



Project Management Plan

Deliverable ID	[D1.1]
Work Package Reference	1 – Project management and coordination
Issue	1.5
Due Date of Deliverable	31/03/2023
Submission Date	24/03/2023 (v1.0)
Dissemination Level	PU
Lead Partner	EERIE Project Office (AWI)
Contributors	EERIE Project Coordination Team and Scientific Steering Committee
Grant Agreement No	101081383
Call ID	HORIZON-CL5-2022-D1-02-02



Funded by
the European Union



UK Research
and Innovation



Swiss Confederation

Federal Department of Economic Affairs,
Education and Research EAER
State Secretariat for Education,
Research and Innovation SERI

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Issue	Date	Description	Author
1.0	24.03.2023	First issue of the deliverable	EPO
1.1	28.02.2024	First revision	EPO
1.2	23.04.2024	Second revision	EPO
1.3	20.03.2025	Third revision	EPO
1.4	27.08.2025	Fourth version	EPO
1.5	18.08.2026	Fifth version	EPO

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Executive Summary

This Project Management Plan presents information for the EERIE consortium members to understand the processes, procedures, roles and obligations of each partner. The described processes and procedures shall ensure an effective and clearly defined methodology for ensuring that EERIE is delivered as efficiently as possible. This document complements existing project documentation including the Grant Agreement and Consortium Agreement and should be used in conjunction with these two documents.

1. Introduction to the project

1.1. Scope

The ocean is known to affect our planet's climate. In this regard, mesoscale eddies, which essentially constitute the weather on the ocean, could be far more important than previously believed, especially when it comes to changes in a warming world. The project EERIE (European Eddy Rich Earth System Models) could significantly improve today's Earth system models and therefore projections of the climate's future development.

1.2. General information

- Full title: European Eddy Rich Earth System Models
- Project acronym: EERIE
- Duration: 4 years (start date: 1 January 2023)
- Budget: EUR 10.8 M (EUR 7.8 M EU, EUR 3M UK + CH)
- Call: HORIZON-CL5-2022-D1-02
- Grant number: 101081383
- Participants: 12 Beneficiaries, 5 Associated Partners
- Participating countries: 9
- Website: <https://eerie-project.eu/>
- Twitter / X (inactive): @EERIE_Project (https://twitter.com/EERIE_Project)
- BlueSky: <https://bsky.app/profile/eerie-project.eu>
- Newsletter: <https://eerie-project.eu/newsletter/>
- YouTube: <https://www.youtube.com/@eerieproject>
- LinkedIn: <https://www.linkedin.com/company/eerie-project>

1.3. Project structure

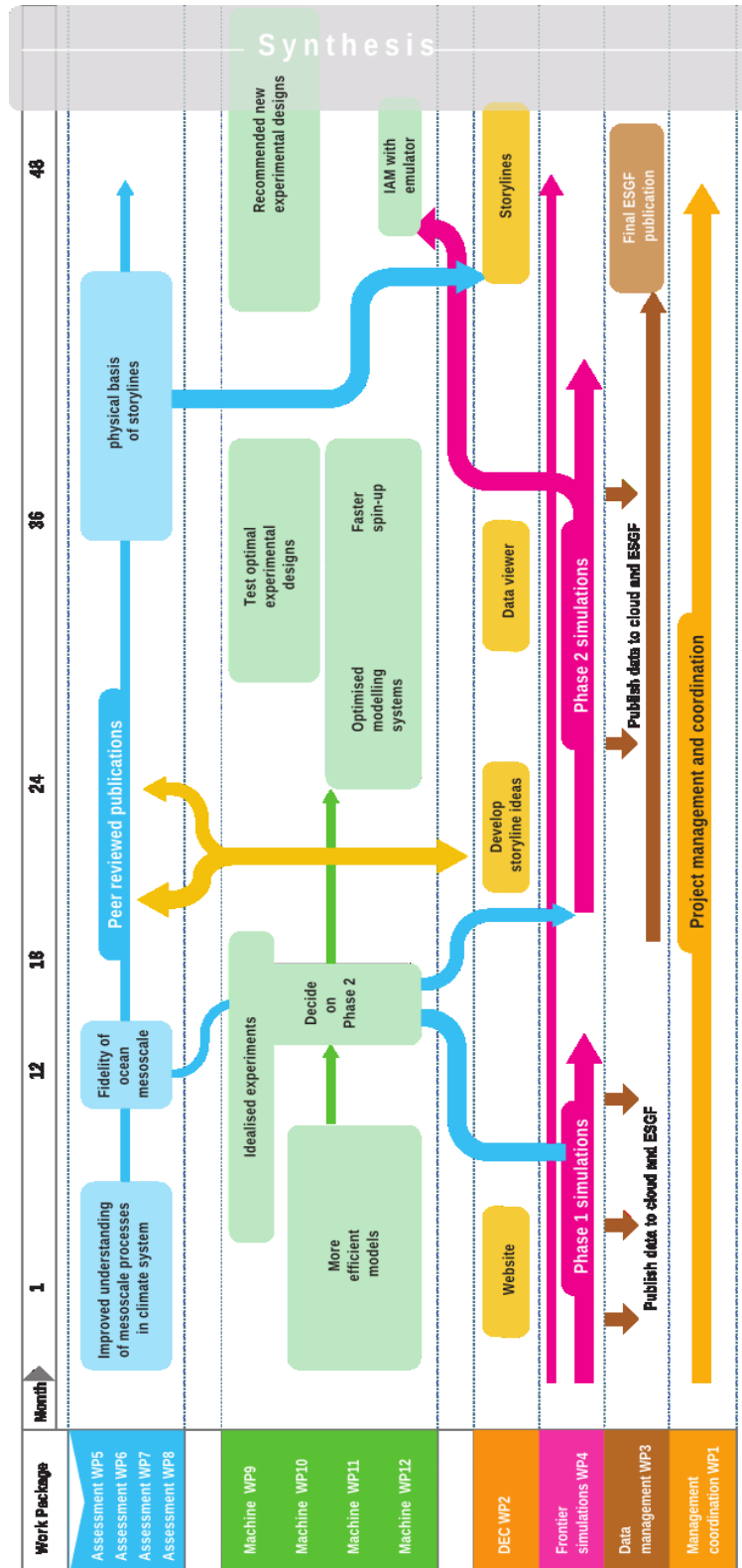


Figure 1: PERT Chart of the EERIE Project (months indicative only).

