H₂GLASS
DECARBONISING OUR FUTURE

Deliverable D8.1: Project handbook and an online reference manual

WP8, Task 8.1

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[1]PU = Public

PP = Restricted to other programme participants (including the Commission Services)

RE = Restricted to a group specified by the consortium (including the Commission Services)

CO = Confidential, only for members of the consortium (including the Commission Services)

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Document History

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ABBREVIATIONS AND ACRONYMS

ACRONYM	DESCRIPTION
PMT	Project Management Team
GAP	Gender Action Plan

EXECUTIVE SUMMARY

Document purpose is to provide a guide on how to operate in H2GLASS, supporting the common operations (project information research, partners contacts sharing, reporting process for the partners).

H2GLASS Deliverables: timely delivery, templates and procedure for approval

- A deliverable should be made available at least **15 days** before the end of the project month the deliverable is due, to allow project-internal quality assurance before the online submission of the deliverable to the EU by the Coordinator.

  - The procedure for deliverables approval is described in par. 3

  - The **deliverable due date** can be found in the Grant Agreement Annex I Part A, list of deliverables and duplicated in the deliverables list available in the SharePoint H2GLASS folder

- the **template** for deliverables in H2GLASS shall be used. All the H2GLASS templates can be found in the shared folder (i.e., 030_Templates and procedures).

Project Member list with Contact information: **the project member list is available in the shared folder (i.e. H2G distribution list file in the main root folder). All the partners are responsible to keep it up to date with their project team members.**

For WP leaders

Work Package leaders (WP leaders) and Task Leaders are responsible for the execution of the work package according to the description of work (see Annex I part A in the Grant Agreement) and for deliverables submission to the Coordinator. WP leaders and Task Leaders are assigned from partners as indicated in the work packages descriptions.

WP Meetings are arranged as required and within budget to ensure WP progress and objectives fulfilment. It is mandatory to share dates/invitations for scheduled meetings among the WP leaders, the Coordinator, Technical Coordinator and Scientific Coordinator. This facilitates cross-WP cooperation and information sharing as needed. **WP meetings should be reported in the status reports,** in particular physical meetings to easily justify reported costs.

WP Status Reporting: each WP leader reports quarterly on WP progress, status and deviations. The WP status report template has been set up with a structure intended to comply with the Periodic Reporting to CINEA. The procedure for WP Status Reporting is described in chapter 4.

Project Progress Reporting (PPR) and Sintef Energy PPR tool

All partners are expected to report for each month the efforts used in person months (PM) and cost (including 25% overhead). The input is requested every three months, but partners are free to report more frequently in the PPR tool. Linear progression for PM and cost is assumed as default. Predicted progression can be modified to better reflect planned project progress. All partner input is entered in the WPx sheets while the TOTAL ("SUM" excel worksheet) automatically aggregates costs and efforts. Partner contacts receive an e-mail when time is due for PPR reporting. For more details please refer to to

par.4.1.1.

1. INTRODUCTION

The objective of this deliverable is to cover the overall management aspects of the project to provide practical guidance for execution of the project to the partners.

It will also describe where necessary the placements of contents in the internal SharePoint portal, for finding information relevant to project's operations.

- This pdf document shows the main content of the digital implementation to date.
- The digital project handbook (word document) will get updated content over the whole project duration and as new procedures will become available (i.e., Diisemination, Communication and Exploitation Plan, Data Management Plan, Risk Register).

The structure of the sharepoint is self-explaining (see figure).

	Name ∨
📁	010 Contracts
📁	020 Budget and Finances
📁	030 Templates and Procedures
📁	040 Plans and Progress
📁	050 Meetings
📁	060 Deliverables and Milestones
📁	070 Dissemination and Communication
📁	080 WP Status Reports
📁	090 Periodic Reporting to EC
📁	099 Proposal phase
📁	100 H2GLASS Work Space
📁	101 Attic for synchronization issues copies
📁	SINTEF Internal
📊	H2G distribution list.xlsx

This deliverable will cover general quality procedures and in particular,

1) Consortium Governance (daily operations, planning and monitoring)

2) Gender Action Plan (GAP),

3) Standardization Plan and

4) HSE

While carefully compiled, the Grant Agreement and Consortium Agreement take precedence over the Project Handbook text.

