policy brief 2	5	TEAM SOFIA	24	30.09.2027	TO DO	Policy brie
D5.5	Policy brief 3	5	UACGS	24	30.09.2027	TO DO	Policy brie
D6.1	DEC Plan	6	SYNYO	5	28.02.2029	TO DO	Plan for c
D6.2	DEC Plan update	6	SYNYO	24	30.09.2027	TO DO	Plan for c
Milestones							
No.	Milestone	Related WP	Lead Partner	Due date	Status	Remarks	
M1	Kickoff meeting and launch of the project	WP1	AMU	2	30.11.2025	DONE	Kickoff orga
M2	Project website set up	WP6	SYNYO	2	30.11.2025	TO DO	Project web
M3	Local context analysis and stakeholder mapping finalized	WP2	UACGS	7	30.04.2026	TO DO	Internal doc
M4	Methodological framework for participatory approach	WP3	AMU	9	31.05.2026	TO DO	Internal doc
M5	Expert group established	WP2	SYNYO	9	30.09.2026	TO DO	protocols as
M6	Set up the project platform	WP5	SYNYO	10	31.07.2026	TO DO	Platform de
M7	Co-Creation workshops conducted	WP2	AMU	13	31.10.2026	TO DO	Protocols, i
M8	Training needs assessment and methodological framework for training mod.	WPs, WP4	CAA	14	30.11.2026	TO DO	Internal doc
M9	DEC activities monitored and optimized	WP6	SYNYO	15	31.12.2026	TO DO	Updated int
M10	Training co-creation modules conducted	WP4	CAA	18	31.03.2027	TO DO	D4.1 submi
M11	Roadmap for CIVI drafted	WP4	UACGS	20	31.05.2027	TO DO	Draft subm
M12	Roadmap for CIVI drafted	WP4	CAA	21	30.05.2027	TO DO	protocols as
M13	Digital toolkit of best practices feedback	WP5	TEAM SOFIA	22	31.07.2027	TO DO	Internal rep
M14	Action Plans drafted and Pilot Projects established	WP3	AMU	23	31.08.2027	TO DO	Final draft o
M15	Project platform finalized and digital tools uploaded and made public	WP5	SYNYO	24	30.09.2027	TO DO	D6.1 and D

Figure 4: Collabto page | Project Guidelines and Templates

PROJECT GUIDELINES



TEMPLATES

TITLE	LAST MODIFIED
GreenEsteem Deliverable Template 1.0.docx	8 Oct Olivia Kallia
GreenEsteem Regional/10th Presentation/10th Partner/Activity...	12 Nov Katerina Fagbenro
GreenEsteem 10th Presentation (Partner/Activity) 1.1.pptx	7 Oct Neda Demirev

Main Logos

TITLE	LAST MODIFIED
GreenEsteem Partner Logo Bar v4.0 Flag.jpg	7 Oct Olivia Kallia
GreenEsteem Partner Logo Bar.jpg	24 Sep Olivia Kallia
GreenEsteem Logo (2020/21).png	22 Aug Neda Demirev

Full Identity Kit

TITLE	LAST MODIFIED
README GreenEsteem Logo Usage Guidelines.txt	22 Aug Neda Demirev
GreenEsteem Coloursheet.pdf	22 Aug Neda Demirev
GreenEsteem Elements Icons Photos 0.1.pptx	20 Nov Janna Brandtmeier
GreenEsteem Funding Guidelines.jpg	7 Oct Neda Demirev
GreenEsteem Identity Kit 1.0.pptx	8 Oct Olivia Kallia
GreenEsteem Logo (vector) CMYK.pdf	22 Aug Neda Demirev
GreenEsteem Logo (vector) CMYK.pptx	22 Aug Neda Demirev

Project Calendar

A Google calendar has been set up for all project partners, providing an overview of all meetings and other relevant dates (such as public holidays) for the consortium. The calendar is continuously updated by the coordinator and can be accessed (and added to partner's own calendars) via the collabto page.

Project website

The GreenEsteem website was developed in month 1 (October 2025) of the project and is available via <https://www.greenesteem.eu/>. It is the main communication tool of the project, and will promote the project and its results. The project website will be continuously managed by SYNYO, as well as maintained and updated regularly (e.g., at least once a month) throughout the project's lifecycle. Visits to the website will be monitored throughout the project lifetime to keep track of the number of visitors and evaluate the effectiveness of dissemination.

2.5. Reporting and monitoring

The coordinator is responsible for coordinating reporting to the funding authority.

Continuous reporting

The coordinator will be responsible for the continuous reporting, submitting deliverables and reporting on milestones via the grant management system. This also includes updates to the publishable summary, response to critical risks, publications, communication activities and Intellectual Property Rights.

Final report

The GreenEsteem project has one reporting period, after which a technical report has to be submitted to the European Commission 60 days after M24.

For the final reporting period, the Coordinator must submit 2 reports:

Final technical report:

It contains (i) Part A (structured tables from the grant management system with cover page, publishable summary, web-based tables covering issues related to the project implementation (e.g. work packages, deliverables, milestones, etc.), answers to the questionnaire about the economic and social impact, especially as measured against the Horizon Europe key performance indicators and monitoring requirements), and (ii)

Part B, the free text, core part of the report that you must upload to the grant management tool as a single PDF document. Part B contains explanations of the work carried out by all beneficiaries and linked third parties during the reporting period an overview of the progress towards the project objectives, justifying the differences between work expected under the Grant Agreement and work actually performed, if any.

Final financial report:

It consists of structured forms from the grant management system, including (i) individual financial statements (Annex 4 to the GA) for each beneficiary (and third parties), (ii) explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties, from each beneficiary for the reporting period concerned, and (iii) periodic summary financial statement including the request for payment. All partners are responsible to fill out their own financial statement, electronically sign it and submit it to the coordinator.

- Users who can fill in the statement: *Participant Contacts, Project Financial Signatories, Task Managers*.
- Users who can electronically sign & submit the statement: *Project Financial Signatory (PFSIGN)* only. Partners should make sure to have assigned an FSIGN.¹⁰

In some cases (and for beneficiaries/linked third parties requesting a total contribution of EUR 325,000 or more) it must be accompanied by a certificate on the financial statements (one certificate per beneficiary/linked third party).

The process of submitting for a report is structured as follows: Continuous reporting > Preparing your periodic report > Approving partners' reports > Submitting the report to the Commission > Acceptance or rejection by the Commission > Payment.