EERIE's WPs are structured into twelve work packages: WPs 1-4 are cutting across the project and underpin the other WPs. WP1 is the project management and coordination work package and will deliver the project management and scientific coordination, both within the project and with the international community. The communication, dissemination and exploitation activities across the project are contained in WP2, in addition to synthesising outcomes from the other WPs, and producing storylines as well as policy advice for communication to stakeholders and the public. WP3 will manage and publish the model data and ensure that it will be usable and discoverable by the community and by the assessment work packages (WP5-8). WP4 will perform the eddy-rich reference simulations, deliver the data to WP3 and make it available to WP5-8, and provide a benchmark of model performance. Simulations in WP4 will be done in two phases, the second phase starting in the second half of the project to benefit from the WP9-12 developments, and the scientific insights gained in WP5-8.

The PERT chart in Figure 1 indicates some of the interactions, dependencies and delivery of work packages components during the project (times are only indicative).

2. Who is who? (people and teams)

2.1. Partners

Partners with EU-Funding (beneficiaries)

- 1) ALFRED-WEGENER-INSTITUT HELMHOLTZ-ZENTRUM FÜR POLAR- UND MEERESFORSCHUNG (AWI), Germany
- 2) BARCELONA SUPERCOMPUTING CENTER-CENTRO NACIONAL DE SUPERCOMPUTACION (BSC CNS), Spain
- 3) UNIVERSITY OF CAPE TOWN (UCT), South Africa
- 4) EUROPEAN CENTRE FOR MEDIUM-RANGE WEATHER FORECASTS (ECMWF), United Kingdom (international organization)
- 5) CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE CNRS (CNRS), France
- 6) PREDICTIA INTELLIGENT DATA SOLUTIONS SL (PREDICTIA), Spain
- 7) UNIVERSITE CATHOLIQUE DE LOUVAIN (UCLouvain), Belgium

- 8) MAX-PLANCK-GESELLSCHAFT ZUR FORDERUNG DER WISSENSCHAFTEN EV (MPG | MPI-M), Germany
- 9) DEUTSCHES KLIMARECHENZENTRUM GMBH (DKRZ), Germany
- 10) UNIVERSITE DE YAOUNDE I (UYao), Cameroon
- 11) UNIVERSITAET BREMEN (UBREMEN), Germany
- 12) MINISTERIE VAN INFRASTRUCTUUR EN WATERSTAAT (PBL), Netherlands

Partners without EU-Funding (associated partners)

- 13) MET OFFICE (MET OFFICE), United Kingdom
- 14) THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF OXFORD (UOXF), United Kingdom
- 15) UNITED KINGDOM RESEARCH AND INNOVATION (UKRI), United Kingdom
- 16) THE UNIVERSITY OF READING (UREAD), United Kingdom
- 17) EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH (ETH Zürich), Switzerland

Changes in the teams of the project partners

When a new person joins the project team of an EERIE partner, it is mandatory to provide the new EERIE member access to the last version of the **onboarding document**, which can be found on MatterMost in the header of the TownSquare channel. Thereafter, the new member should follow the guidelines and get in touch with the EERIE Project Office (EPO). As indicated in the **onboarding document**, the EPO needs the following data: Name, gender, email address, name on MatterMost, dates of employment on EERIE and WPs the person is involved in. The EPO includes the new team member in the contact list (from where the appropriate mailing lists are to be derived). The new team members should familiarise themselves with the information and documents available on the project's website <https://eerie-project.eu/> as well as on the dedicated EERIE Google Drive and in the relevant MatterMost channels. All relevant information is included in the onboarding document as well as the dedicated link list included therein.

If a team member leaves EERIE, it is also mandatory to inform the EPO to ensure removal from the contact list and the EERIE database.

Each partner's main contact, as listed in the project's Grant Agreement (the contract between the European Commission and the project partners), is responsible for promptly informing the EPO about any changes in the partners' project teams, especially regarding the representatives of the institution and members of EERIE consortium bodies.

The Consortium Agreement (the contract between the partners) contains information related with the responsibilities, rights and obligations of the project's partners, specifically in the following sections:

- 3.3 Survival of rights and obligations
- 4 Responsibilities of Parties
- 7.1.6 Financial Consequences of the termination of the participation of a Beneficiary
- 9.7 Access Rights for Parties entering or leaving the consortium
- 9.8 Specific Provisions for Access Rights to Software

The EERIE partners commit to embracing diversity, equity and inclusion as a prerequisite for excellence. By doing so the scientific performance as well as its human interactions within and outside the project will be enhanced. We expect every project participant to understand and support this ambition which is partially represented by each partner's gender equality plan.

2.2. EERIE Consortium Bodies

All contact details for the consortium bodies and beyond are included in the contact list (linked in the onboarding document). For data protection issues, these are not included here.

2.2.1. EERIE Coordination Team & Project Office

The EERIE Coordinator and the EERIE Project Office (EPO) are based at the Alfred Wegener Institute in Bremerhaven and are composed of:

- Thomas Jung as the EERIE Coordinator, who is responsible for the overall scientific coordination and heads the EERIE Project Office.
- The EERIE Project Office (EPO): Nora Lawo and Jana Görner who are jointly responsible for operations, project management, and grant management (administration and finances).

