IcARUS

INNOVATIVE APPROACHES TO URBAN SECURITY

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D 7.1

Project Management Guide

Deliverable D7.1

Project Management Guide

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Public	Sarah Diemu-Trémolières

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Peer Reviews

NAME	ORGANISATION
Pilar de la Torre	FESU
Carla Napolano	FESU

Revision History

VERSION	DATE	REVIEWER	MODIFICATIONS
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03	27/11/2020	Carla Napolano	2nd revision
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1.0	28/11/2020	FESU Sarah Diemu-Trémolières	Submission to EC platform
1.1	17/05/2022	EC reviewers	Review and modification
1.2	27/06/2022	FESU Carla Napolano	Inclusion of EC recommendations and submission to EC platform

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Executive Summary

This deliverable aims at establishing guidelines on the general and financial management of the project.

1. Project overview

The IcARUS project (Innovative AppRoaches to Urban Security), is coordinated by Efus, with a consortium of 17 partners.

IcARUS aims to learn from past experiences in urban security policies. The project's main objective is to rethink and adapt existing tools and methods to help local security actors anticipate and better respond to security challenges in the context of:

- A decline of citizens' trust in institutions, local elected officials and other security and prevention actors;
- Drastic budgetary cuts and various contemporary crises that affect local and national authorities;
- The development of smart cities, which implies the effective inclusion of technological innovations in crime prevention.

The project will review and reassess past and present urban security policies to provide technologically and socially innovative tools adaptable to specific local contexts.

IcARUS will focus on four areas that have been identified by local and regional authorities as their main security challenges:

- Preventing juvenile delinquency
- Preventing radicalisation leading to violent extremism
- Designing and managing safe public spaces
- Preventing and reducing trafficking and organised crime

These will also be examined in the light of 4 cross-thematic issues: governance and diversification of actors, technological change, gender approaches and internationalisation and cross border issues.

The project will develop custom made solutions to security challenges which will incorporate social and technological innovations. Local and regional authorities will be involved in all stages of the project.

The tools will be designed through a constant process of testing, evaluation and adaptation by local authorities. This process will ensure that they are effective and meet the collective needs of citizens.

The project started on the 1st of September 2020, for a duration of 4 years.

2. Composition of the consortium

2.1 Coordinator

The European Forum for Urban Security (Efus) is coordinating the project, with the following team:

Name	Position
Elizabeth Johnston	Executive Director
Carla Napolano	Deputy Executive Director
Sarah Diemu-Trémolières -	Project Manager
Pilar De La Torre	Programme Manager
Tatiana Morales	Programme Manager
Julia Rettig	Programme Manager
Jason Lafreniere	Head of Finance and Administration
Isabella Morgott	Project Communication Officer
Adrien Stek	Communications Officer - Data Protection Officer

2.2 Partners

The partners involved in the project are as follows:

Local authorities

- City of Stuttgart (STUTTGART), Germany
- City of Riga (RMP), Latvia
- City of Rotterdam (ROTTERDAM), Netherlands
- City of Nice (COMMUNE DE NICE), France

- City of Lisbon/CML (LISBOA), Portugal
- City of Turin/PLTO (CITTA DI TORINO), Italy

Universities and research partners

- Salzburg University of Applied Sciences (FHS), Austria
- Erasmus University of Rotterdam (EUR), Netherlands
- Panteion University (Lab. U. Crim), Greece
- University of Salford (USAL), United-Kingdom

- University of Leeds (UNIVLEEDS), United-Kingdom
- IDIAP Research Institute (IDIAP), Switzerland
- Kentro Meleton Asfaleias (KEMEA), Greece

Civil society and private sector organisations

- Plus Ethics (Plus Ethics), Spain
- Eurocircle (EUROCIRCLE), France
- Makesense (MAKESENSE), France
- Globaz, S.A (LOBA), Portugal

