

## Work Packages 10

### Coordination and Management and Quality Assurance

**Task\_10.1** Project management and project meetings: organization of meetings between IPs in order to improve the quality of the project and its activities through a defined action program.

**Task\_10.2** Project monitoring: monitor the calendar of activities in order to monitor the achievement of results, milestones and compliance with the budget in order to improve the quality of the project through compliance with a monitoring plan.

**Task\_10.3** Risk management: monitor and solve project risks in order to avoid delays and improve quality of project.

**Task\_10.4** Financial checks: regular control (every 6 months) of financial summary in order to ensure the quality and effectiveness of financial resources.

**Task\_10.5** Annual reporting: prepare an annual report on the progress (research, impact and financial summary) according to the mandatory template provided by the Conservation, Protection and Use call management.

WP10 consistently focused on coordination, management, and quality control throughout the project. Specifically, project meetings were organised involving members from the four university institutions, particularly the PL (Project Leader) and the PI (Principal Investigators). The purpose of the meetings was to monitor the progress and define the program of activities, considering the restrictions caused by the COVID-19 pandemic, which were not present during the project's writing phase. The achievement of objectives was verified through the correspondence with the Gantt chart and the outputs declared in the Technical Specifications. This verification process was further strengthened by the monitoring through annual reports, coinciding with the four milestones set out in the project proposal. Initially held online to adapt to the pandemic, project meetings were later transitioned to in-person during field research activities and dissemination events, showcasing the project's resilience and adaptability.

In particular, the first in-person meeting occurred on June 22, 2021, at the Faculty of Theology of the Catholic University of Porto in Portugal, during the field survey activity and the conference titled "*The Franciscan Observance in Portugal and its Mediterranean Context*". Another meeting was held on November 12, 2021, at the University of Barcelona during the Summer School and the Workshop titled "Mapping Monastic Landscapes with GIS". A third meeting was held on March 24, 2022, at the library of the Convent of Monteripido in Perugia during the "*F-ATLAS Study Day*" conference. The final meeting occurred during the final conference, "*F-ATLAS Conference: Franciscan Observance Landscapes*".

During these occasions, the Evaluation Committee, composed of the four PIs (UNIFI – Stefano Bertocci; ISCTE-IUL – Soraya Genin, UB – Maria Soler Sala, UCP – Maria Filomena Andrade), monitored that the activities were in line with the program, checked the budget availability and expenses, and prepared periodic reports on the project's progress (research, impact and financial summary) as required by the call's promoting body, based on the mandatory model provided by the JPI-CH administration. Concurrently, the members of the Dissemination and Communication Committee (UNIFI – Federico Cioli, ISCTE-IUL – Alexandra Paio, UB – Xavier Costa, UCP - João Luís Inglês Fontes) were responsible for verifying the organisation, implementation, and effectiveness of the dissemination and communication actions, in line with the Dissemination and Communication Plan.

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