



ATLANTIC NETWORK OF FISHING  
AND MARITIME TOURIST EXPERIENCES

# DELIVERABLE 1.1

## Project Management and Quality Plan

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## Project information

Project full title: Atlantic Network of tourist experiences to promote the fishing and maritime cultural heritage

Acronym: FISATUR

Call: EMFAF-2023-PIA-FLAGSHIP

Topic: EMFAF-2023-PIA-FLAGSHIP-1-ATLANTIC

Start date: 15 September 2023

Duration: 28 months

List of participants:

| Partner No. | Organization Name   Acronym  |
|-------------|--|
| 1 (Coord.)  | FUNDACION PARA LA PESCA Y MARISQUEO FUNDAMAR   FUNDAMAR  |
| 2           | INSTITUTO PARA EL CRECIMIENTO SOSTENIBLE DE LA EMPRESA SL   ICSEM  |
| 3           | COMUNIDADE INTERMUNICIPAL DO ALTO MINHO   CIM ALTO MINHO   |
| 4           | TECHNOPOLE QUIMPER CORNOUAILLE   TQC   |
| 5           | INSTITUTO POLITECNICO DE VIANA DE CASTELO   IPVC   |
| 6           | INSTITUT NATIONAL D'ENSEIGNEMENT SUPERIEUR POUR L'AGRICULTURE, L'ALIMENTATION ET L'ENVIRONNEMENT   INSTITUT AGRO |

## Deliverable details

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|---------------------|--|
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| Author:             | FUNDAMAR   |
| Abstract:           | PDF. English. Report describing the tools, mechanisms and process implemented during the project development in order to ensure the appropriated project management (project panel, risk, quality assessment and evaluation) |

| Version         | Date       | Description          |
|-----------------|------------|----------------------|
| <b>Draft V0</b> | 27/11/2023 | First Draft          |
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| <b>Final V</b>  | 15/01/2024 | Final Version        |
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## 1. EXECUTIVE SUMMARY

This document summarizes the main rules, conventions and approaches to be used by the partners for the inter-project coordination, and management of the structures and procedures for the FISATUR project.

This document will be taken by the project partners as a guideline for the monitoring, control and execution of all administrative and financial aspects of the project, guaranteeing the adherence of the project work to the schedule, resources and plan. The document includes a Gantt chart and a Work Breakdown Structure (WBS), as well as a schedule and responsible partner per task, related deliverables, and dependencies on other tasks.

It presents the results of Task1.1. This document is aimed at:

- Ensuring the correct execution of the project's work plan including its adaptation to necessities that may occur during the project;
- Assuring the overall coordination of all activities among the project partners;
- Leading project steering with the objective to implement the project in a smooth and consolidated way, involving the partnership and also external stakeholders;
- Enabling timely reporting to the European Commission and the administrative and financial management of the project.

Moreover, in this report the approach to project monitoring, supervision, reporting and review are presented. Procedures are provided for periodic reporting on activities and effort expenditure, to be applied by all partners for the provision of data to the Project Coordinator (PC) and for management and financial reports preparation. Instruments are developed with the aim to monitor the degree of completion of activities and expected deliverables. The key provisions in the Consortium and Grant Agreements, together with an explanation of the consortium organizational structure and decision making procedures, roles and responsibilities, are also provided.

## 2. MANAGEMENT STRUCTURE

As stated in the Description of the Action (DOA), the overall aim of the project management is to ensure a successful execution of the project to meet its objectives. To achieve this, the project administrative and technical coordinators and the partners will undertake all the necessary management and supporting actions to ensure high quality of its outcomes within the predefined time schedule and budget of the project. Collaborative research projects such as FISATUR, have a considerable size of participating partners and high technical and organizational complexity. As early as the proposal preparation, FISATUR partners designed the project organization to meet the objectives of all stakeholders i.e. the European Commission and the cities, authorities and academic partners. In this section, the FISATUR management structure is further advanced and elicited.

## 2.1 Management Structure Overview

Management of a successful project requires beside effective management of the project partners themselves, an effective outreach to a large network of experts as well as successful communication of the developed results outside the project where dissemination is one of the most important activities. The consortium partners understand that this can only be reached by a successful development combined with excellent communication inside and outside the consortium (see figure 1).

The rules for composition, organization and decision making of the Project's governing bodies are part of the Consortium and Grant Agreements (GA), that have been signed before the starting of the project according to the rules of the EMFAF Project Grants.

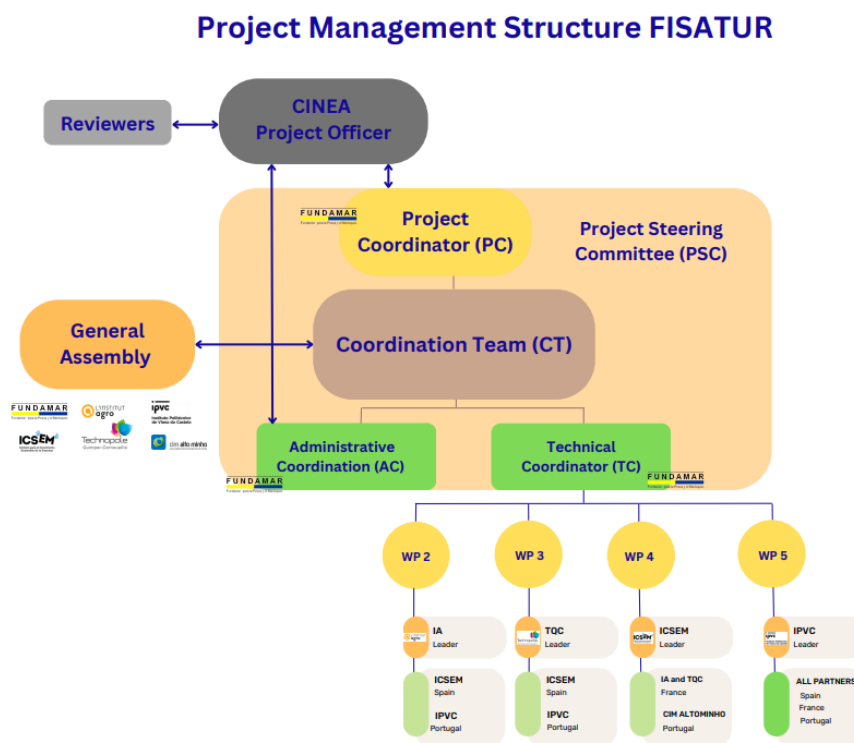


Figure 1. Project Management Structure.

The organizational structure is characterized by the following constitutional elements that follows an iterative expansion process:

- ✓ Project Officer (PO)
- ✓ Project Coordinator (PC)
- ✓ Coordination Team (CT)
- ✓ Technical Coordinator (TC)
- ✓ Administrative Coordination (AC)
- ✓ Project Steering Committee (PSC)
- ✓ Work Package & Tasks Leaders (WPL)
- ✓ General Assembly (GA)

## 2.2 Roles and Responsibilities

### 2.2.1 Project Officer (PO)

The main role for Project Officer (PO) is to manage the Grants on European Climate, Infrastructure and Environment Executive Agency (CINEA) ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission (EC) side, for the evaluation, monitoring and negotiation of projects, as well as their financial evaluation. This includes monitoring and control of the official deliverables submitted through the Participant portal, including the Project Periodic Reporting (month 13 and month 28). Particular attention is given to dissemination and exploitation plans.

PO communicates with the Project Coordinator (PC), who acts as intermediary between the consortium partners and the Commission, acting as the Central Contact Point for the project. PO participates in the Kick Off meeting, the Periodic Review meetings and the final project meeting. Main responsibilities include the management of:

- Objectives versus Achievements.
- Management and Collaboration Status.
- Financial Aspects.
- Exploitation and Dissemination of Results.
- Monitor fulfillment of contractual obligations
- Via deliverables, periodic reports, on-site reviews, etc.
- Check financial statements.