The coordinator and SYNIO will provide support and instructions to all partners, and will submit the report as soon as it is compiled. After the submission, the Commission will either accept the report and start preparing the payment; or ask for changes to it, which means that the process described above starts again. After the report has been accepted and the Commission approves the eligible costs declared for the period in question, the interim payment will be transferred to the coordinator within 90 days of receiving the report.¹¹

Internal reporting

In addition to the final report, it was jointly agreed to internally submit reports every six months of the project, to support the coordinator and each partner to keep track of the budget and work effort. The first internal report is due in M6 of the project (31.03.2026).

These internal reports will have the format of the final report, including financial reporting, and will contain feedback on the collaboration for each WP, an overview of PM consumption (including deviations from the planned consumption), an overview of the WP status, risk management and other comments, including suggestions for improvement or adaptations. These reports are internal documents only and will not be submitted to the EC. They offer partners the chance to provide feedback to the consortium and raise concerns, to identify potential risks and mitigation measures.

“Internal Progress Report” means a written report issued by each Party for each work package providing information to enable the monitoring of the status of completion of a work package.

¹⁰ Guidance available [here](#).

¹¹ More information on reporting can be found [here](#).

The Parties commit to continuously provide information on the progress of the implementation of the work packages. In particular, they shall issue an Internal Progress Report to the Coordinator (Work Package Leader) upon request 14 days ahead of the relevant meeting of the Work Package Leaders Group. The Internal Progress Report provided should allow for an assessment of the status or completion of each work package in order to enable monitoring, e.g. through certain performance indicators as defined in Annex 1 of the Grant Agreement, if any.

3 Quality and Risk Management

3.1. Quality Management Board

To ensure high quality of all project outputs, quality assurance will be performed by all partners involved in the project. The following chapter gives an overview of the procedures installed to coordinate these activities. The Quality Management Board will oversee the quality of project results (deliverables and other publications), the timely achievement of KPIs and the mitigation of potential risks. The board was established at the beginning of the project and consists of the following participants.

Table 4: Quality Management Board Members

Quality Management Board Members		
Partner	Person	Role
SYNYO	Neda Deneva	Chair
AMU	Katarzyna Fagiewicz	Co-Chair
UACEG	Irina Mutaftchyska	Participant
Team Sofia	Simeon Malinov*, Hester Gartrell*	Participant
CAA	Christina Birett	Participant
Konin	Katarzyna Rejniak	Participant

* each Member (Partner) has one vote, regardless of the number of representatives

In case, a board member needs to be changed, the Chair of the Quality Management Board needs to be informed and the change needs to be documented in the updated version of this deliverable. The board shall hold at least three virtual or in-person meetings during the following periods (the exact dates may deviate from this schedule):

Table 5: Quality Management Board Meetings – Preliminary Schedule

Quality Management Board Meetings – Preliminary Schedule		
Nr.	Purpose	Time
1	Presentation of QR Framework, Internal QR Workshop	January 2026

2	KPI Status Review, Risk Management Update, Impact Assessment	August 2026
3	KPI Status Review, Risk Management Update, Impact Assessment	August 2027

The board shall hold extraordinary meetings if called for by more than one member, or if called for in a vote of the Full Project Team or General Assembly. The board meetings will be open to any Consortium member who wishes to attend, as well as to external attendees upon approval by the Chair and Co-Chair.

3.2. Deliverable review schedule

Procedure

The procedure for quality assurance includes (i) the use of the deliverable template, (ii) the schedule for preparing a deliverable to ensure time for reviewing procedures, and (iii) the review and approval process, including the assignment of reviewers for each deliverable.

Deliverable template

SYNYO as quality manager of the project has defined a template for all reports, to be followed by all partners. It is aligned with the project identity. The template has been made available in the shared space. Over the duration of 24 months, it is likely that the template will be updated, for example, due to a change of a partner's logo. Therefore, partners are asked to always use the latest version of the template.

Schedule and assignments

While each deliverable has a defined leader, they are written in a joint effort among those partners involved in the respective task. The completion of deliverables is the responsibility of the task leader, the coordination within the WP and their overall timeliness is the responsibility of the WP leader. For the internal review, the deliverable leader will provide the draft deliverable to the WP leader, the reviewer and the coordinator, who will review all deliverables one month before the deadline. Partners have been assigned according to their involvement in the WP, as well as the amount of PMs.

Table 6: Deliverable Review Table

Deliverable	WP	Title	Lead	Review	Internal Deadline	Official Deadline
D1.1	1	QRE framework	SYNYO	AMU, TEAM SOFIA	30.11.2025	31.12.2025
D1.2	1	Data Management Plan	SYNYO	AMU	31.12.2025	31.01.2026
D1.3	1	Data Management Plan - Update	SYNYO	AMU	30.06.2027	31.07.2027
D2.1	2	NBS and CKV assessment report	UACEG	AMU, TEAM SOFIA	31.08.2026	30.09.2026
D3.1	3	Co-Creation Report	AMU	UACEG, KONIN	30.11.2026	31.12.2026
D3.2	3	Action plan and Pilots report	AMU	TEAM SOFIA, UACEG	31.07.2027	31.08.2027
D4.1	4	Training Report	CAA	SYNYO	28.02.2027	31.03.2027
D4.2	4	Strategic Roadmap	UACEG	AMU, SYNYO	31.08.2027	30.09.2027
D5.1	5	GreenEsteem platform	SYNYO	TEAM SOFIA	31.08.2027	30.09.2027

D5.2	5	Publications and policy briefs report	TEAM SOFIA	UACEG, SYNYO	31.08.2027	30.09.2027
D5.3	5	Policy brief 1	AMU	KONIN, SYNYO	31.08.2027	30.09.2027
D5.4	5	Policy Brief 2	TEAM SOFIA	UACEG, SYNYO	31.08.2027	30.09.2027
D5.5	5	Policy brief 3	UACEG	AMU, SYNYO	31.08.2027	30.09.2027
D6.1	6	DEC Plan	SYNYO	CAA	31.01.2026	28.02.2026
D6.2	6	DEC Plan update	SYNYO	CAA	31.08.2027	30.09.2027

Review & approval process

Before the review, deliverable leaders should make sure the following items are checked and done:

- Text content finalised;
- Tables of contents, table of figures, etc. updated;
- All tables and figures added;
- All tables and figures labelled using the automatic labelling function ("Insert Caption");
- All sources properly cited inline in the text (no footnotes);
- All quotations and text reproduced verbatim fully attributed;
- All references added to the 'References' section at the end of the document;
- A consistent citation style must be used (APA);
- All inline comments/annotations in the text should be resolved; it is fine to leave sidebar comments/notes for the reviewers;
- Proper cross-referencing in the text, i.e., not just placeholders;
- Spelling and grammar checked/proof-reading;
- Appropriate and consistent voice used throughout the document;
- Clearance required to use figures etc. reproduced in the deliverable, especially if the deliverable is public;
- All links checked;
- Full/adequate test coverage for code, if applicable;
- Data and code components of the deliverable validate/compile/pass tests, if applicable;
- Links to code repositories, if applicable.