1.1. PURPOSE AND TARGET GROUP

All H2GLASS project participants, especially WP leaders, Tasks Leaders and other partners personnel involved with the reporting process, with the purpose of smoothing project execution, facilitating the reporting process and inform all the project participants about the general procedures.

1.2. CONTRIBUTIONS OF PARTNERS

The following Table 1 depicts the main contributions from project partners in the development of this deliverable.

PARTNER SHORT NAME	CONTRIBUTIONS
SINTEF ER	Overall deliverable structure and contents
STEINBEISS	Gender Action Plan

Table 1. Contributions of Partners

2. DESCRIPTION OF THE MANDATE OF THE PROJECT MANAGEMENT TEAM[2]

The Project management Team (PMT) will consist of the Coordinator, the Technical Coordinator, the Scientific Coordinator, the Project Manager, the Data Manager and the WP leaders. The PMT is chaired by the Project Coordinator and meets regularly; minimum monthly. PMT meetings will be held prior to each of the periodic reports for a coordinated, efficient reporting. The PMT meetings will typically be held as online meetings. Only the Technical Coordinator can chair the PMT meetings on behalf of the Coordinator.

2.1. PMT RESPONSIBILITY AND ROLES

Overall, the PMT

- is responsible for coordinating the daily project operations between WPs to achieve high quality and timely execution of the project work and for follow up on critical risks monitoring.
- makes decisions on operative and technical issues regarding progress of work and project management.
- approves all deliverables produced in the project.
- is responsible for implementing any decisions made by the General Assembly into the project.
- is responsible for the preparations before and execution of the H2GLASS technical meetings.
- shall seek consensus among its members.
- shall identify critical situations that require a decision at the General Assembly level;
- shall assist the Coordinator in preparing the meeting to present the issue to the General Assembly so that a decision can be made in a timely manner.

2.1.1. WORK PACKAGE LEADERS (WP LEADERS)

Work Package leaders (WP leaders) are responsible for the execution of the work package according to the description of work (see Annex I part A). WP leaders organise WP meetings, report progress and deviations in the execution to the Coordinator and Technical Coordinator whenever required and are responsible for approving deliverables from their WP before final approval by the PMT. WP leaders report quarterly in WP status reports to the Coordinator.

WP meetings will be attended by the WP leader and the partners involved in the WP in question. Meetings will be arranged as required to ensure WP progress and objectives fulfilment (at least monthly). The WP meetings are working meetings and held in order to coordinate work between the WP partners. WP meetings are all documented in Minutes of Meetings with action lists. All WP meetings will be open to all Consortium members, unless prevented by Non-disclosure agreements between some partners. The Coordinator and the

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[2] *Reference is made to GA Annex I Part A, WP8*

Technical Coordinator shall be invited as optional attendees to the monthly WP meetings; it is highly recommended to add the other WP leaders as optional attendees as well.

WP reporting. Each WP leader will formally report quarterly on WP progress and status for fulfilling the workplan to the Coordinator. The reporting includes information about the technical progress, results obtained (e.g. deliverables, project-internal reports, communication actions). The WP status report template will be set up with a structure that complies with the Periodic Reporting to CINEA, in order to facilitate an efficient and timely assembly of such report. The WP quarterly reporting as described comes in addition to the continuous dialogue between the Coordinator and consortium through the communication structure of the project (see Chapter 4).

2.1.2. COORDINATOR, TECHNICAL COORDINATOR, SCIENTIFIC COORDINATOR AND PROJECT MANAGER

The Coordinator will liaise with the European Commission on behalf of the Consortium and will be responsible for chairing the PMT, monitoring scientific and technical progress and managing project risks.