### 2.2.2 Project Coordinator (PC) and Coordination Team (CT)

The coordination role has been divided into administrative and technical tasks to ensure a smooth and successful implementation of the project from a managerial as well as practical aspect. Both, administrative and technical coordinators, will take part in the Coordination Team (CT).

The Coordination Team (CT) consists of all WP leaders (WPL), and the Administrative and Technical Coordinators. The Administrative Coordinator (AC) shall chair all meetings of the Coordination Team Board, unless decided otherwise by a majority of two-thirds.

### 2.2.3 Administrative coordination (AC)

FISATUR's Administrative Coordination is under the responsibility of FUNDAMAR. The role and responsibilities of Administrative Coordinator (AC) will be undertaken by Maria Caldeiro, Project Manager at FUNDAMAR. The coordinating organization provides the secretarial and organizational service for the project, including contractual and financial issues, reporting, the coordination of input to documents and their finalizing, dissemination, or delivery, preparation of project meetings, the setting-up and running of an infrastructure for internal and external communication, and running the every-day business of the project. Additionally, FUNDAMAR will be in charge of controlling the ethics requirements and data management policy. Finally, the administra-



tive coordinator will be responsible for all contractual obligations towards the Commission and will report on a regular basis to the CINEA Project Officer.

Specific objectives are:

- Defining the main rules to be used by the partners for administration tasks, project management, deliverable preparation & assessment, communication and inter-project coordination.
- Ensuring the consistency between project work plan and financial guidelines.
- Creating suitable Forms for financial reporting based on the templates provided by the EC.
- Collecting the regular financial reports.
- Producing, compiling, monitoring and analyzing periodical reports and management/final reports for the European Commission.
- Ensuring the Consortium payments in accordance with budget consumption.
- Collecting and safeguarding the necessary documents and in general making sure that the project execution is done according to EU rules and practices.
- Undertaking the liaison with all partners regarding their administrative and financial obligations and checking all relevant material (e.g. Invoices) that are produced during the project's life cycle.
- Ensuring the continuous and effective operation of the Project Management Office.
- Ensuring an effective & efficient IPR management process in compliance with EC guidelines - managing the processes of project reviews and audits.

The AC will assume from the contract negotiation process to the overall Project Management and Administration throughout the entire project duration. The Administrative Coordinator's responsibilities are:

- Monitoring compliance by the Parties with their obligations.
- Keeping the address list of Members and other contact persons updated and available
- Collecting, reviewing to verify consistency and submitting reports, other deliverables (including financial statements and related certifications) and specific requested documents to the Funding Authority.
- Transmitting documents and information connected with the Project to any other Parties concerned.
- Administering the financial contribution of the Funding Authority and fulfilling the financial tasks.
- Providing, upon request, the Parties with official copies or originals of documents that are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims

If one or more of the Parties is late in submission of any action deliverable, the Project Coordinator (PC) may nevertheless submit the other Parties' Action deliverables and all other documents required to the Funding Authority in time.

## 2.2.4 Technical coordination (TC)

The Technical Coordination of FISATUR is provided by FUNDAMAR, guiding the technical aspect of the project work, supervising activities of the different work packages ensuring consistency and quality, and planning the technical tasks timeline, reviews and meetings. Also, the technical coordinator will be in charge of the FISATUR's overall impact assessment. The Technical Coordinator will be Maria Caldeiro, Senior Project Manager at FUNDAMAR.

Specific objectives are:

- Provision of guidance on the scientific aspects of the project work.
- Supervision of all technical activities of the different work packages to ensure consistency and scientific quality.
- Technical meetings planning, execution & reporting.
- Planning and execution of internal & external reviews of the project outcomes before their final submission to the EC.
- Overall project quality assessment.

## 2.2.5 Project Steering Committee (PSC)

For a lean and efficient management structure, a PSC will be the main body for internal communication and decision making for all issues relevance. The PSC is chaired by the Project Coordinator (PC) and it is the main body for monitoring the technical progress of the project and the use of resources, for all short-term decisions related to the technical management of the project. The PSC will hold regular online meetings about one per month. If relevant, also specific task leaders may be invited to these call conferences. Finally, if needed, its members will also meet physically, if possible in conjunction with other project activities.

## 2.2.6 Work Package & Task Leaders (WPL)

Work Package and Task Leaders (WPL) are contractual partners responsible for a work package or a task respectively. They have responsibility for the preparation and execution of the activities in their work packages or tasks according to the work plan. They may delegate specific sub-tasks to partners without however giving up the responsibility for the overall work package or task. Work Package and Task Leaders are also responsible for providing general guidelines and interfacing with and for coordinating work with other work packages or tasks and in particular of delivering results on time that are needed as input for tasks to be performed in other work packages on time. They are also responsible for regular reporting on the work progress to the rest of the Technical Coordination (TC) Team and the General Assembly (GA). In case of major developments that may impact on the overall work plan or in case of problems in carrying out the tasks, they need to inform the Technical Coordinator as soon as possible and discuss with him procedural and strategic issues in order to take common decisions to reach the project's objectives. If considered necessary the AC will provide support in the decision-making process. Each Work Package Lea-

der (WPL) will maintain monthly video call conferences with the corresponding task leaders to ensure that there is a correct progress in the technical tasks amendments.

### 2.2.7 General Assembly (GA)

The General Assembly (GA) consists of all project partners of the FISATUR consortium and is the highest decision making body. If necessary, it will decide upon the (re-)allocation of project budget and any major changes to the structure of WPs as basis for any contract amendments. The General Assembly's general modus operandi will be the ambition to achieve consensual decisions.

### 3. PROJECT MEETINGS

Project monitoring and control processes allow for planning, tracing and monitoring of work progress and other events that impact the project. The main formal occasions for project control will be the FISATUR project meetings.

Project meetings will allow the entire consortium to guarantee both a detailed project planning and the assessment of work progress.

The chairperson of a Consortium Body shall convene meetings of that Consortium Body in accordance with the following:

|                   | Ordinary meeting   | Extraordinary meeting   |
|-------------------|--|---|
| General Assembly  | At least 2 a year  | At any time upon written request of the Coordination Team or 1/3 of the Members of the General Assembly |
| Coordination Team | At least 1 a month<br><small>*Online meetings third Monday of the month at 2pm</small> | At any time upon written request of any Member of the Coordination Team                                 |

Table 1 Convening meetings

The PC shall give notice in writing of a meeting to each Member of that GA as soon as possible and no later than the minimum number of days preceding the meeting.

The PC shall prepare and send to each Member of that GA a written agenda no later than:

- 10 calendar days (5 calendar days for an extraordinary meeting) in the case of the General Assembly meetings.
- 5 calendar days for the Coordination Team meetings.

Any agenda item requiring a decision by the Members of a GA must be identified as such on the agenda.

Any Member of a GA may add an item to the original agenda by written notification to all of the other Members of that GA up to the minimum number of 3 days preceding the meeting. During a meeting the Members of a GA present or represented can unanimously agree to add a new item to the original agenda.

Decisions will only be binding once the relevant part of the Minutes has been accepted.

Decisions taken without a meeting shall be considered as accepted if, within the period set out in CA article 6.2.4.4, no Member has sent an objection in writing to the chairperson. The decisions will be binding after the chairperson sends to all Members of the Consortium Body and to the Coordinator a written notification of this acceptance Project Progress Meetings will be scheduled both regularly and for special purposes. Regular internal Progress Meetings, both physical and teleconferences, will be held by each project pilot team and WP.