During the review process, the following aspects and questions are important:

- Check that the above points are met.
- Correct typos, spelling (en-gb), grammar; either as individual issues or classes of problems (do not, however, change the style of writing).
- Review the narrative structure and flow of the document (if a written deliverable/report):
- Is the deliverable public? If so, is its content understandable to the reader without causing any misunderstandings?
- Is the deliverable written in a coherent way? Are there any gaps or redundancies? Is it relevant to the task and its objectives?
- Are there any ethical concerns to be taken into account?
- Were there any recommendations from reviews that should be taken into account?
- Are there any results or insights from other project activities that should be taken into account?

- Review deliverable scope/scale against DoA:
- Is it in line with the description in the DoA?
- Are there any aspects missing?
- Partners are asked to use track changes for all changes made to the text, and comment open questions and (constructive) suggestions for improvement.
- Ethics review
- Some deliverables may raise ethics concerns. As such, an additional ethics review will be carried out. Further details on the ethics review are provided below.

3.3. Risk monitoring and management

The work plan of GreenEsteem allocates tasks and responsibilities in a way that addresses each partner's strengths and expertise. The plan itself has been carefully designed to ensure smooth progress of the work. However, throughout the project's runtime of 24 months, some expected and unexpected risks may occur, influencing the project's success. To reduce the overall risks, the consortium has established a strong management organisation and defined communication structures that ensure information flow within the project team. The coordinator will further monitor the project's progress closely with the support of the WPLs, as well as the achievement of milestones and task efforts to identify possible upcoming risks and problems immediately. This will allow the consortium to take countermeasures at an early stage. In case foreseen or unforeseen risks occur, a risk management strategy has been defined. This includes the identification, evaluation, reduction actions, monitoring and revisions of feedback regarding success and failure. Some initial strategic, organisation and technical risks have been identified and mitigation measures have been defined, as described below:

Table 7: Risk and Mitigation Overview

Risk No.	Description	WP	Risk Mitigation Measure
1	Defaulting partner	1, 2, 3 ...	The consortium provides specialised expertise, but offers a good amount of overlap and the possibility to redistribute the tasks among the remaining partners. In case a partner needs to be replaced, the remaining partners will utilize their well-developed networks to find an alternative or outsource workload.
2	Communication problems/conflicts in the consortium, Internal competition	1, 2, 3 ...	The strong project participation and interdisciplinary experience of all partners provide a solid foundation for respectful, fair and transparent decision-making and discussion procedures. Minimal risk due to consortium composition and pre-proposal meetings and agreements. All IPR issues will be managed through rules defined in the Consortium Agreement. If serious problems should occur, the contention may be escalated to the project committee, and finally the EC.
3	Delays in critical components of the work	1, 2, 3 ...	Delays can occur due to various circumstances. Management's actions will be taken to avoid this risk. The actions include, e.g., regular partner meetings, internal self-monitoring procedures, prioritisation of work, shifting resources by reducing efforts for non-critical tasks, and shifting resources between partners if necessary.
4	Management challenges with co-leading	1, 2, 3 ...	The co-coordination approach was chosen to combine the scientific expertise (AMU) and project management expertise (SYNYO) and support peer-learning among these partners. The complexity of decision-making will be tackled through a clear distribution of responsibilities and decision-making mechanisms in the GA process, as well as regular monthly meetings for internal coordination.
5	Key staff members leaving or are absent	1, 2, 3 ...	Given the project duration of 24 months, it should be anticipated that key staff members are absent over shorter or longer durations of time. The consortium enforces clear exchange and sharing of responsibilities between staff members, and continuous documentation of key decisions, methodologies used and results.
6	Changing local political setting	1, 2, 3 ...	Changes in the political landscape of local partners may take place and change their motivation in the project. In such a scenario, the project will respond to changing requirements and renegotiate activities and contents, while staying true to the project objectives. Overall, the consortium is positive, that also new political representatives will agree to engage in co-creation activities.
7	Information dependency between work packages	2, 3, 4 ...	The WPs have been structured to minimise dependency of outputs. Other input providing WPs have been designed such that simplified versions are always available, and better information will be inserted as they become available. The iterative process will mitigate any risk.
8	Lack of internal work capacity	1, 2, 3 ...	Actual resource consumption and planning is done on a periodic basis, as to be able to identify possible issues arising at an early point. Outsourcing workload or coordinating workloads with partners flexibly will help to avoid this problem.
9	Data shortages and technological limitations	2, 3, 4 ...	The diversity of methods engaged in the project, availability of suitable data and working with living labs involving partners and communities with different technical knowledge, experience, and engagement levels can pose a challenge in ensuring the

			acquisition of appropriate data quality. GreenEsteem partners with different backgrounds and data acquisition skills will apply approaches that allow the use of the most suitable data and fill data gaps with respective proxy data where necessary. For VR workshops, a pre-constructed and shared set of digital assets will be used to maintain coherence across datasets. The workshop methodology and technical equipment will also remain uniform, facilitating comparability and integration of results.
10	Difficulties in recruiting participants and stakeholders	3, 4, 5 ...	The consortium is well connected to a variety of QH-stakeholders and institutions on a local, regional and national level and can reach out to further facilitators and networks, in case mobilisation difficulties occur. The participatory activities will be flexibly optimised regarding timing and format to respond to local settings and the participants' needs.
11	Difficulties in transdisciplinary communication	2, 3, 4 ...	The project provides the expertise and resources to build capacities in this regard. Involved experts will be motivated and enabled to use non-specialist language. Glossaries with explanations of necessary specialist terms in materials used during the project implementation and follow-up activities will be created, if deemed necessary in the course of the project.
12	Difficulties/conflicts in transdisciplinary co-creation	3, 4, 5 ...	The prevailing hierarchies and social status, differences in language and terminology, and conflicting interests across QH-groups can possibly create conflicts. The consortium partners hold valuable expertise in moderating participatory formats and can consult external mediators, if needed. Project participants, especially workshop moderators, focus on dialogue in search of joint solutions without discriminating against any stakeholder group.

