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Deliverable D5.3
Monitoring process set-up description

Work Package 5
Towards Successful Application Experiments

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EXECUTIVE SUMMARY

The present document, D5.3 “*Monitoring process setup description*” describes the monitoring process implemented within EARASHI to monitor the granted AE considering:

- The filling and signature of the AE standard contract prior to the Kick-Off meeting
- The monitoring of the AE from the Kick-Off meeting up to the AE final review:
 - Monthly technical reporting with reporting to EARASHI consortium during EARASHI management meeting;
 - Periodic reporting resulting in the identified intermediate payments, based on deliverables and milestones;
 - Final reporting yielding the AE Final report;

Associated templates are presented altogether.

ACRONYMS

AE	Application Experiment	IKL	Ikerlan
BB	Building Block	KoM	Kick-off Meeting
BLU	Blumorpho	MDR	Mondragon
CF	Cascade Funding	MP	Monitoring Partner
FM	Flanders Make	MSD	MusculoSkeletal Disorders
FSTP	Financial Support to Third Parties	STM	ST Microelectronics

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1. INTRODUCTION

EARASHI project, HORIZON Europe, aims to improve working conditions, trust, and acceptance of collaborative embodied AI in robotic systems, for the production machines/tools sector. This will be achieved by supporting Industry, especially start-ups and SMEs, in the uptake of advanced digital and eco-responsible technologies (in particular AI, data, and robotics). This approach will help employees in their daily activities and improve their working conditions, leading to a productivity increase. EARASHI adopts a worker-centric approach by considering workforce well-being and health (e.g., MSD and stress), design thinking methodology of production machines, worker acceptance, and ethics.

EARASHI will set-up and publish 2 open calls (M6 and M13) with focus areas and challenges to improve working conditions in the production machines field -health, safety and well-being- and increase productivity via human-centred collaborative embodied AI, data & Robotics. The 10 selected projects/beneficiaries will:

- benefit from Financial support to Third parties (FSTP, Cascade funding) – up to 200 k€ (100% funding rate for Start-Ups and 70% for SMEs);
- get access to EARASHI leading-edge technologies (BB) and test facilities from RTOs and industrial partners, business support, mentoring by industrial pairs, support in ethics, system integration, and user acceptance, thus lowering both their technical and business barriers.

EARASHI targets to:

- fund 10 projects;
- foster pan-European collaboration with at least 50% of selected projects being cross-border;
- enable agile responses to urgent needs and open strategic autonomy in digital and future emerging enabling technologies, with 80% of the selected AEs having market potential, and more than 20% of the selected AE reaching TRL8-9 two years after the end of their project.

To that purpose, by means of the open calls and the FSTP, EARASHI partners will provide access to Technological BB and Key Competencies for the selected application experiments. The foreseen BBs available through the open calls (technology transfer support) and the key competencies that will be provided through webinars and coaching are listed in Annex 1.

The deliverable D5.3 addresses the monitoring process that EARASHI consortium puts into place in order to ensure:

- a general monitoring process & common rules for monitoring the granted AEs at the AE level and an easy follow-up of the granted AEs at the EARASHI consortium level
- the set-up of guidelines and common tools for both the technical & financial monitoring and final reporting.
- a shared monitoring strategy to collect the KPIs
- Respect of the ETHICS's guidance as defined in D7.7 with the support of the Ethics Advisory Board and Respect of GDPR regulations

The monitoring process is also key to mitigate some of the risks identified during EARASHI elaboration such as i) Low quality of outputs, procrastinating in milestones or deliverables, ii) COVID or any other pandemic or reason prohibits travelling for implementation, iii) AEs not complying with communication and dissemination

requirements, iv) Selected SMEs and start-ups face difficulties (technical, business oriented) to resolve the challenge and reach the AE expected outcomes, and make sure that granted AEs successfully reach their objectives.

2. SET-UP OF THE GENERAL PROCESS & TEMPLATES & GUIDELINES

The general process involves 2 phases

- The granted AE implementation, prior to the Kick-off Meeting (KoM)
- The monitoring related to the AE, started with the KoM and illustrated in Figure 1