After the completion of every meeting, the meeting minutes will be sent by the Project Coordinator, or the related meeting chair to all partners, with the use of the FISATUR minutes template.

## 4. BUDGET

### 4.1 Timesheets

All individuals participating in the project need to track their efforts. The Project Coordinator has provided indications on the requirements for time-record keeping at the kick-off meeting and *via* email. Each partner will be responsible for ensuring that time writing will take place according to the EC rules. The Coordinator may request at any moment from each partner to provide information on the time spent on each project work package, for the purpose of monitoring project implementation and resource spending against planning.

### 4.2 Re-distribution of budget

In case of major deviations in the progress of the project or in the use of resources by partners, the Coordination Team and General Assembly may include a discussion about the re-distribution of resources. In case the Coordination Team and General Assembly decides to modify the budget, the Project Coordinator needs to negotiate this with the Project Officer.

## 5. WORK PLAN

The objectives of FISATUR will be pursued by the consortium through the implementation of a work plan, described in this section, consisting of five Work Packages (WPs) and spanning more than two-year period (28 months). Several consortium partners participate in each WP, according to their specific expertise, knowhow and research & business interests, thus creating the ideal mix of technical competence, and research and innovation capabilities, which is the key to guarantee a successful and timely achievement of the project objectives.

### 5.1 WPs list & leaders

The table below shows the list of FISATUR's WPs, corresponding leaders and starting/ending month as indicated in the Grant Agreement-Annex I.

| WP N° | Work Package Title  | WP leader       | Start Month | End month |
|-------|---|-----------------|-------------|-----------|
| 1     | Project management and coordination   | 1 FUNDAMAR      | 1           | 28        |
| 2     | Assessment of business opportunities around Atlantic fishing maritime heritage                    | 6 INSTITUT AGRO | 2           | 18        |
| 3     | Promotion of Innovative market-oriented solutions for the diversification of fisheries activities | 4 TQC           | 8           | 18        |
| 4     | Trade Navigation Tour (TNT) around the Atlantic Fishing-tourism coastal routes                    | 2 ICSEM         | 18          | 28        |
| 5     | Communication and Dissemination   | 6 IPVC          | 1           | 28        |

Table 2. Work Packages list and Leaders

## 5.2 Tasks breakdown

### 5.2.1 Tasks list

The table below shows the list of FISATUR's tasks, task leaders and starting/ending month as indicated in the Grant Agreement.

| Task n°         | Task Title  | Task Leader | Start Month | End month |
|-----------------|---|-------------|-------------|-----------|
| <b>Task 1.1</b> | Establishing the management structure   | FUNDA-MAR   | M1          | M3        |
| <b>Task 1.2</b> | Monitoring, risk management and quality assurance   | FUNDA-MAR   | M2          | M28       |
| <b>Task 1.3</b> | Data management   | FUNDA-MAR   | M2          | M28       |
| <b>Task 2.1</b> | Diagnosis of tourism initiatives linked to fisheries  | IA          | M2          | M10       |
| <b>Task 2.2</b> | Characterization of business environment and opportunities around Fishing-tourism market in the Atlantic frontage | IA          | M2          | M10       |
| <b>Task 2.3</b> | Creation an Atlantic Gis-Tool supporting the regional network of Atlantic Fishing-Seaside tourism stakeholders    | IA          | M6          | M19       |
| <b>Task 2.4</b> | Constitution, revitalization and capitalization of the network  | FUNDA-MAR   | M18         | M20       |
| <b>Task 3.1</b> | Design of the Fishing-Seaside Tourism incubator program in each territory   | TQC         | M8          | M13       |
| <b>Task 3.2</b> | Design and launch of a call for business projects and ideas   | TQC         | M10         | M13       |
| <b>Task 3.3</b> | Training focused on strengthening the skills and knowledge of the Fishing-Seaside Tourism entrepreneur            | TQC         | M13         | M19       |
| <b>Task 3.4</b> | Competition phase - Selection of business ideas   | TQC         | M18         | M20       |
| <b>Task 4.1</b> | Design of the sailing navigation route  | ICSEM       | M18         | M22       |
| <b>Task 4.2</b> | Exchange BtoB with other Fishing- Seaside Tourism initiatives in Portugal, Spain and France                       | ICSEM       | M11         | M12       |
| <b>Task 4.3</b> | Organization of conferences and seminars in Portugal, Spain, and France   | ICSEM       | M22         | M26       |
| <b>Task 4.4</b> | Organization of talks and workshops in primary and secondary schools in Portugal, Spain, and France               | ICSEM       | M22         | M26       |
| <b>Task 4.5</b> | Organization of primary and secondary workshops in schools in Portugal, Spain, and France                         | ICSEM       | M22         | M26       |
| <b>Task 5.1</b> | Communication and dissemination plan (M2)   | IPVC        | M2          | M3        |

|                 |  |      |    |     |
|-----------------|--|------|----|-----|
| <b>Task 5.2</b> | Design of the communication items        | IPVC | M2 | M28 |
| <b>Task 5.3</b> | Digital tool Platform: DESIGN AND UPDATE | IPVC | M2 | M28 |

Table 3. Tasks list

### 5.2.2 Tasks interdependencies

The interrelations between the different tasks in the project are shown in Figure 2. Ethics, project management & dissemination/exploitation tasks that run horizontally during the whole project duration.

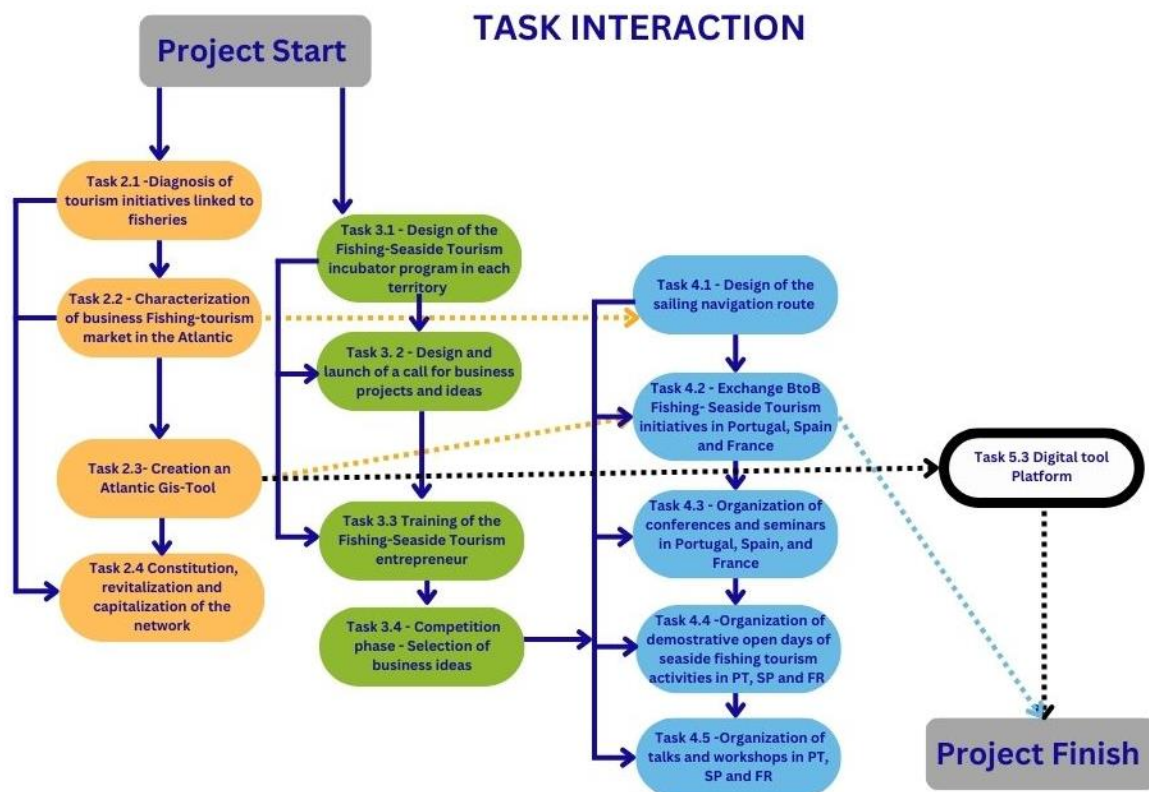


Figure 2. Tasks interrelations

### 5.3 Gantt chart

The Gantt chart in [Figure 3](#) illustrates the timeline of the different WPs and Task breakdown, as planned in the Action.

