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OCCTET

Open Source Compliance Comprehensive tools and resources designed to simplify and streamline the CRA compliance process for SME, allowing them to tackle the complexities of OSS compliance.

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Document History

Version	Date	Issued By	Status	Comments
1.0	31-01-2025	ECL	Final	Approved deliverable for submission to the European Commission.
1.1	18-02-2026	ECL	Final	Addressing the recommendations from the Review Report: ● Use of the new document template ● The processes of estimating future resource utilization (forecast) and how actual resource utilization is measured and reported have been better described. ● Deliverables Management part of the project management section

Executive Summary

D1.1 Project Management Handbook establishes the rules and procedures for the 24-month, EU-funded **OCCTET** project, which aims to develop open-source tools to simplify Cyber Resilience Act (CRA) compliance for SMEs using FOSS.

The project is coordinated by the Eclipse Foundation (ECL) and governed by an organizational structure including the **Executive Board**. The Handbook defines essential management tools (**GitLab** for tracking, **Matrix** for communication) and details protocols for:

- **Project Management**: Using GitLab for issue tracking and progress monitoring.
- **Meetings Management**: Defining the purpose, frequency, and documentation of all project meetings.
- **Risk Management**: Establishing a proactive process for identifying and mitigating technical, compliance, and operational risks.
- **Reporting**: Outlining requirements for internal quarterly reports and official periodic reports to the EU Commission.
- **Deliverables Management**: Defining a rigorous review and submission process for quality assurance.
- **Legal and Ethical Ground Rules**: Ensuring compliance with the Grant Agreement, GDPR, and research integrity standards.

Keywords: Cyber Resilience Act (CRA), SMEs, FOSS, Open Source Compliance, Project Management Handbook, Deliverables Management, Risk Assessment, Executive Board, Work Packages.

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1 Introduction

1.1 Occtet Project

The Occtet project (Open Source Compliance Comprehensive Tools and Resources) is an EU-funded initiative aimed at improving cybersecurity and compliance with the Cyber Resilience Act (CRA) for Small and Medium Enterprises (SMEs). The project focuses on creating an open-source toolkit to automate the compliance process for Free and Open Source Software (FOSS) used in digital products.

This toolkit is intended to provide a comprehensive suite of tools and resources tailored to the needs of SMEs:

- Compliance Checklist
- Conformity Assessment Specifications
- Automated Evaluation Method and Tool
- Federated Database platform for publishing the results of OSS component assessments allowing contributions from various stakeholders
- Inventory of Automatic Dependency Analysis Tools
- Reporting tool

1.2 Purpose of this Handbook

The Project Management Handbook serves as a comprehensive guide for managing and coordinating all aspects of the Occtet project by establishing a framework of rules, procedures, templates, best practices and responsibilities of the partners that will ensure the quality and progress of the work and therefore the success of the project.

This handbook is designed to:

- **Facilitate Collaboration**: Provide clear roles, responsibilities, and processes.
- **Ensure Compliance**: Define the methodologies and practices required to meet the ethical, legal, and technical standards.
- **Project Execution**: Describe planning, executing, monitoring, and controlling project activities, ensuring deliverables quality and completeness.
- **Risk Management**: Establish a proactive approach to identifying, assessing, and mitigating risks.
- **Support Stakeholder**: Foster transparency and accountability through clear reporting mechanisms and active engagement with key stakeholders, including SMEs, open-source contributors, and regulatory bodies.

This document is a living reference, subject to updates and refinements as the project progresses, ensuring its relevance to evolving needs. Each time the document is updated, all partners will be duly informed about the updates and the changes made with respect to the previous version.

1.3 Relation to Other Project Documents

In the event of discrepancy between documents, this Management handbook is overruled by Grant Agreement including its Annexes and the Consortium agreement with its possible addendums.

2 Project Basis

The Project Basis outlines key elements of the Occtet project, including project participants, duration, budget, and contractual documents.

2.1 Participants

The list of Project Participants are included in the Grant Agreement, in the Consortium Agreement, and presented in the next list:

Role	Short Name	Legal Name	Country
COO	ECL	ECLIPSE FOUNDATION EUROPE GMBH	Germany
BEN	DSME	EUROPEAN DIGITAL SME ALLIANCE	Belgium
BEN	DO	DOUBLE OPEN OY	Finland
BEN	RAL	RED ALERT LABS	France
BEN	BS	BITSEA GMBH	Germany
BEN	EXP	EXPERTWARE SRL	Romania
BEN	ABCD	ABOUTCODE EUROPE ASBL	Belgium

2.2 Project Duration, Budget and EC Contribution

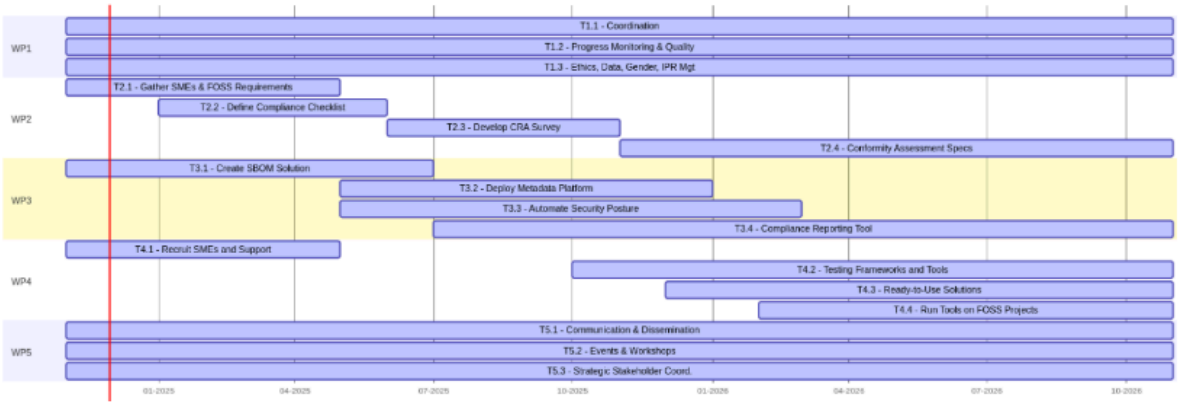
The OCCTET Project is a **24 month** initiative started on **November 1, 2024** and that will end on **October 31, 2026**.

The project has an overall budget of **€2,422,196.45**, of which a maximum of **€1,772,376.09** shall be financed by the European Commission.

