

Project Nr. 101242836

FARMER

Future Agri-Tech Reskilling and Modern Education Reimagining

Future Agri-Tech Reskilling and Modern Education Reimagining 'FARMER' Project Management Plan (D1.1)

Deliverable Information

Report title:	Project Management Plan		
Responsible Project partner:	FGB SRL SB	Contributing project partners:	All partners

Document data:	File name:	Farmer D1.1 Project Management Plan		
	Pages:	17	No. of annexes:	0
	Status:	final	Diss. Level:	PU
Project title:	Farmer – Future Agri-Tech Reskilling and Modern Education Reimagining		GA No.:	101242836
Project No.:	101242836		Output No:	D1.1
Review by:	All partners		Approved by:	Liga Baltina, FGB
Submission date:	01/06/2026			

Table of Contents

Table of Contents.....	3
Executive summary.....	5
Introduction	5
1. Project overview.....	5
1.1 Aims and objectives.....	5
2. Project organisation	6
2.1 Management structure.....	6
2.3 Meetings and coordination.....	8
2.4 Decision-making procedures	9
2.5 Online repository	9
3. Deliverables and quality assurance.....	9
3.1 Deliverables.....	9
3.1.1 Events.....	10
3.2 Quality assurance.....	11
4. Performance monitoring.....	13
4.1 Monitoring of activities	13
4.1.1 GANTT Chart.....	13
4.1.2 KPIs	13
4.1.3 Monitoring tool	14
4.2 Risk management.....	14
4.3 Amendments and contingency planning	14
5. Dissemination and communication.....	14
5.1 Principles and guiding documents	14
5.2 Key dissemination protocols	14
6. Financial management.....	15
6.1 Budget management and payment schedule.....	15
6.2 Periodic reporting	15
6.3 Record keeping and audit trail	16
6.4 Ineligible costs and recovery process	16
7. Data protection and confidentiality	16
7.1 GDPR compliance and responsibilities	16
7.2 Confidentiality rules and breach protocol	16
8. Ethics.....	17

List of Abbreviations

CREDI	Center for development evaluation and Social Science Research
EACEA	European Education and Culture Executive Agency
FARMER	Future Agri-Tech Reskilling and Modern Education Reimagining
FGB	Fondazione Giacomo Brodolini SRL SB (Italy)
GA	Grant Agreement
KPI	Key Performance Indicator
NRDM	Rural Development Network of Montenegro
PU	Public (Dissemination Level)
RE: PEOPLE	Centre for Society and Technology
SEN	Sensitive (Dissemination Level)
VET	Vocational Education and Training
VET GOR	Public Institution Mixed Secondary School 'Enver Pozderović'
VET TRE	Public Institution Center of secondary schools Trebinje
WP	Work Package

Executive summary

The **Project Management Plan (D1.1)** sets out the structures, procedures, and operational guidelines that will govern the implementation of the Future Agri-Tech Reskilling and Modern Education Reimagining (FARMER) project. It translates legal commitments into an operational reference for all partners, ensuring alignment with the Erasmus+ Grant Agreement and the signed Consortium Agreement.

Introduction

This document constitutes the Management Plan of the project **Future Agri-Tech Reskilling and Modern Education Reimagining (FARMER)**. It provides a comprehensive overview of the project's objectives, organisational arrangements, financial and administrative procedures, monitoring mechanisms, deliverables, quality assurance processes, dissemination protocols, and data protection requirements. Together, these sections ensure a coherent, transparent, and efficient framework for coordinating activities, supporting partners, and ensuring compliance with Erasmus+ requirements. The Management Plan is developed by the Coordinator, Fondazione Giacomo Brodolini SRL SB, and is approved by the Consortium. During the project lifetime the Management Plan can be updated, integrated or modified. The changes must be approved by the whole Consortium.

1. Project overview

The FARMER project (Project No. 101242836) started on 1 January 2026 and will last until 31 December 2028 (36 months). It is funded through an Erasmus+ lump-sum grant awarded by the European Education and Culture Executive Agency (EACEA).

The partnership consists of **six organisations**.