| FISATUR Gantt chart |  | YEAR 1            |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    | YEAR 2             |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
|---------------------|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|------|--|
| LEAD                | TASK   | M1 / 15<br>SEP 23 | M2 / 23<br>OCT 23 | M3 / 23<br>NOV 23 | M4 / 23<br>DEC 23 | M5 / 24<br>JAN 24 | M6 / 24<br>FEB 24 | M7 / 24<br>MAR 24 | M8 / 24<br>APR 24 | M9 / 24<br>MAY 24 | M10 / 24<br>JUN 24 | M11 / 24<br>JUL 24 | M12 / 24<br>AUG 24 | M13 / 24<br>SEP 24 | M14 / 24<br>OCT 24 | M15 / 24<br>NOV 24 | M16 / 24<br>DEC 24 | M17 / 25<br>JAN 25 | M18 / 25<br>FEB 25 | M19 / 25<br>MAR 25 | M20 / 25<br>APR 25 | M21 / 25<br>MAY 25 | M22 / 25<br>JUN 25 | M23 / 25<br>JUL 25 | M24 / 25<br>AUG 25 | M25 / 25<br>SET 25       | M26 / 25<br>OCT 25 | M27 / 25<br>NOV 25 | M28 / 25<br>DEC 25 | M29 / 26<br>JAN 26 |      |  |
| FUNDAMAR            | Task 1.1 - Establishing the management structure (M1 - M3)   |                   | M1                |                   | D1.1<br>M2        |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| FUNDAMAR            | Task 1.2 - Monitoring, risk management and quality assurance (M2-M28)  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    | M3                       |                    |                    |                    |                    | D1.2 |  |
| FUNDAMAR            | Task 1.3 Data management (M2 - M28)  |                   | SP                |                   |                   |                   |                   |                   | FR                |                   |                    |                    |                    |                    | PT<br>D.1.3        |                    |                    |                    |                    | SP                 |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    | D1.4 |  |
| IA                  | Task 2.1 - Diagnosis of tourism initiatives linked to fisheries  |                   |                   |                   |                   |                   |                   |                   |                   |                   | M4                 | D2.3               |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| IA                  | Task 2.2 - Characterization of business environment and opportunities around Fishing-tourism market in the Atlantic frontage (M2 - M8) |                   |                   |                   |                   |                   |                   |                   |                   |                   | M5                 | D2.2               |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| IA                  | Task 2.3 - Creation an Atlantic Gis-Tool supporting the regional network of Atlantic Fishing-Seaside tourism stakeholders (M6-M10)     |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    | M7                 | D2.3               |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| FUNDAMAR            | Task 2.4 Constitution, revitalization and capitalization of the network  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    | M6                 | D2.4               |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| TQC                 | Task 3.1 - Design of the Fishing-Seaside Tourism incubator program in each territory (M10 - M12)                                       |                   |                   |                   |                   |                   |                   |                   |                   | D3.1<br>M8        |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| TQC                 | Task 3.2 - Design and launch of a call for business projects and ideas (M12-M14)   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    | M9                 |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| TQC                 | Task 3.3 Training focused on strengthening the skills and knowledge of the Fishing-Seaside Tourism entrepreneur (M14 - M18)            |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| TQC                 | Task 3.4 - Competition phase - Selection of business ideas (M18)   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    | M10                | D3.3               |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| ICSEM               | Task 4.1 - Design of the sailing navigation route (M18 - M22)  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    | M11                | D4.1               |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| ICSEM               | Task 4.2 - Exchange BroB with other Fishing-Seaside Tourism initiatives in Portugal, Spain and France (M22-M24)                        |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    | M12<br>M13<br>M14<br>M15 |                    |                    | D4.2<br>D4.4       |                    |      |  |
| ICSEM               | Task 4.3 - Organization of conferences and seminars in Portugal, Spain, and France (M22-M24)   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    | D4.3               |                    |                    |      |  |
| ICSEM               | Task 4.4 - Organization of demonstrative open days of seaside fishing tourism activities in Portugal, Spain and France (M22-M24)       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| ICSEM               | Task 4.5 Organization of primary and secondary workshops in schools in Portugal, Spain, and France                                     |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| IPVC                | Task 5.1 Communication and dissemination plan (M2)   |                   | D5.1              | M16               |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |
| IPVC                | Task 5.2 Design of the communication items (M2-M28)  |                   |                   | D5.6              |                   |                   |                   |                   |                   |                   |                    |                    |                    |                    | D5.4               |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    | D5.2<br>D5.3       | M17<br>M18         |      |  |
| IPVC                | Task 5.3 Digital tool Platform: DESIGN AND UPDATE (M2-M28)   |                   |                   |                   | D5.5              |                   |                   |                   |                   |                   | M19                |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                          |                    |                    |                    |                    |      |  |

Figure 3. FISATUR´s project Gantt Chart



## 6. DELIVERABLES

### 6.1 List & Timeline

The table below shows the list of deliverables together with the leading partner and delivery date according to the Grant Agreement.

| Deliv N° | Deliverable name   | Lead participant | Delivery date | Related tasks   |
|----------|--|------------------|---------------|-----------------|
| D1.1     | Management Plan and Quality  | FUNDAMAR         | M3 / DEC23    | T1.1            |
| D1.2     | Legacy/business plan   | FUNDAMAR         | M28 / DEC25   | T1.2            |
| D1.3     | Policy feedback report 1   | FUNDAMAR         | M13 / OCT24   | T1.3            |
| D1.4     | Policy feedback report 2   | FUNDAMAR         | M28 / DEC25   | T1.3            |
| D2.1     | Characterization of the Fishing-Seaside Tourism market                                   | IA               | M10 / JUL24   | T2.2            |
| D2.2     | GIS – cartographic viewer  | IA               | M10 / JUL24   | T2.3            |
| D2.3     | Fishing-Seaside Tourism strategy   | IA               | M18 / MAR25   | T2.4            |
| D2.4     | Constitution of the Network  | FUNDAMAR         | M18 / MAR25   | T2.4            |
| D3.1     | Call for proposals. Basis for the call of business ideas                                 | TQC              | M8 / MAY24    | T3.1, T3.2      |
| D3.2     | Summary report of Fishing-Seaside Tourism business promotion                             | TQC              | M18 / MAR25   | T3.3            |
| D3.3     | Portfolio of projects/ideas  | TQC              | M18 / MAR25   | T3.4            |
| D4.1     | Roadmap of fishing-tourism dynamization networking itinerary                             | ICSEM            | M20 /MAY25    | T4.1            |
| D4.2     | Assessment of Innovative dynamization networking itinerary for fishing-tourism promotion | ICSEM            | M28 / DEC25   | T4.2            |
| D4.3     | Report on the execution of the fishing heritage literacy program                         | ICSEM            | M26 / OCT25   | T4.3,T4.4, T4.5 |
| D4.4     | Communication product - Video making of the TNT route                                    | FUNDAMAR         | M28 / DEC25   | T4.2            |
| D5.1     | Communication Strategy and Plan  | IPVC             | M2 / NOV23    | T5.1            |

|             |                                      |      |                |      |
|-------------|--------------------------------------|------|----------------|------|
| <b>D5.2</b> | Communication impact assessment      | IPVC | M28 /<br>DEC25 | T5.2 |
| <b>D5.3</b> | Audio-visual communication materials | IPVC | M28 /<br>DEC25 | T5.2 |
| <b>D5.4</b> | Web page                             | IPVC | M4 /<br>DEC23  | T5.2 |
| <b>D5.5</b> | Project Factsheet                    | IPVC | M28 /<br>DEC25 | T5.3 |