The above list of risks will be continuously reviewed and updated. Risks, problems and any difficulties that may affect the project will be discussed during the Quality Management Board meetings. In the case of risks that require immediate action, the person identifying the problem will immediately inform the leader of the affected WP(s), as well as the coordinator, who, if necessary, will inform the PO. A contingency activity will be started immediately by the coordinator in close collaboration with the WP leader and person who identified the problem.

4 Ethics Management

The following framework is designed to assure that project activities and outcomes adhere to relevant European regulatory and internationally recognized standards. In some cases, national law and regulations may apply if they belong to the sphere of exclusive legislation or if they are more protective of rights enshrined in European regulatory. The components of this framework are:

- **Relevant legal background**
- **Identification of ethics relevant project activities and outcomes (Ethics Questionnaire)**
- **Guidelines and templates for ethics procedures**
- **Relation to the Data Management Plan**
- **Continuous monitoring of ethics issues and measures**

When referring to “Research”, this framework refers to all project activities and outcomes that entail interaction with human participants, including co-creation, communication, dissemination and exploitation activities.

4.1. Legal background and guidelines

In particular, project’s activities will be carried out in strict compliance with the highest ethical principles and fundamental rights enshrined in the following (the main standards and norms are indicated below but the list is not exhaustive):

- The EU Charter on Fundamental Rights (2012/C 326/02) articles 18 (right to asylum), art. 21 (non-discrimination), art. 22 (cultural, linguistic and religious diversity), art. 23 (equality between women and men), art. 24 (rights of the child), art. 25 (rights of the elderly), art. 26 (integration of persons with disabilities);
- The European Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR, 1950);
- The UNESCO Universal Declaration on Bioethics and Human Rights (2005);
- The Nuremberg code;
- DIRECTIVE (EU) 2019/882 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 17 April 2019 on the accessibility requirements for products and services;
- Treaty on European Union, art. 2 and 3;
- Treaty on the Functioning of the European Union art. 78 (common policy on asylum);
- UN Convention on the status of refugees;
- International Covenant on Civil and Political Rights (articles 7 and 13);
- Regulation (EU) No 1290/2013 of the European Parliament and of the Council of 11 December 2013 laying down the rules for participation and dissemination in Horizon 2020 (2014-2020) and repealing Regulation (EC) No 1906/2006;
- European Code of Conduct for Research Integrity;
- Ethics in Social Science and Humanities (EC, 2018);
- Guidance note — Research on refugees, asylum seekers & migrants (EC, v1.1, 2020).

- With regard to the rights to privacy and to the protection of personal data, it will adhere to the provisions of:
- The EU Charter on Fundamental Rights (art. 7 and art. 8);
- The European Convention for the Protection of Human Rights and Fundamental Freedoms (art. 8);
- The CoE Convention No. 108 for the Protection of Individuals with regard to Automatic Processing of Personal Data (1981);
- The Data Protection Directive (1995/46/EC) and the Directive on Privacy and Electronic Communications (2002/58/EC);
- Regulation EU 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and the repealing Directive 95/46 EC (General Data Protection Regulation, in force as of May 25, 2018);
- Directive (EU) 2016/680 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data by competent authorities for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, and on the free movement of such data.

The project partnership is aware that it is likely that some standards, in particular but not exclusively the European data protection framework, may evolve within the lifetime of the project. The consortium is committed to monitor and account for such evolutions as well as issues emerging from different enforcement regulations. In particular the practices linked to GDPR compliance are continuously moving in order to better obtain the goals set forth by the European regulator. A data management plan will be submitted in M4 of the project. These abovementioned standards are easily and freely available on the Internet. A detailed table of additional international conventions and ratification status can be found in ANNEX 1.

4.2. Identification of Ethics relevant project activities and outcomes

Below we provide a list (which by no means is exhaustive) of potentially critical ethical issues that may arise in the course of the GreenEsteem project. As we are particularly aware of these potential issues, we added those to the “look-out” list in ethics monitoring and as such specific guidance will be offered to partners where this may prove necessary or useful. Information and inputs, useful for the identification of potential issues, will be complementary to the case studies. This is also valid for the distinction between ethics issues that may arise as a result of project activities and ethics issues that the project will study and observe, although the borderline between the two is not always well positioned and some issues may be positioned on both sides.

4.3. Research Guidelines

The following guidelines are summarised from the Research Ethics Guidelines, provided by the Faculty of Social Sciences (University of Vienna)¹²:

Participants Unable to Consent: Requires extreme care. Includes minors (under 14 or under 18, in line with the legal requirements of each partner country), those with mental disabilities/illnesses, or those under severe

¹² The full ethics questionnaire and guideline, including examples, can be access [here](#).

stress/influence. Active consent from legal guardians is needed for the first two. Ethics Committee referral is highly recommended in all these cases.

Vulnerable/Dependent Participants: Research involving vulnerable or dependent individuals (e.g., minors, sick people) needs special consideration. Researchers must reflect on what constitutes vulnerability in their specific context, noting that persons are often made vulnerable by external factors.

Informed Consent and Deception: Informed consent should be adapted to the research context (e.g., oral consent may be better than written for some groups to mitigate mistrust). Consent can be an ongoing procedure. Deception (deliberately misleading participants) may be necessary but must be carefully considered, justified, and requires prior, specific approval. Participants should be informed of the true purpose afterward if possible.

Public Information/Data: Using public data (e.g., social media, forums) for research is not always straightforward. Researchers must be careful to ensure they are legally and ethically permitted to use the information, as user views on privacy may differ from the legal situation.

Specific Ethical Concerns: Research must be designed and conducted to respect the rights, interests, values, dignity, and autonomy of individual participants, groups, and communities.