The **Project Coordinator** is Fondazione Giacomo Brodolini SRL SB (**FGB**), hereafter referred to as '**the Coordinator**'. The other partners are:

- Center for Development Evaluation and Social Science Research (**CREDI**), Bosnia and Herzegovina
- Centre for Society and Technology (**RE:PEOPLE**), Serbia
- Rural Development Network of Montenegro (**NRDM**), Montenegro
- Public Institution Mixed Secondary School 'Enver Pozderović' (**VET GOR**), Bosnia and Herzegovina
- Public Institution Center of Secondary Schools Trebinje (**VET TRE**), Bosnia and Herzegovina

1.1 Aims and objectives

The FARMER project aims to improve the responsiveness of vocational education and training (VET) systems in the agri-food sector in the Western Balkans to growing tech and green skills demand. Its objectives are to reinforce the capacities of VET providers in Bosnia and Herzegovina and Montenegro; strengthen the links between VET and labour markets; and to institutionalise knowledge sharing across the region and with the EU.

The project will do so through four coordinated **Work Packages (WP)**:

- WP1: Effective project management and coordination,
- WP2: the development of future-ready skills and competences,
- WP3: Innovation in VET curricula and training delivery, and
- WP 4: Strong impact and dissemination activities.

2. Project organisation

2.1 Management structure¹

The project is supported by a clear governance framework that ensures strategic direction, effective coordination, and high-quality implementation across all partners. It brings together the **Steering Committee**, the **Project Coordinator**, and the **Project Management Team** (see Table 1 below). Through regular monitoring, risk management, and structured decision-making, these bodies ensure that the project remains aligned with Erasmus+ priorities, responds effectively to emerging challenges, and maintains strong collaboration across the consortium.

Table 1. Governance bodies and their role

Project Steering Committee² (up to 5 members) FGB SRL SB RE:PEOPLE CREDI NRDM Stakeholders Policy makers	The Project Steering Committee: • Provides strategic advice, and high-level oversight, and is responsible for proposing a solution for any issue or risk related to the project progress or to the consortium dynamics. Typical situations include: ○ Making strategic choices when changes to the project's direction, priorities, or methodology are proposed or when emerging risks could compromise quality, compliance, or timely delivery ○ Conflict resolution, or changes in consortium composition ○ Reallocation of funds between work packages, or responses to financial risks • Ensures that the project aligns with Erasmus + priorities and compliance requirements
Project Coordinator FGB SRL SB	The Coordinator acts as the cornerstone of project implementation. The Coordinator: • Manages the overall project • Continually monitors potential risks throughout the project lifecycle • Chairs the status meetings where risks are assessed and monitored • Manages the disbursement of funds, based on partner performance and the eligibility of incurred costs • Is responsible for gathering reports, monitoring risk, and keeping project documentation in order

¹ Contact details of partner organisations are detailed in the full version of the Project Management Plan which is available to partners. Due to sensitivity considerations, they are not included in this public version.

² The Project Steering Committee is currently being set up.

	• Serves as the main communication channel with the Funding Authority • Contributes to all project deliverables and supports the partnership as a whole
Project management Team Coordinator WP Leaders NRDM VET TRE VET GOR	The Project Management Team: • Manages the day-to-day activities • It meets monthly to review progress, coordinate upcoming activities, and ensure alignment across the consortium • May invite relevant stakeholders, such as VET organisations, industry stakeholders, and policy makers to participate in the meeting when their contribution is needed

The **Project Management Team** brings together all partners directly involved in the day-to-day delivery of the project. It is composed of the Project Coordinator, the Work Package Leaders, the Rural Development Network of Montenegro (NRDM), and the two VET schools, VET TRE and VET GOR. As one of the three governance bodies, the team ensures operational coordination across all organisations, monitors progress on monthly basis, and supports the coherent implementation of activities within and across Work Packages (see Table 2 Below).

Tabel 2. Project Management Team members' role and responsibilities

Coordinator	See above Table 1
Work Package Leaders WP1: Project management and coordination – FGB SRL WP Leader WP2: Building skills and competences for future-ready – CREDI WP Leader WP3: Innovation in VET curricula and training delivery – CREDI WP Leader WP4: Impact and dissemination – RE:PEOPLE WP Leader	Work Package Leaders: • Oversee the implementation of their respective WPs, ensuring coherence, quality, and timely outputs • Contribute actively to the success of the project by implementing their designated tasks as outlined in the work plan and in the GANTT Chart (see 4.1.1 below) • Take part in the design and delivery of all project deliverables and contribute to all project activities with the best VET practices from their national context and ensure the participation of all relevant national stakeholders • Provide support to the Coordinator, share information and documentation promptly, and ensure that all deliverables meet the agreed standards. Demonstrate collaboration and reliability, as a cooperative attitude, respect for

	deadlines, and responsible resource management are essential to this shared commitment
NRDM	NRDM plays a central role in: • Connecting the project with agricultural schools in Montenegro by identifying suitable schools, transferring relevant knowledge, and ensuring that all key stakeholders in Montenegro are actively involved
VET schools VET TRE VET GOR	VET TRE and VET GOR contribute by: • Engaging fully in project activities • Selecting appropriate vocational education participants Leading curriculum innovation within their own institutions