The budget detailed per partenairs and the corresponding EU contribution of each beneficiary is detailed in the Annex 2 to the Grant Agreement - **Estimated budget for the action.**

2.3 Timeline

The timing of work packages and tasks:



2.4 Contractual Documents

2.4.1 Grant Agreement

Grant Agreement with the EC: Grant Agreement Project 101190474. This is the contractual document signed by all the project partners which defines the rights and obligations of the Consortium regarding the EC. The Grant Agreement includes the following annexes:

- Annex I: Description of the action (part A/B) (DoA): This is the contractual document which describes the work to be performed by the project Consortium.
- Annex 2: Estimated budget for the action
- Annex 2a: Additional information on unit costs
- Annex 3: Accession Form
- Annex 4: Model for the financial statements
- Annex 5: Specific rules

2.4.2 Consortium Agreement

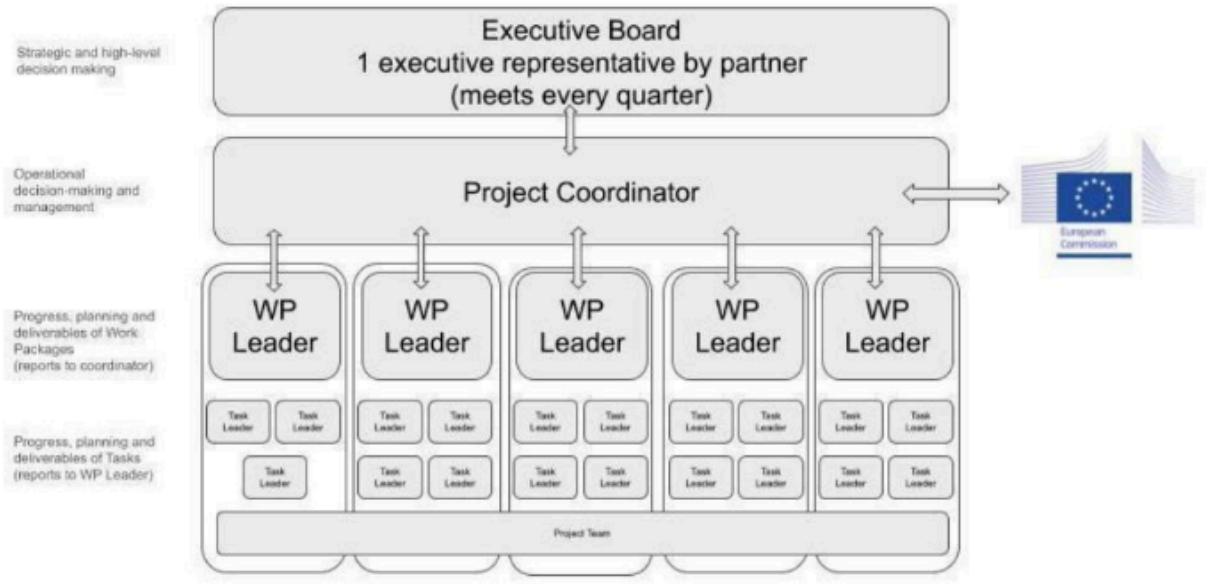
The Consortium Agreement is the internal contract of the consortium partners which is signed and is accepted by all partners. It defines the Consortium internal rules for project management as well as the Consortium organization and decision taking mechanisms. In case of discrepancy, the Consortium Agreement is overruled by the Grant Agreement.

3 Organizational Structure

The organisational structure of the project aims to facilitate a strong cooperation among partners and global alignment among different working package activities by assuring, at the same time, the achievements of the tasks by the timing planned. This structure is distributed in different bodies, internal and external to the Consortium of the project, as it is described in the sections below.

3.1 Schema

Occtet will use several management and governance bodies. In this section, we will detail the bodies and their responsibility, as well as a description of main functions of each body within the project.



3.1.1 Work Packages Leaders

WP	Title	Leader
WP1	Project coordination and management	ECL
WP2	Define and support compliance procedures	EXP
WP3	Build Open Source Tools to Automate Evaluation	BS
WP4	Validation / Use Cases	DO
WP5	Dissemination / Communication / Outreach and Impact	DSME

3.1.2 Global Overview of the Work Packages and Tasks responsibilities

WP	**Title**	**Leader**
WP1	Project coordination and management	ECL
T1.1	Coordinate members of the consortium	ECL
T1.2	Progress Monitoring and Quality Assurance	DO
T1.3	Ethics, Data, Gender, and IPR Management	DO
WP2	Define and support compliance procedures	EXP
T2.1	Gather SME and FOSS Requirements	RAL
T2.2	Define Compliance Checklist	EXP
T2.3	Develop CRA self-assessment survey / questionnaire	EXP
T2.4	Create Conformity Assessment Specifications	ECL
WP3	Build Open Source Tools to Automate Evaluation	BS
T3.1	Discovery: Create automatic open source dependency and code analysis solution to generate accurate SBOMs	DO
T3.2	Reference Data: Deploy Reference Federated and Shared Software Metadata Platform for SBOMs, Code origin and Vulnerabilities	ABCD
T3.3	Open source software	ECL

	supply chain: Develop tools to automate triage, evaluation of security posture and remediation of vulnerabilities	
T3.4	Report: Create open source documentation generator and CRA compliance reporting tool	BS
WP4	Validation / Use Cases	DO
T4.1	Recruit SMEs to test the tools - Support SMEs in using the tools	DSME
T4.2	Testing framework and tools comparison	RAL
T4.3	Ready-to-use Solution including setting up a prospective production instance	BS
T4.4	Run the tools on iconic OSS projects	ECL
WP5	Dissemination / Communication / Outreach and Impact	DSME
T5.1	Communication and dissemination	DSME
T5.2	Events/Workshops and Webinars	DSME
T5.3	Coordination with strategic stakeholders	ECL

3.2 Project Coordinator

The Project Coordinator serves as the official point of contact with the European Commission, ensuring the execution of the project.

The project coordinator's responsibilities include:

- Primary communication channel: Central point of contact with Work Package Leaders, maintaining regular communication to monitor the progress and ensure alignment with project objectives.
- Coordinate technical and financial resources: Manage and allocate resources, ensuring the timely delivery of outputs and deliverables, while overseeing controls, risk management, and knowledge dissemination.
- Ensure compliance with legal and confidentiality obligations: Monitor adherence to confidentiality agreements, the Consortium Agreement, and other legal commitments by all Consortium Members, ensuring ethical and contractual compliance.
- Review and approve deliverable reports: Validate and approve all deliverables and reports submitted to the European Commission, ensuring they meet the required quality and standards.
- Monitor consortium contractual obligations: Oversee the consortium's compliance with all contractual obligations, addressing any issues to ensure the project stays on track.

The Project Coordinator role is entrusted to the Eclipse Foundation.

3.3 Technical Leader

The Technical Leader, as defined in task 1.2, is responsible for the overall technical management and coordination of the project. His role is to ensure that all technical aspects align with the project's goals and that high-quality outputs are delivered.

The following tasks are part of the Technical Leader's responsibilities:

- **Monitor, review, and oversee work progress**: Ensure the project advances in alignment with the original plan, identifying deviations early and taking preemptive measures to maintain momentum.
- **Supervise development, specifications, innovation, and demonstration tasks**: Provide strategic guidance to ensure all activities meet technical requirements and project objectives.
- **Ensure quality control**: Evaluate the performance, outputs, and deliverables against predefined standards to guarantee high-quality outcomes.
- **Corrective measures**: Address any discrepancies or challenges, deploying corrective actions to realign the project with its goals and timelines.
- **Identify and mitigate technical risks**: Assess potential risks, implement mitigation strategies, and adapt plans as necessary.
- **Review and validate documentation**: Conduct reviews of reports, deliverables, and project documentation to ensure quality.