Conflicts of Interest (COI): COIs arise when professional actions might be influenced by personal gain (financial or non-monetary). Potential COIs must be disclosed and handled transparently throughout the ethics approval and research process. In industry collaborations, results must not be altered for partner appeal. COIs can also arise from perceived pressure to participate due to a dependent relationship.

Financial Incentives: Compensation for participant time/effort is common but must be proportional, not an inducement that influences outcomes or participation selection.

(Faculty of Social Sciences – Guidelines for the Research Ethics Questionnaire, p. 2-5)

Stress and Negative Consequences: Researchers must minimize harm. Causing stress may be acceptable only if the study offers significant scientific/societal benefit, and efforts to mitigate adverse effects are critical. Participants must always be able to withdraw from the study.

Dissemination of Results: The publication and distribution of findings must weigh scientific benefit against potential harm (e.g., violation of rights, dignity) to participants, groups, or communities. Appropriate contextualization and explanation are necessary to mitigate negative consequences.

Disclosure of Illegal Activities: Generally, information gathered is confidential. However, confidentiality may need to be breached (or may be legally demanded) if participants disclose illegal activities that threaten themselves or others (e.g., child abuse). Researchers can mitigate risk by storing only necessary data and rapidly anonymizing it, as they cannot be compelled to disclose information they do not possess.

Legal Liability: Researchers must proactively consider national, EU, and foreign legal frameworks to avoid legal action. Consulting professional associations in unknown jurisdictions is advised.

(Faculty of Social Sciences – Guidelines for the Research Ethics Questionnaire, p. 5-6)

Anonymity or Pseudonymity: Anonymization means data is irreversibly unlinked to a person and falls outside data protection laws. Pseudonymization means data can still be linked via an ID key and remains subject to data protection laws (like GDPR).

Data Management: Researchers must manage data to maintain confidentiality and comply with GDPR, especially for personal data (names, pictures, etc.). This involves secure transfer, storage, and adequate destruction of data (both physical and electronic), including the secure use of online tools.

GDPR Compliance: The binding EU General Data Protection Regulation (GDPR) requires that personal data processing be authorized by law or participant consent. Compliance includes thorough data protection measures and informing participants about what data is collected, why, how long it is stored, contact details of the responsible researcher, and who (or which categories) the data might be disclosed to.

(Faculty of Social Sciences – Guidelines for the Research Ethics Questionnaire, p. 6-7)

Physical or Psychological Wellbeing: Researchers must reflect on and take precautions against potential physical or psychological harm to themselves, team members, and support staff (e.g., transcribers). Peer or supervision meetings are recommended for support.

Use of Artificial Intelligence (AI) in Data Collection/Analysis: Using AI requires adherence to strict ethical guidelines, including obtaining informed consent (with debriefing if prior consent is impossible) and maintaining transparency about algorithms, potential biases, and limitations.

Data Collection: Focus on mitigating biases and prioritizing data privacy.

Data Analysis: Document all AI-assisted processes for reproducibility. Identify and mitigate algorithmic biases, ensure GDPR compliance, and critically evaluate AI-generated insights, avoiding overreliance on automated systems.

Other Ethical Concerns: Researchers have an obligation to reflect on potential ethical blind-spots not covered by standard screening.

Support and Supervision: Ethical reflection should be an ongoing process. Researchers, especially junior ones, should have adequate support and supervision to discuss ethical challenges, acknowledging that supervisors may sometimes have conflicting scientific self-interests.

(Faculty of Social Sciences – Guidelines for the Research Ethics Questionnaire, p. 8-10)

4.4. Further issues to consider

Use of local resources

Any use of local resources (especially animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, fossils) must show respect for cultural traditions and share benefits (i.e., also benefit local participants and their communities, involve local researchers – as equal partners – and respond to local research needs). This is particularly important for low income and lower-middle income countries (see Convention on Biological Diversity and Declaration of Helsinki).

Sending researchers to a non-EU country

Non-EU countries are not necessarily less safe than EU countries. Nevertheless, a risk assessment must be undertaken when sending researchers abroad and appropriate safety measures must be taken. These may include insurance cover or health and safety measures, such as no lone working, contact points via phone, counselling support, etc.

Misuse of outcomes. The risks associated with misuse of outcomes and proposed solutions will be closely monitored. An example, just to mention one, may be represented by the risk that some of the outputs of the project and its results may be malignantly used or manipulated to stigmatise or put in a bad light determined groups or individuals, whether belonging to vulnerable categories or not. Please see also the below section on “Measures to protect participants’ best interests and ensure that participation will not jeopardise safety or increase vulnerability”.

4.5. Ethics Questionnaire

In order to identify above mentioned ethics critical issues across all project activities a questionnaire was prepared to be filled out in preparation of the first Ethic Management Board meeting. The questionnaire can be found in ANNEX 2. It will be sent to each project partner to assist them evaluate the activities planned and the potential ethics issues that might arise. An analysis will be conducted by SYNIO, and presented at the first Ethics Board meeting. This will inform the further steps in clarifying selections and recruitment of participants, necessary measures for privacy and anonymisation, and adaptation of the informed consent forms for each activity and types of participants.

An Ethics Workshop will be planned at the first Ethic Management Board meeting in January 2026.

4.6. Templates for informed consent and participation agreement

All activities in GreenEsteem that involve human participants will follow a standardised ethics procedure to ensure transparency, voluntary participation and informed decision-making. Prior to each interview, workshop, training session or any other activity involving external participants, the research team will provide a clear information session and/or a written document explaining the aims of the project, the purpose and content of the specific activity and what participation entails. Participants will then receive an informed consent form, which must be reviewed and signed before the activity begins.

The informed consent form included in this document is a template that will be adapted to the specific requirements of each activity and the profile of the participants involved. The template will be translated into all relevant local languages to ensure accessibility and comprehension. The content of the consent form will depend on the type of the event. All templates will be also coordinated and in line with the requirements of the organizing institutions of each event. Final versions of the consent forms will be prepared as part of the methodological frameworks for WP3 and WP4 and reviewed in consultation with the project’s Ethics Board to ensure full compliance with ethical standards and data protection regulations. The templates will be adapted, if needed after feedback from the first rounds of events organized. For a first draft of different possible informed consent forms, see ANNEX 3.

For wider public events, the consent form will be shorter and adjusted to a public event format. Specific guidelines for taking photographs and excluding participants who do not wish to be photographed, will be developed as part of the Ethics workshops and the Methodological frameworks.