The Technical Coordinator is responsible for: 1) representing the Coordinator; 2) coordinating the progress and coherence of the H2GLASS technical work; and 3) ensuring quality control of all technical deliverables (assisting the WP leaders in the deliverable review process). The Technical Coordinator will hold periodic meetings with the task leaders for the tasks running in parallel (so called "cross-task meetings"), to check proper cooperation and ensure alignment and transfer of critical information between interconnected activities.

The Scientific Coordinator will monitor the scientific developments within the project and will closely work within WP7 to ensure the proper management of scientific dissemination and the successful achievement of its targets.

The Data Manager shall oversee data collection, perform data-quality management and be responsible for the Data Management Plan (DMP), specifying data curation and retention provisions (e.g. in case data are linked with IPR of individual partners).

The Project Manager will assist the Coordinator with administrative tasks connected with the management of the project (cost reporting, organisation of consortium meetings, SharePoint access, document management, …).

The Technical Coordinator, the Scientific Coordinator, the Project Manager, and the Data Manager are appointed by the Coordinator.

3. PROCEDURE FOR DELIVERABLES SUBMISSION

General note: deliverables and status reports due during the holiday period shall be submitted in advance, or as agreed with the Coordinator.

Lead author: Use most recent version of Deliverable template from Sharepoint, Identify the reviewer; Upload finished report (word format) in 110 H2GLASS Workspace folder 060 Deliverables and Milestones\01 Deliverables\01 For Approval
Deadline is on the 15th of the delivery month
Inform Task Leader and WP leader via e-mail that Deliverable is ready for the peer-review for approval

OK

NOK: asks for review*

Reviewer:
Check Deliverable: contents according to Task description and objectives?

OK

Reviewer **Inform** WP lead and Technical Coordinator via e-mail (Coordinator on cc) the deliverable is ready for the next step of review.

NOK: ask for review*

WP leader and Technical Coordinator:
Deliverable OK according to WP description and objectives?

OK

WP leader: **Inform** the PMT that the Deliverable is ready for approval via e-mail

NOK: asks for review*

PMT: Deliverable OK and according to H2GLASS objectives?

OK

Lead Author: **Fill out** Deliverable delivery date on first page and **convert** deliverable to pdf
Coordinator: **Submit** Deliverable to EU through participant portal
Update Deliverables list in Sharepoint; **Inform** the Consortium about successful submission

The reviewers involved in the various steps of the process shall make their comments using the "track change" function of MS Word; the lead author shall address all the comments in the tracking version that will remain in the sharepoint as evidence of the peer-review

process. The revised copy with no tracked changes will be marked as "final version" by the lead author, converted to pdf, and used for the submission process by the Coordinator.

4. REPORTING PROCESS

4.1. INTERIM MANAGEMENT REPORTS

The three interim management reports are deliverables (D8.5 at M12, D8.6 at M24 and D8.7 in M36) and summarize each period's work, risks and planning for Project Coordination Management and EC.

4.1.1. PLANNING AND PROGRESS REPORTING (PPR) TOOL

The PPR tool (i.e. excel file available in the SharePoint folder) is a bottom-up compilation of planned work and the progress reporting that goes from partners at WP level to project level (TOTAL). In H2GLASS there are 8 Work Packages. The planning and reporting refers to efforts in person-months and total costs in k€.

All partners' input is entered in the WPx sheets while the TOTAL ("SUM" excel worksheet) automatically aggregates costs and efforts.

Aggregated WP information (yellow cells + graphs) at the top of a WP worksheet represents progress in that WP. Two graphs per reporting period will indicate the deviation between actual and budgeted efforts and costs.

The graphs in the TOTAL ("SUM" worksheet) will be used to report H2GLASS progress during General Assembly meetings and also WP graphs may be used when relevant.

