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**INTERPLAN**  
**INTEgrated opeRation PLAnning tool towards**  
**the Pan-European Network**

Work Package 1

**Coordination and project management**

Deliverable D1.1

**Ethics requirements**

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**Abbreviations**

<i>AB</i>	Advisory Board
<i>EC</i>	European Commission
<i>EERA JP SG</i>	European Energy Research Alliance Joint Programme on Smart Grids
<i>EU</i>	European Union
<i>DSO</i>	Distribution System Operator
<i>LoS</i>	Letter of Support
<i>PC</i>	Project Coordinator
<i>TPC</i>	Technical Project Coordinator
<i>TSO</i>	Transmission System Operator
<i>WP</i>	Work Package
<i>WPL</i>	Work Package Leader

## Executive Summary

Deliverable 1.1 presents the ethics methodology for recruiting stakeholders, informed consent forms and sheets. As a key aspect of INTERPLAN project, external stakeholders such as grid operators, public authorities, industry representatives, energy utilities as well as other research organisations than those already involved in the project, will be involved through a series of targeted workshops for validating and complementing the identified recommendations for improved regulations and grid rules as well as for taking recommendations on board with reference to the project scope, goals and progress achieved.

Although a detailed communication strategy plan will be developed in WP7, D1.1 focuses on the ethic aspects related to the identification/recruitment of external stakeholders, by defining the procedures for identifying stakeholder participants and types of interactions, for recruiting stakeholders through consent forms and information sheets, as well as taking care of data protection issues. Aspects related to dissemination of the document and evidence of accomplishment are also taken into account.

## 1 Introduction

The goal of INTERPLAN project is to provide an INTEgrated opeRation PLANning tool towards the pan-European network, to support the EU in reaching the expected low-carbon targets, while maintaining network security. A methodology for proper representation of a “clustered” model of the pan-European network will be provided, with the aim to generate grid equivalents as a growing library able to cover all relevant system connectivity possibilities occurring in the real grid, by addressing operational issues at all network levels (transmission, distribution and TSOs-DSOs interfaces). In this perspective, the chosen top-down approach will actually lead to an “integrated” tool, both in terms of voltage levels, going from high voltage down to low voltage up to the end user, and in terms of building a bridge between static, long-term planning and considering operational issues by introducing controllers in the operation planning. Proper cluster and interface controllers will be developed to intervene in the presence of criticalities, by exploiting the flexibility potentials throughout the grid.

The project is in line with the H2020 Work Programme, in ensuring more flexibility and active involvement of all stakeholders, and a close coordination of TSOs and DSOs. Moreover, its versatility in the concept of grid equivalents, will allow an accurate analysis of the complex network, by considering local active elements in the grid.

As a key aspect of the project, it is important to inform and involve additional stakeholders, such as grid operators, public authorities, industry representatives, energy utilities as well as other research organisations than those already involved in INTERPLAN, with the aim to increase the project impact, by fostering a culture of cooperation between research infrastructure providers, grid operators and scientific communities. Moreover, the novel approach of actively involving external stakeholders in a series of targeted workshops for validating and complementing the identified recommendations for improved regulations and grid rules is the key to actual adoption and further exploitation. Clarity based on validated results will be the spearhead for convincing the referred stakeholders for taking the recommendations on board for further exploitation leading to final adoption. An initial stakeholder group has already been formed during the proposal preparation phase by the parties who agreed in taking part in the Advisory Board (AB).

In such a context, developing a stakeholder engagement plan by fulfilling the EC ethical requirements is crucial to prioritize the main topic/issues to discuss with stakeholders, set the desired outcome, identify the main communication channels for dialogue and exchanges with stakeholders, clarify the right point in time when stakeholders need to be recruited, and develop a communications strategy, including a follow-up.

### 1.1 Purpose and scope of the Document

The aim of Deliverable 1.1 is to define the ethics methodology for recruiting the stakeholders, informed consent forms and sheets. In detail, a brief review of the requirements of the European Commission (EC) is first carried out to highlight that the ethical standards and guidelines of Horizon 2020 will be rigorously applied in INTERPLAN, regardless of the country where the research is accomplished. Therefore, the methodology for addressing the ethics requirements in stakeholders' recruitment is presented by defining the procedures for identifying stakeholder participants and types of interactions, for recruiting stakeholders through consent forms and information sheets, as well as taking care of data protection issues. Aspects related to dissemination of the document and

evidence of accomplishment are also addressed.