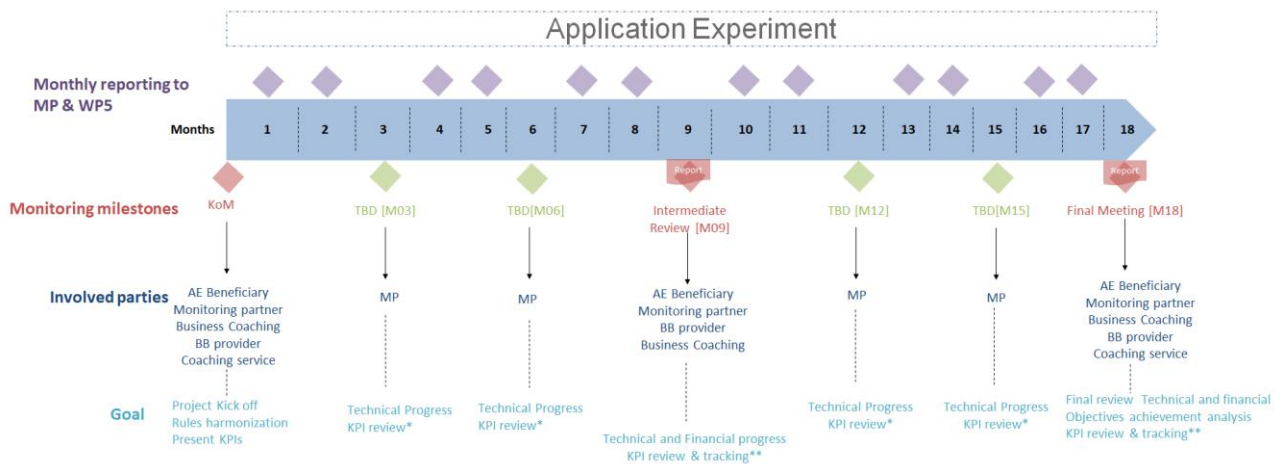


Figure 1: EARASHI – Granted AEs – General monitoring process

The monitoring partner is the keystone of the granted AE, supporting from the beginning the AE beneficiaries in both the implementation and the execution of the granted AE. The monitoring partner is represented by one of the BB providers, as naturally the BB provider will work in close collaboration with the AE beneficiaries to support the implementation of the BB and provide expertise. Depending on the open call results and the BB selected by the granted AE, the monitoring partner is selected among the following EARASHI partners: CEA, Flanders Make (FM), Mondragon (MDR), INEGI, Ikerlan (IKL), ST Microelectronics (STM).

The CF partner is the EARASHI partner that is in charge of the CF payment for the granted AEs. The CF partner is indeed the monitoring partner except when STM is the MP. For that specific case, CEA, as the coordinator, is the CF partner and will follow the MP recommendations and requests for the associated CF payment.

2.1 Prior to the KoM

This section refers to the activities required prior to AE start – mainly the preparation and signature of the “Standard Agreement” documents between the BB provider/monitoring/cascade funding partner and the AE beneficiaries.

Figure 2 lists the process of signature for the Standard Agreement between the selected AE beneficiaries, the BB provider/monitoring/cascade funding partner. It mainly consists of five steps ranging from contract preparation, contract crosscheck, and signature by the industrial AE beneficiary, the monitoring partner (MP, being the BB provider) and the CF partner when the monitoring partner is STM, and then the payment of the pre-financing.