The EERIE Coordination Team consists of the EERIE Coordinator and the Co-Coordinators of EERIE:

- Malcolm Roberts and
- Pier Luigi Vidale.

The EERIE Co-Coordinators also oversee and coordinate the UK part of the EERIE Consortium.

The EERIE Coordination Team together with the EPO is responsible for the overall project implementation and for representing the project at the international level. All matters related to dissemination, exploitation and communication management are addressed jointly with the WP2 Lead.

2.2.2. Scientific Steering Committee (SSC)

The EERIE Coordination Team is supported in the scientific coordination of the project by the Scientific Steering Committee (SSC):

The SSC is the supervisory body for the execution of EERIE. It is accountable to the EERIE Governing Board (GB) and reports to the GB usually once a year (more often if deemed necessary). The SSC ensures effective execution of actions through regular review of the coordination activities and implementation of the scientific project deliverables. It is composed of the Work Package Leads (WP Leads) and the WP Co-Leads (the WP Lead is mentioned first):

EERIE Coordination Team

- Thomas Jung (Coordinator), chair of the SSC
- Malcolm Robert (Co-Coordinator)
- Pier Luigi Vidale (Co-Coordinator)
- The EERIE Project Office (EPO: Nora Lawo & Jana Görner)

WP1: Project management and coordination

- The EERIE Project Office (EPO: Jana Görner & Nora Lawo together with Thomas Jung for the scientific coordination)
- Malcolm Roberts

WP2: Project Dissemination, Exploitation and Communication

- Markel García Díez
- Gert Versteeg

WP3: Data management

- Fabian Wachsmann
- Malcolm Roberts / Jon Seddon

WP4: Frontier simulations and standard evaluation

- Malcolm Roberts
- Thomas Jung

WP5: Evaluation of ocean mesoscale processes and their interactions with the atmosphere and sea-ice

- Nicolas Gruber
- Fraser Goldsworth

WP6: Impact of the ocean mesoscale on the state and change of the ocean

- Jin-Song von Storch
- Anne Marie Treguier (replaced by Florian Sévellec from 11/2026 onwards)

WP7: Impact of the ocean mesoscale on climate variability and teleconnections

- Christopher Roberts
- Florian Sévellec

WP8: Role of the ocean mesoscale on regional expression of climate change

- Ramiro Saurral
- Nicolas Gruber

WP9: Efficient protocols for usable eddy-rich Earth System Modelling

- Pier Luigi Vidale
- Christopher Roberts

WP10: Model developments for realistic and efficient ER-ESMs

- Thomas Jung
- Mario Acosta

WP11: Development of efficient and portable workflows and diagnostics for ER-ESMs

- Pierre-Antoine Bretonnière
- Nikolay Koldunov

WP12: Enhancing models and model analysis with Machine Learning

- Hannah Christensen
- Katja Weigel

The WP Leads and WP Co-Leads oversee and implement work package activities and are directly responsible for fulfilling the work package objectives and managing work package matters, deliverables, milestones and work package progress reports. The WP Leads and WP Co-Leads report regularly on the progress within their work package to the SSC and are the first point of contact for the work package teams.

2.2.3. Governing Board (GB)

The Governing Board (GB) is the ultimate decision-making body of the consortium. It consists of one representative of each consortium member – including the *associated partners* who may not decide on EU internal matters, e.g. the EU contribution and parts of the Description of Action (DoA) they are not involved in, plus their stand-ins (if nominated – these are included in the contact list):

- AWI:
Thomas Jung as chair of the GB
- BSC CNS:
Pablo Ortega / Mario Acosta
- UCT:
Ross Blamey / Chris Reason
- ECMWF:
Christopher Roberts / Magdalena Alonso Balmaseda
- CNRS:
Anne Marie Treguier / Florian Sévellec
- PREDICTIA:
Markel García Díez / Daniel San Martin
- UCLouvain:
Hugues Goosse
- MPG | MPI-M:
Jin-Song von Storch
- DKRZ:
Hannes Thiemann / Fabian Wachsmann
- UYao:
Wilfried Pokam
- UBREMEN:
Katja Weigel

- PBL:
Mark Dekker / Detlef van Vuuren / Meike Scherrenberg
- MetOffice:
Malcolm Roberts
- UOXF:
Hannah Christensen
- UKRI:
Neil Massey
- UREAD:
Pier Luigi Vidale
- ETH Zürich:
Nicolas Gruber

These representatives have been authorised to decide and negotiate all EERIE related matters on behalf of their institutions.

2.2.4. External Expert Advisory Board (EEAB)

The EERIE Consortium Bodies are supported by an External Expert Advisory Board (EEAB) of distinguished scientists to ensure external advice on the project and links to other activities both outside and within Europe. The EEAB shall assist and facilitate the decisions made by the EERIE Governing Board (GB) to ensure the maximum impact (and legacy) of EERIE. All EERIE EEAB members have signed an NDA so that information can be freely shared with them and they can attend all EERIE project meetings.