2.3 Meetings and coordination

Regular meetings are integral to the project's successful implementation. Throughout the project implementation, different types of meetings will be organised, including:

- **Steering Committee meetings.** The Steering Committee typically meets at least twice a year or whenever a decision has strategic, financial, or governance implications that go beyond day-to-day project management.
- The **Management Team** holds online monthly meetings to discuss operational WP planning, adherence to the planning, project progress, and work synchronisation among WPs and partners. Each project partner must ensure that at least one representative participates in these meetings.
- **WP meetings:** WP meetings may be scheduled on an ad hoc basis as necessary to address specific needs or challenges linked to the implementation of WP activities.

Steering committee meetings

The meetings will be hosted by the Project Coordinator and will be scheduled at least 21 days in advance of the meeting date. The Coordinator will distribute the meeting agenda at least two weeks in advance and will also ensure that notes are taken during each meeting. Notes will be circulated within one week after the meeting, allowing participants 5 days to provide feedback. If no feedback is received within this period, the minutes will be considered accepted.

Management Teams meetings

The meetings will be scheduled at least 21 days in advance. The Project Coordinator is responsible for organising and leading the meetings. Additionally, the Coordinator will distribute the meeting agenda at least 3 days in advance. Notes are taken by the Coordinator and shared with participants within one week. Participants have 5 days to provide feedback. If no feedback is received within this period, the notes will be considered accepted. Notes will then be saved on the shared MS Teams repository (see 2.5).

WP meetings

Meetings for each WP will be held as needed. These meetings will be scheduled at least 14 days in advance. The Leader of the respective WP is responsible for organising and conducting WP meetings. The WP Leader will also distribute the meeting agenda at least 3 days in advance. Additionally, the WP Leader will ensure that notes are taken during each meeting, either by themselves or by a designated representative from their organisation. shared with participants within one week. Participants have 5 days to provide feedback. If no feedback is received within this period, the notes will be considered accepted. Notes will then be saved on the shared MS Teams repository (see 2.5).

2.4 Decision-making procedures

When consensus cannot be reached, decisions are made by a **majority vote**. In the event of a tie, the Coordinator will cast the deciding vote following consultation with the Steering Committee. This mechanism ensures that all perspectives are considered, while keeping the project moving forward.

2.5 Online repository

Partners decided to set up an online management repository to share and co-work on some documents, avoid useless flow of emails and facilitate sharing, monitoring and cooperation. The online system was decided at the kick-off meeting and is a dedicated **MS Teams channel**. The shared space is organised into four folders, each corresponding to one of the project's WPs. Here all official documents³, as well as templates, project meeting minutes, draft deliverables, monitoring tools and other materials are uploaded to allow their accessibility and use to all Partners at any time. Financial and administrative documents are also stored, including main financial rules related to Erasmus+ programme.

The Coordinator is responsible for setting up this space, organising and updating it according to the needs of the Partnership. All Partners have access to the MS Teams channel and are expected to upload all draft and final deliverables, as well event agendas and programme. This ensures that all WP Leaders can stay up to date with progress and any newly uploaded draft version.

3. Deliverables and quality assurance

3.1 Deliverables

Throughout the 36-month project implementation, a total number of 15 deliverables must be submitted to the Funding Authority. Deliverables showing the project's outputs and progress are submitted according to the schedule provided below, which outlines the detailed timeline for all project outputs.

Table 3. List of deliverables

No.	Title	WP	Lead beneficiary	Type	Dissemination level	Due date (month)
D1.1	Project Management Plan	WP1	FGB SRL SB	R	PU	2
D2.1	Training report	WP2	CREDI	R	PU	6
D2.2	Mobility report	WP2	FGB SRL SB	R	PU	10

³ For official deliverables, partners must follow the file-naming and the versioning system as indicated in section 3.2.