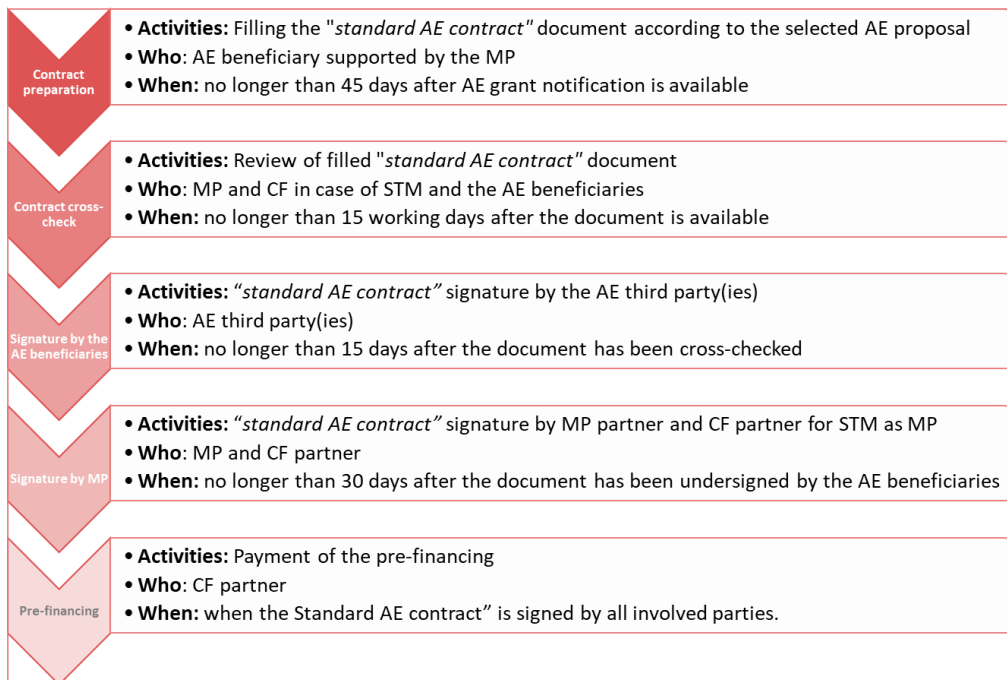


Figure 2: EARASHI – OC1 process prior to the KoM

The contract preparation consists in filling out the AE standard contract (https://earashi.eu/wp-content/uploads/2023/02/EARASHI_Standard-contract_template.pdf) elaborated by the consortium legals. This contract is a legal AE standard agreement to formalize EARASHI AEs with Third parties. The contract will be signed by the AE beneficiaries and the CF/MP partners. The core of the standard AE agreement depicts EARASHI AE conditions relying on EARASHI GA and cannot be modified. The granted AE specific terms and conditions are described in the AE standard contract Annex called "*Technical and Financial Annex*", which can be found in the Annex 2 of the present document: description of the AE, the expected outcomes, the implementation, the financial conditions, the IPs for both the beneficiaries and the MP (the BB provider).

Once the document is completed, it is reviewed for consolidation by the AE beneficiaries and the involved EARASHI partners. In particular, the *Technical and Financial Annex* of the AE standard contract (see Annex 2) is crosschecked and validated by the AE dedicated consortium, then the signature process is launched, starting by the AE beneficiaries then the CF/MP except when STM is the MP where CEA signed as CF partner. When a validation platform is involved (additional service), the validation platform partner sends an email to the cascade funding partner approving the final version of the contract. Two signed hard copies are available, one is emailed to the AE beneficiaries and the one is archived by the CF partner.

The due pre-financing (25% max of the total funding) is transferred to the AE beneficiaries after the reception of the fully signed AE contract by the CF partner.

2.2 The KoM up to the AE final review

The monitoring process, the related timing, the major steps and the involved partners are described in Figure 1. It mainly consists of the following steps, being the Monitoring Partner (MP) the main responsible to take the lead and setup all meetings/calls/moments for information exchange:

- AE start with the **KoM**; organized by the MP, including preliminary BB, business coaching and additional services, migration of project key information to the report template, KPIs presentation to Beneficiaries by the MP, and Rules Harmonization among all involved parties.
- During the AE execution, **regular meetings should be set by the MP and** are required for the monitoring of the project execution in quality and time (deliverables, milestones). Note that different kind of meetings are expected (and can be combined):
 - At least a *monthly synchronization meeting/call/exchange* is expected to take place between AE beneficiaries and the MP, in order to report to EARASHI consortium on their monthly management meeting, to ensure an overall follow-up of all the granted projects: **technical & coaching service implementation / innovation management / Ethics & data / Communication & dissemination**
 - *Milestones* are identified and validated by both the AE beneficiaries and the monitoring partner, pacing the AE execution thanks to major technical steps and possibly business-like/innovation management step. These milestones will allow EARASHI to **measure AE technical progress and KPIs**.
 - *Periodic reporting* (documented by periodic report and costs & efforts reporting, KPI tracking) is expected to take place on a three-month basis to review KPIs, starting in M03, as well as at the intermediate review, around M09 (to be aligned with the granted AE course of development), resulting in the identified intermediate payment. A single periodic/final report template is proposed, to be filled in step by step (more details in §6.)
- The target of the *AE closure meeting/final review* is to confirm the project completion (deliverables, milestones), to finalize the coaching and business services according to the achieved results. All the main results, KPIs & reached objectives, and budget are to be described in the project final report validated for submission by the involved EARASHI partners, which will trigger the final payment.

3. TECHNICAL REPORTING – MONTHLY BASIS

The monthly technical reporting will be performed using the template proposed by WP5, see Figure 3. The slide will be filled out by the AE beneficiaries and assessed by the MP, and this will be presented during the monthly WP5 meeting. The main topics/AE status point of discussion will be discussed with the consortium during the monthly management meeting.

The granted AE overall status will be collected, analyzed and displayed thanks to the monitoring table, with the main topics illustrated with Figure 4. This will allow us to analyze the granted AE’s status at a glance, to anticipate as early as possible any possible delay or issue, thus putting into place mitigation plan and/or alternative solution, with the support of the entire consortium.