Table 4. Deliverables list and Deliverable's Leader

## 7. MILESTONES

The project progress will be monitored according to the FISATUR Milestones that are presented in the following table.

| Nº       | Milestone name   | Leader   | Due date (in month) | Means of verification                     |
|----------|--|----------|---------------------|---|
| <b>1</b> | KoM  | FUNDAMAR | OCT 23              | CONSORTIUM AGREEMENT                      |
| <b>2</b> | MANAGEMENT PLAN  | FUNDAMAR | NOV 23              | MANAGEMENT PLAN                           |
| <b>3</b> | INTERMEDIAL MEETINGS                                   | FUNDAMAR | OCT 24<br>DEC 25    | MINUTES                                   |
| <b>4</b> | ASSESSMENT OF BUSINESS OPPORTUNITIES                   | IA       | JUL 24              | COUNTRY REPORT                            |
| <b>5</b> | GIS FISATUR  | IA       | JUL 24              | GIS                                       |
| <b>6</b> | CONSTITUTION OF ATLANTIC NETWORK ADVISORY BOARD (ANAB) | FUNDAMAR | MAR 25              | MEMBERSHIP AGREEMENTE SIGNED              |
| <b>7</b> | WORKSHOP TO VALIDATE THE FISHING TOURISM STRATEGY      | IA       | MAR 25              | STRATEGY                                  |
| <b>8</b> | LAUNCH THE CALL  | TQC      | MAY 24              | BASIS OF THE CALL BUSINESS IDEAS          |
| <b>9</b> | SELECTION OF THE INITIATIVES                           | TQC      | AUG 24              | PORTAFOLIO 10 PRO-JECTS/IDEAS PER COUNTRY |

|    |  |          |        |  |
|----|--|----------|--------|--|
| 10 | COMPETITION  | TQC      | MAR25  | SELECTION 2 PROJECT PER COUNTRY                          |
| 11 | KICK OFF EXCHANGE ROUTE                            | ICSEM    | MAY 24 | MINUTES  |
| 12 | TRANSNATIONAL MISSION                              | ICSEM    | OCT 25 | EVENTS AGENDA AND BtoB REPORTS                           |
| 13 | TRANSNATIONAL ITINERANT FORUM                      | TQC      | OCT 25 | MINUTES EVENTS / REGISTRATION / PHOTO                    |
| 14 | TRANSNATIONAL ITINERANT OPEN DAY                   | FUNDAMAR | OCT 25 | MINUTES EVENTS / REGISTRATION / N° OF ACTIVITIES / PHOTO |
| 15 | ITINERANT SCHOOL LITERACY CONFERENCE AND WORKSHOPS | ICSEM    | OCT 25 | REPORT   |
| 16 | COMMUNICATION STRATEGY AND PLAN                    | IPVC     | NOV 23 | COMMUNICATION STRATEGY AND PLAN                          |
| 17 | PUBLICATION AND MEDIA COVERAGE                     | IPVC     | DEC 25 | COMMUNICATION REPORT                                     |
| 18 | LAUNCH VIDEO DOCUMENTARY                           | FUNDAMAR | DEC 25 | PROJECT VIDEO  |
| 19 | PUBLICATION GRAPHIC MATERIAL                       | IPVC     | SEP 24 | DISSEMINATION OF GRAPHIC                                 |

Table 5. Milestone list, leaders and means of verification

## 8. REPORTING

Four types of reporting apply to all consortium members:

1. Continuous reporting to the EC in terms of submitting deliverables (through the Project Coordination) and report on progress in achieving milestones. Official documents will be PDFs, digitally signed if required. All deliverables will also be stored in the project private area (shared OneDrive folder), and will be updated by the Project Coordination.
2. Periodic reporting to EC. Administrative and Financial Reports to the Project Coordinator for the assessment of progress. These will also provide the basis for EC communications including annual reports.
3. Internal reporting. Technical Progress/Status Reports will be completed by WP Leaders, communicated to the Project Coordination, distributed to all participants and uploaded in the project private area. These reports will be the basis of WP meetings and inform all members of progress, changes to work plan and accomplishments to assist them in planning and facilitate risk management.

4. Public deliverables and other public documents generated within the project will communicate effectively with external parties, including other European projects and potential users. These documents will be available to the public through the FISATUR website.

## 8.1 Periodic reporting towards the EC

FISATUR is divided into two following ‘reporting periods’ (RP) (as specified in Art. 21 of the Grant Agreement). Accordingly, the project will deliver two periodic reports:

- 1st periodic report on the progress of work (from M1 to M13)
- Final periodic report on the progress of work (from M13 to M28)

These periodic reports include the production of a technical and financial report, including the requests for payment, as specified in the Grant Agreement (GA) and in particular:

1. Periodic technical report containing an:

- a. Explanation of the work carried out by the beneficiaries. The report is official and must be of adequate technical quality as it will be the main description of project progress to the EC. Elaboration is led by Project Coordination with the active contribution of the WPLs and collaboration from all the partners in general.
- b. Overview of the progress of work towards the objectives of the action, including milestones and deliverables, including explanations justifying the differences between work expected to be carried out in accordance with the Work Plan and that actually carried out. The report will also include dissemination, communication and exploitation of the results.
- c. A publishable summary
- d. The answers to the ‘questionnaire’, covering issues related to the action implementation monitoring requirements.

2. Periodic financial report contain an:

- . Individual financial statements (IFSs) for all beneficiaries according to Articles 6 and 22 of the GA.
- a. Explanation of the use of resources from each beneficiary.

Cost statements are under the responsibility of each partner. Periodic financial reports must be completed by each beneficiary involved in the action, for each reporting period (RP1, RP2 as detailed above). A draft version of the Individual Financial Statements will be submitted to the Project Coordinator in good time (at least 3 weeks before the delivery date) to avoid the existence of possible errors. The Project Coordinator will ensure all IFSs are fulfilled and will submit them to the EC together with the technical and financial reports for every RP.

After submission of the IFS to the Project Coordinator, the Project Coordinator can request partners to correct any error and reject the IFS (so becoming editable by the partner). This check will only address formal errors and overall consistency with the planned budget. In the case of discrepancy with the budget, the Project Coordinator will warn the partner of possible accounting errors. In case

of relevant inconsistency with respect to the activities carried out and the achievements in relation to the progress of the project, the Project Coordinator will discuss the issue with the partner concerned and for relevant issues, bring it to the attention of the GA.

The technical and financial reporting process towards the EC needs to start before the end of each reporting period and is designed to last up to 6 weeks to comply with the submission deadline. Intermediate deadlines will be defined to assure a good quality and review of the reports.