## **1.2 Structure of the Document**

In the following, the ethics methodology followed in INTERPLAN project is presented in Section 2, whereas aspects related to dissemination and uptake and evidence of accomplishment are discussed in Section 3 and 4, respectively.

## 2 Ethics Methodology

The ethics methodology of the INTERPLAN project consists of two parts. Part 1 refers to the EC requirements stipulated in Article 34 – Ethics (Grant Agreement page 51). Part 2 discusses how the ethics requirements will be addressed considering the EC requirements.

### 2.1 Part 1: EC requirements review

The ethical standards and guidelines of Horizon 2020 will be rigorously applied in the project, regardless of the country where the research is carried out. All participant institutions are required to comply with the EU directive 95/46/EC on data protection and with any updates on standards or requirements it might receive during the lifetime of the project.

The EC's requirements are stipulated in Article 34 – Ethics (See below). The Consortium addresses the ethical issues outlined in Article 34.1 and Article 34.2, and also refers to D1.6 “Data Management Plan – first version”, D1.7 “Data management plan (updated version)” and D1.8 “Data management plan (final version)” to satisfy the ethical issues. Articles 34.1 and 34.2 are provided below for easy reference.

#### Article 34.1. Obligation to comply with ethical and research integrity principles

*The beneficiaries must carry out the action in compliance with:*

- a) *ethical principles (including the highest standards of research integrity)*
- and*
- b) *applicable international, EU and national law.*

*Funding will not be granted for activities carried out outside the EU if they are prohibited in all Member States or for activities which destroy human embryos (for example, for obtaining stem cells).*

*The beneficiaries must ensure that the activities under the action have an exclusive focus on civil applications.*

*The beneficiaries must ensure that the activities under the action do not:*

- a) *aim at human cloning for reproductive purposes;*
- b) *intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or*
- c) *intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.*

*The beneficiaries must respect the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity<sup>1</sup>.*

*This implies notably compliance with the following essential principles:*

- *honesty;*
- *reliability;*
- *objectivity;*
- *impartiality;*
- *open communication;*

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<sup>1</sup> The European Code of Conduct for Research Integrity of ALLEA (All European Academies) and ESF (European Science Foundation) of March 2011.

[http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics\\_code-of-conduct\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf)

- *duty of care;*
- *fairness and*
- *responsibility for future science generations.*

*This means that beneficiaries must ensure that persons carrying out research tasks:*

- *present their research goals and intentions in an honest and transparent manner;*
- *design their research carefully and conduct it in a reliable fashion, taking its impact on society into account;*
- *use techniques and methodologies (including for data collection and management) that are appropriate for the field(s) concerned;*
- *exercise due care for the subjects of research — be they human beings, animals, the environment or cultural objects;*
- *ensure objectivity, accuracy and impartiality when disseminating the results;*
- *allow — in addition to the open access obligations under Article 29.3 as much as possible and taking into account the legitimate interest of the beneficiaries — access to research data, in order to enable research to be reproduced;*
- *make the necessary references to their work and that of other researchers;*
- *refrain from practicing any form of plagiarism, data falsification or fabrication;*
- *avoid double funding, conflicts of interest and misrepresentation of credentials or other research misconduct.*

#### Article 34.2. Activities raising ethical issues

*Activities raising ethical issues must comply with the ‘ethics requirements’ set out as deliverables in Annex 1.*

*Before the beginning of an activity raising an ethical issue, each beneficiary must have obtained:*

- a) any ethics committee opinion required under national law and*
  - b) any notification or authorisation for activities raising ethical issues required under national and/or European law*
- needed for implementing the action tasks in question.*

*The documents must be kept on file and be submitted upon request by the coordinator to the Agency (see Article 52). If they are not in English, they must be submitted together with an English summary, which shows that the action tasks in question are covered and includes the conclusions of the committee or authority concerned (if available).*

## **2.2 Part 2: Methodology for addressing the Ethics requirements**

This section discusses how the INTERPLAN project will fulfil the EC ethical requirements. Three aspects are covered in this part including:

- a) Procedures to identify/recruit stakeholder participants;
- b) Informed consent procedures;
- c) Data Protection – personal data.

### **a) Procedures to identify stakeholder participants and types of interactions**

Each stakeholder group has a specific interest in the project (or a component of it), which is related to the stakeholder’s key area of expertise, business scope, geographical focus, etc. INTERPLAN will develop a methodology to identify and recruit stakeholders (e.g., policy makers, European and International community, industry players, regulators, TSOs, DSOs, academia, etc.). A preliminary

plan will help to identify the main topics that are relevant and of interest to each of the stakeholder category groups. The methodology contains the following recruitment methods, criteria of inclusion/exclusion of stakeholders as well as the criteria to select specific sectors:

*Identifying stakeholders*

The stakeholders’ list will be drawn first from institutional contacts as well as public sources (e.g. internet). The criteria of selecting specific stakeholder will be based on each case study scope. The stakeholder list will include the following groups:

- Public authorities
- Private and public sector industries /associations / distributors
- Standardisation bodies
- Electric utilities, operators and regulators
- Universities / Research institutes
- Key market / business stakeholders
- European and International organizations
- European and International experts communities

DERlab as leader of WP7 “Dissemination, communication and exploitation” has drafted a questionnaire template to identify stakeholders (see APPENDIX 1), which broadly groups the stakeholders as identified in the above list.

It must be said that an initial stakeholder group has been already formed during the proposal preparation phase by the parties who agreed in taking part in the AB of the project. In detail, the organizations listed in Table 1 have already accepted the INTERPLAN invitation and sent a formal Letter of Support (LoS) to this initiative.

*Table 1: List of members involved up to now in the AB*

<b>Name</b>	<b>Organization name</b>	<b>Country</b>	<b>Type</b>
Tasos Gregoriou	EAC - Electricity Authority of Cyprus	Cyprus	Industry / DSO
Luciano Martini	EERA JP SG - European Energy Research Alliance - Joint Programme on Smart Grids	European Union	Public research alliance
Erik de Jong	DNV GL	Netherlands	Industry
Dumitru Federenciuc	ELECTRICA SA	Romania	DSO
Mihaela Albu	University Politehnica of Bucharest (UPB)	Romania	University
	MicroDERlab	Romania	Research group
Andreas Abart	Netz Oberösterreich GmbH	Austria	DSO
Walter Schaffer	Salzburg Netz GmbH	Austria	DSO

### *Interactions with stakeholders*

Interactions with stakeholders are planned based on the methodologies defined below:

- In-depth interviews with stakeholders for work packages: relevant stakeholders will be contacted personally by e-mail and/or phone. Involvement of external stakeholders will increase the project impact, by fostering a culture of cooperation between research infrastructures, grid operators and scientific communities. Input from stakeholders will be also essential for R&D needs and priorities, revisions of the project scope, goals and progresses, suggestions for further technical ad-hoc indicators to be applied to the research activities, as well as for the identification of risks and barriers.
- Workshops: meetings and workshops with various stakeholder groups are foreseen in the project, to influence further exploitation of the results in order to increase the socio-economic impact of the achieved results. Workshops will be organised throughout the project duration under WP2 and WP7. In more details, under WP2, three distinct targeted technical workshops will be organized with the participation of AB members and selected stakeholders consisting of external specialists representing equally the regulators, TSOs and DSOs, as well as the EU Expert Group 3. The aim is to secure their views and finally their consent for the solutions put forward through INTERPLAN. Whereas under WP7, other dissemination events and workshops will be organised which will be open to the public and all the project stakeholders will be invited to these events. The aim of organising such events is to communicate the project results and to achieve a widespread dissemination of the obtained methods and tools as well as to get feedback from a wider audience. It is expected that stakeholders will be actively participating in the workshops thus deciding and acting together with the members of the Consortium.

#### **b) Recruiting stakeholders: informed consent procedures for communication with stakeholders**

Developing a Stakeholder Engagement Plan is crucial to:

- a) Prioritise the main topics/issues to discuss with stakeholders;
- b) Set the desired outcomes;
- c) Identify the main communication channels for dialogue and exchange with stakeholders;
- d) Clarify the right point in time when stakeholders need to be recruited/contacted, and mobilised, in order to be more effective and to maximize the chances of gathering valuable inputs when needed;
- e) Develop a communication strategy, including follow-up.

The consent procedures for recruiting/contacting participants for in-depth interviews and technical workshops will follow the standard practices/protocols within the research organisations in each country where the specific necessity will arise. In all cases, these practices will satisfy all requirements as laid down by the EU in Horizon 2020.

Each potential research participant will be contacted via e-mail or phone and asked if they would be interested in participating in the project interviews or technical workshops. If the participant (stakeholder) agrees, the stakeholder will be asked to sign a Consent Form prior to participating in an interview, or technical workshop.

Stakeholders participating in interviews will be asked to sign a consent form, which will be provided to them before the interview. The form will outline the research intentions and provide details on how the interview information will be used. In general, individual names and organisations will not be identified in the research. If individuals agree to be quoted, the Consortium will first verify the accuracy of quotes that are being used with the interviewee.

Stakeholders participating in the technical workshops will be provided with an Information Sheet on the covered research. Participants will be given a minimum of 24 hours to respond to the form prior to participating in the research. If the stakeholders consent to the terms indicated in the Information Sheet, then will be allowed to proceed to participate in the technical workshops. Nevertheless, the stakeholders will not be asked to sign any consent form for participation in the other dissemination events and workshops, which are open to the public and will be organised under WP7.

An example of Consent Form and Information sheet is listed in APPENDIX 2.

### **c) Data Protection – personal data**

“Personal data” refers to any information, private or professional, which relates to an identified or identifiable natural person (for the full definition, see Article 2(a) of EU Directive 95/46/EC). All research participants will be responding within their professional capacity – only professional opinions will be collected. Personal data collected will include the name of participants, contact details, and the organisations they are affiliated to, and will be kept confidential unless otherwise agreed upon by the interviewee / participant.

The data – including interview recordings, notes, responses and comments from stakeholder technical workshops – will be stored in accordance with the EU directive 95/46/EC on data protection, and the Consortium will ensure that no identifiable data will be stored longer than required. After the completion of the research, the data will be destroyed.

### 3 Dissemination and uptake

D1.1 is a public report detailing the ethics methodology for INTERPLAN. The ethics methodology will be applied by all partner institutions in INTERPLAN when contacting stakeholders during the research activities.

#### 4 Evidence of accomplishment

The Consortium will provide the template for obtaining the consent for interviews from the stakeholders recruited. ENEA will also ensure that all partners will confirm (in writing by e-mail from the responsible parties) that they have received the ethical requirements and that they will adhere to the methodology set out for the project, and store partners' confirmation in the internal database available on the INTERPLAN portal.

In order to ensure that all partners comply with the ethics requirements, ENEA will ask all partners to upload the consent forms (APPENDIX 2) for stakeholders recruited into an internal database available on the INTERPLAN portal. This process will be also discussed in D1.6 "Data Management Plan – first version", D1.7 "Data management plan (updated version)" and D1.8 "Data management plan (final version)".

## 5 Conclusions

This D1.1 document describes the ethics methodology for recruiting stakeholders, informed consent forms and sheets. The methodology for addressing the ethics requirements in stakeholders' recruitment is presented by defining the procedures for identifying stakeholder participants and types of interactions, for recruiting stakeholders through consent forms and information sheets, as well as taking care of data protection issues. A preliminary list of stakeholders to be involved in INTERPLAN project is identified, and a questionnaire template is established in APPENDIX 1, to select stakeholders based on their specific areas of expertise / interest as well as their involvement in other International / EU / national projects which are relevant to the scope of INETRPLAN project. Moreover, two types of interactions with stakeholders are identified, which are in-depth interviews and workshops, with the aim to increase the project impact, by fostering a culture of cooperation between research infrastructures, grid operators and scientific communities. These interactions will also allow validating and complementing the identified recommendations for improved regulations and grid rules for actual adoption and further exploitation. Stakeholders participating in interviews will be asked to sign a consent form, which will be provided to them before the interview, whereas stakeholders participating in the technical workshops will be provided an Information Sheet on the covered research. For this purpose, an example of Consent Form and Information Sheet is provided in APPENDIX 2. Finally, a procedure for testing the evidence of accomplishment is also defined.

**6 Annex**

**6.1 List of Tables**

Table 2: List of members involved up to now in the AB

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## 6.2 APPENDIX 1 Template for identifying and classifying stakeholders



**\*\*Draft Template\*\***

### THE QUESTIONNAIRE FOR IDENTIFYING THE RIGHT STAKEHOLDERS FOR H2020 INTERPLAN PROJECT

**TITLE OF PROJECT:** INTERPLAN - INTEgrated opeRation PLAnning tool towards the Pan-European Network (Research Project)

**SUPPORTED BY:** European Union HORIZON 2020 Programme under Grant Agreement No. 773708

**THE OBJECTIVES AND SCOPE OF THE PROJECT:** The main goal of INTEgrated opeRation PLAnning tool towards the Pan-European Network (INTERPLAN) is to provide an integrated operation planning tool for the pan-European electricity network, with a focus on the TSO-DSO interfaces, in order to support the EU in reaching the expected low-carbon targets.

A methodology for proper representation of a “clustered” model of the pan-European network will be provided, with the aim to generate grid equivalents as a growing library able to cover all relevant system connectivity possibilities occurring in the real grid, by addressing operation planning issues at all network levels (transmission, distribution and TSO-DSO interfaces). In this perspective, the chosen top-down approach will actually lead to an "integrated" tool, both in terms of voltage levels, going from high voltage down to low voltage up to end consumer, and in terms of building a bridge between static, long-term planning and considering operational issues by introducing controllers in the operation planning.

In addition, novel control strategies and operation planning approaches will be investigated in order to ensure the security of supply and flexibility of the interconnected EU electricity grids, based on a close cooperation between TSOs and DSOs.

**PROJECT DURATION:** 1.11.2017 - 31.10.2020

**WEBSITE:** xxx

The aim of this questionnaire is to identify the right stakeholders for the INTERPLAN project. The stakeholders group will be consisting of the experts who are active in the scientific fields relevant to the scope of the project and they will be consulted about the project outcomes and developments through surveys, interviews and targeted workshops. The stakeholders will benefit from advance disclosure of information and results from within the project, networking opportunities with the consortium members and the other stakeholders, and the opportunity to participate at project events.

The personal information collected through this questionnaire will be treated as strictly confidential and handled in accordance with the EU directive 95/46/EC on data protection.

**DATE:** xxx

Please fill in the following fields:

- Last Name: \_\_\_\_\_
- First Name: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Organisation: \_\_\_\_\_
- Country: \_\_\_\_\_

Please select the groups, which fit to your organisation:

- Public authorities \_\_\_\_\_
- Private and public sector industries /associations / distributors \_\_\_\_\_
- Standardisation bodies \_\_\_\_\_
- Electric utilities / regulators \_\_\_\_\_
- Universities / Research institutes \_\_\_\_\_
- Key market / business stakeholders \_\_\_\_\_
- European and International organizations \_\_\_\_\_
- European and International experts communities \_\_\_\_\_

Please indicate your areas of expertise / interest:

- Power network planning → Expertise \_\_, Interest \_\_, None \_\_
- Power network operation → Expertise \_\_, Interest \_\_, None \_\_
- Smart grids control systems development → Expertise \_\_, Interest \_\_, None \_\_
- Smart grids laboratory testing → Expertise \_\_, Interest \_\_
- Smart grids simulation / Co-simulation → Expertise \_\_, Interest \_\_, None \_\_
- Energy policy and regulations → Expertise \_\_, Interest \_\_, None \_\_
- Smart Grids technology standards → Expertise \_\_, Interest \_\_, None \_\_
- Energy storage technologies → Expertise \_\_, Interest \_\_, None \_\_
- Renewable energy modelling → Expertise \_\_, Interest \_\_, None \_\_
- Power transmission systems → Expertise \_\_, Interest \_\_, None \_\_
- Power distribution systems → Expertise \_\_, Interest \_\_, None \_\_
- Cost analysis in the field of smart grids → Expertise \_\_, Interest \_\_, None \_\_
- Here you can add your other areas of expertise \_\_\_\_\_

In case you have been involved in any International / EU / national project, network, platform, initiative, technical committee or working group which is relevant to the scope of INTERPLAN project, please fill out the following fields:

1. Name of the project/network/initiative/platform/technical committee/working group: \_\_\_\_\_  
 \_\_\_\_\_  
 Type: Project \_\_, Network \_\_, Initiative \_\_, Platform \_\_, Technical committee \_\_, Working Group \_\_  
 Website: \_\_\_\_\_  
 Scope: \_\_\_\_\_
2. Name of the project/network/initiative/platform/technical committee/working group: \_\_\_\_\_

- 
- Type: Project \_\_, Network \_\_, Initiative \_\_, Platform \_\_, Technical committee \_\_, Working Group \_\_  
 Website: \_\_\_\_\_  
 Scope: \_\_\_\_\_
3. Name of the project/network/initiative/platform/technical committee/working group: \_\_\_\_\_
- 
- Type: Project \_\_, Network \_\_, Initiative \_\_, Platform \_\_, Technical committee \_\_, Working Group \_\_  
 Website: \_\_\_\_\_  
 Scope: \_\_\_\_\_
4. Name of the project/network/initiative/platform/technical committee/working group: \_\_\_\_\_
- 
- Type: Project \_\_, Network \_\_, Initiative \_\_, Platform \_\_, Technical committee \_\_, Working Group \_\_  
 Website: \_\_\_\_\_  
 Scope: \_\_\_\_\_
5. Name of the project/network/initiative/platform/technical committee/working group: \_\_\_\_\_
- 
- Type: Project \_\_, Network \_\_, Initiative \_\_, Platform \_\_, Technical committee \_\_, Working Group \_\_  
 Website: \_\_\_\_\_  
 Scope: \_\_\_\_\_

Would you like to subscribe to the INTERPLAN newsletter?

(By subscribing to the newsletter, you will receive regularly e-mails on the news about the project main activities and events. You can always unsubscribe from the newsletter.)

Yes \_\_, No \_\_

### 6.3 APPENDIX 2. Draft of consent forms for stakeholder engagement



[Partner Logo]

**\*\*Draft Template\*\***

#### CONSENT FORM FOR STAKEHOLDER ENGAGEMENT

**RESEARCHER:** xxx

**CONTACT DETAILS:** xxx

**TITLE OF PROJECT:** INTERPLAN INTEgrated opeRation PLAnning tool towards the Pan-European Network (Research Project)

**SUPPORTED BY:** European Union HORIZON 2020 Programme under Grant Agreement No. 773708

**DATE:** xxx

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#### 1. BACKGROUND PURPOSE OF THE STUDY:

The goal of INTERPLAN project is to provide an INTEgrated opeRation PLAnning tool towards the pan-European network, to support the EU in reaching the expected low-carbon targets, while maintaining network security. A methodology for proper representation of a “clustered” model of the pan-European network will be provided, with the aim to generate grid equivalents as a growing library able to cover all relevant system connectivity possibilities occurring in the real grid, by addressing operational issues at all network levels (transmission, distribution and TSOs-DSOs interfaces). In this perspective, the chosen top-down approach will actually lead to an “integrated” tool, both in terms of voltage levels, going from high voltage down to low voltage up to end user, and in terms of building a bridge between static, long-term planning and considering operational issues by introducing controllers in the operation planning. Proper cluster and interface controllers will be developed to intervene in presence of criticalities, by exploiting the flexibility potentials throughout the grid. The project is in line with the H2020 Work Programme, in ensuring more flexibility and active involvement of all stakeholders, and a close coordination of TSOs and DSOs. Moreover, its versatility in the concept of grid equivalents, will allow an accurate analysis of the complex network, by considering local active elements in the grid.

You have been selected to participate in the study due to your expertise about relevant issues and/or because you had personal involvement with the specified case (either directly or indirectly).

#### 2. WHAT WILL I BE ASKED TO DO?

We anticipate that the interview will last for approximately between 10-20 minutes. We will take written notes and eventually will be making a digital recording of the interview. The following pre-

cautions will be taken to protect your anonymity and confidentiality.

You are under no pressure to participate in the interview. You are free to decline to answer questions on topics that you do not wish to discuss. You are free to break off the interview at any time or to withdraw from the interview altogether at any point of time. Any information collected to that point will be destroyed if you do not wish us to use the information.

### 3. WHAT TYPE OF INFORMATION WILL BE COLLECTED?

You will not be identified in the research findings either directly or indirectly unless we have your permission to do so. Even after receiving your permission, we will not identify or quote you in any publication (e.g. direct quote or paraphrase your comment) without allowing you to verify the accuracy of quotes that are being used. Information collected will be restricted to questions relevant to your official role (length of time in this position, responsibilities, prior relevant experience).

Please put a check mark on the line corresponding to your willingness to be identified:

You may quote me and use my name: Yes\_\_\_\_ No\_\_\_\_

### 4. CAN WE CONTACT YOU FOR FURTHER RESEARCH?

You may contact me in the future for further research related to the INTERPLAN project:

Yes\_\_\_\_ No\_\_\_\_

### 5. ARE THERE RISKS OR BENEFITS IF I PARTICIPATE?

Since confidentiality is being provided, no risks are foreseen in relation to your participation. Benefits would be restricted to the contributions of the study to the project results.

### 6. WHO IS ORGANISING AND FUNDING THE RESEARCH?

INTERPLAN Project is funded by the European Union HORIZON 2020 Programme under Grant Agreement No. 773708.

**STAKEHOLDER'S AFFILIATION:** xxx

**PARTICIPANT'S NAME:** xxx

You agree with the following terms:

- Your participation is voluntary and you can choose not to participate in part or you can withdraw at any stage of the project without being penalised or disadvantaged in any way.
- INTERPLAN consortium is not responsible for reimbursement of the travel and subsistence costs for attending the project events, unless, otherwise stated.
- You consent to the processing of your personal information for the purposes of this research study. Your personal information will be treated as strictly confidential and handled in accordance with the EU directive 95/46/EC on data protection.

**QUESTIONS/CONCERNS**

If you have any further questions or want clarification regarding this research and/or your participation, please contact:

INTERPLAN Project Coordinator (PC): Dr. Giorgio Graditi [giorgio.graditi@enea.it](mailto:giorgio.graditi@enea.it)

INTERPLAN Technical Project Coordinator (TPC): Helfried Brunner [helfried.brunner@ait.ac.at](mailto:helfried.brunner@ait.ac.at)

INTERPLAN WPL7: Maria Sosnina, [maria.sosnina@der-lab.net](mailto:maria.sosnina@der-lab.net)

INTERPLAN WPL2: Dr. Venizelos Efthymiou [venizelo@ucy.ac.cy](mailto:venizelo@ucy.ac.cy)

A copy of this consent form has been given to you to keep for your records and reference. The investigator has kept a copy of the consent form.



[Partner Logo]

## STAKEHOLDER INFORMATION SHEET TEMPLATE FOR WORKSHOP PARTICIPATION

**RESEARCHER:** xxx

**CONTACT DETAILS:** xxx

**TITLE OF PROJECT:** INTERPLAN INTEGRATED OPERATION PLANNING tool towards the Pan-European Network (Research Project)

**SUPPORTED BY:** European Union HORIZON 2020 Programme under Grant Agreement No. 773708

**DATE:** xxx

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### 1. INVITATION PARAGRAPH

You have been selected to participate in the study due to your expertise about relevant issues and/or because you had personal involvement with the specified case (either directly or indirectly).

### 2. WHAT IS THE PURPOSE OF THE STUDY?

The background and the aim of the study is xxx

### 3. DO I HAVE TO TAKE PART?

You are under no pressure to participate in the research. If you decide to take part you can proceed to respond to invitation to attend the workshop(s). The workshop will take place on xxx date from xxx to xxx. When attending the workshop, you are free to decline to answer questions on topics and questions that you do not wish to answer/discuss.

You will also be asked if you can be contacted for follow up questions, clarifications or further participation over the duration of the project.

### 4. WHAT ARE THE POSSIBLE RISKS AND BENEFITS OF TAKING PART?

Since confidentiality is being provided, no risks are foreseen in relation to participation. Benefits would be restricted to the contributions of the study to the project results.

### 5. WHAT WILL HAPPEN TO THE RESULTS OF THE RESEARCH STUDY?

The results of the workshop(s) will be used by the Consortium as recommendations on the decisions to be taken for specific R&D needs and priorities, as suggestions for revisions of the project scope, goals and progresses, and for further technical ad-hoc indicators to be applied to the research activities.

### 6. WHO IS ORGANISING AND FUNDING THE RESEARCH?

INTERPLAN Project is funded by the European Union HORIZON 2020 Programme under Grant Agreement No. 773708.

## 7. CONTACT FOR FURTHER INFORMATION

If you have any further questions or want clarification regarding this research and/or your participation, please contact:

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