Application Experiment	Company	Monitoring Partner	Schedule status	Cost status	Technical status
...	●	●	●
Main objectives			BB involved		
<ul style="list-style-type: none"> 			<ul style="list-style-type: none"> 		
Tasks			Start (M)	End (M)	Execution (%)
TX.1			MXX	MXX	XX%
Technical Progress			Risk description		Risk level
...					
Deliverables			Milestones	Status	

Figure 3: EARASHI – Granted AE technical template for monthly management

ID	Benef.	AE title	BB partner	MP	CF partner	AE begin (SAEA)	Mid-term review	AE end (SAEA)	SA status	AE Completion grade	Planned AE end	CF	Transfer red CF	Technical status	Financial status	Business case status	Comment
01-										0%		200 k€					

Figure 4: EARASHI – Granted AE monitoring table template

4. BUSINESS COACHING REPORTING

A specific focus is made on the business coaching reporting considering two major EARASHI KPIs:

- **80%** of the selected AEs having **market potential**, and
- more than **20% of the selected AE reaching TRL8-9 two years after the end of their project.**

Based on the 3-step methodology proposed (and followed) by Blumorpho (BLU), the 3 milestones that will be monitored are

- 1) the realization of at least 3 interviews and debriefing with BLU,
- 2) the Consolidation of business case and business model (+ associated deliverables) and possibly
- 3) Go-to Market strategy and Fundraising Strategy (optional) if this fits with the granted company's objectives.

5. FINANCIAL REPORTING

The cascade funding payment follow the payment schedule as agreed in the standard AE agreement signed between the main involved parties:

- 25% at the signature of the standard AE agreement
- 60% intermediate payment following the lifetime of the project and based on identified milestones and deliverables. The number of intermediate payments is granted project dependent. In average two intermediate payments are recommended.
- 15% will be paid at the closure of the project, following the final meeting and the validation of all the deliverables, milestones and final report.

Period	Participant short name	AE Funding rate [70% - SME] [100% - Start -up]	Eligible costs							Declared / Planned (%)	Requested Funding (€)
			Effort (PM)	Personnel costs (€)	Subcontracting (€)	Other Direct costs (€)	Indirect costs	Total costs (€)			
Budget	-	%	0	0,00	0,00	0,00	0,00	0,00	0,00	-	0,00
Intermediate	M/08/09/10 (?)	%	0	0,00	0,00	0,00	0,00	0,00	0,00	%	0,00
Final	M17/18 (?)	%	0	0,00	0,00	0,00	0,00	0,00	0,00	%	0,00
Remarks:											

• **Figure 5; EARASHI – Granted AE financial reporting template**

In order to ensure transparent and fair follow-up of the cascade funding, every selected AE will be asked to fill in the financial reporting template at both the intermediate and the final review.

6. KPIs

During the early days of EARASHI, KPIs have been screened and listed based on EARASHI Description of Actions (DoA). They have been sorted by objectives, in order to identify the WPs that could/will be involved (see Annex 3) and leaders have been identified - in charge of collecting/making sure that data related to the KPIs are well collected. Two categories of KPIs were identified, the Global KPIs and the Open-call/AE-related KPIs. The first group contains the ones that intent to measure at project level, and the second group at AE level.

At first, attention was focused on the KPIs directly related to either the open calls or the open call results, to make sure that the open call text and requirements well reflects EARASHI targets.

The second step is to elaborate the strategy to collect the KPIs related to the implementation and execution of the granted AEs, to ensure a shared monitoring strategy. A document management structure and expected file formats are defined for the WP5 shared folder, being that as follows:

- Root WP5 Folder
 - AEs Monitoring Task Folder
 - Global KPI Excel list with Overall and AEs KPIs – to be updated by INEGI (WP5 leader)
 - Each Application Experiment Folder
 - KPI list AE-related –to be updated on Three-month basis by Monitoring Partner (name format: AE_Name_KPIs)

A monitoring file will be designed and deployed among the MP to collect the AE-related KPIs on a three-month basis, with INEGI as WP5 leader to check on the process as:

- some of the KPIs are BB as well as challenge dependent,
- other KPIs have to be collected over the AE duration in order to measure the impact of EARASHI.,
- KPI dealing with user acceptance and trust or green deal concept will be tackled through coaching services and collected thanks to dedicated questionnaires

KPIs directly connected to beneficiaries activities have been implemented in the AE workplan as mandatory WPs (see at <https://earashi.eu/application/>) as WP1 “*Dissemination, Communication & KPI*”.

A Global KPIs monitoring file will be designed and deployed within the project shared folder for all partners to have access, with each KPI leader being responsible to check on the progress/completion.

7. PROJECT FINAL REPORT



By the end of the project, together with the closure meeting, every granted AE will submit a final report to validation by the monitoring partner, the business-coaching partner and the coaching services when pertinent. It must be highlighted that the same template will be used for periodic (intermediate review) and final report, to filled in step by step.

A template document will be provided in order to capture the project’s objectives and major results, deliverables and milestones status, both technical and business oriented reporting, financial reporting and tracking of the identified KPIs, etc. The Periodic/final report structure is illustrated in Figure 7.

Figure 6: AE final report template

Publishable summary	• 1 page
Project Approach	• 1 page
Work progress & achievements	<ul style="list-style-type: none"> • Objectives (50-10 words) • Progress (100 words) <ul style="list-style-type: none"> • Task x.x. (250-500 words per task) • Results & achievements (50-100 words per deliverable/milestone) • Deviations & corrective actions (100 words) • Conclusion (50-100 words)
Cooperation with EARASHI BB partner	<ul style="list-style-type: none"> • Cooperation overview (100 words) • Technical cooperation (200 words)
Business coaching	<ul style="list-style-type: none"> • Strategic inputs (200 words) • Execution (100-200 words)
Human centric coaching	• 200 words
Eco-design coaching	• 200 words
Mentoring by industrial pairs, access to validation facility	• 100-150 words
Engineering system integration	• 100 words
Financial reporting	• Final reporting based on EARASHI financial reporting template (see figure 5)

Figure 7: EARASHI AE – Periodic/Final report, ToC

8. ETHICS’ GUIDANCE AND GDPR REGULATIONS

Guidance in the identification and mitigation of potential risks to the occupational safety of the worker, as well as ethical issues in the selection of on-site workers participating in the project activities and GDPR compliancy is discussed in the deliverable D7.7 “*Report for Ethics Checks*”.

Each AE MP will be in charge of making sure that the AE respects ethical guidance and GDPR regulations, that the safety of worker is not put at risk. To that purpose, EARASHI will provide adequate templates and guidelines, as for instance the consent form template detailed in Annex 4. The MP can also rely on the Ethics Advisory board planned to meet one per year and on extraordinary basis to deal with any new or urgent ethics issue that had arisen in the project activities.

As it is discussed in D7.7 and D7.6 “*Data management plan*”, Ethics and data flow are very much dependent on the chosen BB and coaching service, that are listed in details in D7.6 (BB data flow and Ethics) and D7.7 (data management approach). In order to ensure that each AE will comply with EARASHI measures and request to respect European policies regarding data protection & privacy and be GDPR compliant, a dedicated WP3 was sketched and made mandatory in the AE implementation. This is stated in the application form, available at <https://earashi.eu/application/>, WP3 outlines can be found in Figure 8.

Work Package Number: 3	Start Date:project-start	End Date:project_end
Work Package Title:	ETHICS	
Planned Person-months:		
Objectives		
To make sure that all the measures are taken in order to respect European policies regarding data protection and privacy, and be GDPR compliant.		
Description of work (where appropriate, broken down into tasks)		
<ol style="list-style-type: none"> 1. Occupational safety of the workers <ul style="list-style-type: none"> ○ Identification of the risks ○ Mitigation measures 2. Selection of the workers who should participate to the project <ul style="list-style-type: none"> ○ Process of volunteers’ recruitment (information and consent) 3. Data protection <ul style="list-style-type: none"> ○ Identification of processing of personal data ○ Main measures to implement where personal data are processed <p><i>EARASHI consortium will provide support, guidance and methodology & templates.</i></p>		
Deliverables (brief description and month of delivery)		
D3.1: Description of the measures taken to respects Ethics EU policie (Occupational safety of workers, Process for Selection of workers, Data protection measures) (start_project + 6 months)		

Figure 8: EARASHI – AE implementation – Mandatory WP “Ethics”

Following the open call results publication (granted projects) and the identification of the BBs and coaching services, based on D7.6 and D7.7 and with the support of the Ethics advisory board, dedicated measures will be defined and implemented by the MP for each granted AE. They will be presented and discussed during the KO meeting.

9. SUMMARY AND CONCLUSION


The processes described in the documents cover the AE standard contract signature (prior to the KO meeting) and the AE monitoring (implementation, execution and closure). The proposed processes are designed to provide a framework for an efficient monitoring of the AE, to mitigate any risk that could endanger the AE execution, therefore targeting EARASHI resources optimization toward technical and business-creation oriented work while providing simple yet mandatory and sufficient legal and organizational framework. These processes may be updated following the first AE implementation feedbacks, in order to improve the AE monitoring, thus easing the collaboration between the various partners and resulting in a better efficiency that could be transferred to coming open calls.' organization.

ANNEX 1: (WP2-RELATED) WEBINARS AND WORKSHOPS

- Overall presentation of open call 1: March 16
- Pitch training: April 4th
- FAQ session #1: April 7th
- Mixed reality #1 – April 3rd
- Cybersecurity #1 – April 19th
- FAQ session #2: April 21
- Mixed reality #2 – April 24th
- Mixed reality #3 – June 2nd 10 AM
- Mixed reality #4 – June 29th 10AM
- Mixed reality #5 –Sept. X (tbd)

All the webinars are recorded and are available online on EARASHI website at: <https://earashi.eu/our-events/>

ANNEX 2: AE STANDARD CONTRACT - “TECHNICAL AND FINANCIAL ANNEX”



Grant Agreement 101069994–EARASHI

ANNEX-3 – TECHNICAL AND FINANCIAL ANNEX

The Selected Third Party shall implement the Application Experiment in accordance with the following:

Description of the Application Experiment		
Acronym		
Project N°		
Full Title		
Starting date of the Application Experiment		
Duration of the Application Experiment		
Date of selection of the Selected Third Party (ies) by the Evaluation Committee		

Application Experiment outcomes		
Expected results in terms of Industrial Impact		
Expected results in terms of building blocks, IPs, software and hardware solution		

Implementation of the Application Experiment		
Outline scope of work		
Milestones (Date -- Deliverable)		
TASK-1		
Objectives		
Task 1.1		
Description		
Starting date		
Duration		
Inputs		
Actions per partner		
Deliverable date and resp. partner		
Task 1.2		
TASK-2		
Objective		
Task 2.1		

EARASHI-Standard-Contract

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Description		
Starting-date		
Duration		
Inputs		
Actions-per-partner		
Deliverable-date-and-resp-partner		
TASK-3		
TASK-4		
TASK-5		
Objectives		
Description		
Starting-date		
Duration		
Inputs		
Tasks-and/-or-Actions-per-partner		
Deliverables,due-dates-and-responsible-partner		

Parties-IPR		
Monitoring-Partner Background		
First-Selected-Third-Party's- Background (including-limitations-and- restrictions)		
Validation-Facility-Partner's- Background (including-limitations-and- restrictions)		

Financial-conditions		
Financial-Support		Corresponding to 100%/70% of the Selected-Third-Party- total-eligible-costs-of-the-Application-Experiment- accordingly to HORIZON-Europe-Funding-Rules-for- Innovation-Action-and-within-the-limit-of-the-ceiling-defined- in-the-guidelines-of-the-EARASHI-project.
Schedule-of-payment		•→ 25% based-on-estimated-costs-declaration-upon- Standard-Application-Experiment-Agreement-(SAEA)- signature

	<ul style="list-style-type: none"> •→ 60% on intermediate milestones (with associated deliverables) •→ 15% at the project closure – upon completion of the Application Experiment and approval of all the deliverables and final report by the Monitoring Partner.
Payment conditions	<ul style="list-style-type: none"> •→ 25% based on estimated costs declaration upon Standard Application Experiment Agreement (SAEA) signature •→ 60% on intermediate milestones (with associated deliverables) •→ 15% at the project closure – upon completion of the Application Experiment and approval of all the deliverables and final report by the Monitoring Partner.
Application Experiment rejection	In case the Standard Application Experiment Agreement is not signed by all the Parties within 4 months (120 days) from the notice day and time of the selection of the Selected Third Party, the Application Experiment will be simply rejected, without appeal, and without any Financial Support payment.
Application Experiment extension	<p>At the midterm of the Application Experiment, a checkpoint will be made by the Monitoring Partner to validate if the Application Experiment will be completed on time or if an extension is requested.</p> <p>One extension only, of a maximum of three months, will be given. Balance payment will be postponed to the end of the extension. Passed the extension time, the Application experiment will be terminated.</p> <p>In any case, with or without forced termination, the balance payment is conditional upon provision of the final report by the Selected Third Party.</p>
Penalties	Depends on each Standard Application Experiment Agreement

Parties involved in the Application Experiment	
Cascade Funding Partner	XXX
Name & surname	
Department	
Tel:	
Email:	
Selected Third Party	XXX
Name & surname	
Department	
Tel:	
Email:	
VAT-Intracom (EU) / SIREN (France) number:	
Validation Facility Partner	YYYY
Name & Surname	
Department	

Tél [¶]	¶	¶
Email [¶]	¶	¶
VAT Intra.com (EU)/ SIREN (France) number [¶]	¶	¶
Monitoring Partner[¶]	ZZZZ[¶]	¶
Name & surname [¶]	¶	¶
Department [¶]	¶	¶
Tel [¶]	¶	¶
Email [¶]	¶	¶
Date of agreement of all the Parties involved in the Application Experiment[¶]	¶	¶

¶
 ¶ The Selected Third Parties will estimate costs, per category of costs to be covered by the Financial Support and its (their) in-kind contribution. Short description of costs will also be given. ¶
 ¶ The Financial Support represent 100%/- 70% of the total costs while in-kind contribution of the company represents 30%/- 0% of the total costs, in compliance with HORIZON EUROPE Funding Rules for Innovation Action and within the limit of the ceiling defined in the guidelines of the EARASHI project. ¶