Default budget Efforts and Total Costs per partner per WP are pre-populated by SINTEF-ER, assuming linear progression (equal number of person-months each month for one partner in a WP, based on Annex I Part A person months per WP and partner). Other total costs per partner (from the H2GLASS budget in GA Annex 2) have been distributed proportionally to number of per person month in the WP's where a partner is involved. The linear distribution of the budget per month can be changed to a different one. The Coordinator will open this possibility in October for every project year, to update the PPR budget distribution per partner in the WP worksheets.

Note that all costs should be budgeted and reported including the overhead cost of 25% that is paid by the commission.

All worksheets are protected, cells that are not intended to be edited are locked (no formulas can be unintentionally destroyed or deleted). But it's not possible to prevent anyone from by mistake editing Effort or Costs cells that belong to another partner, so attention is required.

Responsibilities

- Planning: Primary partner contacts (or assigned responsible person by partner) from respective partners will be able to re-distribute the budget per month. The coordinator will open for this possibility once per project year.

- Reminder about reporting: SINTEF-ER will send out a reminder that it is time to report in the PPR tool when such reporting is due (see "Deadlines" below).
- Reporting: Primary partner contacts (or assigned responsible person by partner) fill out the actual efforts in person-months and total cost (personnel cost and other direct cost are given as a lumped sum) according to deadlines.

Deadlines

- Planning: Deadline for primary partner contacts (or assigned responsible person by partner) to update the budget distribution will be end of October for every project year. Instructions on how to proceed will be communicated by the Coordinator in September.
- Reporting: SINTEF-ER requests that all partners update the PPR tool no later than 7 days after end of each reporting period (2 / 3 months) in green bellow (Partners are encouraged to update the tool after the end of each month if they prefer).

Editing - how to report actual person-months and costs in the PPR in practice.

Access the PPR- tool in Sharepoint (use desktop App)

Insert actual Efforts in person months and actual total costs in k€ for each month from you as partner (yellow marked rows bellow the WP Graphs) within the specific "WPX" worksheets, for all the Work Packages (WPs) where your legal entity is involved. Many partners are involved in several WPs, and should report effort and costs allocated to each WP. (N.B! If there was no activity in one WP you are working on during the period, please write 0).

Example for partner 01 in WP1 for first internal reporting period after M3 below:
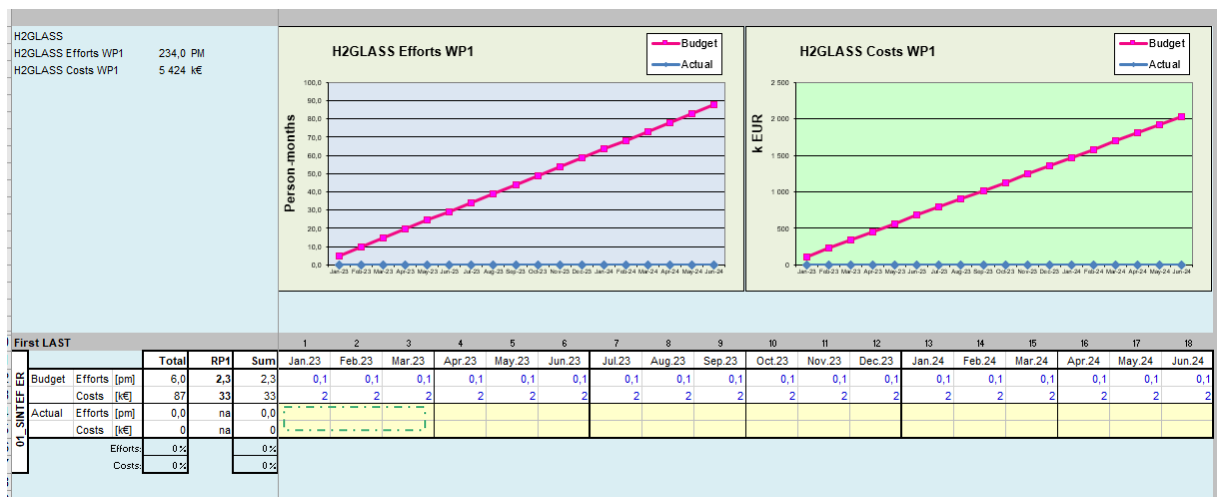

Figure. Example: For reporting the actual numbers of Month of January, February and March 2023, six numbers are to be included in WP1 by partner 01 (actual effort in [PM] for the three months; and actual total costs [k€] for the three months). See marked box in green color for partner 01_SINTEF ER, where the numbers should be reported.