No.	Title	WP	Lead beneficiary	Type	Dissemination level	Due date (month)
D2.3	Online training report	WP2	FGB SRL SB	R	PU	12
D3.1	Co-creation report	WP3	CREDI	R	PU	14
D3.2	3 modified curricula	WP3	CREDI	DEM	PU	14
D3.3	Curriculum innovation methodology	WP3	RE:PEOPLE	R	PU	24
D3.4	1 new curriculum	WP3	CREDI	DEM	PU	24
D4.1	Website proof	WP4	RE:PEOPLE	DEC	PU	10
D4.2	Mid-term dissemination report	WP4	RE:PEOPLE	R	PU	18
D4.3	Digital platform update	WP4	RE:PEOPLE	DEC	PU	36
D4.4	Policy event report	WP4	RE:PEOPLE	R	PU	28
D4.5	Replication roadmap assessment report	WP4	RE:PEOPLE	R	PU	32
D4.6	EU-level dissemination report	WP4	FGB SRL SB	R	PU	32
D4.7	Final dissemination report	WP4	RE:PEOPLE	R	PU	36

3.1.1 Events

The project foresees the organisation of four Events whose hosting Partners will be responsible for their organisation and logistics. A **5-day hybrid staff training**, a **7-day staff mobility action**, a **3-day online peer learning**, and a **2-day policy transfer conference** will be hosted by different partner organisations. Each partner organisation will cover the costs incurred for travel, board and lodging during these meetings of its participating team members.

Table 4. Project Events

Event	Hosting Partner	Hosting Country	Scheduled Month	Number of Days	Number of Participants
VET staff training in	CREDI	Bosnia and Herzegovina	M6 (June 2026) ⁴	5	10

⁴ Provisional dates have been set for 15–17 June 2026 with some sessions taking place online (dates TBD).

curriculum innovation					
VET staff mobility action	FGB SRL SB	Italy	M10 (October 2026) ⁵	7	20
Online peer learning	FGB SRL SB	Online	M11-M12 (November-December 2026) ⁶	2	30
Policy transfer conference	RE:PEOPLE	Serbia	January-March 2028)	2	50

To ensure smooth organisation of project events, the following instructions outline what needs to be done **before**, **during**, and **after** each activity.

Before the Event:

- The agenda is prepared by the partner organising the event and discussed with all partners. A collaborative approach is expected, and partners are invited to provide feedback and suggestions.
- The partner organising the event, together with the other partners, discusses whether interpretation is needed and arranges it accordingly.
- Once agreed, the agenda is shared with all participants and speakers.
- To maximise dissemination, partners should use the appropriate communication channels, following the rules, instructions, and templates provided in the Dissemination Plan (see section 5).

During the Event:

- Speakers are invited to prepare their presentations using the official project templates.
- The List of Participants is signed by all attendees; the hard copy is stored by the partner organising the event and uploaded on the shared MS Teams channel.
- An Evaluation Survey is distributed to collect feedback on the organisation, content, and results of the event.

After the Event:

- Certificates of Attendance are signed by the partner organising the event and distributed to all participants at the end of the event.

3.2 Quality assurance

WP Leaders are responsible for maintaining high quality across all deliverables. Quality assurance mechanisms are embedded throughout the project structure to ensure that all outputs meet the required standards of accuracy, coherence, and relevance, and comply with the agreed formatting and template standards. To ensure that deliverables are produced in a timely and effective manner - in accordance with quality objectives - a Five-step review approach has been defined.

⁵ Provisional dates have been set for 5–10 October 2026.

⁶ Provisional dates have been set for 30 November–4 December 2026.

The Coordinator sends a reminder to the WP Leader about the approaching deliverable deadline. Each final draft deliverable is shared with all WP Leaders for comments by the agreed internal deadline, typically **21 days** before the deadline. WP Leaders carry out their review within **3 working days** of receiving the document. The responsible WP Leader incorporates the comments and submits the revised version to the Coordinator within **3 working days**.⁷ The Coordinator will carry out a **final quality check** on all deliverables, including a final check of the layout and formatting, before uploading them to the EU Funding & Tenders Portal, ensuring that the content, formatting and versioning fully comply with project requirements (see Table below).

Table 5. Five-step review approach

1 Reminder and Submission	2 Peer-Review	3 Technical Review	4 Final Approval	5 Submission
The Coordinator sends a reminder to the WP Leader about the approaching deliverable deadline. The final draft is shared by the WP Leader with the Leaders for peer-review at least 21 calendar days before the deadline.	WP Leaders carry out their review within 3 working days of receiving the document. The reviewed document is returned to the WP Leader.	The WP Leader incorporates the comments requested comments by the other WP Leaders. The revised document is sent to the Coordinator for final quality check within 3 working days.	The closure of the review is confirmed by the Coordinator. Approval is given one week before the deadline.	The Coordinator submits the final version of the deliverable to the Funding Authority through the EU Funding & Tenders Portal. The Coordinator inform the consortium members of the submission via email.