3. Project's activities

There are 7 Work Packages (WPs) which are presented in the figure below.
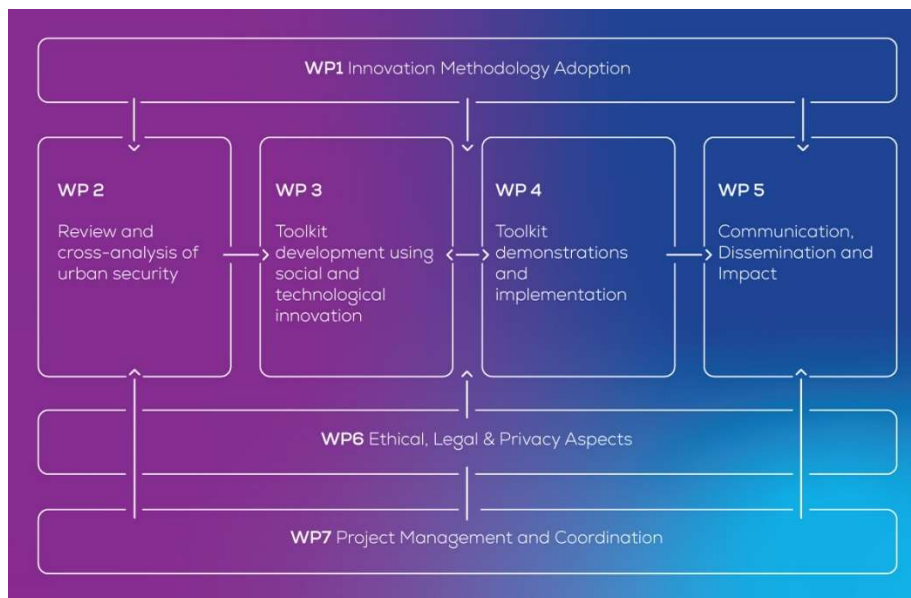
Figure 1-Work Packages

There is also an 8th WP, entitled "Ethics requirements", which is a requirement from the EC and solely the responsibility of the project's coordinator.

4. Project Structure and Management

4.1 Managing consortium body

A managing consortium body made up of the coordinator and two representatives from each partner organisation will meet physically twice a year, in coordination meetings as well as virtually every 3 months. They will track progress, challenges and financial expenditure of the project, as well as decide all central aspects of the project.

4.1.1 Coordination meetings

8 coordination meetings will take place from February 2021, according to the following calendar:

1st coordination meeting	first week of February 2021 (date to be confirmed)
2nd coordination meeting	last week of June 2021 (date to be confirmed)
3rd coordination meeting	first week February 2022 (date to be confirmed)
4th coordination meeting	last week of June 2022 (date to be confirmed)
5th coordination meeting	first week of February 2023 (date to be confirmed)
6th coordination meeting	last week of June 2023 (date to be confirmed)
7th coordination meeting:	first week of February 2023 (date to be confirmed)
8th coordination meeting:	last week of June 2024 (date to be confirmed)

4.1.2 Virtual consortium meetings

The consortium will also meet, for half a day, via conference call track progress, challenges and financial expenditure of the project, as well as to decide all central aspects of the project.

The calendar will be as follows:

1st consortium meeting	2nd week of December 2020 (date to be confirmed)
2nd consortium meeting	2nd week of March 2021 (date to be confirmed)
3rd consortium meeting	2nd week of June 2021 (date to be confirmed)
4th consortium meeting	2nd week of September 2021 (date to be confirmed)
5th consortium meeting	2nd week of December 2021 (date to be confirmed)
6th consortium meeting	2nd week of March 2022 (date to be confirmed)
7th consortium meeting	2nd week of June 2022 (date to be confirmed)
8th consortium meeting	2nd week of September 2022 (date to be confirmed)
9th consortium meeting	2nd week of December 2022 (date to be confirmed)
10th consortium meeting	2nd week of March 2023 (date to be confirmed)
11th consortium meeting	2nd week of June 2023 (date to be confirmed)

12th consortium meeting	2nd week of December 2023 (date to be confirmed)
13th consortium meeting	2nd week of March 2024 (date to be confirmed)
14th consortium meeting	2nd week of June 2024 (date to be confirmed)

4.2 Project management body

The coordinator will organise a monthly conference call with WPs leaders to review progress and raise potential difficulties. The meetings will take place once a month from January 2021.