Save and close the file when finished.

4.2. FINANCIAL REPORTS

The financial reports (RPx) contain:

- a summary cost statement prepared by each participant,
- a cost certificate where needed,
- a management-level justification prepared by each participant,
- a financial summary sheet prepared by the Coordination Team, bringing together the incurred costs of the consortium

These reports include requests for payment and must be drawn up using the forms and templates provided in the electronic exchange system.

Note: The RPx reports are not listed as deliverables, they generate in the portal, with the information populated by the Coordinator

The Financial progress reporting periods are:

Table 2 Financial and technical review periods

REPORT NAME	THE FINANCIAL REPORTING PERIOD	COORDINATOR'S DUE DATE 60 DAYS
RP1	M18 – 1 January 2023- 30 June 2024	M 20
RP2	M36 - 1 July 2024 - 31 December 2025	M 38
RP3	M48 - 1 January 2026 - 31 December 2026	M 50

The coordinator has 60 days' time limit to submit the reports in the Tender & Funding opportunities portal. The coordinator must check the outputs of the beneficiaries and then submit the whole report.

Among the consortium the internal deadline for financial reports is 20 days after the reporting period has ended.

Financial statements must be drafted in Euro. Beneficiaries with accounting established in a currency other than Euro must convert the costs recorded in their accounts into Euro at the average of the daily exchange rates by the European Bank.

4.3. MID-TERM REPORT

A comprehensive mid-term assessment report (RP1 M18) from the Project Officer on the progress of the project will be shared after the mid-term review meeting with the consortium.

4.3.1. MID-TERM REVIEW MEETING

The mid-term review meeting will be scheduled around M18 by EC, all partners and Commission representatives will be invited. This meeting will report on the progress to date and to redefine (if necessary) the work plan for the remaining part of the contract. Further, it allows to discuss the received comments from the project officer to adequate address them in the revision process.

4.4. FINAL REPORT

The Coordinator must submit the final technical report within 60 days following the end of the last reporting period (RP3, M42). It includes evaluation of the potential economic and social impact of the project results and the factors involved in their successful exploitation, a description of the project activities and future plans regarding the use and dissemination of knowledge and an assessment of any equal opportunity promotion actions included in the project.

The final financial report contains a final summary financial statement, created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods, and including the request for payment of the balance. If requested a certificate on the financial statements is needed for all partner's with a total contribution (Personnel costs + Other direct costs) of EUR 430 000 or more (see GA par. 4.3.)

5. GENDER EQUALITY

Gender equality is a fundamental principle of the European Union (EU) and it has been strengthened in the research and innovation framework programs of Horizon Europe[3]. The European Commission has developed a Gender Equality Plan (EU Gender Action Plan III)[4] for Horizon Europe, which sets out a range of actions and measures to promote gender equality and gendered innovation in research and innovation activities. These include promoting gender balance in research teams, ensuring gender-sensitive data collection and analysis, and fostering gender awareness and competence among researchers and innovators.