Deliverables will be assessed against a common set of criteria: They are reviewed by **relevance** to the objectives, **completeness** of the required content, **accuracy** of data and analysis, and **coherence** across sections. They must also meet the required **language quality**, as all outputs are produced in clear and professional English, and comply with the agreed **formatting and template** standards.

Version control is ensured through a shared repository where all partners upload updated files using a common **file-naming**, (i.e. [yymmdd]_Farmer_[*Deliverable Number*]_[*Deliverable Title*])⁸ and **versioning system** (i.e. v1, v2, final, etc), allowing transparent tracking of changes throughout the drafting process. All deliverables must follow the project's formatting requirements, including the use of **official templates**, a **standardised cover page**, and **consistent layout and referencing**.⁹ This coordinated approach ensures that all partners contribute to a coherent, high-quality set of outputs that meet the standards of the FARMER project.

⁷ The timeline may be adapted depending on the prepared output.

⁸ For the Deliverable Number and Title, see the List of deliverables in section 3.1

⁹ For references, font and templates, see the separate Communication Package.

meeting these KPIs is a shared responsibility of all project partners, under the supervision of the Coordinator.

4.1.3 Monitoring tool

The **Project Monitoring Tool** is organised as a simple Excel file with monthly sheets that is updated prior to each monthly meeting to track progress across all WPs. Each row captures the status of a specific task or deliverable, allowing partners and WP Leaders to follow implementation at a glance. The Monitoring Tool will be available on MS Teams and partners will be asked to fill it out prior to each monthly meeting.

4.2 Risk management¹¹

The project applies a structured approach to **risk management** to ensure that potential issues are identified, monitored, and addressed in a timely manner.

4.3 Amendments and contingency planning

Partners commit to meeting deadlines as agreed. Any changes to delivery timelines must be discussed with the Coordinator in a timely manner, ahead of the relevant deadline. Together, partners will work to assess the situation and agree on appropriate mitigation strategies. In case a change of the deadline is needed, the Coordinator will inform the Funding Authority accordingly. If a work package cannot be delivered as planned, the Coordinator, in consultation with the affected partners and governance bodies, will explore solutions. When necessary, an **amendment** to the Grant Agreement will be proposed to ensure that project objectives remain achievable.

5. Dissemination and communication

A comprehensive **communication strategy** is developed to ensure that FARMER's outputs are disseminated effectively, that stakeholder attention is converted into participation and practical uptake, and that project evidence and tools remain openly accessible for wider use and replication during implementation and beyond. The strategy follows EU beneficiary communication guidance¹² by structuring actions around clear objectives, defined audiences, key messages, channels and activities, and performance indicators.

5.1 Principles and guiding documents

The communication strategy as outlined in the **Communication, Dissemination and Visibility Plan** (see Annex A) which is the main reference document for visibility, outreach, and stakeholder engagement. This Project Management Plan reiterates the importance for any communication and dissemination activity to be aligned with the communication strategy, and more in general with the Grant Agreement, and the need for each partner to actively contribute to dissemination activities.

5.2 Key dissemination protocols

Dissemination of results must follow a clear **internal review process**. Partners planning to publish or present project results must inform the Work Package Leader responsible for communication (RE:PEOPLE) in advance.

¹¹ Identified risks, mitigation measures and risk owners are detailed in the full version of the Project Management Plan which is available to partner organisations. Due to sensitivity considerations, they are not included in this public version.

¹² European Commission / EACEA, *How to communicate your project #CommsJourney: A step-by-step guide on communicating projects and their results*. Luxembourg: Publications Office of the European Union, 2021. ISBN 978-92-76-43095-7. doi:10.2766/328508.

6. Financial management

6.1 Budget management and payment schedule

The **project budget** is managed centrally by the Coordinator, who is responsible for disbursing funds according to the work plan and financial rules outlined in the Grant Agreement.

Each partner will receive their share of the budget in three instalments:

- Initial prefinancing (40%): four weeks after signing the Partnership agreement;
- Additional prefinancing (40%): 30 days from receiving the funding from the EACEA, following the approval of the corresponding report.
- Final payment (20%): 30 days from receiving the funding from the EACEA following the approval of the corresponding report.

To receive each instalment, partners must submit a formal **request for payment** to the Coordinator. A template will be shared by the Coordinator.