Continuously assess the impact KPIs, and maintain an **Impact Assessment Dashboard**. An **Impact Assessment Plan** will measure the achieved impact in society after the project ends.

The Eclipse Foundation is responsible for the technical management of the project.

3.4 Work Package Leader

The Work Package Leaders manage and execute their assigned work packages and tasks. Their responsibilities include:

- **Execution of Tasks**: Oversee the implementation of tasks within their respective work package, ensuring alignment with project objectives and timelines.
- **Coordination**: Manage and coordinate the efforts of partners contributing to their work package.
- **Monitoring**: Track the progress of deliverables and milestones. Regularly report the status, challenges, and achievements to the Project Coordinator and Executive Board.
- **Quality Control**: Ensure the outputs of the work package meet the required standards. Review and validate deliverables before submission to the European Commission or stakeholders.
- **Risk Management**: Identify potential risks or issues that may impact the completion of the work package. If necessary, develop and implement mitigation strategies to address these risks.
- **Collaboration with Other Work Package**: Work closely with other WPLs to ensure consistency and coherence across the project. Address interdependencies between work packages to avoid delays or conflicts.

3.5 Task Leader

A Task Leader is responsible for the successful execution and delivery of a specific task or set of tasks within a Work Package. The Task Leader ensures that the assigned task is completed on time, within scope, and meets the required quality standards.
Responsibilities of a Task Leader:

- **Planning and Execution**: Define the detailed plan for executing the task, including objectives, timelines. Coordinate with the Work Package leader and oversee the activities necessary to achieve the task objectives.
- **Monitoring**: Track the progress of the task and ensure it stays aligned with the overall Work Package timeline and objectives.
- **Reporting**: Provide regular updates to the Work Package Leader and Project Coordinator on the status, challenges, and outcomes of the task.
- **Quality Control**: Ensure the outputs of the task meet the required quality standards and specifications.
- **Risk Management**: Identify risks or obstacles that could impact the task's completion. Develop and implement mitigation strategies to address these risks.
- **Compliance with Project Standards**: Ensure that the task aligns with the methodologies, ethical standards, and guidelines established by the consortium.

- **Documentation and Deliverables**: Prepare any required documentation, reports, or outputs associated with the task. Ensure timely submission of deliverables to the Work Package Leader.

3.6 Executive Board

The role of the Executive Board is to oversee the coordination and management of the project. It includes representatives from each partner and works in collaboration with the project coordinator.

The key responsibilities of the Executive Board include:

- **Monitoring Project Progress**: Reviewing the status of work packages and ensuring alignment with the project's objectives and timelines.
- **Decision-Making**: Addressing challenges, making strategic decisions, and resolving any issues or conflicts that arise during the project's implementation.
- **Budget and Risk Management**: Evaluating financial performance and assessing potential risks to ensure the project stays on track and within budget.
- **Communication and Coordination**: Facilitating communication between partners and ensuring effective collaboration across all project teams.
- **Deliverables Oversight**: Ensuring that all deliverables meet the required quality standards and are submitted on time.

The Executive Board holds quarterly meetings, documents outcomes, and coordinates with the European Commission to align with grant requirements.

3.7 European Commission

The project officer Alina Taralunga is the endpoint contact with the European Commission and in charge of following the project and in official communication with the Project Coordinator for the correct development of the project.

4 Project Management

Introduction to project management handbook for Occtet project.

4.1 Project Management with GitLab

GitLab is the tool supporting the project management of Occtet. In its Ultimate version provided by theEclipse Foundation, it offers numerous features that enable efficient project management. This is realized through issues, EPICs, and various boards available, such as roadmaps, the issue board, and the EPIC board. The perspective changes depending on whether one is operating at the group level or the project level.

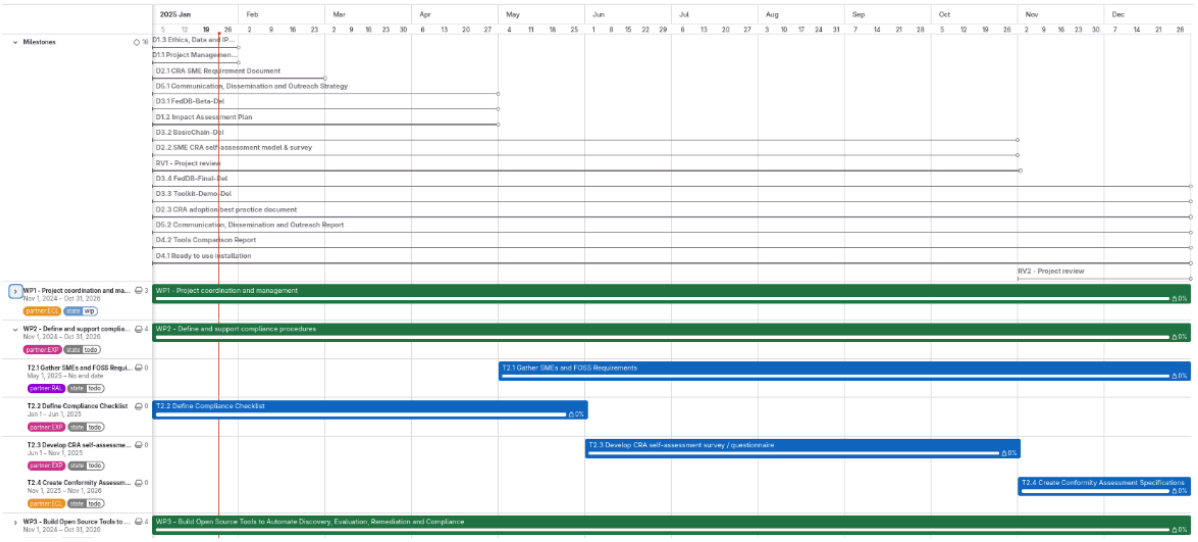
The Occtet GitLab group represents the highest level of abstraction for the project, encompassing all Work Packages and their associated activities.