To ensure that our project aligns with these principles, H2GLASS places a significant emphasis on **advancing equal participation**, which involves ensuring the inclusion of both women and men in all aspects of the project work, including research, administrative work, and task lead levels. This will create a more inclusive and diverse work environment that benefits all teams. Furthermore, the project is committed to the **empowerment of girls and women in the technical fields**. By highlighting the role of women in H2GLASS, the project will serve as a role model for young women and girls who are considering pursuing careers in technical fields. In addition, the project is committed to **combatting gender-based violence** by ensuring that all parties involved in the project have well-defined institutional policies regarding sexual harassment and other forms of gender-based violence. The last action in

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[3] *Horizon Europe online manual. https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf*

[4] *Gender Action Plan III. https://ec.europa.eu/commission/presscorner/detail/en/IP_20_2184*

promoting gender equality in H2GLASS project is **to create a Gender Action Plan** which will be included in the project handbook and an online reference manual (D8.1).

The Gender Action Plan in H2GLASS is built on "Horizon Europe Guidance on Gender Equality Plans[5] (GEPs)" and the Gender Equality in Academia and Research[6] (GEAR) tool, co-developed by the European Institute for Gender Equality (EIGE) and the European Commission's Directorate General for Research and Innovation. According to Horizon Europe GEP eligibility criterion, GEP consist of the following four mandatory requirements (MR):

1) The Gender Action Plan should be a formal document published on the organisation's website and it should demonstrate a commitment to gender equality, set clear goals and detailed actions and measures to achieve them.
2) The plan should have dedicated resources, including funding and expertise in gender equality, to ensure effective implementation.
3) Organisations should annually collect gender-disaggregated data on personnel and use it to monitor progress towards gender equality. Organisations should consider how to select the most relevant indicators, how to collect and analyse the data, including resources to do so, and should ensure that data is published and monitored on an annual basis.
4) GEP should include awareness-raising and training activities on gender equality for the whole organisation and training on unconscious gender biases for staff and decision-makers.

Besides the four compulsory requirements, the GEP should also encompass five recommended areas:

1) promoting work-life balance and organisational culture
2) gender balance in leadership and decision-making
3) gender equality in recruitment and career progression
4) integration of gender dimension into research and teaching content, measures against gender-based violence, including sexual harassment attaining.

While these requirements and guidelines serve as ambitious goals for organisations drafting and implementing Gender Equality Plans, consortia projects such as H2GLASS can only aim to implement and monitor gender equality within the frame of the project. We encourage partners to transfer practices and awareness to their organizations and other activities.

5.1. PROJECT IMPLEMENTATION

H2GLASS is a project that brings together different areas of innovation, including H2, digitalization, and industry. These fields have traditionally been dominated by men, with women often being underrepresented in key roles and decision-making positions. This

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[5] *Horizon Europe guidance on gender equality plans. https://data.europa.eu/doi/10.2777/876509*

[6] *European Institute for gender equality. https://eige.europa.eu/gender-mainstreaming/toolkits/gear*

gender gap is reflected in the fact that only 10.7% of patents in these areas are held by women, highlighting the need to address the issue of gender inequality in these fields.[7] As underlined by the United Nations Climate Change Conference (UNCCC), achieving climate neutrality requires the participation of women and men of all cultures, ages, and abilities. Therefore, the H2GLASS consortium recognizes the need to address this gender inequality and believes that it is essential to involve both women and men in the H2GLASS project to ensure that a diversity of perspectives and ideas lead to more effective and sustainable solutions.

There are several main project areas to contribute to and improve gender mainstreaming in H2GLASS project activities, which include the project management and the communication and dissemination activities.

The following table shows the guidelines for the project:

Project component	Gender Action Plan Elements
Project Management	- Analysing and ensuring equal participation of men and women in project activities. - Monitoring and informing project staff to ensure they apply a gender-sensitive approach in their respective activities through dedicated workshops. - Ensuring that men and women of different target groups equally benefit from the project results
Communication & Dissemination	- Highlighting the role of women in communication activities such as videos, interviews, and event visits to achieve equal representation. - Increasing the visibility and representation of women in science and engineering by featuring women staff in communication and dissemination activities. - Having a comprehensive communication campaign addressing the general public at local, regional and EU level, with specific activities for kids and dissemination targeting students promoting the role of women in the energy sector. - Including a section about "H2GLASS Equality" on the project website - Two dissemination activities promoting gender equality in industry, science and business, such as participating in EU initiatives promoting gender diversity in the energy sector, including W4RES and Women for Green Hydrogen (webinar or forum on H2 for the glass industry)

As an initial action, partner SIG analyzed the personnel data of researchers involved in the project which was submitted during proposal writing. This analysis contributes to mandatory requirement 3 and will be updated when new data is collected during reporting periods (M18, M36, M48). The distribution of women, men, and nonbinary people is as follows:

Within the project team of H2GLASS, 27% of the work force are women and only 1 out of the 23 beneficiaries has a woman as a leader. The following table displays the distribution of women, men and nonbinary employees across the various organizations within the H2GLASS consortium. The table provided includes information on H2GLASS organizations that have a GEP implemented. The outcome shows that out of the 23 organizations, only 13 have implemented a GEP, with universities and research centres being the primary ones.

Participants	Nr. of women in workforce	Nr. of women leading	Nr. of men in workforce	Nr. of men leading	Nr. of nonbinary in workforce	Nr. of nonbinary leading	GEP Organization
Sintef ER	2	1	5	0	0	0	Yes
Sintef	1	0	5	1	0	0	Yes
Sintef RM	1	0	1	1	0	0	Yes
STAM	0	0	1	1	0	0	No
SIG	2	0	0	1	0	0	Yes
WEP	0	0	0	1	0	0	No
NTNU	0	0	2	1	0	0	Yes
UNOTT	1	0	0	1	0	0	Yes
SG	0	0	0	1	0	0	No
SH	2	0	1	1	0	0	No
NIC	0	0	1	1	0	0	Yes
FHG	1	0	0	1	0	0	Yes
ASTON	1	0	2	1	0	0	Yes
UPC	0	0	2	1	0	0	Yes
EuropAlu	2	0	0	1	0	0	No
SSV	2	0	2	1	0	0	Yes
VB	0	0	0	1	0	0	No
OCV	0	0	1	1	0	0	Yes
ZIGNAGO	0	0	0	1	0	0	No
SENER	3	0	2	1	0	0	Yes
CIB	0	0	1	1	0	0	No
HYDRO	0	0	0	1	0	0	No
PTML	0	0	0	1	0	0	No
TOTAL	18	1	26	22	0	0	13

Table 3. Gender of participants involved in the project and number of organizations with a GEP available.

Furthermore, SIG conducted a gender workshop during the kick-off meeting of H2GLASS. This was intended to enhance the awareness and thus capacity of consortium members on gender-related questions, promoting gender equality and inclusion in all possible forms within the project and prevent any form of discrimination.

The presentation, which is included in Annex 1, consists of three parts. The first part explains general gender-related aspects and concepts needed to work inclusively in Horizon Europe projects, the second part is the gender dimensions in the context of the H2GLASS project while the third part encouraged all partners to think about how the H2GLASS technologies & results could impact women, men and nonbinary people in a different way (positive or negative) both in industry and in the wider society. During the discussion, the following points were addressed:

- H2GLASS activities are dominated by engineering and other STEM fields and therefore face similar challenges as other STEM professions with fewer women entering the workforce as men.
- The partners are seeing increasing numbers of women who are active in university STEM fields, especially on the Bachelor level. Targeted actions to encourage more women to continue to graduate and doctoral levels (partner UPC is very active in this) will also increase the potential for them to enter the professional workforce.
- The glass factory is a very physically demanding environment not only for women, but everyone (high temperatures, heavy machinery, etc.) With digital monitoring and maintenance technologies, incl. the digital twin, which are developed in H2GLASS, the workplace will become more accessible and will allow more people to perform these tasks.
- In WP6, T6.5 Societal Impacts, the analysis should include measures on gender to have a better understanding of how H2GLASS results will impact men, women and nonbinary people differently.

Dedicated resources at SIG will be used to implement the actions described above and follow up on monitoring during reporting periods and conduct further gender workshops (contributing to MR 4).