XXX [¶] First Selected Third Party costs (Financial Support and in-kind) [¶]	Estimated (SAEA) [¶]			Short description [¶]
	Total estimated cost [¶] EUR [¶]	rate [¶] Max 100%/- 70% [¶]	Maximum EARASHI contribution [¶] EUR [¶]	
1. Personnel [¶]	¶	¶	¶	¶
2. Consumables, materials, components [¶]	¶	¶	¶	¶
3. Travel [¶]	¶	¶	¶	¶
4. Subcontracting [¶]	¶	¶	¶	¶
5. Indirect Costs [¶]	¶	¶	¶	¶
Total costs [¶]	¶	¶	¶	¶


¶
 ¶
 ¶

ANNEX 3: KPIs LISTING

KPI #	KPI	project Ambition	WP
1	number of start-ups reached for OC	300 SMEs reached for 10 AEs	1, 4, 6
2	Number of stakeholders reached (Midcaps, RTO, social partners, workers, managers, and decision makers)	300 stakeholders reached for the community building	1, 4, 6
3	Number of passive audiences transformed into active	Engagement of 20 new partners	1, 4, 6
4	Number of new geographic active audience (outside of consortium nationalities);	Engagement of 5 new partners from the EU	1, 4, 6
5	Mapping 6 ecosystems (i.e., French, Spanish, Portuguese, Belgian, German, and European ecosystems) on the field collaborative embodied AI in robotic systems and specifically in the production machines application area	Identify >1 relevant policy & >1 financial stakeholder in each ecosystem à >6 policy & >6 financial stakeholders. Identify >4 relevant R&D&I entities in each ecosystem à >24 entities in total. Identify >4 major production machines customers in each ecosystem à >24 major customers in total. Identify >2 major producers/solution providers (either national or international) of collaborative embodied AI in robotic systems in each ecosystem à >12 solution providers in total	1
6	Human factors and user experience at industry handbook and Tailored guidelines for inclusive design and Ethics in industry	Delivery of 2 handbooks with didactic material for coaching in inclusive design and Ethics in Robotics	2
7	Cybersecurity awareness	Organisation of 2 Webinars on best practices for all prospective open call applicants and 2 Webinars for AE beneficiaries	2, 4, 5
8	Design of human-centred collaborative workcells and use of multimodal technologies (AR/VR)	Organisation of 5 workshops with prospective open call applicants	2, 4
9	Workers that perceive stress at work	Decrease to 20%	4, 5
10	Number accidents at work due to production machines	Decrease by 3% during project	4, 5
11	Number of workers already suffering from Musculoskeletal Disorders	Decrease by 5% for the 1st set of AE, 10 months after their end	4, 5
12	Number of worker respondents in the AE beneficiaries to questionnaires on accidents & well-being (MSD, stress) at work	>70% of relevant workers answer the questionnaires	4, 5
13	Robotics: ROS framework https://www.ros.org/	Increase number of ROS users, that is: > 10% of AE beneficiaries adopt ROS	4, 5
14	Implementation of AI, Data, and Robotics in manufacturing	12% at the end of the project (2025)	2,4, 5
15	Acceptance and trust surveys of workers that adopt the solutions developed by AE	10 sets of surveys (one per AE)	2,4,5
16	Main factors influencing technology acceptance AE	10 factors influencing technology acceptance in each AE. One per AE	2,4,5
17	Participation to DIH/E-DIH events to disseminate AE results and increase their adoption	At least 5 events	6, 5
18	Machine retrofit and refurbishment	30% of AEs address retrofit and refurbishment of production machines thanks to a huge market potential	3, 4
19	Integrate the green deal concept with AI (e.g., in battery process)	Implementation Smart green deal (smart recycling, optimisation energy efficiency, digitalisation, cybersecurity)	3, 4, 5