By consolidating all individual GitLab projects and their information into a single structure, it provides a comprehensive and unified perspective of the project.
At this level:

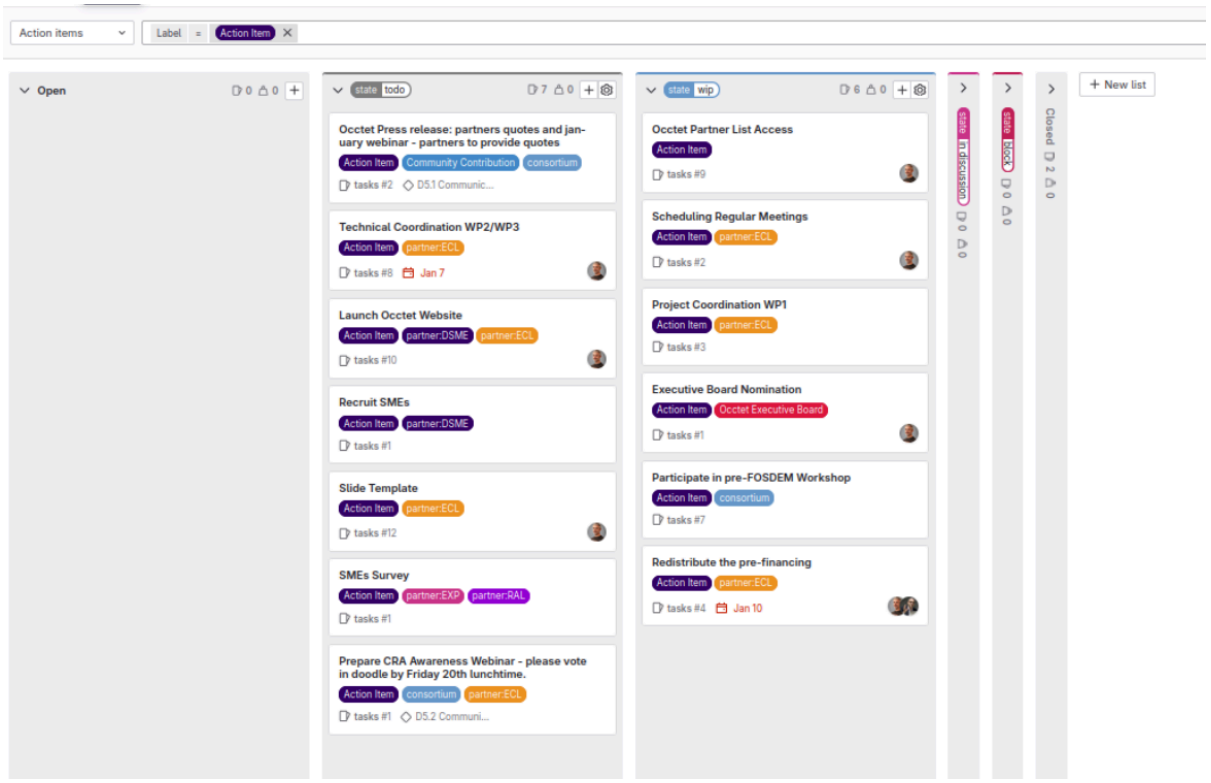
- EPICs defined represent Work Packages (e.g., WPx).
- Tasks (Tx.x) and milestones are directly linked to deliverables.

4.1.1 Boards

Roadmap Board: Offers a high-level view of the project's progress by visualizing EPICs and their related milestones.



Issue Boards and EPIC Boards: Provide detailed tracking of the progress of tasks and EPICs across all sub-projects.



The GitLab group is the backbone of the project's organizational framework, enabling a structured approach to managing all activities, while providing insights into progress.

4.1.2 Labels

To streamline the management of issues, merge requests (MRs), and EPICs, a set of labels has been defined. Each label is associated with a color and a specific meaning. These labels are used to identify the status (e.g., ~state:wip), an entity (e.g., ~consortium or ~partner:ECL), a priority, a type, and more.

It is recommended to use labels extensively to facilitate the management of issues and MRs. Special attention should be given to "~state" labels, which enable the structuring of GitLab boards in a Kanban board.

Additionally, users can subscribe to specific labels to receive notifications about changes associated with them. For example, users can be notified about:

- A change in the status of an issue.
- The assignment of an issue to a specific partner or the consortium.

4.2 Meetings Management

4.2.1 Representation in Meetings

Each partner is responsible for appointing a representative to attend all meetings related to their Work Package. The representative must have the authority to make decisions on behalf of the partner.

4.2.2 Work Package Meetings

Work Package Meetings are regular meetings organized by the Work Package Leader to manage and coordinate the progress of tasks within a specific work package. These meetings serve as the primary forum for discussing the execution, challenges, and outputs of the work package, ensuring alignment with the overall project objectives and timelines.

- Purpose : Focused discussions on specific Work Packages to review tasks progress, plan deliverables.
- Participants: Work Package Leader, Task Leaders.
- Focus: Detailed coordination of Work Package tasks.
- Frequency: bi-weekly or monthly, depending on the complexity and pace of the Work Package.

4.2.3 Technical Meetings

Technical meetings are specifically established to address particular technical challenges that cannot be adequately resolved within the scope of regular Work Package meetings. While Working Package meetings focus on the progress, coordination, and delivery of tasks within their defined structure, technical meetings are here to address the technical challenges that may arise during the project implementation.

Purpose: Address technical challenges, align on methodologies, and ensure technical deliverables meet quality standards.

- **Participants**: Technical Leader, Task Leaders.
- **Focus**: Technical problem-solving and innovation.
- **Frequency**: bi-weekly or monthly basis, depending on the task's complexity and needs.
- **Extraordinary Meetings**: Convened as needed to address urgent issues or critical decisions.

Agenda Items:

- **Progress Updates**: Review the status of technical tasks, milestones, and deliverables.
- **Technical Challenges**: Analyze and troubleshoot technical problems.
- **Quality Assurance**:Ensure that all technical outputs meet predefined quality standards and requirements.

- **Interdependencies and Collaboration**: Address overlaps and dependencies between Work Packages.
- **Documentation and Reporting**: technical documentation, rReview drafts of technical deliverables.

4.2.4 Executive Board Meetings

These meetings serve as the central decision-making forum place for the project, ensuring its governance, alignment with objectives, and compliance with contractual obligations.

- **Purpose** : High-level oversight and decision-making on strategic, financial, and administrative aspects of the project.
- **Participants**: Executive Board members, Project Coordinator.
- **Focus**: Governance, risk assessment, and major decisions.
- **Frequency**: quarterly
- **Extraordinary Meetings**: Convened as needed to address urgent issues or critical decisions.

Agenda Items:

- **Progress Updates**: Review of overall Working Package status, updates, and milestones achieved present by each Work Package Leader.
- **Deliverable Oversight**: Validate the quality, timing, and submission of major deliverables.
- **Financial Management**: Review budget utilization, financial reports, and cost claims.
- **Risk Assessment**: Discuss risks and approve mitigation actions.
- **Strategic Adjustments**: Make decisions on significant changes to the project scope, timeline, or resources.
- **Communication and Stakeholder Engagement**: Review dissemination strategies, stakeholder feedback, and visibility of project outcomes.

4.2.5 Minutes of meetings

Each Work Package Leader is responsible for producing written minutes for each meeting related to their Work Package, serving as the formal record of all decisions taken.

The Work Package Leader creates a Merge Request (MR) in the GitLab meeting minutes repository and tags all partners with the “~consortium label” to notify them.