EEAB Member	Profession and organisation (as of 03/2023)
Dr Ping Chang	Professor, Department of Oceanography and Dept. of Atmospheric Sciences, Texas A&M University (TAMU), director of iHESP
Dr Carol Anne Clayson	Senior Scientist Physical Oceanography, WHOI
Dr James Edson	Senior Scientist, Applied Ocean Physics and Engineering, WHOI

Professor Pierre Gentine	Professor of Geophysics and Director of the Center for Learning the Earth with Artificial Intelligence and Physics (LEAP), Columbia University, USA
Dr Pierre-Yves Le Traon	Scientific Director, Mercator-Ocean and Copernicus Marine Environment Monitoring Service , France
Dr Nada Caud	Communications project manager, Climate and Environmental Science Laboratory LSCE (a Mixed Research Unit CEA, CNRS, UVSQ), France

3. Reporting to the European Commission / CINEA

3.1. Project timeline

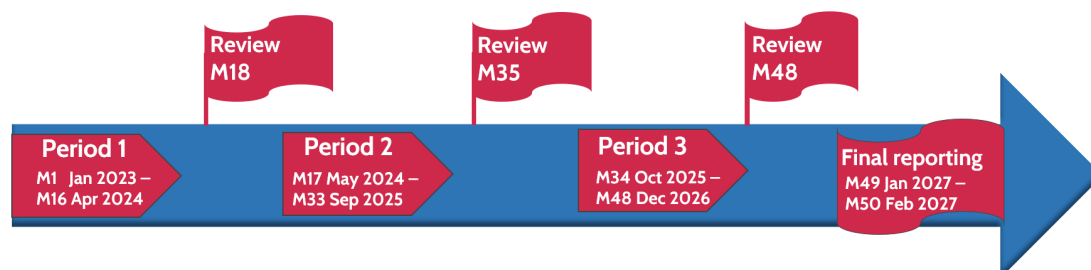


Figure 2: Reporting timelines

Main events and indicative dates	
01 January 2023	Project Start
23-24 February 2023	Kick-off Meeting (remote)
06-08 November 2023	General Assembly 1 (in Bremerhaven)
4-8 March & 22-25 April 2024 (2 meetings)	Intermediate Users Workshop (WP2-12): workshop done back to back with Hackathon & WCRP meeting
April 2024	Periodic Report 1

20-21 June 2024	Project Review Meeting 1
5-6 November 2024	General Assembly 2 (online)
13-17 January 2025	General Assembly 3 (on site; Zurich)
September 2025	Periodic Report 2
November 2025 (internal) & March 2026 (external)	Storylines Workshops (WP2, WP6, WP7, WP8)
January 2026	Project Review Meeting 2
9-13 March 2026	General Assembly 4 (on site; Barcelona)
23 September 2026	General Assembly 5 (online)
November (tentative)	Dedicated Policy Event Working Meeting (on site; Brussels)
31 December 2026	Project End, Project Review Meeting 3 and Final Report
Early 2027	Final Review Meeting

Additionally: conferences, events and fairs; hackathons; engagement with HighResMIP community, km-scale summit.

A detailed Gantt chart of the project including the schedule of all tasks and deliverables as of March 2025 can also be found in the EERIE Project's Google Drive (_important documents & references_\Guidance Documents). The chart will be updated with any changes as they happen:

Please find the link to the EERIE Gantt Chart [here](#) (update per 18.08.2026).

3.2. Deliverables

The Deliverable Leaders are responsible for the implementation of the individual deliverables as set out in the work plan. This includes establishing and managing interactions (in-person and virtual) between individual partners involved in the deliverables; establishing and maintaining links to other deliverables as described in the work plan (List of Deliverables: Grant Agreement, page 93), and as the deliverables evolve; and reporting of deliverable progress along with identified risks or concerns to WP Leads and WP Co-Leads.

The quality of a deliverable will be measured and verified against the project Grant Agreement Annex 1 Part A (Description of Action). The Deliverable Leader (i.e., the beneficiary indicated in the Description of Action) is responsible for coordinating and following up on the work required for the

Deliverable and for delivering the related Deliverable Report which describes the deliverable. The WP Leads and WP Co-Leads are responsible for overseeing the work required for the Deliverable and for interacting with the Deliverable Leaders who draft the Deliverable Report. The WP Leads and Co-Leads are expected to inform the Scientific Steering Committee (SSC) well in advance, should there be any concerns regarding upcoming deliverables. The Deliverable Report will be drafted according to a template provided by the EERIE Project Office (EPO) together with the WP2 Lead, which can be adapted depending on the deliverable itself.

The deliverable report needs to include:

- Cover and second page with information related to the project and the deliverable (mandatory)
- Table of contents (mandatory)
- Executive summary or abstract (mandatory) including main message
- Introduction including structure of the report
- Core (e.g., methods, results, discussion, timeline)
- Collaborations with other deliverables / WPs
- External collaborations (e.g., stakeholders, other projects or programmes)
- Policy relevance / societal benefits
- Impact and exploitation (e.g., key performance indicators)
- References (e.g., acronyms, literature, annexes).

The EERIE Coordinator has authority and responsibility for quality management. He might approach members of the Scientific Steering Committee (SSC) for additional expert review of the deliverable to ensure quality. The EERIE Project Office (EPO) is responsible for finalising the deliverable and for submission to the European Commission (EC). The review process after submission to the EC includes the review of each deliverable by external experts who can recommend revisions or rejection of the report if the quality is not sufficient, the report does not outline the deliverable at hand properly or the work has not been implemented properly.

Four weeks prior to the deliverable deadline at the latest, the deliverable leaders will submit the draft deliverable report to the WP Leads and WP Co-Leads as well as the EERIE Coordinator and the EPO for review. If deliverable leaders wish for feedback from specific project partners or the SSC beforehand, they are free to share the deliverable draft via Google Drive before that four-week deadline.

The final deliverable report, approved by both the WP Leads and WP Co-Leads as well as the EERIE Coordination Team, needs to be submitted to the EPO at least two working days prior to the submission deadline. The EPO will take care of submitting the Deliverable to the EC through the EU Portal. To allow citation by other deliverables, the document should be submitted to Zenodo with the inclusion of “submitted to the EU, not yet approved”.