In addition to the periodic report, a **Final report** is envisaged in the EC GA, to be submitted within 60 days following the end of the last reporting period (i.e. on M28 as for the last periodic report) internal intermediary deadlines will be set to ensure all deadlines are met.. In particular, the Final report will include: a ‘final technical report’ with a summary for publication containing (i) an overview of the results and their exploitation and dissemination; (ii) the conclusions on the action; a ‘final financial report’ containing (i) a ‘final summary financial statement’ created automatically by the electronic exchange system, consolidating the individual financial statements for all RPs and including the request for payment of the balance; and (ii) a ‘certificate on the financial statements’ (drawn up in accordance with Article 24 of the GA) for each beneficiary.

## 8.2 Internal reporting

For efficient project management purposes, the internal reporting of the project work will be performed every six months. Templates provided by the Project Coordinator will be used and filled in by WPLs (with input from Task Leaders (TLs) and contributors to WP activities) and sent to the Project Coordinator in good time. With regards to the financial and budget issues, cost monitoring - including reports on incurred costs and use of resources (Person Months) per WP - will be carried out also on a 6 month basis by each beneficiary and sent to the Project Coordinator, in line with the EC cost declarations.

All the templates will be made available to the partners in the common OneDrive folder devoted to the project. Templates and the related level of details to be provided can be updated in the course of the project to the extent needed.

### 8.2.1 Progress Monitoring

#### 8.2.1.1 Task reporting

The project progress will be monitored by the Project Coordinator through regular WP and Task reporting periodically by using an appropriate template.

The task reporting template (inside “FISATUR\_Reporting.xls”), provided by the Project Coordinator, will be the formal instrument to communicate specific issues associated to Tasks and WPs to the Project Consortium and General Assembly and is to be filled in by WPLs (with all the necessary inputs from Task Leaders) and sent in good time to the Project Coordinator every 6 months.

An example of this template can be seen in the figure below.

**DETAILED COST REPORTING TABLE – REPORTING PERIOD (ACTION GRANTS)**

Reporting period: 1

Project number: [ ]

Project acronym: [ ]

Participant short name: [ ]

Participant PIC: [ ]

Exchange rate: [ ]

**PROJECT COSTS**

**A. Personnel costs**

**B. Subcontracting costs**

**C. Purchase costs**

**D. Travel and subsistence**

**E. Equipment**

Total reported total WP: 0,00

Figure 4. Screenshot of the task reporting template-example to fill in.

### 8.2.1.2 financial reporting

Every six months, partners will have to inform the Project Coordinator of their relevant incurred costs (both in terms of PMs and other costs incurred) for each WP (this includes explanation of the work carried out in the related Tasks) in alignment with the formal EC cost declaration procedure and timing. For this purpose, a template for monitoring, provided by the Project Coordinator to each partner, will be completed by each beneficiary.

An example is shown in the figure below.

**DETAILED COST REPORTING TABLE – REPORTING PERIOD (ACTION GRANTS)**

Reporting period: 1

Project number: [ ]

Project acronym: [ ]

Participant short name: [ ]

Participant PIC: [ ]

**CONSOLIDATED COSTS PER WORK PACKAGE (PER PARTICIPANT)**

**COSTS PER WORK PACKAGE**

|                         | A.1 Employees<br>A.2 + A.3 Material persons<br>under direct contract and<br>seconded persons | A.4 SME owners | B. Subcontracting<br>costs | C. Purchase costs |                          |                        |                     | D. Other cost<br>categories                 | E. Indirect costs                               | Total  |
|-------------------------|--|----------------|----------------------------|-------------------|--------------------------|------------------------|---------------------|---|---|--|
|                         | a1 + a2  | a3             | b                          | C.1 Travel<br>c1a | C.1 Accommodation<br>c1b | C.1 Subcontract<br>c1c | C.2 Equipment<br>c2 | C.3 Other goods,<br>work and services<br>c3 | D.1 Financial support<br>to third parties<br>d1 | a + (b1+c1a) + c1b + c1c + c2 + c3 + d1 +<br>e1 + e2 + e3 + e4 + e5 + e6 |
| TOTAL COSTS PARTICIPANT | 0,00   | 0,00           | 0,00                       | 0,00              | 0,00                     | 0,00                   | 0,00                | 0,00  | 0,00  | 0,00   |

Total reported total WP: 0,00

Figure 5. Screenshot of the periodic Use of Resources reporting template

| EU GRANT'S DECLARATION OF DAYS WORKED ON A PROJECT |   |   | YEAR:                            |  |
|--|---|---|----------------------------------|--|
| <i>To be kept on file in case of audits.</i>       |   |   |                                  |  |
| Project acronym:                                   |   | Project number:   |                                  |  |
| Participant name:                                  |   |   |                                  |  |
| Name of the person:                                |   | Type of personnel:<br>(employee/ natural person under direct contract/ seconded/ other) |                                  |  |
| Month  | Days worked in the action <sup>1</sup><br>(e.g. 15, 7, 5, 0, 5) | Work Packages worked on<br>(e.g. WP2, WP5)  | Date and signature of the person | Name, date and signature of the supervisor |
| January  |   |   | Signature:<br><br>Date:          | Name:<br>Signature:<br><br>Date:           |
| February   |   |   | Signature:<br><br>Date:          | Name:<br>Signature:<br><br>Date:           |
| March  |   |   | Signature:<br><br>Date:          | Name:<br>Signature:<br><br>Date:           |
| April  |   |   | Signature:<br><br>Date:          | Name:<br>Signature:<br><br>Date:           |
| May  |   |   | Signature:<br><br>Date:          | Name:<br>Signature:<br><br>Date:           |
| June   |   |   | Signature:<br><br>Date:          | Name:<br>Signature:<br><br>Date:           |

## 9. RISKS IDENTIFICATION AND CONTINGENCY PLANNING

Risk management and contingency planning are implemented proactively in the project. The FISATUR risk analysis & management process will be based on the FERMA Standard. According to this, a risk can be defined as the combination of the likelihood of an event and its impact on the project. The process will be owned and managed by the Technical Coordination Team.

At the stage of the Grant Agreement preparation, major risk areas have been identified and preliminary contingency measures have been developed as shown in the following table to avoid or at least mitigate situations that could hamper the successful completion of the project's objectives and milestones.

| Risk Number | Description of Risk   | WP affected             | Proposed risk-mitigation measures   |
|-------------|---|-------------------------|---|
| 1           | External assistance do not ensure the expected quality of service (LOW) | WP5, WP2, WP1, WP3, WP4 | External assistance that could be necessary through the project, might always be approved by the Project Committee and will always include clauses that require accreditation of technical solvency and references of similar works   |
| 2           | Vacancies on the executive committee and technical unit (LOW)           | WP1                     | Partners have already identified specific personnel for the execution of the tasks. If for any reason any of these key experts could not continue on the team, partners could support other professionals to participate without endangering the quality of the results to be achieved. v.  |
| 3           | Non-compliance with the work plan (MEDIUM)                              | WP1                     | Regular meetings will be held between the members of the Consortium and their collaborators, which will allow detecting any anomaly in the optimal development of the works that may cause any delay. This will allow us to anticipate these deviations on many occasions and make a replanning of the resources to accelerate the delivery of the reports, without affecting the quality of the results. |
| 4           | Not fulfilling Risk and Quality Plan (LOW)                              | WP1                     | A measuring plan will be designed and implemented to detect any deviation from the programmed schedule  |
| 5           | Difficult access to information sources (MEDIUM)                        | WP2                     | Partners are actively involved in consulting the sources of each country to collect all the information for the mismatching analysis. Moreover, in case of necessary, the involvement of third parties in Spain, France would facilitate the access to other less accessible sources  |
| 6           | Low attendance in consultation activities (workshop) (HIGH)             | WP2, WP3                | Participatory activities will be communicated with enough time to ensure the maximum assistance. In the event that the call does not have a significant volume assistance, a second call  |



|    |   |          |  |
|----|---|----------|--|
|    |   |          | would be organized The local partners of the consortium will be direct contact point with these local agents, facilitating communication flows The participation of local agents will be facilitated, adjusting to the most accessible timetable The communication channels of all the partners will be used to reach the maximum audience, as well as collaborations with public and private agents in each country. In case of not ensuring a great participation in this way, other communication strategies (such as press) will be used to reach more destinations.   |
| 7  | Technical difficulties in the design and use of digital tools (LOW)   | WP2, WP3 | Digital platforms property of partners will be used. In case any error could appear, experienced members of the team could immediately solve the problem. In addition, software with different versions and compatibility for different operating systems is available.  |
| 8  | Low participation in the incubation programme, in trainings and the tour (MEDIUM)   | WP3, WP4 | Participatory activities will be communicated with enough time to ensure the maximum assistance. In the event that the call does not have a significant volume assistance, a second call would be organized The communication channels of all the partners will be used to reach the maximum audience, as well as collaborations with public and private agents in each country. In case of not ensuring a great participation in this way, other communication strategies (such as press) will be used to reach more destinations. The schedule of the courses will be established after consultation with possible interested participants to ensure their participation |
| 9  | Not adapting training contents to the needs of the participants (LOW)   | WP3      | Intermediate satisfaction evaluations will be carried out to correct possible deviations during the course implementation  |
| 10 | Business ideas worked on in the incubation program do not present sufficient evidence of technical and economic viability (HIGHT) | WP3      | The FISATUR incubation programme matching with the needs of the sector and stakeholders will support the involved project leaders to reinforce their entrepreneurial capacities, and de facto the project feasibility.   |
| 11 | Low participation of stakeholders and fisheries heritage promotion initiatives in the network (MEDIUM)                            | WP4      | The communication channels of all the partners will be used to reach the maximum audience, as well as collaborations with public and private agents in each country. In case of not ensuring a great participation in this way, other communication strategies (such as press) will be used to reach more destinations. In case of low participa-  |

|    |   |     |  |
|----|---|-----|--|
|    |   |     | tion, informative sessions will be organized in each country to achieve the involvement of potential new partners of the network..   |
| 12 | Low social interaction throughout the project that supposes a reinforcement of the communication plan designed (MEDIUM) | WP5 | The impact achieved by the dissemination actions will be monitored and the actions will be re-planned in case of not ensuring maximum efficiency   |
| 13 | Unforeseeable events may delay the start of the sailing navigation route (HIGHT)  | WP4 | This WP has built in extra time to allow for the schedule to account for unforeseen delays. This will give a buffer in case something unexpected happens.<br>A contingency plan will be developed in case of delays. This will include alternative routes or ports, and a plan to deal with unexpected events. |

Table 6. Critical Implementation risks and mitigation actions

### 9.1 Deliverable monitoring

The Project Coordinator has developed a procedure in order to ensure both deliverables' quality and timely submission. For this, an adequate review and submission process respecting the deadlines set in the Grant Agreement has been created. This procedure is as follows.

15 days before the starting of the corresponding task(s), the deliverable lead must circulate a draft of the table of contents (ToC) among the rest of task participants and WP leader. Those will have 7 days in order to provide their feedback to the deliverable lead, who will have one week for consolidating the inputs and thus present an agreed ToC when the related task(s) starts. This would ensure an alignment between the deliverable content and the corresponding task(s).

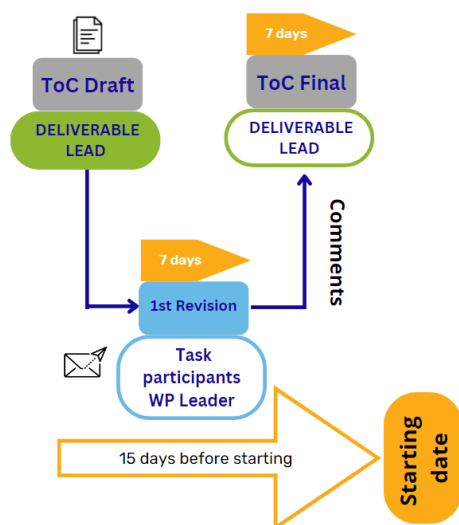


Figure 6. Deliverables quality control, review and submission procedure (I)

The deliverable lead must release a first draft of the deliverable at least one month of the actual delivery date. This draft will be circulated among the rest of task participants and WP leaders. Those will have 8 days in order to provide their content to the deliverable lead, who will have 8 days for consolidating the inputs. The second draft of the deliverable will be sent by the deliverable lead to two designated reviewers at the same time. The reviewers will have again 10 days to provide feedback to the lead, who also has 8 days to consolidate and produce the final version of the deliverable. The lead will send it to the coordinator who will have a few days in order to upload it on the Participant Portal.

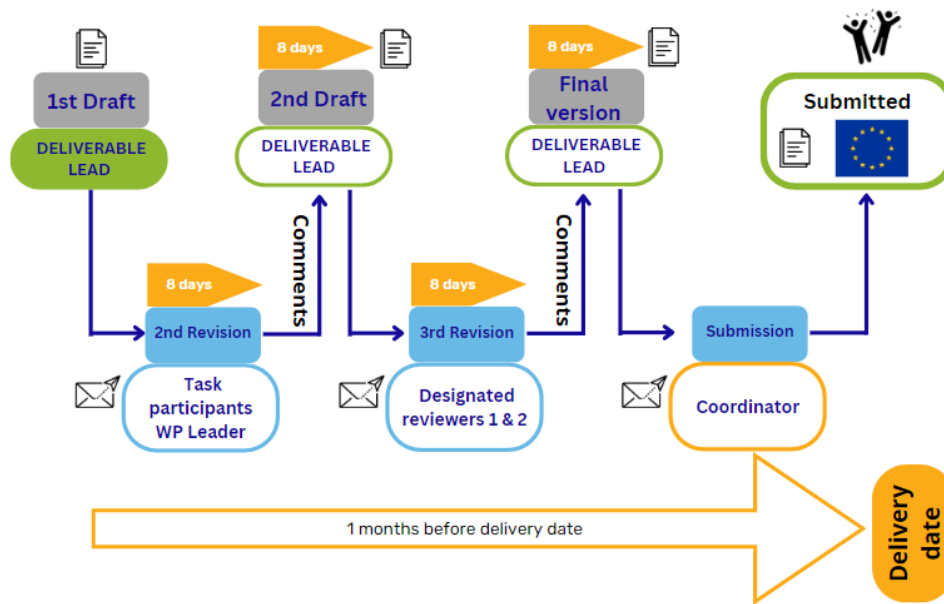


Figure 7. Deliverables quality control, review and submission procedure (II)

The procedure depicted in [Figure 7](#) has been adapted to the individual deliverables along the project and has been circulated among the partners as an Excel file “FISATUR DeliverablesReview.xlsx”. A screenshot is shown in [Figure 8](#).