KPI #	KPI	project Ambition	WP
20	Life Cycle Analysis	50% of AEs integrate LCA, following up on LCA to go ambitions	3, 4, 5
21	Collaborative human-robotics process that dismantles systems (e.g., EV battery	Standardized easy non-hazardous dismantling processes shortened 50-60% in time and 75% cost reduction	2, 3, 4
22	Number of Application Experiments	10 AEs funded	3, 4, 5
23	Number of projects with market potential	80% of AEs have market potential, > 20% of selected AE will reach TRL8-9 two years after the end of the AE	3,4,5
24	Number of new product and services entering in pre-commercialization (collaboration with customer)	20 products with one commercialisation plan for the robotic company and another for the technology providers. (2 products per AE)	3, 4, 5
25	Cross-border collaborations	50% of AEs are cross-border	1, 4
26	Press release	3 PRs (M2, M6, M42)	6
27	Flyers & brochures (promotional & specific for OC)	2 sets of flyers & brochures (M2, M6)	6
28	Project Newsletter	10 newsletters (M6, then every 4 months)	6
29	Executive videos of AE	10 videos (end of each AE)	6
30	Workshops (internal and external)	M42	2, 4, 6
31	Online trainings (internal & external)	6 online trainings (M12, M18, M24, M30, M36, M42)	2, 6
32	Publication at international conferences	15 publications	6
33	Publication in internal journals	10 publications	6
34	Dedicated seminars organized on demand	2 training sessions / year	6
35	Sectorial trade shows	2 stands at tradeshow / events	6
36	Industrial magazines	5 articles in industrial magazines	6
37	Sectorial events / webinars Brokerage events	2 workshops on adopting a human centric paradigm when designing machines; 1 workshop on human centric approach to technology; 1 workshop on workers' security	6
38	Social bodies networking	1 networking event where social bodies can meet with companies' owners and technology providers	6, 1
39	women & young people networking events/workshops	WP1 activities	6, 1
40	public website visit	number of single visit: 5 000 by M42	6
41	social networks	Linkedin, Twitter and Youtube channel, Weekly posting. At least 700 followers on Twitter and LinkedIn	6
42	Promotional videos	2 promotional videos: 1) One in the first 6 months to advertise the project goals through the social media, 2) One by the end of the project to advertise the achievements and used for marketing purposes to support the sustainability of the project	5, 6

ANNEX 4: CONSENT FORM TEMPLATE



CONSENT FORM

Informed Consent Form for:	
[Name of group, organization or individual for whom this consent is written]	
Name of Researcher:	
Name of Principal Investigator:	
Organization/Department/Unit:	
Contact Details:	Tel email
Title of Research:	

Section 1: Information

Purpose of the Research [Briefly explain the research in a way adapted to your proposed participant(s)]

What the Research will involve? [Briefly explain what you, as a researcher, expect from the participant. What are they required to do?]

Participant Selection [Explain why you have chosen this group, organization or individual to participate in your research]



Voluntary Participation *[Explain that participation is voluntary. Inform the participant of withdrawal options]*

Participation is voluntary and if choosing to participate the individual will be asked to sign the informed consent sheet and the participant can choose to answer any questions that they are comfortable with and provide feedback if they wish to do so and the volunteer can withdraw their participation at any time.

Confidentiality *[Outline measures that will be taken to ensure the confidentiality of data and/or information of participants. Ensure that you establish an agreement with the proposed participant for the use or non-use of names, quotations, etc.]*

Duration *[Inform the proposed participant of the research duration and the time you will require from the participant including subsequent meetings, if necessary]*

Procedure(s) *[Provide a brief description of the information you require from your proposed participant(s). For example, include the type of questions that they will be asked]*

Proposed use of Result *[Inform your participants what you propose to do with the results, including possible publication(s) and/or use at conferences]*



Possible Risk or Disadvantages to Participation *[Describe any risks or disadvantages that may arise and possibly affect your participant(s). If there are none foreseen you should state this to your participant(s)]*

Benefits of this Research *[Inform the participant(s) of the projected benefits of the research]*

Further Information (if required) *[Include any further information which you believe to be pertinent to the proposed participant]*

Information about the processing of personal data (please refer to articles 12 – 14 of the GDPR) e.g.:

- Purposes of the data processing
- Legal basis for processing personal data: article 6 (1) (f) of the GDPR with, in addition, the informed consent of the person to participate in the EARASHI research activities.
- Categories of personal data that are going to be collected and processed
- Recipients of personal data
- Name & Address of the Controller(s) / joint Controllers, etc.

Reviewers of the Research *[Inform the participant(s) who will review and who has reviewed your research. For example, principal investigator(s), collaborating groups, Research Ethics Committee, etc.]*



Data Subject' rights *[Inform the participant(s)]*

The data subject is entitled to:

- the right to request from the data controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to the processing as well as the right to data portability;
- withdraw consent where it is the legal basis of the data processing (this does not affect the lawfulness of previous data processing);
- to lodge a complaint with a supervisory authority;
- except when forbidden by the GDPR or any other applicable law or any judiciary injunction.

To exercise your rights, please contact:

1. by letter (mail) send to
2. by email at the following address:|

Future Queries/Contact *[Details of whom your participant should contact for further information or subsequent queries]*

Name:	
Phone:	
Email:	



Section 2: Consent

Grenoble, 26 June 2023

I agree to participate in *[Insert Researchers Name]* research study as part of the EARASHI project.

I have read the information provided on this research study, or it has been read and explained to me.

I have had the opportunity to ask questions and as such understand the purpose and nature of the research study.

I consent voluntarily to be a participant in this research study and understand my rights to withdraw.

|