3.3. Milestones

The achievement of the project’s milestones is demonstrated against the relative means of verification indicated in the Description of Action (List of Milestones: Grant Agreement, page 113). The lead beneficiary of each milestone is responsible for the verification of its achievement according to the schedule and will provide the EERIE Coordinator and Project Office (EPO) with a concise report for the records (1-3 pages, cover and abstract as for the deliverable report above) additionally to the means of verification included in the List of Milestones (Grant Agreement, page 113). When a milestone is achieved and verified, the lead beneficiary will inform the respective WP Leads and WP Co-Leads who are responsible for confirming and informing the EERIE Coordinator and the EPO. The EPO will then update the status of the achieved milestone in the EU Portal.

3.4. Project reports

No official interim reports are deemed necessary at this stage. In each meeting of the Scientific Steering Committee (SSC), the WP Leaders are asked to report on their WPs and possible risks therein.

EERIE is divided into three reporting periods:

RP1: 1 January 2023 – 30 April 2024

RP2: 1 May 2024 – 30 September 2025

RP3: 1 October 2025 – 31 December 2026.

Within 60 calendar days from the end of each period the Project Consortium will submit a periodic report to the European Commission (EC). The periodic report is composed of a technical report and a financial report. For both reports, EERIE Open Office Hours will be scheduled to provide further information and to answer related queries. Timelines will be communicated as soon as possible (and adjusted if necessary).

3.4.1. Technical report

The technical report is a detailed report of all activities and results of each of the WPs and of the project management. Technical reports are useful reference for recording the project's information and activities including explanations for possible deviations from the initial project plan. It is therefore very important that the project's main achievements and impact are clearly identifiable in the report.

Workflow:

Towards the end of each reporting period, the EERIE Project Office (EPO) will prepare a template (previously agreed with the EERIE Coordination Team and the Scientific Steering Committee, SSC) to report on the progress of their deliverable teams. This will be shared with all WP Leads and Co-Leads. People will be tagged via their google name at the respective chapters, where they need to provide input. It is the responsibility of the WP Leads and WP Co-Leads to collect and compile the required information for each chapter according to the template and of all the partners to provide any additional information as requested for the portal (e.g., gender statistics, data related to publications and dissemination activities etc.). The WP Leads and WP Co-Leads will in general have about four weeks to provide the EPO and the EERIE Coordination Team with their reports (adjustments to the timeline will be communicated and decided in the SSC prior the beginning of the reporting). The WP reports will then be compiled by the EPO and reviewed by the EERIE Coordination Team and possibly SSC members might be assigned with this task as well, who will provide feedback. The final version will be compiled by the EERIE Coordination Team and submitted in the EU Portal together with the financial reports by the EPO.

The dissemination work is to be kept up to date constantly by every partner in a joint table, the Impact tracker. The DEC information is added in the EU Portal by PREDICTIA. Publications are followed up and included in the EU Portal by EPO, while PREDICTIA takes care of their inclusion in Zenodo.

3.4.2. Financial report

The financial report is composed of all the financial reports from the project partners, which need to be submitted online through the EU portal. The EPO will collect and review the provided information. Each partner is in charge of their own finance management according to their

organisational procedures and need to be able to provide information on their finance timely when requested. Detailed guidelines for financial reporting will be provided to partners in advance of the reporting period.

Workflow:

Towards the end of each reporting period, the EPO will provide the SSC & GB with a guideline document on the upcoming financial reporting. The guidelines consist of a detailed timetable stating all deadlines. The guideline document further contains examples of needed information and the contact details of the EPO for further information and in case of queries.

The partners will have ca. three weeks to enter a first draft financial report into the EU portal. This draft financial report will be cross-checked by the EPO on its consistency, logic and understandability. In case of queries, the EPO will directly contact the partner(s) for further information. Once all issues in question are clarified, the partner will sign and submit their financial report to the Coordinator (role in the EU Portal), who will include the partner's financial report in the general reporting. The EPO will submit the financial report to the EC.

4. Project meetings

4.1. General Assemblies (GA)

The EERIE General Assemblies are held annually in person or online or as a combination (hybrid) with the aim to network and give the opportunity to all the project partners and collaborators to convene and update on the project progress as well as to discuss open issues. General Assemblies will be organised on working days only, not on weekends or public holidays for any of the countries participating in the project. As the General Assembly is the main governing body of the Consortium, attendance of all project partners is mandatory.

A typical programme includes update presentations of the EERIE Coordinator and EERIE Project Office (EPO) and all work packages (WP), presentations from guests/related projects programmes (e.g., nextGEMS, DestinE and OptimESM), contribution(s) from the EU Project Adviser and/or other relevant representatives, breakout sessions for the WP or Deliverable teams (as requested),

activities targeted at early career scientists and social/networking activities. Activities targeted at early career scientists (e.g., hackathons or networking) might involve weekends.

General Assemblies are organised by the EERIE Coordination Team and the EPO with support from the Scientific Steering Committee (SSC). Information on the meetings, including logistical information and programme, and materials will be shared on the chosen internal communication channels and repository of documents (mostly MatterMost and Google Drive) as well as the project website (public information). The agenda of the meeting will be communicated via Indico on the Helmholtz cloud HIFIS (<https://events.hifis.net/>).

4.2. Work Package (WP) Meetings

Meetings with the WP (work package) teams are encouraged with frequency and modalities left to the WP Leads and WP Co-Leads to decide. WP Leads and WP Co-Leads should inform the Scientific Steering Committee (SSC) and the EERIE Coordinator and EERIE Project Office (EPO) on the WP meetings in writing (e.g. via the dedicated MatterMost event channel) or at the earliest opportunity (e.g. at the SSC meetings). This should also serve to allow participation of other WP Leads and WP Co-Leads to enhance interaction of the WPs.