The MR with the related minutes is shared with all partners within 10 calendar days following the meeting and are considered accepted if no one submits an objection within 15 calendar days of the notification.

Once reviewed and validated, the meeting minutes are merged into the main branch of the meeting minutes repository

4.3 Decision taking mechanism

The following principles guide the decision-making process:

- **Quorum Requirements**: A quorum of at least 50% of the members of a Consortium body must be present or represented for the body to deliberate and make valid decisions.
- **Voting Rights**: Each representative is entitled to only one vote.
- **Decision Approval**: Decisions are adopted by a simple majority of the votes.
- **Delegation and Representation**: Members unable to attend a meeting may delegate their voting rights to a representative.
- **Documentation**: All decisions are clearly documented in meeting minutes, specifying the discussions, voting results, and any action points arising from the decisions.

NOTE: Decisions must always be made at the appropriate decision-making level.

4.4 Documentation

To ensure consistent use of documentation across partners, a template for all deliverables is available on Google Drive (gdoc) and is used as the starting point for all new documents internal and for public facing. This document contains expected EU metadata:

- Project Title
- Project Acronym
- Grant Agreement / Contract No.
- Program
- Instrument
- Granting Authority
- Project Start Date
- Project Duration
- Deliverable Number
- Deliverable Title
- Deliverable Type (DOA)
- Deliverable Type (content)
- Work Package
- Task Number(s)
- Dissemination Level
- Due Date (DoA)
- Actual Submission Date
- Version
- Lead Beneficiary
- Main Author(s)
- Contributing Partner(s)
- Reviewer
- Licensing (public Deliverable)

And the EU co-funded logo alongside the ECCC logo, with the octet logo as header.

The template structure is as follow:

- First page: with metadata
- Document History
- Executive Summary (with keywords)
- Table of contents
- Introduction
- Document Content
- Conclusion
- Annex
- Acronyms and abbreviation
- Bibliography

4.5 Deliverables Management

Deliverable management is vital to ensure that all outputs meet the highest standards of quality, are completed within the agreed deadlines, and align with the expectations set by the European Commission. Each deliverable reflects a critical milestone in the project, showcasing progress and contributing to its overall objectives.

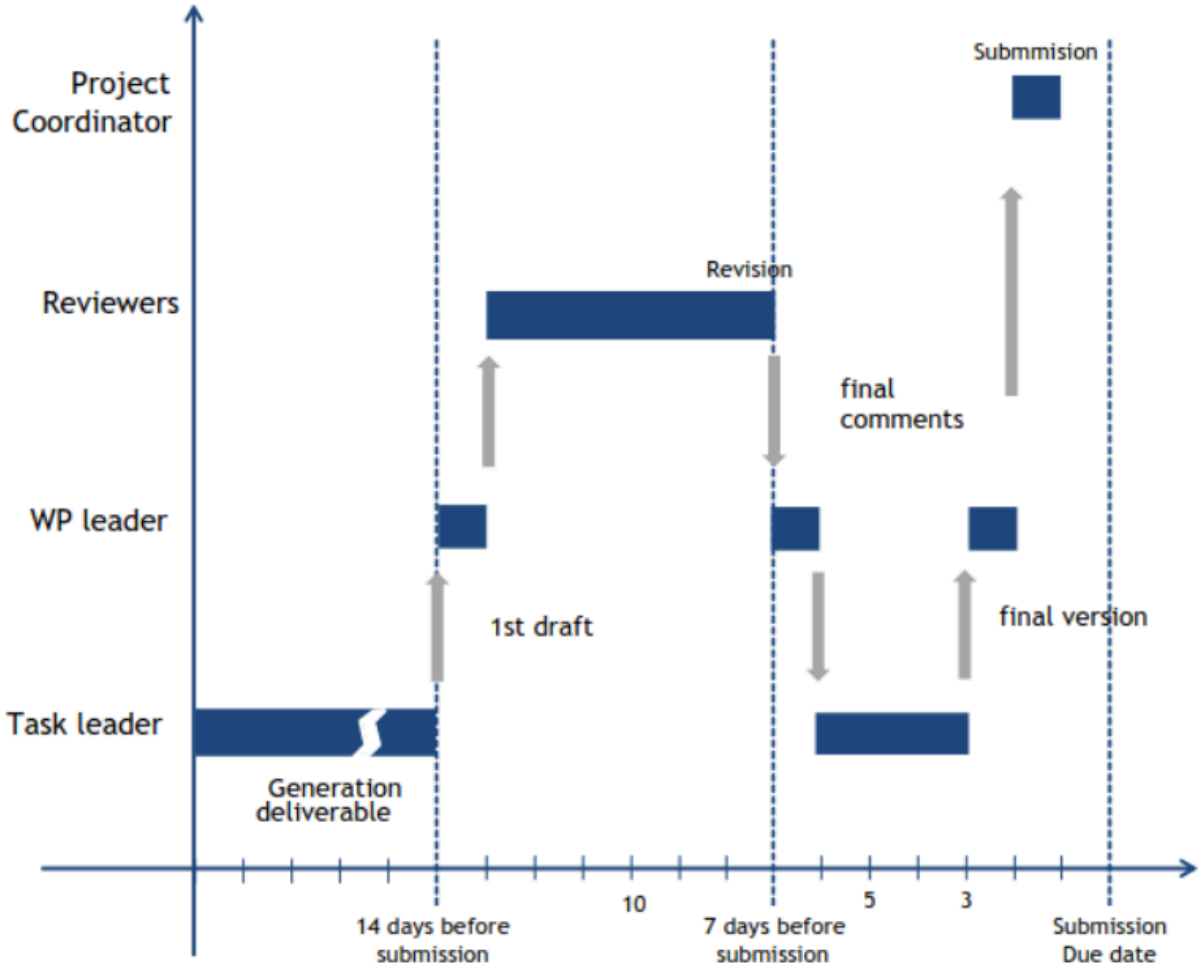
4.5.1 Review and Submission of deliverables

All deliverables must be finalized and submitted within the deadlines.

Deliverables will be submitted to the European Commission electronically via the Portal. Task leaders, who are responsible for creating the deliverable, and Work Package leaders are accountable for ensuring the technical quality of the deliverables.

To guarantee high-quality submissions, the following deliverable review procedure has been established:

- **Two Weeks Before Submission**: The task leader responsible for the deliverable will send a draft version to the Work Package leader.
- **One Week for Review**: The Work Package leader will forward the draft to the reviewers. Reviewers will have one week to provide comments and suggestions, which will be documented in the deliverable review sheet. The Work Package leader will then share the review feedback with the task leader for incorporation into the final deliverable.
- **Three Days Before Submission**: The task leader will send the finalized deliverable to the Work Package leader. The Work Package leader will ensure its readiness and forward it to the Project Coordinator at least two days before the deadline.
- **Submission to the European Commission**: The Project Coordinator will upload the final version of the deliverable to the Participant Portal and submit it electronically to the Commission. Additionally, the Coordinator will email the deliverable to the Project Officer to confirm submission.