A short form of standard consent form will be also developed as part of the Methodological framework for an online survey for training needs assessment or evaluation, once the format and the content of the survey has been agreed upon.

Additional information on data management and GDPR will be included in the D1.2 Data Management Plan and D1.3 Data Management Plan – update.

4.7. Ethics Management Board

In the beginning of the project, a Board was established with the aim of identifying and anticipating ethics relevant project activities and outcomes; jointly developing ethics assurance procedures as well as providing recommendations, guidelines and templates for all consortium partners. The Ethics Management Board members were determined as follows:

Table 8: Ethics Management Board Members

Ethics Management Board Members		
Partner	Person	Role
AMU	Neda Deneva	Chair
UACEG	Katarzyna Fagiewicz	Co-Chair
SYNYO	Irina Mutafchiyska	Participant
Team Sofia	Simeon Malinov*, Hester Gartrell*	Participant
CAA	Christina Birett	Participant
Konin	Katarzyna Rejniak	Participant

* Each Member (Partner) has one vote, regardless of the number of representatives

Table 9: Ethics Management Board Meetings – Preliminary Schedule

Ethics Management Board Meetings		
Nr.	Purpose	Time
1	Internal Ethics Workshop, Agreement on Ethics Procedures and Templates	January 2026
2	Second Ethics Workshop, discussion of participatory research in WP3	September 2026 (provisional)
3	Third Ethics Workshop, discussion of public event and feedback on policy recommendations	February 2027 (provisional)

5 Conclusion

This QRE Framework contains an overview of the relevant roles and responsibilities, rules and guidelines, and tools. It also outlines the procedures that consortium members need to follow to carry out the project successfully. As such, it should be used as a single point of reference, especially for all project management-related questions. This project handbook will be updated and adapted whenever necessary.

6 References

GreenEsteem project website. <https://www.greenesteem.eu/>

Google Cloud & the General Data Protection Regulation (GDPR):

<https://cloud.google.com/security/compliance/gdpr/>

Google Data Protection: https://privacy.google.com/businesses/compliance/#!?modal_active=none

Horizon Europe Online Manual: <https://webgate.ec.europa.eu/funding-tenders-opportunities/spaces/OM/pages/1867795/Online+Manual>

Faculty of Social Sciences – Research Ethics Questionnaire:

https://sowi.univie.ac.at/fileadmin/user_upload/f_sowi/Forschungsethik/RES_Questionnaire_Faculty.pdf

7 Annexes

ANNEX 1: OVERVIEW OF INTERNATIONAL CONVENTIONS AND RATIFICATION STATUS

Table 10. Overview of international conventions and ratification status

Document	Entry into force	Accession, Succession, Ratification	Remarks
International Convention on the Elimination of All Forms of Racial Discrimination	4 January 1969	Austria, Bangladesh, Belgium, Bulgaria, China, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guinea, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great Britain and Northern Ireland.	- Art. 22: “Any dispute between two or more States Parties with respect to the interpretation or application of this Convention, which is not settled by negotiation or by the procedures expressly provided for in this Convention, shall, at the request of any of the parties to the dispute, be referred to the International Court of Justice for decision, unless the disputants agree to another mode of settlement”. - <u>China</u> has reservations on the provisions of article 22 of the Convention and will not be bound by it. (The reservation was circulated by the Secretary-General on 13 January 1982.) The signing and ratification of the said Convention by the Taiwan authorities in the name of China are illegal and null and void. - The State of <u>Israel</u> does not consider itself bound by the provisions of article 22 of the said Convention.
International Covenant on Economic, Social and Cultural Rights	3 January 1976	Austria, Bangladesh, Belgium, Bulgaria, China, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guinea, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great Britain and Northern Ireland.	- Non-members of the United Nations: <u>Taiwan</u>. - <u>Taiwan</u> lost its United Nations seat in 1971 (replaced as the representative of China by the People's Republic of China under Resolution 2758). The Republic of China government signed the Covenant in 1967 but did not ratify; in 2009 Taiwan finally ratified it, but the deposit was rejected by the United Nations.
International Covenant on Civil and Political Rights	23 March 1976	Austria, Bangladesh, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guinea, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great Britain and Northern Ireland.	- <u>China</u> is a signatory country that have not ratified this Convenant. - <u>Taiwan</u> lost its United Nations membership on 25 October 1971; the Republic of China signed the Covenant on 5 October 1967 but did not ratify it.
Convention on the Elimination of All Forms	3 September 1981	Austria, Bangladesh, Belgium, Bulgaria, China, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France,	- <u>Taiwan</u> in 2007 has also ratified the treaty in its legislature, but is

of Discrimination against Women		Germany, Greece, Guinea, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great Britain.	unrecognized by the United Nations and is a party to the treaty only unofficially.
Convention for the Protection of Individuals with regard to Automatic Processing of Personal Data	1 October 1985	Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great Britain and Northern Ireland.	
Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment	26 June 1987	Austria, Bangladesh, Belgium, Bulgaria, China, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guinea, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great Britain.	
Convention on the Rights of the Child	2 September 1990	Austria, Bangladesh, Belgium, Bulgaria, China, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guinea, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great Britain and Northern Ireland.	
Convention on Biological Diversity	29 December 1993	Austria, Bangladesh, Belgium, Bulgaria, China, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guinea, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great Britain and Northern Ireland.	
Convention on the Rights of Persons with Disabilities	3 May 2008	Austria, Bangladesh, Belgium, Bulgaria, China, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guinea, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great Britain and Northern Ireland.	

ANNEX 2: ETHICS QUESTIONNAIRE

1. A) Research Design

1. Does the activity involve participants/populations who are unable to give informed consent? (e.g. people below the age of 14 or in line of the legal age defined in the participating counties; people that are not legally able to give their informed consent)
2. Does the activity involve participants/populations who are in a vulnerable/dependent position? (e.g. minors, people with mental health struggles, clinical samples, people with disabilities, asylum seekers, juvenile offenders, people in care facilities including prisons)
3. Will participants take part in the activity without their consent or knowledge or will deception of any sort be involved? (e.g. covert observation of people in non-public places; consent in long-term projects not at one point in time but as an ongoing process; experiments without thorough debriefing)
4. Is there ambiguity about whether the information/data you are collecting is considered to be public? (e.g. Online data; Social Media Analysis)
5. Does your activity pose specific ethical concerns not listed above? (e.g. studying religiously sensitive topics; end of life research; observations of sensitive medical treatment; studies involving coercion, social control or domination; studies involving potentially stigmatizing information, potentially deeply personal information and politically sensitive information)
6. Are there potential conflicts of interest? (e.g. dependent relationships between researchers and study participants; pressure from third-party funders to alter results)
7. Will financial or other incentives (other than reasonable expenses and compensation for time, e.g. survey incentives) be offered to participants that might have an impact on the outcome of the activity, either in shaping who participates, or what participants do or say?