Summaries of the WP meetings shall be shared with the whole consortium in the monthly meetings of the Scientific Steering Committee (SSC), where short updates should be given (starting April 2025), an adequate storing place of minute meetings is in the corresponding WP folder on Google Drive.

4.3. Scientific Steering Committee (SSC) Meetings

Meetings of the Scientific Steering Committee (SSC) are organised and held by the EERIE Coordination Team (ECT) and the EERIE Project Office (EPO) monthly, including a summer break, online and if possible in person at the General Assemblies. SSC meetings are intended to update on the project progress, discuss issues, monitor and control the project implementation, keep track of project risks, impact (e.g., project presence at international conferences, publications, and other communication and dissemination activities), data provision, and any other relevant aspect. The members of the Governing Board (GB) are invited to join every SSC Meeting and have also been added to the main communication channel on MatterMost.

An agenda will be shared one week in advance of the meeting by the EPO and a summary of the meeting will be shared with all partners (SSC and GB) and stored on the project's Google Drive as soon as possible.

The SSC Decisions currently affecting the consortium are collected in a separate document and are regularly updated to reflect the current state (comments are possible for everyone, in case of queries, please get in touch with EPO): [SSC decisions](#)

Standing agenda for SSC meetings includes (but is not limited to) the following items:

1. Updates from ECT & EPO
2. Updates on:
 - 2.1. Simulations & data
 - 2.2. Risks (every three months and ad hoc)
 - 2.3. Scientific and technical developments – input from WPs
 - 2.4. Deliverables within the next 6 months
3. Upcoming meetings (internal & external)
4. AOB

4.4. Governing Board (GB) Meetings

Meetings of the Governing Board (GB) are organised and held by the EERIE Coordination Team once per year at the General Assemblies. Further online meetings will be held, if needed.

The GB decides on matters regarding content, finances and intellectual property rights (as, e.g., planned changes to Annexes 1 and 2 of the Grant Agreement), regarding the Consortium (as, e.g., changes in the partners, a partial or complete suspension of EERIE), regarding breaches of a party's obligations under the Grant Agreement or Consortium Agreement and litigation. The GB is also responsible for appointing the members of the Scientific Steering Committee (SSC) and the External Expert Advisory Board Members (EEAB).

An agenda will be shared in advance of the meeting by the EERIE Project Office (EPO) and a summary of the meeting will be shared with the GB and stored on the project's Google Drive. In general, all minutes are public within the Consortium, however, in some cases, sensitive issues might be kept confidential and are removed from the public minutes.

Standing agenda for GB meetings includes (but is not limited to) the following items:

- 1) Update on the project

- 2) Current challenges
- 3) Necessary decisions
- 4) Any Other Business (AOB)

5. Impact and exploitation

Assessing the impact of activities carried out within EERIE is very important to gather a better understanding of climate projections and modelling of climate tipping points, as well as to provide further input to the next IPCC report and to strengthen Europe's climate modelling community. Section 2.1 of the Description of Action Part B details the expected project impact in contribution to the call topics as well as the additional impacts.

Measures to maximise the project's impact are outlined in Section 2.2 of the Description of Action Part B. The dissemination and communication strategies will rely on **two main pillars**; the **storylines** and the **Data Viewer**.

The **storylines** will follow two approaches, physical climate and impact, and they will help integrate domain and sectoral knowledge into development of plausible futures. This will improve the relevance of climate information by introducing local ways of relating to and coping with climate change. Storylines are a powerful tool for improving risk awareness, and will target specific sectors, as well as policymakers, helping them root climate governance into social life and strengthening the science-society- policy interface.

The **Data Viewer** will be developed by PREDICTIA, following their successful experience in developing the [Interactive Atlas](#) for the IPCC AR6. The Data Viewer will act as a showcase to navigate, consult and analyse the outputs produced by the project.

Due to the scientific nature of this project, a separate data management plan (DMP) was developed under WP3 (D3.1, submission date 30 June 2023), to ensure that the data governance of the project is on track. To this end, EERIE will follow best-practice open science measures. We will ensure model data follows FAIR principles (Findability, Accessibility, Interoperability, and Reusability), and will make the results of EERIE as open and accessible as possible to all interested parties. The DMP will be updated throughout the project.

The project Dissemination, Exploitation and Communication strategies are provided in Deliverables D2.1 – D2.7.

It is the responsibility of all partners to actively engage in dissemination and to report to WP2 Leads, what activities they engage in. Google Drive and Zenodo as online databases to track outreach and dissemination activities are in place and accessible for all partners to fill.

5.1. Publications and all dissemination work

Important links to all necessary documents are included in the onboarding document as the most important reference document.

Zenodo (<https://zenodo.org/communities/eerie-project/?q=&l=list&p=1&s=10&sort=newest>) will be used as a repository for publications and data sets . The project's publications can be tracked with a log sheet available on the project's Google Drive.

Why do we need to track publications? The number of publications, the type of journal, and the number of citations (when tracking is possible) are all indicators of the scientific production of the project (and its uptake).

Open Access Policy: According to the Grant Agreement (Art. 17 and further specifications on art. 17 in Annex 5 of the Grant Agreement, pp. 211 sqq.) all publications and datasets outcoming from project activities need to be freely accessible immediately and need to be available on Zenodo on the day of publication at the latest.

Any dissemination of results **must include all funding acknowledgements (EU, UK, CH) of the partners involved in the work:**

It needs to include the European flag and funding statement for acknowledgment (translated into local languages, where appropriate).

For articles, where no EU emblem can be displayed, please still include the funding statement as text in the acknowledgment section of your paper:

This publication is part of the EERIE project (Grant Agreement No 101081383) funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Climate Infrastructure and Environment Executive Agency (CINEA). Neither the European Union nor the granting authority can be held responsible for them.