Key points to consider during the deliverable review process include:

- **Alignment with Objectives**: Does the deliverable meet the objectives outlined in the Working Package?
- **Resource Justification**: Does the deliverable justify the resources utilized, as reported in the progress reports?
- **Formatting Compliance**: Is the document use the right template with all metadata required and default structure.

Five weeks before the planned submission date for each deliverable, the Working Package leader will contact the lead partner responsible for the deliverable to confirm whether it will be submitted as planned or if there are any unforeseen issues that may cause significant delays.

In case of a delay:

- The Work Package leader will inform the Coordinator of the situation.
- Together with the lead partner responsible for the deliverable, they will analyze the issue and determine a new submission date at the earliest possible opportunity.

- The Technical Coordinator will immediately inform the Project Coordinator about the delay and the proposed resolution.

The Project Coordinator will then notify the European Commission project officer as promptly as possible to ensure transparency and maintain alignment with the project's timeline and objectives.

This process ensures proactive monitoring, timely problem-solving, and clear communication with all stakeholders, minimizing disruptions to the project schedule.

4.5.2 Deliverable Numbering System

The deliverable numbering will follow the Deliverables list numbering included in DoA. The delivery number shall be used as a code on the front page of all deliverables. The title of the document/deliverable must follow the titles included in the work programme.

5 Communication and Collaboration

Effective communication and seamless collaboration are critical to the success of the Occtet Project, given its distributed nature and involvement of multiple partners. To ensure alignment, transparency, and efficiency, a variety of tools and platforms have been implemented to support interactions, project management, and knowledge sharing.

This section outlines the key communication channels and collaborative tools utilized within the project, including GitLab, Matrix Chat Service, mailing lists, and other platforms. Each tool is tailored to specific project needs, ensuring that all consortium members can contribute effectively, stay informed, and work together to achieve project objectives.

5.1 Gitlab Notifications

There are two modes of notifications in GitLab: by email and directly in the GitLab interface itself, within the user's To-Do dashboard or, depending on the assignment method, in the list of assigned issues.

More about notifications can be found here:
https://docs.gitlab.com/ee/user/profile/notifications.html

5.1.1 Users

Every user who has logged into GitLab has an account with a unique identifier on the platform. This identifier can be used for notifications, such as in ticket comments.

To use it, you need to type @username in the input fields, e.g., @heurtemattes . This will ensure the person receives an email or a notification within the GitLab interface.

5.1.2 Labels

GitLab offers the ability to create scoped or categorized labels that help organize project management. This enables categorizing issues and epics, creating kanban boards, and enhancing searches.

One key feature of labels is the ability to subscribe to them and receive notifications. For instance, if a user subscribes to a specific label, and that label is assigned to an issue, an epic, or even mentioned in a comment in the GitLab interface, the subscribed users will be notified.

TIPS: To use a label in a comment, prefix it with ~ . A dropdown menu will appear, allowing you to select from the available list.

Several specific labels have been implemented to facilitate interactions with the various project partners.

The label ~consortium is for all partners, and all consortium members are encouraged to subscribe to it.

Partner-specific labels have also been created:
• **Eclipse Foundation**: ~"partner:ECL"
• **Double Open**: ~"partner:DO"
• **BitSea**: ~"partner:BS"
• **Digital SME**: ~"partner:DSME"
• **Red Alert Labs**: ~"partner:RAL"
• **AboutCode**: ~"partner:ABCD"
• **Expertware**: ~"partner:EXP"

Each participant from each company is invited to subscribe to their corresponding label.

The label ~"**Occtet Executive Board**" has been created to notify only executive board members. Executive board members are encouraged to subscribe to this label.

5.1.3 Group/Project Notification

Another way to receive notifications in GitLab is by configuring notifications at the GitLab Group or Project level. Many settings are available, and they can be customized according to specific needs and projects.

For example, in the project WP1 - Project Management, you can choose to be notified only "On Mention," meaning you will only receive notifications when explicitly mentioned with @username .

5.2 Chat Service

A chat platform based on Matrix is available for all projects of the foundation, including Occtet. This platform, built on the Matrix protocol and leveraging federation, enables interaction with a wide range of communities.

Want to know more: Chat Service Documentation

IMPORTANT: By connecting to the chat service, you agree to comply with the foundation's policies, including the Code of Conduct.

5.2.1 Space/Rooms Organization

Matrix offers an organizational structure for communication channels.

For the Occtet project, a space has been created to group all rooms related to different topics. The space serves as a virtual grouping and rooms are the main hubs for project interaction. Best practices for chat organization suggest creating rooms dedicated to specific and well-defined topics.

For the project, the following organization is defined: a general channel and rooms dedicated to each work package:

- #occtet-eu.general:matrix.eclipse.org: General discussion channel for the Occtet project
- #occtet-eu.wp1:matrix.eclipse.org: Related to WP1 - Project Management
- #occtet-eu.wp2:matrix.eclipse.org: Related to WP2 - Define and support compliance procedures
- #occtet-eu.wp3:matrix.eclipse.org: Related to WP3 - Build Open Source Tools to Automate Evaluation
- #occtet-eu.wp4:matrix.eclipse.org: Related to WP4 - Validation - Use Cases
- #occtet-eu.wp5:matrix.eclipse.org: Related to WP5 - Dissemination - Communication - Outreach and Impact

5.2.2 Best practices

Here are some recommendations for effective chat use:

- **Emojis**: Important for better understanding and emphasis.
- **Threads** Use threads to avoid cluttering the main thread and spamming notifications for all members.
- **Mentions**: Tag people to notify them about specific topics.
- **Message Length**: Avoid excessively long messages, error stack traces, or logs.
- **Formatting**: Use bold or italic text, or others, as Matrix supports Markdown.
- **Reactions**: Simple thumbs-up or +1 reactions are much appreciated.
- **Links**: Share links instead of uploading documents whenever possible to point to the source of truth.
- **Security**: Avoid sharing passwords or sensitive information in group rooms. For sensitive discussions, encrypted 1:1 conversations are recommended.
- **Display Name**: To ensure better identification by partners, add your company name to your display name, e.g., "Sébastien Heurtematte (Eclipse Foundation)."

IMPORTANT: The chat service is intended for formal communication and should not be used for long-term record-keeping. Everything else should be managed in GitLab.

5.3 Mailing list

The **occtet-eu@eclipse.org** mailing list serves as a communication channel for the Occtet project consortium. It is used to share important project updates among partners, coordinate some activities, events, ...

Purpose:

- Distribute announcements, meeting schedules, and deadlines.
- Provide a platform for project-related discussions.
- Share deliverables, documents, and other resources.
- Notify partners about critical decisions and tasks.

Subscribe:

- Send an email to sebastien.heurtematte@eclipse-foundation.org to be added to the mailing list.

Usage Guidelines:

- Use concise and descriptive subject lines to clearly indicate the content of your email.
- Avoid sharing sensitive or confidential information; use secure communication channels.
- Attachments should be limited in size; for larger files, share links to google drive, GitLab or other shared repositories.