4.3 Organisation of the meetings and responsibilities

4.3.1 Coordination meetings

The coordinator is responsible for:
- inviting participants at least one month before each meeting
- preparing and sending the agenda to consortium partners at least 2 weeks before each meeting
- organising and moderating each meeting
- taking the minutes of the meetings and sharing them with consortium partners, 3 weeks after each meeting

Partners are expected to:
- prepare presentations and materials required for each meeting
- ensure that at least one representative of their organisation attend each meeting

4.3.2 Project management body meetings

The coordinator is responsible for:
- inviting participants at least 2 weeks before each meeting
- preparing and sending the agenda to WPs leaders at least one week before each meeting
- organising and moderating the meeting
- taking the minutes of the meeting and sharing them with WP leaders 2 weeks after each meeting

Participants are expected to:
- attend each meeting
- prepare all resources required for each meeting

4.4 Settlement of disputes in between the consortium members

The Parties shall endeavour to settle their disputes amicably.

Any dispute, controversy or claim arising under, out of or relating to the content of this contract and any subsequent amendments of this contract, including, without limitation, its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims, shall be submitted to mediation. The place of mediation shall be Paris unless

otherwise agreed upon. The language to be used in the mediation shall be English unless otherwise agreed upon.

If, and to the extent that, any such dispute, controversy or claim has not been settled pursuant to the mediation within 60 calendar days of the commencement of the mediation, it shall, upon the filing of a Request for Arbitration by either Party, be referred to and finally determined by arbitration in accordance with the WIPO Expedited Arbitration Rules. Alternatively, if, before the expiration of the said period of 60 calendar days, either Party fails to participate or to continue to participate in the mediation, the dispute, controversy or claim shall, upon the filing of a Request for Arbitration by the other Party, be referred to and finally determined by arbitration in accordance with the WIPO Expedited Arbitration Rules. The place of arbitration shall be Brussels unless otherwise agreed upon. The language to be used in the arbitral proceedings shall be English unless otherwise agreed upon.

The award of the arbitration will be final and binding upon the Parties.

The coordinator proposes that any changes or decisions that may be made in the framework of the project are discussed with all the partners (quorum 2/3 of the project partners in case of disagreement) during the consortium meetings or any meetings that may arise after the facts.

4.5 Expert Advisory Board (EAB) and Consultative Committee of Cities (CCC)

In addition to the work carried out by consortium members, IcARUS aims to engage with and involve other cities and experts in the co-production process to benefit from their experience and enrich them with expert and university research work. To this end, a Consultative Committee of Cities and an Expert Advisory Board will be appointed to support the implementation of the project.

4.5.1   Expert Advisory Board

The Expert Advisory Board (EAB) consists of 5 members (more members can be added) who are chosen based on their experience and past work on one or several of the four focus areas and cross-cutting issues tackled by the project.

The Board is a European multi-sectoral group which brings intellectual and scientific expertise to the practitioners and the consortium throughout the implementation of activities. The EAB is thus expected to attend workshops and consultative sessions to bring their expertise and share their work. The expert group will also contribute to the dissemination of the results and toolkit developed through the IcARUS project.

4.5.2   Consultative Committee of Cities (CCC)

The Committee consists of 5 cities which supports the implementation of the project. It provides consortium partners with practitioner perspectives and feedback as well as supports the design and implementation of the tools developed in the project. The Committee has a key role in strengthening multi-level governance and local partnerships. He is also expected to be a central

channel of communication, dissemination and exploitation of the toolkit and the overall results of the project.

The Consultative Committee also constitutes a central channel of communication and dissemination of the toolkit and the overall results of the project.