ETH Zürich's contribution to EERIE is funded by the Swiss State Secretariat for Education, Research and Innovation (SERI) under contract #22.00366.

All UK Partners in EERIE are funded by UK Research and Innovation (UKRI) under the UK government's Horizon Europe funding guarantee (grant numbers 10057890, 10049639, 10040510, 10040984).

Note: By default, we consider all work to be a joint effort by all EERIE partners, so the text above should be used as indicated in the onboarding document.

However, if there should be works where ETH, UREAD, UOXF, MET OFFICE or UKRI have not contributed, their grant numbers / acknowledgement sentence is to be taken out. The grant numbers in the UK refer to the following grantees:

- 10057890 – Met Office
- 10049639 – Uni Oxford
- 10040510 – Uni Reading
- 10040984 – UKRI / STFC

Any communication or dissemination activity related to the action must use factually accurate information. Moreover, it must indicate the **following disclaimer** (translated into local languages where appropriate):

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or CINEA [please adjust for UKRI / SERI]. Neither the European Union nor the granting authority can be held responsible for them.

5.2. Dissemination and communication activities

Monitoring dissemination and communication activities is critical to maximize the impact of scientific findings to end-users. Meetings, conferences and workshops, press releases, webinars and videos are all fundamental platforms for the dissemination of project results. The impact of these activities can not only be measured in terms of how many events have been attended or organised by project scientists, but it is also worth considering the nature of the event (i.e., the type of event, size, targeted community, type of arrangement, etc.) to identify the target audiences and thus the impact of the activity.

Dissemination and communication activities carried out in the project can be tracked with a log sheet available on the EERIE Google Drive. Please refer also to chapter 5.1.

5.3. Project data

All project data (referring to documents, not the ESM data the project works with), under work or finalised, will be located or linked on the EERIE Google Drive. Here one folder per work package is available. A welcoming document with important notes for new EERIE members is stored securely on AWI NextCloud (read only). All users are asked to check the cross-cutting folders WP1, WP2, WP3, and WP4 as they contain relevant information for all (i.e., templates, logos, sheets to fill in dissemination work, data, model information...). All EERIE team members have access to all EERIE Google Drive folders and can upload data or modify these where necessary (in case of problems, EPO is to be contacted).

The scientific data produced or collected within the project are managed according to the project's data management plan (DMP; D3.1) which includes the organisation, storage, preservation, and sharing of data collected and used in the project in compliance with FAIR principles.

5.4. Intellectual Property

As per the Description of Action (DoA, Part B of the Grant Agreement), the EERIE Coordinator is responsible for the management of intellectual property rights (IPR) for the project. Publications, licensing, patents, and other exploitation of the results will be tracked by each partner on Google Drive. On the management of the project's intellectual property, the EERIE Project Office (EPO) will be supported and advised by the EU Project Adviser and AWI's legal department. More information on this topic can be found in the Data Management Plan (please see the onboarding document for the current version, version submitted to the EU:

<https://zenodo.org/records/8304510>).

As EERIE is an open source R&I project, IPR are mostly covered by CC licenses and their equivalents.

6. Communication

6.1. Internal Communication

The preferred method for communication within the project [i.e., for general announcements, scientific discussions (with different topic-oriented channels)] is via MatterMost. One channel was set up for general announcements (upcoming dates and events) and one channel for each work package (WP1-12). Joint channels can be created individually on demand. All persons working in EERIE are asked to check their own scientific channels as well as the channels for WP1 (project management and coordination; PM), WP2 (Project Dissemination, Exploitation and Communication; DEC), WP3 (Data management), and WP4 (Frontier simulations and standard evaluation). The EERIE Project Office (EPO) will use MatterMost only for quick queries, informal matters and general questions and information (these will specifically be addressed in the WP1 channel). Please make sure to address both @nora.lawo and @jana.goerner when you want to reach the EPO.

The EPO will use e-mail communication for more complex issues, rather formal matters, and for longer-term reference. For collaborative work, Google Drive is used. One folder per work packages is available as well as an “Onboarding document” with important notes & updates for all EERIE members, especially new ones (for data protection issues, this is not uploaded in GDrive, but shared on MatterMost and stored on the AWI-hosted NextCloud).

One moderated mailing list (eerie-science@listserv.dfn.de) has been set up by the EPO for important announcements, here the whole scientific community of the project can be reached. The main project communication works through the dedicated MatterMost channels as stated above – individual mailing lists (GB, SSC, WPs) are to be derived from the current version of the contact list.

Other means of communication used within the project include videoconferencing (mostly via Webex).

6.2. External Communication

Communications with the European Commission, specifically with the Project Adviser Richard Tavares are the responsibility of the EERIE Project Office (EPO) together with the EERIE Coordinator. The Project Adviser is the primary point of contact of the project for any issue related with the project's implementation and administration including finances. All partners who wish to communicate with the CINEA / the European Union regarding EERIE need to approach the EPO.

The EPO together with PREDICTIA are the first point of contact of EERIE with the public. The project website is also used as the primary source of information for the public. The website can be found at <https://eerie-project.eu/> and is maintained by PREDICTIA with input provided by all EERIE members. A detailed description of the project's communication channels including website and social media along with their strategy of use as means of dissemination of the project results and news is provided by PREDICTIA in the DEC plan (Dissemination, Exploitation and Communication) which was published in June 2023.

7. Project Administration and Finances

7.1. Grant Management

The EERIE Grant Agreement (the contract between the European Commission and the Consortium) was signed by both parties and entered into force on 4 October 2022.

A Consortium Agreement (the contract between the partners participating in the project) was set up by the Coordinator and discussed within the full consortium. It was finalised on 24 August 2022 and signed by all partners with the effective date of 1 January 2023. The Consortium Agreement is valid to all partners, irrespective of them receiving EC-Funding or not. All new partners will enter the Consortium Agreement by signing an Accession Form.