5.4 Google drive

Shared spaces are available on Google Drive to store and share large files (e.g. videos, presentations, reports, etc.) that are not suitable for GitLab. Access the shared folder here: Occtet Google Drive.

5.5 Videoconferencing tool

For all project meetings, it is recommended to use the Zoom conferencing tool, which offers advanced features such as meeting recording and transcription. These features facilitate note-taking and the preparation of meeting minutes.

However, this is not mandatory. Work Package Leaders are free to choose the conferencing tool that best suits their needs for their Work Package meetings.

6 Risk Management

Risk management is made to proactively identify, assess, and mitigate risks that may impact the delivery of the Occtet project's objectives, especially those tied to compliance automation, cybersecurity tool development, and dissemination to SMEs.

6.1 Risk Management

6.1.1 Identification of Risks

- **Technical Risks**: Delays or challenges in developing open-source tools like SBOM generators and vulnerability assessment platforms.
- **Compliance Risks**: Misalignment with evolving EU regulations, such as the Cyber Resilience Act, or failure to adequately address SME-specific needs.
- **Operational Risks**: Inefficient coordination among diverse partners across countries with varying regulatory environments.
- **Adoption Risks**: Insufficient SME engagement or limited uptake of tools due to low awareness.

6.1.2 Risk Assessment

- Evaluate risks based on their likelihood and impact.
- Prioritize risks that could compromise deliverables like the Compliance Toolkit or Federated Database.

6.1.3 Mitigation Strategies

- **Technical Coordination**: Use agile project management techniques to ensure iterative development of tools.
- **Regulatory Monitoring**: Track updates to EU directives like the CRA and adapt project deliverables accordingly.
- **Stakeholder Engagement**: Organize webinars, workshops, and events to onboard SMEs and refine tools based on user feedback
- **Quality Assurance**: Implement robust internal review processes, as detailed in the Quality Assurance strategy, to regularly assess project outputs.

6.1.4 Monitoring and Reporting

- Continuous tracking of risk metrics and regular reporting to project stakeholders.
- Maintain an "Impact Assessment Dashboard" for ongoing evaluation of the project's societal and operational impacts

6.2 Risk Assessment Matrix

Risk Category	Description	Likelihood	Impact	Mitigation Strategy
Technical	Delays or technical challenges in developing tools like SBOM generators and vulnerability platforms.	High	High	Use agile methods; conduct beta-testing to ensure iterative improvements.
Compliance	Misalignment with EU regulations or failure to meet SME-specific needs.	Medium	High	Establish collaboration with external compliance experts to ensure alignment.
Operational	Inefficient coordination among partners.	Medium	Medium	Implement weekly coordination meetings and set clear communication protocols.
Adoption	Limited SME awareness or engagement, leading to poor adoption of tools.	High	High	Deploy targeted marketing campaigns and leverage SME associations for direct engagement.
Regulatory	Changes in EU regulations affecting project compliance objectives.	Low	High	Regularly review regulatory changes; maintain flexible compliance frameworks.
Stakeholder Engagement	Low participation or feedback from SMEs.	Medium	Medium	Engage SMEs early; create feedback loops through workshops and events.

7 Legal and Ethical ground rules

Legal and ethical considerations are particularly critical in projects involving sensitive data, intellectual property, and the intersection of multiple jurisdictions. They ensure adherence to international, EU, and national laws, such as the GDPR for data protection and sector-specific regulations, while also respecting fundamental principles of fairness, transparency, and accountability.

7.1 Legal and Ethical ground rules

Occtet is legally ruled under the Grant Agreement contract between the Consortium and the European Commission. For a better understanding, managing within the Consortium, all partners are subject to the contract signed between them, Consortium Agreement, where the procedures of managing the project, relationships between partners about patents, rights, results and achievements to exploit are detailed and legally signed by all.

As Occtet is in its core privacy rights, it is subject to EU Regulations in terms of Privacy and Data Protection, GDPR and also specific directives of each country, in case it applies regarding the work of the project.

The work to be done during the project will have into consideration the Ethical side.

The Occtet project will comply with all European standards pertaining to the conduct of research and innovation activities, in particular the protection of any personal or proprietary data acquired during this process.

The Occtet partners are aware of, and will comply with the European Code of Conduct for Research Integrity principles:

- Honesty in communication
- Reliability in performing research
- Objectivity
- Impartiality and independence
- Openness and accessibility
- Duty of care
- Fairness in providing references and giving credit

An Ethical Impact Assessment of the project deliverables will be carried out as part of the Ethics, Data, Gender and IPR Management activities within T1.3.

8 Project Reporting

Project reporting is a critical mechanism for maintaining transparency and accountability between the consortium and the European Commission. It involves two key components: interim reports, which provide regular updates on resource allocation and task progress, and periodic reports, which detail the technical and financial outcomes at predefined milestones. These reports ensure alignment with the project's objectives, facilitate oversight by the European Commission, and enable proactive resolution of any emerging issues.

8.1 Interim Report

As part of an internal monitoring activity, on a periodic basis, the Project Coordinator will ask the partners to provide an estimation of the resources consumed in each task, as well as any foreseen deviation of the budget forecasted for the next monthly interval. The intervals are as follows:

- from M1 to M3
- from M4 to M6
- from M7 to M9
- from M10 to M12 (end of first reporting period)
- from M13 to M15
- from M16 to M18
- from M19 to M24 (end of project)

To facilitate this process, all project partners are required to complete two standardized documents designed to collect essential (including estimated) information about the resources consumed and the work performed. These include:

- **Technical Report**: This report will provide a concise description of the work completed for each project task during the reporting interval.
- **Financial Repor**t: This report will detail the effort expended and costs incurred for each Work Package.

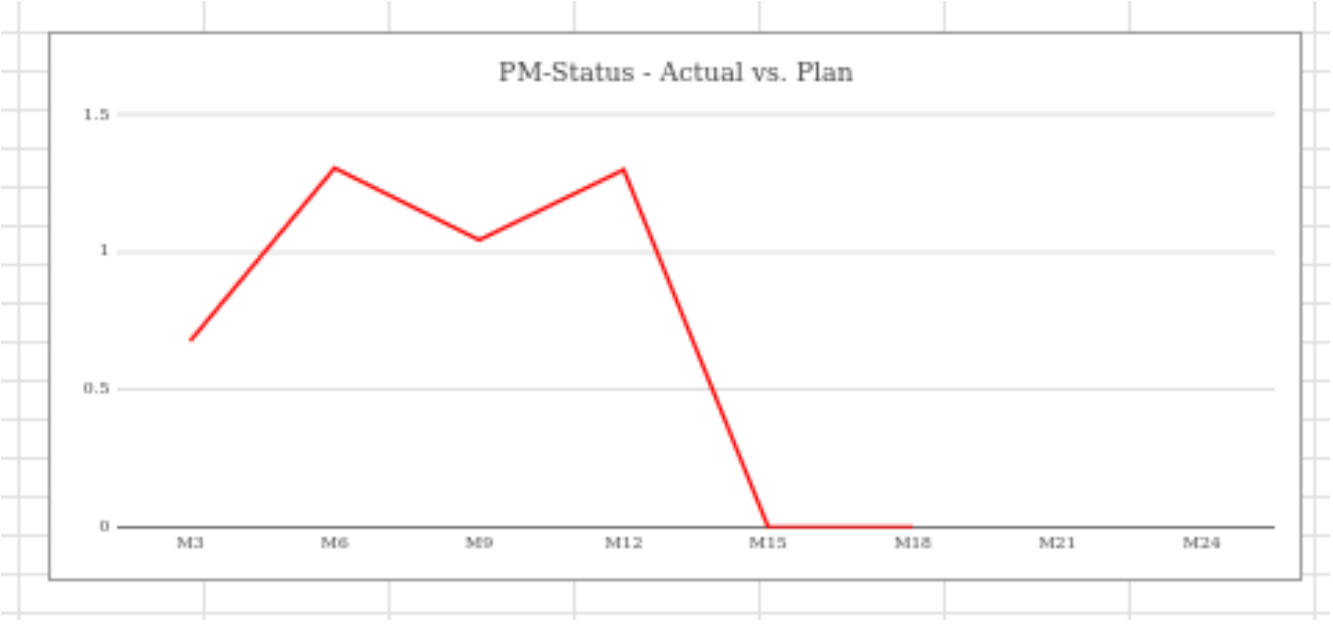
Predefined templates will be provided to ensure consistency and completeness of reporting. Partners must submit these interim reports no later than three weeks after the close of each reporting period.

The Project Coordinator will review and analyze the submitted reports to assess progress, identify potential issues, and take corrective actions where necessary to ensure the smooth implementation of the project.

Reporting is done through a global spreadsheet for all partners as follow per partners:

Partner: XXX					Person-month per Work Package/Tasks							
		GA	TOTALS	M3	M6	M9	M12	M15	M18	M21	M24
				Nov. Jav.	Feb. Apr.	May. Jul.	Aug. Oct	Nov. Jav.	Feb. Apr.	May. Jul.	Aug. Oct
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	Actual WP total:		-								
T1.2 Progress Monitoring and Qua	Planned WP total:	-	-								
	Actual WP total:		-								
T1.3 Ethics, Data, Gender, and IPR	Planned WP total:	-	-								
	Actual WP total:		-	-	-	-	-	-	-		
WP2: Define and support compliance procedures	Planned WP total:	-	-	-	-	-	-	-	-	-	-
	Actual WP total:		-								
T2.1 Gather SME and FOSS Requi	Planned WP total:	-	-								
	Actual WP total:		-								
T2.2 Define Compliance Checklist	Planned WP total:	-	-								
	Actual WP total:		-								
T2.3 Develop CRA self-assessmen	Planned WP total:	-	-								
	Actual WP total:		-								
T2.4 Create Conformity Assessme	Planned WP total:	-	-								
	Actual WP total:		-	-	-	-	-	-	-		
WP3: Build Open Source Tools to A	Planned WP total:	-	-	-	-	-	-	-	-	-	-
	Actual WP total:		-								
T3.1 Discovery: Create automatic	Planned WP total:	-	-								
	Actual WP total:		-								
T3.2 Reference Data: Deploy Refer	Planned WP total:	-	-								
	Actual WP total:		-								
T3.3 Open source software supply	Planned WP total:	-	-								
	Actual WP total:		-								
T3.4 Report: Create open source d	Planned WP total:	-	-								
	Actual WP total:		-	-	-	-	-	-	-		
WP4: Validation / Use Cases	Planned WP total:	-	-	-	-	-	-	-	-	-	-
	Actual WP total:		-								
T4.1 Recruit SMEs to test the tools	Planned WP total:	-	-								
	Actual WP total:		-								
T4.2 Testing framework and tools	Planned WP total:	-	-								
	Actual WP total:		-								
T4.3 Ready-to-use Solution includ	Planned WP total:	-	-								
	Actual WP total:		-								
T4.4 Run the tools on iconic OSS	Planned WP total:	-	-								
	Actual WP total:		-	-	-	-	-	-	-		
WP5: Dissemination / Communicati	Planned WP total:	-	-	-	-	-	-	-	-	-	-
	Actual WP total:		-								
T5.1 Communication and dissemir	Planned WP total:	-	-								
	Actual WP total:		-								
T5.2 "Events/Workshops and Web "	Planned WP total:	-	-								
	Actual WP total:		-								
T5.3 Coordination with strategic st	Planned WP total:	-	-								
	Actual total:		-								
Total Project Person-month	Planned total:		-								

Example of tracking for a partner:



The closer the project is to “1”, the more it is on track.

NOTE: The graph drops to 0 due to PR2.

8.2 Periodic Report

Two reporting periods are defined in the work plan:

- Reporting Period #1: M1 - M12 (November 2024 - November 2025)
- Reporting Period #2: M13 - M24 (November 2026 - November 2026)

In order to provide timely project reporting to the European Commission, as well as efficient and accurate financial data, the cost statements will be aggregated by each partner in the Project Periodic Report, which will be completed within the next **60 days** from the end of the period. The Project Periodic Report will follow the template provided by the European Commission for the Europe Digital Programme. It contains the periodic technical and financial reports.

The Project Periodic Report has to be consistent with the interim reports provided both at technical and financial levels. Project Coordinator will check the data of the Project Periodic Report and the data from the interim report. If any difference arises, the partner should correct them within two weeks from notification. The Project Coordinator will submit the Progress Periodic Report to the European Commission.

The Final Report will be submitted by the Coordinator through SyGMA, via the Participant Portal.

9 Conclusion

The Occtet cooperation processes, along with the key coordination guidelines and information, are consolidated in this Project Management Handbook. This document serves as a comprehensive resource for all Occtet partners, ensuring that the project's activities are executed coherently and effectively.

10 ACRONYMS AND ABBREVIATION

CRA — Cyber Resilience Act
ENISA — European Union Agency for Cybersecurity
EU — European Union
GDPR — General Data Protection Regulation
FOSS — Free and Open-Source Software
AI — Artificial Intelligence
IPR — Intellectual Property Rights
KPI — Key Performance Indicator
PII — Personally Identifiable Information
RBAC — Role-Based Access Control
SBOM — Software Bill of Materials
SAST — Static Application Security Testing
DAST — Dynamic Application Security Testing
MFA — Multi-Factor Authentication
SOC — Security Operations Centre
IR — Incident Response
API — Application Programming Interface
TLS — Transport Layer Security
ISO — International Organization for Standardization
IEC — International Electrotechnical Commission
ETSI — European Telecommunications Standards Institute
SUS — System Usability Scale
TRL — Technology Readiness Level
WP — Work Package
DoA — Description of Action

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