5. Activity Organization, Control and Monitoring

All parties are co-responsible for the implementation of the action and the production of deliverables.
A *Risk Management and Quality Assurance Plan* (M5) will be presenting in more details the elaboration, quality control and peer-review process of all project's deliverables.

5.1 Role of the coordinator

The coordinator is responsible for ensuring that the action is implemented according to the Grant Agreement, the Consortium Agreement and the Description of the action.

The coordinator must also act as the intermediary for all communications between the beneficiaries and the European Commission (EC) as well as request and review any documents or information required by the EC and verify their completeness and correctness before passing them on to the EC.

Thus, the coordinator must overview and monitor the project's, activities, communications, reporting and deliverables.

5.2 Role of WP leaders
5.2.1   General principles

WP leaders must ensure that all activities planned and all deliverables are finalised within the defined timeline.

They are responsible for:

- preparing and presenting an outline of the overall implementation of their respective WP before its start. This plan has to be discussed with and validated by the coordinator (Efus)
- ensuring the overall timely implementation of their respective WPs
- monitoring and supervising the production of deliverables
- keeping regular contacts with all partners involved in their WP
- organising at least 1 meeting a month with partners involved in their WPs.
- organising, preparing the agenda and drafting the minutes of all meetings related to the implementation of their WP

WP leaders must also keep the coordinator updated of all WP's activities.

5.2.2   Role of task leaders

They are responsible for:

- ensuring the overall timely implementation of their respective tasks
- monitoring and supervising the production of the deliverables they are responsible for
- keeping regular communications with WP leaders as well as all partners involved in their tasks

5.3 Organisation of activities in each WP

5.3.1   WP1- Innovation and Methodology Adoption

This work package focuses on the methodology that IcARUS will adopt and informs the approach of the project in its entire duration. The implementation of WP1 is envisioned through the successful completion of related tasks and deliverables. In order to do so, the efficacious implementation of WP1 is to be carried out by first deeply analyzing the current knowledge of Design Thinking methodology in the literature. Second, by understanding and evaluating implemented measures and plans that saw Design Thinking method involved. Lastly, taking into account successes and inaccuracies of such implementations would help devise an innovative approach for urban security. Collaboration from partners is considered essential, and feedback is highly valued, especially from partners such as municipalities and law enforcement agencies.

- **Objectives**

WP1 aims at mainstreaming an innovative approach along IcARUS. WP1 aims at defining a common methodology on Design Thinking applied to urban security and crime prevention initiatives. Finally, it aims at developing a tool for integration and adoption of the approach.

- **Leader**

Erasmus University Rotterdam (EUR)

- **Tasks**

Task	Leader
1.1 Definition of a common methodology on Design Thinking	EUR
1.2 Development of Design Thinking guidelines that support integration of Design Thinking approach in IcARUS	EUR
1.3 Adoption and familiarization with Design Thinking methodology	KEMEA

1.4 Accelerator model for the exploitation of IcARUS by project consortium especially local partners	EUR

- **Involved partners**

All partners are involved.

- **Meetings**

Frequency of meetings is best envisioned as adaptive to the needs and the advancements of the work package.

- IcARUS WP1 Meeting between EUR and EFUS: October 12th, 2020
- WP1 Main Partners Meeting: October 13th, 2020

- City Partners Meeting: November 13th, 2020

5.3.2 WP2 - Review and cross-analysis of urban security

- **Objectives**

The objectives are to review developments and learning in urban security across the four priority areas; to analyse how prevention policies have responded to challenges and change; and to identify institutional barriers to implementation and innovations that improve safety within the city.

- **Leader**

University of Leeds (UNIVLEEDS)

- **Tasks**

Task	Leader
2.1 State of the Art Review	UNIVLEEDS
2.2 Collection of Best Practices	Efus
2.3 Critical Review of 'What Works'	Eurocircle Association - EC
2.4 Roadmap for Definition of Tools	UNILEEDS

- **Involved partners**

Efus, FHS, Plus Ethics, EUR, Lab.U.Crim, USAL, STUTTGART, RMP, ROTTERDAM, COMMUNE DE NICE, LISBOA, CITTA DI TORINO, Makesense, EC, IDIAP, KEMEA, LOBA

- **Meetings**

Meetings	Frequency	Participants	Objectives	Virtual
WP2 Core Group Meeting	Bi-monthly, starting November 2020	Coordinator and WP leaders	Review WP2 progress and gather feedback on plans from key partners.	X
Full Consortium Meeting	Bi-monthly, starting October 2020	Full consortium invited to participate	Review WP2 progress and update the full Consortium on WP development. To ensure complementarity with other WPs and the IcARUS project as a whole.	X
Data Collection Meetings with consortium partners	Where appropriate, starting in October 2020	Targeted meeting with key consortium partners – notably the 6 cities –	To gather data relevant to the WP tasks.	X When possible these will also include study visits to the 6 cities.

5.3.3   WP3- Toolkit development using social and technological innovation
- **Objectives**

The aim of this WP is to develop a toolkit, by adapting and improving the tools identified in WP2, using social and technological innovation. The tools will be aimed at helping local authorities better tackle security challenges and respond to the needs of citizens.

- **Leader**

University of Salford

- **Tasks**

Task	Leader
Task 3.1 Local workshops with civil society to create a cross-priority analysis	Efus

Task 3.2 Defining, prototyping, and adapting tools according to the social innovation approach	USAL
Task 3.3 Defining, prototyping, and adapting tools according to the technological innovation approach	IDIAP
Task 3.4 Development of indicators that measure the feasibility, desirebility and viability of the developed tools	EUR
Task 3.5 Local workshops consultation with civil society to validate and adapt the defined tools	Eurocircle
Task 3.6 Workshop consultation with Expert Advisory Board, Consultative Committee of Cities, EFUS and LEAs	Efus
Task 3.7 Synergies between social and technological innovation tools	EUR
Task 3.8 Compilation of the toolkit	USAL

- **Involved partners**

All partners are involved.

- **Meetings**

At least one meeting a month will be organised with the main contributors of this WP and as often as necessary.

5.3.4 WP4- Toolkit demonstration and implementation

- **Objectives**

The objective of this WP is to allow the 6 partners cities and their selected local practitioners to test and implement the tools developed in WP3. Each tool will respond to one of the main security challenges identified by the cities. The cities will be supported by Efus as well as academic partners specialised in their chosen focus area.

- **Leader**

Efus

- **Tasks**

Task	Leader
Task 4.1 Definition of plan to integrate the toolkit into one of the policy lines of the local security plan	Efus

Task 4.2 Training for the local partners who will be involved in the demonstration	Efus
Task 4.3 Demonstration tools for a strategic approach to urban security	All partner cities
Task 4.4 Learning expeditions	Efus
Task 4.5 Elaboration of guidelines to better implement the toolkit for a strategic approach to urban security	University of Salford
Task 4.6 Elaboration of training procedures for end users	Eurocircle
Task 4.7 Evaluation of the toolkit	Erasmus University

- **Involved partners**

All partners are involved

- **Meetings**

Organisation of monthly meetings with partner cities and activity leaders. This can be adjusted after the start of this WP.

5.3.5   WP5 - Communication and dissemination

- **Objectives**

The objective of WP5 is to ensure a successful communication of the project activities, results and conclusions to widest possible audience and to coordinate and set the ground for the exploitation and sustainability of the project.

- **Leader**

LOBA

- **Tasks**

Task	Leader
Task 5.1: Dissemination and Communication Strategy and Plan and Data Management Plan	LOBA
Task 5.2 Dissemination and Communication Material	LOBA
Task 5.3 Dissemination and Communication Actions	LOBA
Task 5.4 Exploitation and Knowledge Transfer	LOBA

- **Involved partners**

All partners are involved

5.3.6 WP6- Ethical, Legal & Privacy Aspects

- **Objectives**

The ultimate objective is to conduct a comprehensive Ethical, Legal and Privacy Impact Assessment, which will ensure that the IcARUS outcomes do not infringe on the fundamental rights of data subjects in relation to ethics and privacy.

- **Leader**

PLUSETHICS

- **Tasks**

Task	Leader
T.6.1. Design and legal adjustment of IcARUS	PLUSETHICS
T.6.2. Implementation of adapted codes of good practices to each partner of the consortium	PLUSETHICS
T.6.3. Detection of new ethical challenges and evaluation of the social acceptability of IcARUS	PLUSETHICS
T.6.4. Ethical risk assessment and monitoring on main tasks of IcARUS	PLUSETHICS
T.6.5. Structural implementation and monitoring of a Privacy-by-Design model	PLUSETHICS
T.6.6 Compliance with personal data collection and processing	PLUSETHICS

Involved partners

All partners are involved

Meetings

Meetings	Frequency	Participants	Objectives	Virtual
Training on Ethical and Legal issues of IcARUS	Oct-20	All partners	Establish the basis for dealing with ethical and legal aspects throughout the IcARUS project	x

Internal Ethical Screening meeting	3 months before the start of the task	Task leaders	Support in the elaboration of the Ethical Screening and in the process of institutional approvals; and implementation of prevention and protection measures and policies of each task	x
Monitoring of Ethical and Legal issues	During the task/after the task	Task leaders	Monitoring the Ethical and Legal issues of each task	x

5.3.7 WP7- Project coordination

- **Leader**

Efus

- **Objectives**

The objective of WP7 is to ensure the overall coordination and financial management of the project, and establish quality control and reporting mechanisms.

- **Tasks**

Tasks	Leader
7.1 General coordination	Efus
7.2 Financial management and reporting	Efus
7.3 Quality Assurance and Risk Management	Efus
7.4 Creation and Management of an Expert Advisory Board	Efus
7.5 Establishment and management of a Consultative Committee of Cities	Efus
7.6 Scientific and technical management and support	Efus

- **Involved partners**

All partners are involved.

- **Meetings**

Meetings	Frequency	Participants	Objectives	Virtual
Project management body meetings	Once a month, starting January 2021	Coordinator and WP leaders	Review WP progress and raise potential difficulties.	X
Coordination meetings	2 pear year - February and June of each year	2 representatives from each partner institution	Track progress, challenges and financial expenditure of the project, as well as decide all central aspects of the project.	Virtual meetings will be held until the sanitary context allows us to hold physical meetings.
Virtual consortium meetings	Every 3 months starting December 2020	2 (or more) representatives from each partner institution	Track progress, challenges and financial expenditure of the project, as well as decide all central aspects of the project.	X

6. Reporting

6.1 Periodic reporting

There are 3 reporting periods, for which consortium partners will be required to complete a financial and narrative report relative to the activities undertaken during the period.

The periodic reporting must be submitted by the coordinator on the participant portal (ECAS) which can be found at the following link: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home.

Detailed information on how to use the participant portal can also be found here: https://ec.europa.eu/research/participants/data/support/pp_introduction_to_services.pdf .

6.1.1 Reporting periods

Reporting period 1	1 September 2020-28 February 2022
Reporting period 2	1 March 2022-31 August 2023
Reporting period 3	1 September 2023-31 August 2024

Each periodic report must be submitted within 60 days after the end of each reporting period (including the last reporting period). In addition, a final report, which covers the entirety of the project, must also be submitted at the end of project

6.1.2   Structure of the periodic report

The periodic report contains a technical and financial part.

Technical report	Part A Generated by the electronic grant management system (Participant Portal)	Part B Main part of the report in the form of free text to be uploaded directly to the Participant's Portal and which template is available online
	Project summary	Explanation of the work carried out by beneficiaries and third parties during the "reporting" period
	Work packages, deliverables, milestones, etc.	Overview of the progress of the project, with regard to the objectives set at the start of the project
	Questionnaire concerning the societal and economic impact of the project	

Financial report Generated by the electronic grant management system (Participant Portal)	Content
	Financial statements for each beneficiary and third party
	Explanation of the use of resources and information on outsourcing and in-kind contribution from third parties
	Global financial statement over the period (including the request for payment)

6.1.3 Conditions to ensure the validity of the periodic reporting

In the context of the reporting, each beneficiary must certify that:

- the information provided is full, reliable and true;
- the costs are directly linked to the execution of the action and can therefore be attributed directly to it

Indeed, Horizon 2020 financial rules distinguish five categories of eligible direct costs which are costs incurred by beneficiaries which include:

- direct personnel costs;
- direct costs of subcontracting;
- the direct costs of financial support to third parties;
- other direct costs
- the unit costs for certain specific categories and if provided for by decision of the EC

The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations.

All financial rules regarding the implementation of the grant agreement can be found at the following link:

https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf .

6.2 Role of the coordinator

The coordinator is responsible for collecting information for the narrative report and ensure that each consortium partners have filled the financial part of the report on the participant portal. Finally, the coordinator is responsible for submitting the periodic report on the participant portal in due time.

6.3 Role of consortium partners

Each partner organisation must fill in the financial part of the periodic report directly on the participant portal and contribute to drafting the narrative part of the report.

6.4 Interim reporting

All partners will also be required to complete and send to the coordinator, a financial report with details on the use of their resources, every 3 months, using the following template:

IcARUS -interim
financial reporting.x

In addition, WP leaders will be required to prepare a narrative report with the input of the partners involved in their respective WPs, using the following template:

IcARUS-Interim
narrative reporting.c

7. Timesheets

It is imperative that agents and employees who do not work full time on the project, record the number of hours they dedicate to the project, through a manual or electronic system, each month. Though it is not required, it is recommended that full time employees do so as well.

The time sheets must mention:

- the title and number of the action, as established in the grant agreement;
- the full name of the beneficiary, as mentioned in the grant agreement;
- the name of the officer assigned to the project, as well as the date and his signature;
- the number of hours declared on the project
- the name of the supervisor and his/her signature;
- the reference of the corresponding tasks or "work package", as defined in Annex 1 of the grant agreement

The following template provided by the EC can be used as a model to create timesheets:

Timesheets
model.docx

8. Communication and Dissemination

Project results need to be widely disseminated. Communication on the project and the dissemination of its results are therefore crucial. To support the communication and dissemination of the project, a strategic plan will be developed by LOBA with the support of Efus, in M3 and updated in M25.

Partners are encouraged to communicate on the project within their own organisation and through external contacts. Partners are therefore invited to include information on the project and or its results in the usual communication channels of their city/organisation, such as websites, newsletters, information boards, etc.

When communicating on the project, all members of the project consortium must systematically mention the contribution of the European Commission. All written material and events (press conferences, meetings, agendas and minutes, PP presentations) produced as part of the project must:

- Display the European emblem
- Display the project's logo

- Include the following text: "This project has received funding from the European Union's Horizon 2020 research and innovation programme under agreement No 882749"

Further information on communication and dissemination rules can be found at the following link: http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf.

9. Internal Communication and Collaboration

Efus Platform Network

To ensure the effective and concerted internal communication of the project, Efus has set up a private space for members of the project on Efus Network, a members-only, collaborative and online platform. The project's space can only be seen by its members who are therefore the only persons authorized to contribute to it. Elium, providing the platform on which Efus Network is hosted, ensures the security of the platform. Login details to access the platform will be provided to all consortium members.
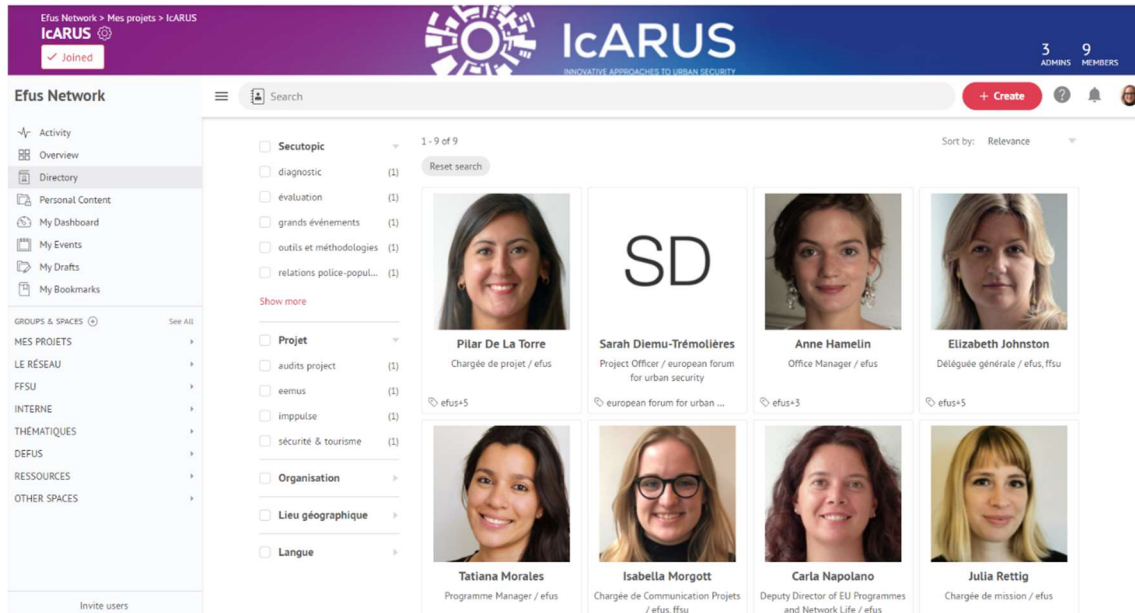

Figure 2-Efus network

Figure 3-Efus network

There are several security measures among which the protection of data centres localised in Belgium against illegal intrusion and theft. Hardware, network and software are also highly secured. Elium also uses a series of security measures to ensure availability, confidentiality and integrity of data, respecting GDPR laws. Follow this link for further information

10.   External Communication

10.1   Website

The project's website will be launched in Month 4 and be found at the following address: www.icarus-innovation.eu .

The structure of the website will be as follows:

www.icarus-innovation.eu
info@icarus-innovation.eu

Figure 4 -Website's structure

10.2   Social Media

The following social media pages have been created for the project:

- **Twitter**: https://twitter.com/icarush2020
- **LinkedIn**: https://www.linkedin.com/company/68522254
- **Facebook**: https://www.facebook.com/icarush2020
- **YouTube**: https://www.youtube.com/channel/UC4b3eTQlbff6IFOo4NgMN1g

10.3   Newsletters

The IcARUS project will have 4 newsletters per year which will be launched every 3 months.

10.4   Logo

The project has the following logo that will be used in all promotional materials.

Figure 5 – Project's logo

10.5 Press releases

At least two press releases will be sent to specific media outlets and relevant stakeholders during the course of the project

10.6 Publications

All public deliverables will be published on the project's website.

11. Data protection Officer

As part of the ethics requirements of the European Commission, each partner institution must nominate a Data Protection Officer (DPO).

IcARUS

INNOVATIVE APPROACHES TO URBAN SECURITY

CONSORTIUM

European Forum for Urban Security (Efus)

Fachhochschule Salzburg (FHS) Salzburg University of Applied Sciences

Plus Ethics

Erasmus University Rotterdam (EUR)

Laboratory of Urban Criminology / Panteion University of Social and Political Sciences (Panteion)

University of Salford

University of Leeds

Landeshauptstadt Stuttgart Municipality of Stuttgart

Riga Municipal Police (RMP)

City of Rotterdam

City of Nice

Lisbon Municipal Police / Lisbon Municipality (LMP/CML)

Local Police of Turin (PLTO)

makesense

Eurocircle

Idiap Research Institute

KEMEA

LOBA