7.2. EU-Portal: Funding and Tender Opportunities Portal

User's quick guide:

The management of the project is performed in the Funding and Tenders Portal under:
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

The portal holds processes for the Continuous Reporting of the project, the Periodic Reporting (if running) and further interactions with the EU like Amendments. It will be kept updated by the EERIE Project Office (EPO) unless specific input is required by the administrative partner contacts which will then be approached by the EPO directly. During the Periodic Reporting, the Financial

Report, data will be entered by all partners themselves, cross-checked by the EPO and finally submitted to the EU by the Coordinator (as role in the EU Portal).

The main entrance to the system is the Grant Management Service site 'My project'.

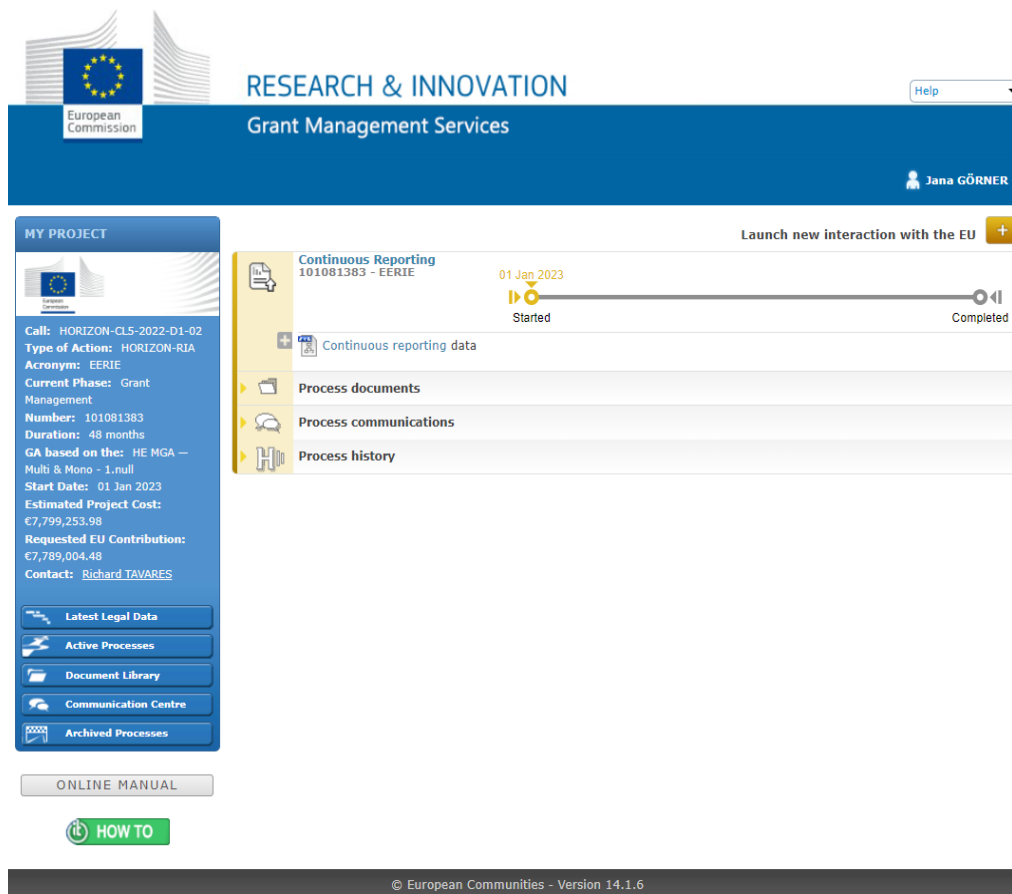


Figure 4: Exemplary screenshot of the "Manage Project" page

The main continuous tasks in the EU Portal like submitting Deliverables, but also the general communication with the relevant EU contacts, will be done by the EPO.

The partners will receive extensive guidance on how to use the EU Portal sites, especially during Financial Reporting. A guide explaining the necessary steps will be handed to all partners in advance and during reporting support will be offered to all partners but especially to the inexperienced partners.

8. Risk management

EERIE project partners operate in an area of uncertainty that comes along with developing new and unique methodologies to deliver scientific findings. By doing so they take chances, which results in risk playing a significant part in the project. Through a methodical iterative process, the EERIE Project Office (EPO) and Scientific Steering Committee (SSC) identified and compiled the various risks in the List of Critical Risks. To ensure that monitoring is continuous throughout the life of the project, the List of Critical Risks will be updated by the EPO according to risk assessments at the SSC meetings in case of necessity, including status of identified risks, new risks, and resolved risks.

Monitoring of risks is essential to ensure the project success and delivery of the results. Updates on risks and response strategies are to be delivered to the EC at the end of each reporting period.

9. Agile management

The EERIE Project Office (EPO) applies agile methodologies to the management of the project and the idea that changes are not challenges but rather opportunities to adapt and achieve success. In line with this mindset and the scientific approach to discovery, changes in the project (e.g., team composition, work plan) are welcome and implemented accordingly. Any changes are discussed with the interested beneficiaries and teams, the Scientific Steering Committee (SSC) and the Project Adviser when appropriate. Any amendment request to the project's DoA (the project's workplan) needs to be submitted to the EPO which will ensure the Project Adviser is informed and included in the process.

Updates of this project management plan are the responsibility of the EPO (at reporting stages), the document is used rather for documentation purposes – the current status of all information on the daily project business is always to be found in the onboarding document.

Funding



This project has received funding from the European Union's Horizon Europe research and innovation programme under [Grant Agreement No. 101081383](#)



**UK Research
and Innovation**

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Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

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