2. B) Effects of Research

1. Could the activity induce psychological stress or anxiety, inflict humiliation, cause harm or other negative consequences to the research participants beyond the risks encountered in ordinary life?
2. Are there any specific groups who are likely to be harmed by publication or distribution of the results of this project? Or is there any potential for misuse of the findings by third parties? (e.g. reputational harm for people, groups, or institutions; stigmatization; discrimination; this includes the consequences of statistical correlations)
3. Is there a risk that the activity might lead to the disclosure by participants of their involvement in illegal conduct or other activities that represent a threat to themselves or others? (e.g. sexual activity; drug use; criminal enterprises; abuse)
4. Will there be a need for any independent legal assurance to be obtained to ensure that the activity carried out is within the provision of the current law (to ensure that researchers and/or the employing institution are not in any legal jeopardy)?

3. C) Use of Data

1. Does your activity fail to consider appropriate safeguards to ensure the protection of the privacy of participants (e.g. through anonymization or pseudonymization) in any published work (unless participants explicitly requested to be identified)?
2. Is the transportation and storage of, or access to, your data managed in a manner that breaches the confidentiality agreement with your participants? (e.g. transferring research data to personal devices that are less well protected)
3. Does your data processing infringe upon the GDPR? (not only the analysis of your research data, but also the storage of the personal data of research participants that will not be analysed in your research)

4. D) Further Concerns

1. Does your research pose any risks to your own physical or psychological wellbeing, or that of others working with you?
2. Does your research involve the use of Artificial Intelligence (AI) technologies, algorithms, or decision-making for the purposes of data collection?
3. Does your research involve the use of Artificial Intelligence (AI) technologies, algorithms, or decision-making for the purposes of data analysis?
4. Do you have any other ethical concerns arising from this study beyond those discussed above?
5. Do you have the need for support and supervision to reflect on ethical challenges which come up during the research process beyond that currently provided to you?

Based on:

https://sowi.univie.ac.at/fileadmin/user_upload/f_sowi/Forschungsethik/RES_Questionnaire_Faculty.pdf

ANNEX 3: INFORMED CONSENT TEMPLATE

Information and consent form

Information sheet

Name of Principal Team Lead:	
Organisation:	
Name of Funding Organisation:	Horizon Europe RIA
Project Title and Version:	GreenEsteem: Collaborative Knowledge Valorisation for Sustainable Nature-Based Solutions

Introduction

I am Neda Deneva, a researcher from SYNNO. I am part of the GreenEsteem project, an international research and innovation initiative focused on strengthening knowledge co-creation, collaboration and skills development in the context of the green and digital transitions. GreenEsteem brings together researchers, policymakers, civil society organisations, and industry stakeholders to explore how innovative Nature-Based Solutions can be designed, evaluated and implemented through inclusive and participatory processes..

Purpose of the research

The GreenEsteem project explores how collaborative approaches can support the green transition by improving the ways in which knowledge is shared, created and applied across different groups in society. The project focuses on the twin transition, which connects environmental sustainability with digital innovation. For these developments to have a lasting impact, more effective cooperation between research, policy, industry and civil society is needed.

GreenEsteem builds on good practices in the field of Nature-Based Solutions, where experimental and community-engaged approaches are already emerging. The project will work closely with two urban living labs in Konin, Poland, and Sofia, Bulgaria, where Nature-Based Solutions will be co-evaluated, co-designed and piloted. These living labs will serve as spaces for dialogue and innovation, bringing together local authorities, experts, practitioners, and citizens.

Based on the insights gathered from the pilots and supported by expert groups and national roundtables, the project will create a comprehensive training programme to address skills gaps and cooperation barriers among those working in the green transition. GreenEsteem will also develop strategic roadmaps and organise events to strengthen cross-sector networks in Europe.

In addition, an online platform will provide access to best-practice toolkits, online training modules, a digital handbook and policy recommendations. Through these resources and participatory activities, GreenEsteem aims to support researchers, practitioners, policymakers and local communities, enabling the replication of inclusive and collaborative approaches across Europe.

USE ONE OF THE SECTION BELOW DEPENDING ON THE CONCRETE RESEARCH ACTIVITY

For WP2 expert interviews:

One objective of the project is to better understand how cooperation, knowledge sharing and knowledge transfer take place in the fields of urban development and Nature-Based Solutions. To achieve this, we will conduct exploratory interviews with experts from government, industry, academia and civil society. These interviews will help us identify current practices, challenges and training needs, map key stakeholders in Konin and Sofia, and support the preparation of future expert groups and co-creation activities within the project.

For WP3 Participatory Research Activities (Co-Evaluation, Co-Design and Feedback)

One objective of the project is to work together with local stakeholders in Konin and Sofia to co-evaluate and co-design sustainable Nature-Based Solutions. Through workshops and discussions, participants help identify local needs, develop ideas for NBS improvements, and support the creation of practical plans that are suitable for the local context.

The Participatory Co-evaluation workshops bring together a range of local actors, including residents, experts, practitioners and decision-makers, to review and discuss existing Nature-Based Solutions in Konin and Sofia. The aim is to build shared understanding of how these solutions function, what benefits they provide, and where improvements may be needed. Participants learn to identify interdependencies, multifunctionality and long-term sustainability aspects of NBS, and collectively assess current practices to define criteria for more effective and durable solutions.

In a series of three **Living Lab Co-Design Workshops** participants co-design new Nature-Based Solutions for selected areas in Konin and Sofia. Participants collaboratively identify areas needing improvement and work together to design possible NBS interventions. Tools such as maps and visual models support the development of shared visions and practical ideas for future implementation.

In order to **assess the participatory approach and the training needs of stakeholders** participants are invited to share their feedback to understand how effective the participatory approach was, identify any barriers participants experienced, and assess whether the activities improved knowledge, skills and capacity to engage in co-creation. These insights will inform the design of training modules and other support materials in the next phase of the project. Feedback from participants also helps evaluate how participatory methods contribute to addressing environmental, social and economic challenges, and how they may influence the long-term sustainability of the Nature-Based Solutions developed.