6.2 Periodic reporting

To obtain each payment, the Coordinator, with support from the WP Leaders, prepares the **Periodic Reports**. The Coordinator is responsible for reporting in the EU Funding & Tenders Portal on all elements concerning deliverables, risks, and all other required sections, using the mandatory templates published there. WP Leaders support this process by supplying the necessary information in a timely and complete manner.

The preparation of the Periodic Reports will follow a **structured workflow**: once the reporting templates are published in the EU Funding & Tenders Portal, typically 60 days before the submission deadline, drafts the sections related to the general management of the project. After two weeks, the Coordinator shares the template with the WP Leaders and requests that they provide the information related to their respective work packages and comment on the sections drafted by the Coordinator. WP Leaders have approximately three weeks to complete their inputs. At the end of this period, they return the completed template to the Coordinator, who reviews the material, requests clarifications where necessary, consolidates all contributions, and prepares the final version for upload to the Portal.

The **Periodic Reports** must include a technical and a financial part. The **technical part (Part A and B)** includes an overview of the action implementation and must be prepared using the template available in the Portal Periodic Reporting tool. The **financial part** of the periodic report includes a statement on the use of the previous prefinancing payment. More specifically, the financial statement must contain the lump sum contributions indicated in Annex 2 'Estimated budget for the action' of the project proposal, for the work packages that were completed during the reporting period. The Grant Agreement provides further details on requirements for periodic reporting.

6.3 Eligibility of costs

Project funds must be used in line with the approved budget and planned activities. Only costs that are compliant with the Erasmus+ rules and explicitly linked to the project are considered eligible. Lump sum contributions are eligible if: (a) they are set out in Annex 2 'Estimated budget for the action' of the Grant Agreement and (b) the work packages are

completed and the work is properly implemented by the partners and/or the results are achieved, in accordance with Annex 1 of the Grant Agreement.

6.3 Record keeping and audit trail

Partners must keep documentation to demonstrate that the activities in Annex 1 ‘Description of the action’ of the Grant Agreement have been carried out, and by whom. There is no additional technical documentation to be kept specifically for lump sum grants; [see AGA — Annotated Grant Agreement, art. 20*](#)). Evidence may include timesheets, employment or service contracts, invoices, receipts, proof of payments, invoices, travel documents, and any other financial, etc.)

Partners must ensure that all expenditures are **traceable** and clearly **identifiable** in the organisation’s accounting system. For example, timesheets should clearly indicate the days and hours allocated to the project and be consistent with employment contracts and organisational records. In addition, partners must retain all supporting documents demonstrating participation in project activities, such as attendance lists, certificates, travel documents, agendas, and evidence of involvement in events, trainings, and meetings.

Partners must remain within the total cost limits for each budget line; however, a degree of flexibility is allowed to reallocate costs within the same budget line when justified and aligned with project needs. Any such adjustments must be discussed with the Coordinator in advance. Any reallocation of resources between work packages must be fully justified and formally agreed with the Coordinator.

Each partner is responsible for maintaining a **complete and accurate audit trail** of their project-related financial transactions. These records must be kept for a period of **five years** following the final payment received by the Coordinator. This ensures readiness for any future audit or verification by the EACEA.

6.4 Ineligible costs and recovery process

In the event that ineligible costs are identified—either during internal review or by the EACEA—those costs must be **reimbursed** by the partner concerned. The Coordinator will ensure that any recovered funds are returned to EACEA, in line with the financial provisions of the Partnership Agreement and Grant Agreement.

7. Data protection and confidentiality

7.1 GDPR compliance and responsibilities

All partners are required to comply with the **General Data Protection Regulation** (EU Regulation 2016/679) and relevant national laws. Data shared within the consortium must be used exclusively for project-related purposes and processed securely. All partners are responsible for ensuring that appropriate safeguards are in place. In particular, partners must uphold the rights of individuals whose data is processed, such as access, rectification, and deletion rights.

7.2 Confidentiality rules and breach protocol

Information marked as confidential must be treated with care and not shared beyond the project team unless prior consent is obtained. This obligation extends for **five years** beyond the project’s completion. In case of unauthorised disclosure, the affected partner must be notified immediately, and appropriate measures taken to limit any potential harm.

8. Ethics

The project does not contain any issues that can raise significant **ethical issues**. Still, the project will be implemented in accordance with all applicable ethical, legal and regulatory requirements. All information collected will be treated in accordance with the General Data Protection Regulation and the Data Protection Act 2018 (including its eight principles of good practice). The Management Team will assist in ensuring compliance with any ethical standards.