| MILESTONE Nº | NAME   | WP  | LEAD BE  | MEANS OF VERIFICATION                                    | DEADLINE (MONTH) |
|--------------|--|-----|----------|--|------------------|
| M1           | KoM  | WP1 | FUNDAMAR | CONSORTIUM AGREEMENT                                     | 2                |
| M2           | MANAGEMENT PLAN  | WP1 | FUNDAMAR | MANAGEMENT PLAN  | 3                |
| M3           | INTERMEDIAL MEETINGS                                   | WP1 | FUNDAMAR | MINUTES  | 24               |
| M4           | ASSESSMENT OF BUSINESS OPPORTUNITIES                   | WP2 | IA       | COUNTRY REPORT   | 10               |
| M5           | GIS FISATUR  | WP2 | IA       | GIS  | 10               |
| M6           | CONSTITUTION OF ATLANTIC NETWORK ADVISORY BOARD (ANAB) | WP2 | FUNDAMAR | MEMBERSHIP AGREEMENT SIGNED                              | 18               |
| M7           | WORKSHOP TO VALIDATE THE FISHING TOURISM STRATEGY      | WP2 | IA       | STRATEGY   | 18               |
| M8           | LAUNCH THE CALL  | WP3 | TQC      | BASIS OF THE CALL BUSINESS IDEAS                         | 8                |
| M9           | SELECTION OF THE INITIATIVES                           | WP3 | TQC      | PORTAFOLIO 10 PROJECTS/IDEAS PER COUNTRY                 | 10               |
| M10          | COMPETITION  | WP3 | TQC      | SELECTION 2 PROJECT PER COUNTRY                          | 18               |
| M11          | KICK OFF EXCHANGE ROUTE                                | WP4 | ICSEM    | MINUTES  | 20               |
| M12          | TRANSNATIONAL MISSION                                  | WP4 | ICSEM    | EVENTS AGENDA AND BtoB REPORTS                           | 26               |
| M13          | TRANSNATIONAL ITINERANT FORUM                          | WP4 | TQC      | MINUTES EVENTS / REGISTRATION / PHOTO                    | 26               |
| M14          | TRANSNATIONAL ITINERANT OPEN DAY                       | WP4 | FUNDAMAR | MINUTES EVENTS / REGISTRATION / Nº OF ACTIVITIES / PHOTO | 26               |
| M15          | ITINERANT SCHOOL LITERACY CONFERENCE AND WORKSHOPS     | WP4 | ICSEM    | REPORT   | 26               |
| M16          | COMMUNICATION STRATEGY AND PLAN                        | WP5 | IPVC     | COMMUNICATION STRATEGY AND PLAN                          | 3                |
| M17          | PUBLICATION AND MEDIA COVERAGE                         | WP5 | IPVC     | COMMUNICATION REPORT                                     | 28               |
| M18          | LAUNCH VIDEO DOCUMENTARY                               | WP5 | FUNDAMAR | PROJECT VIDEO  | 28               |
| M19          | PUBLICATION GRAPHIC MATERIAL                           | WP5 | IPVC     | DISSEMINATION OF GRAPHIC                                 | 12               |

Figure 8. Screenshot of FISATUR’s deliverables list, reviewing timeline and designated reviewers.

## 10. INTERNAL COMMUNICATION

The internal communication strategy keeps partners fully informed about project status, planning all issues which are important in order to maximize transparency and co-operation. Interactive management meetings play an important role in the communication strategy. All information (minutes of meetings, reports of visits, relevant publications, etc.) will be communicated to the Project Coordinator, who will be responsible for channeling this information to the other partners, where appropriate.

All regular meetings of the Project Consortium and General Assembly will be scheduled in advance in order to facilitate the attendance for each member. An appropriate agenda, proposed resolutions and decisions and possible solutions, where applicable, are distributed to all members at least a week before the meeting. The minutes will be distributed within a week.

In order to reduce expenses, internal communication is mainly organized via email, telephone, messengers (Skype, Teams...) and online platforms. The Project Consortium and General Assembly meetings are realized as face-to-face meetings in order to intensify the personal relationships and discuss problems in an adequate ambiance. When possible, consortium meetings will be held in conjunction with pilot workshops in order to reduce expenses.

### 10.1 Workspace for Collaboration

For internal communication, documents distribution and repository, an exclusive OneDrive folder will be used to which all partners have been provided with access (Figure 9). A private area for the project partners will be available on the project web site.

Mi unidad > FISATUR ▾

Tipo ▾ Personas ▾ Modificado ▾

| Nombre ↑  | Propietario |
|---|-------------|
| Admin&Finacial  | yo          |
| WP1_ PROJECT MANAGEMENT AND COORDINATION - FUNDAMAR   | yo          |
| WP2_ ASSESSMENT OF BUSINESS OPPORTUNITIES - IA AROUND ATLANTIC FISHING MARITIME HERITAGE            | yo          |
| WP3_ PROMOTION OF INNOVATIVE MARKET-ORIENTED SOLUTIONS (PRODUCTS, SERVICES OR PROCESSES) FOR THE... | yo          |
| WP4_ TRADE NAVIGATION TOUR (TNT) AROUND THE ATLANTIC FISHING-TOURISM COASTAL ROUTES - ICSEM         | yo          |
| WP5_ COMMUNICATION AND DISSEMINATION - IPVC   | yo          |

Figure 9. FISATUR's OneDrive shared folder screenshot

## 10.2 Contact List: Team monitoring and update

A centralized contact list is maintained by the Project Coordinator and it will be periodically updated on input from partners. The contact list is organized according to the work plan structure (i.e. Tasks, Work packages, etc.) and there is a list also for administrative staff involved in financial cost statements. The contact list is available in the workspace for collaboration among the partners. It is the responsibility of the Project Coordinator to keep it updated.

## 11. TEMPLATES

The Project Coordinator provides templates to be used for the aforementioned processes. These templates will be available as MS Word (docx), MS PowerPoint (pptx) or MS Excel (xlsx) files.

The [https://drive.google.com/drive/folders/13Ob0jfHD4VvaoytUVgELxguCdPxmN\\_KY](https://drive.google.com/drive/folders/13Ob0jfHD4VvaoytUVgELxguCdPxmN_KY) (inside [https://drive.google.com/drive/folders/13Ob0jfHD4VvaoytUVgELxguCdPxmN\\_KY](https://drive.google.com/drive/folders/13Ob0jfHD4VvaoytUVgELxguCdPxmN_KY)), provided by the Project Coordinator, will be the formal instrument to communicate specific issues

Some of the templates that will be available in the private area are:

- Template for project presentations



- Template for reporting (task, deliverables, etc.)

**Table of contents**

- Table of contents
- List of figures
- List of tables
- List of acronyms

**Project information**

**Deliverables chart**

| Document Number | Document Title | Characteristics | Due Date | Status |
|-----------------|----------------|-----------------|----------|--------|
| DEL1            | DELIVERABLE 1  | ...             | ...      | ...    |
| DEL2            | DELIVERABLE 2  | ...             | ...      | ...    |
| DEL3            | DELIVERABLE 3  | ...             | ...      | ...    |
| DEL4            | DELIVERABLE 4  | ...             | ...      | ...    |
| DEL5            | DELIVERABLE 5  | ...             | ...      | ...    |
| DEL6            | DELIVERABLE 6  | ...             | ...      | ...    |
| DEL7            | DELIVERABLE 7  | ...             | ...      | ...    |
| DEL8            | DELIVERABLE 8  | ...             | ...      | ...    |
| DEL9            | DELIVERABLE 9  | ...             | ...      | ...    |
| DEL10           | DELIVERABLE 10 | ...             | ...      | ...    |
| DEL11           | DELIVERABLE 11 | ...             | ...      | ...    |
| DEL12           | DELIVERABLE 12 | ...             | ...      | ...    |
| DEL13           | DELIVERABLE 13 | ...             | ...      | ...    |
| DEL14           | DELIVERABLE 14 | ...             | ...      | ...    |
| DEL15           | DELIVERABLE 15 | ...             | ...      | ...    |
| DEL16           | DELIVERABLE 16 | ...             | ...      | ...    |
| DEL17           | DELIVERABLE 17 | ...             | ...      | ...    |
| DEL18           | DELIVERABLE 18 | ...             | ...      | ...    |
| DEL19           | DELIVERABLE 19 | ...             | ...      | ...    |
| DEL20           | DELIVERABLE 20 | ...             | ...      | ...    |

- Template for the agenda, minutes, etc.