For WP4

One objective of the project is to strengthen the skills, collaboration practices and communication needed to support the long-term implementation of Nature-Based Solutions. To achieve this, we will develop and offer training sessions that bring together participants from different sectors and backgrounds. These sessions aim to improve cooperation, support effective knowledge sharing and help participants engage confidently in co-creation processes across urban contexts.

The **training workshops** focus on practical skills such as working collaboratively across sectors, improving communication between academic and non-academic actors, supporting citizen participation and applying participatory methods in practice. Participants may also learn how to communicate and share project outcomes effectively so that they can be used by others. The sessions are designed to be adaptable and relevant to stakeholders involved in Nature-Based Solutions in different local and regional settings.

Participant selection

You are being invited to take part in this research because I feel that your experience as a person who has worked on gender empowerment or as a person with interesting insights on gender empowerment could help researchers and policy makers to better understand how people interpret gender empowerment and how they apply it in their everyday lives and professional activities.

Voluntary Participation

Your participation in this research is entirely voluntary. It is your choice whether to participate or not. The choice that you make will have no bearing on your job or on any work-related evaluations or reports. You may change your mind at any point and stop participating even if you agreed earlier.

Right to Withdraw

You have the right to withdraw your consent to use the personal data that you have provided at any time during the data collection (unless the data has been anonymized). You do not have to justify your decision to withdraw your consent and there are no consequences for withdrawing your consent. After the data collection, you can also withdraw the data until (add relevant date, before the end of the project)

Type of research intervention and procedures

USE ONLY WHAT IS APPLICABLE

Expert Interviews (1 to 1.5 hours)

You may be invited to take part in an individual interview lasting about 1 to 1.5 hours. The discussion will focus on your professional experience and views related to urban development, Nature-Based Solutions and cooperation practices.

Co-Design Workshops (up to 2 hours)

You may be asked to join a group workshop of up to 2 hours, where participants work together to discuss needs, explore ideas and co-design possible Nature-Based Solutions for selected urban areas.

Evaluation Discussions, Focus Groups or Training Sessions (1–2 hours)

You may also be invited to participate in short evaluation discussions, focus groups or training sessions, usually lasting between 1 and 2 hours. These activities focus on sharing reflections, giving feedback or learning about co-creation methods.

Training Sessions

Participants may join a short training session aimed at strengthening skills related to collaboration, communication and participation in Nature-Based Solutions projects.

Recordings and Visual Materials

Audio recordings of interviews or group discussions may be made to support accurate documentation. Photos or videos will only be taken if every person who might appear in them has given explicit consent.

Potential Benefits

There will be no direct benefit or remuneration to you, but your participation will help us find out more about how to reflect on.

Privacy

During this research, you may be asked to share certain personal information, such as your age, professional background, expertise area, or languages you speak. This information helps us understand the diversity of perspectives involved in the development and implementation of Nature-Based Solutions, and how different experiences shape views on cooperation and knowledge exchange.

If audio recordings are made, they will be transcribed into written form. Parts of these transcripts may be used in project reports, presentations or academic publications. Any excerpts used will be fully anonymised so that you cannot be

identified directly or indirectly. All personal data will be processed according to data protection regulations, and stored in a way that prevents others from identifying you.

Confidentiality

- Your personal data will only be accessible to members of the research team directly involved in this project. If student assistants support the work, they will sign a non-disclosure agreement.
- Your name and contact details will be stored separately from your responses and removed from your data as soon as possible. They will be replaced with a coded identifier.
- Questions used in the research are designed to avoid collecting information that could directly or indirectly reveal your identity.
- Any information you provide will be treated with strict confidentiality and handled in accordance with applicable data protection protocols, including General Data Protection Regulation (GDPR).

Retaining and Sharing your data

Your personal data and any research materials generated during the study, such as audio recordings, transcripts, workshop notes or other documents, will be stored securely by the research team. The Controller of your personal data is Adam Mickiewicz University in Poznań with its registered office at 1, Henryka Wieniawskiego Street, 61-712 Poznań. 2. The controller of personal data has appointed a Data Protection Inspector to supervise the correctness of personal data processing, who can be contacted via e-mail address: iod@amu.edu.pl.

In accordance with good scientific practice and EU data protection requirements, the research materials will be retained for a minimum of 10 years after the completion of the project. However, personal data will not be stored after the end of the project reporting. This ensures that the research can be verified if needed and supports the transparency and integrity of the scientific process.

Only anonymised or aggregated data may be shared beyond the research team, for example in project reports, publications or for scientific verification. No information that identifies you will be shared or made public without your explicit consent.

Sharing the Results

I will share the knowledge that I get from this research with you before I will make it widely available to the public.

Your Privacy Rights and Contact Information

You have the right to request access to your personal data and to change these if they are not right or to erase your data. If you want to invoke your rights or if you have a question concerning privacy about this study, you can contact **SYNYO GmbH** at neda.deneva@synyo.com.

Who to Contact

If you have any questions, you can ask them now or later. If you wish to ask questions later, you may contact any of the following **Neda Deneva** at neda.deneva@synyo.com (change to relevant person of the organization conducting the research)

Certificate of consent

I have read the Informed Consent Form and I understand what the purpose of the research is and that data will be collected from me. The research has been explained to me clearly and I have been able to ask questions. By signing this Form, I

1. consent to participate in this research.
2. confirm that I am at least 18 years old.
3. understand that participating in this research is completely voluntary; and
4. understand that my data will be anonymised for publication, educational purposes and further research, unless I give my consent to the Quotes and/or Photos and videos and/or and further research options below.

Consent Special categories of personal data

I give my consent to the collection, processing, use and storage of my personal data for the purposes of this research including data related to race/ethnic origin/religious beliefs/migration. experience and trajectory.

☐

Audio/Video

I hereby consent to having audio and/or video recordings made during the research and to have my answers transcribed.

☐

Quotes

I hereby consent to having my answers quoted in research publications. When quotes are used, your (real) name and other direct identifiers will not be mentioned.

☐

Photos for research purposes

I give permission to show my photos for dissemination.

☐

New research

I give permission to be contacted again for new research.

☐

Name and signature of the participant:

Date: