RISK MANAGEMENT PLAN

This Plan aims to lower as much as possible the risks during the period of conducting DECriS project by identifying, analyzing, and planning the optimal solutions for solving them.

The risk management activities constantly to be monitored refer to following areas: Project Management and Implementation, including financial issues and Transnational project meetings; Intellectual Outputs; Dissemination, including Multiplier events; Learning/teaching/training activities;

During the DECriS Project implementation we tried to overcome all predictable obstacles caused by the possible lower budget than asked for and the rules related to the allocation of resources during the COVID-19 pandemic, time constraint, regular duties and teaching load of the teachers/researchers participating in project teams. We plan to constantly monitor all project activities and make appropriate decisions at the Project Management Team (PMT) sessions (on-line or in situ during Transnational Project Meetings – TPM).

Having in mind that most obstacles usually arise from interpersonal communication, complexity of the project itself or external factors such as the political or economic instability due to the COVID-19 pandemic, we agreed that only three situations that could have a higher influence on the implementation of DECriS:

- Guidelines changes in relation to the mode of organizing the activities (online, in situ or hybrid) that affect the financial planning and allocation of funds

- Not known structure of the Mobility Tool in regards to hybrid organized activities

- Unsecure external circumstances in some partner countries (for example, different approach in partner countries related to the epidemiological rules that affect travelling)

To avoid or lower the risks, the project Management Team (PMT) will be responsible for:

- continuous monitoring of all quantitative and qualitative aspects of the partnership
- continuous monitoring of the budget
- careful monitoring of time-line and accomplished achievements for planned activieswithin the project
- managing the integration of all project's components
- supporting the Project Coordinator (PC) in preparing the reports.

If some conflicts occur during the implementation period, the PC and PMT will engage in a rational discourse to identify the best solution. The partners agreed that the coordinator is responsible for finding the problem solution including the proposal of potential compromisesbetween positions of partners. If the situation is not improving because of the remaining misunderstandings, the PMT will make decisions and communicate them to all partners.

Although it is agreed that the coordinator will engage in detailed communication with partnerswho significantly lag behind the schedule, it is possible that the coordinator will have to visit partner site in person. In such situations, the coordinator will use PM funds to solve the problem.

Conflict and risk management will be one of the duties of the PMT along with the principal coordinator (PC).

Since the PM&I methodology include all issues related to Time, Cost, Quality, Change, Risk, Acceptance and communications of management processes with appropriate methods, theprimary challenge of PMT is to achieve all of the project goals.

Table 1. List of possible/anticipated risks

Risk No.	Cause	Consequence	Proposed solution
1.	Fail to satisfy the Agency's evaluationcriteria	Absence of gettingthe rest of the Project's budget(20%)	Manage the project goals and plannedoutcomes throughout the project implementation carefully and in accordance with all partners
2.	Partner countries becoming unstable because of the high level of infected citizens.	Decision not to travelto affected country	Plan B: the planned multiplier event in Barcelona (November, 2021) will be held as a hybrid one. The same model could apply in similar situations if the pandemic continues.
3.	Sustainability of theDECriS outcomes and deliverables, especially summer schools after the end of the project.	Discontinuation insummer school's organization	Active marketing and dissemination of theresults of the evaluation process by student in order to attract students for future Summer Schools that could be funded by saved and/or own resources.
4.	Lack of interest inDECriS results from professional associations in the (L)IS field	Deliverables accepted but not implemented at partners HEIs and inEU	Active marketing and dissemination of theresults, especially during the last Multiplier event (ME4) – the Final DECriS Conference.
5.	Administrative rulesin certain partner institutions that restrict working time	Lower number ofproject team members	Redistributing the tasks.
6.	Different paying models for intellectual outcomes	High taxes	Other ways of awarding team members(research funds for travel etc.)
7.	High taxes on banktransfer	Bank fees for eachtransfer	Sharing the costs among all partners

8.	Students' drop out after the first week of in situ summer school.	Fewer students from other programs enrolled at graduate programs in IS	To prevent this situation, the contracts with students will be signed stating all their responsibilities and penalties in case of the unjustified withdraw
9.	Expenses reported against the plans	Not enough money from the funding to fulfil such activities	If such costs will appear, the PC will encourage the partners to search for additional/internal funds for the project.
10.	Project's goals misinterpreted	Not a clear vision of project goals and each partner obligations	Explanation of the goals, activities and time-line to all the partners at the kick-off meeting
11.	Duplication of efforts	Waste of time	Transparency of all activities and easy monitoring of each partner's contribution.