Overall, our gender plan is an integral part of our commitment to promoting gender equality and diversity in our project, and we believe that by incorporating a gender perspective into all aspects of our work, we can help to build a more equitable, inclusive and innovative society. The gender action plan formulated here is a first step to achieve this.

6. STANDARDISATION

The goal of the Standardization activities in H2GLASS will be to identify primarily the needs for Glass and Aluminium industries related technologies for H2 introduction in their production processes, and how to convey those needs in ongoing standardization efforts or new standardization activities.

The plan foresees the following main steps:

- identification of the standards relevant for the technologies being developed by H2GLASS (by year 2 of the project)
- identification of the partners in the Consortium already involved in related ISO committees or willing to be involved (by year 2 of the project);
- within WP7, partners with such affiliation will work in their ISO committees: meetings and seminars, including participation by standards organizations, will provide guidance on what results from the H2GLASS project will be incorporated into recommended practices and standards (during year 3 and 4 of the project)
- H2GLASS will support the ISO committee members by providing input to the development and revision of standards and the writing of technical reports as relevant (during year 4 of the project).

7. HSE POLICY

At SINTEF, HSE issues are assigned the highest priority we have both internal and external general principles.

This means ensuring that the working environment is both safe and serves to promote employees' personal development, job satisfaction and good health. A systematic HSE-work is to ensure employees' safety and to safeguard their working environment. Our aim is to make sure that H2GLASS HSE standards are in accordance with SINTEF's overall strategy, policy and objectives on HSE issues.

Ensuring the existence of a written coordination agreement which describes how HSE-related work shall be carried out in situations where several organizations carry out work assignments at the same location or an agreement that specifies which party has responsibility for HSE coordination at the site, which procedures will be followed and collect evidence that the personnel working in such activities have been properly trained before executing them.

This means that when participants attending other location the project manager shall.

- Ensure that HSE issues are taken care of during planning and implementation, ref. SINTEF's procedures;
- For all new or changed work operations, ref. procedure Risk assessment of HSE in laboratories and workshops
  - If field work, ref. procedure Field work
  - If business travel, ref. procedure Business travel
  - Safe Job Analysis, ref. procedure Safe Job Analysis

The Site HSE regulation will apply to the participants when visiting it for surveys, installation activities, pilot testing, etc.

8.   ANNEX 1

H2GLASS

WHY? GRANT AGREEMENT

VALUES (— ARTICLE 14): **Gender mainstreaming**

- "The beneficiaries must take all measures to promote equal opportunities between men and women in the implementation of the action and, where applicable, in line with the gender equality plan. They must aim, to the extent possible, for a **gender balance** at all levels of personnel assigned to the action, including at supervisory and managerial level."

- Partners' Gender Equality Plans

promote gender equality and inclusion in all possible forms within the project and prevent any form of discrimination
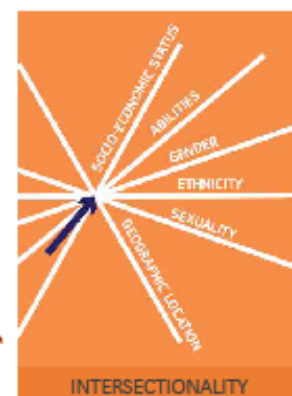

H2GLASS

WHY? GENDERED INNOVATION

As defined by the European commission for Horizon Europe projects:

Gendered innovation
= considering gender **within** the innovation processes
= considering multiple perspectives

➤ **adds significant value in the innovation process** & to research in terms of **excellence, creativity** and **business opportunities**;

➤ leads to better **social acceptance** of new technologies;

➤ also includes other dimensions, e.g.

 ➤ **Inclusivity = Innovation !**

SOCIO-ECONOMIC STATUS
ABILITIES
GENDER
ETHNICITY
SEXUALITY
GEOGRAPHIC LOCATION
INTERSECTIONALITY

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WHAT? BACKGROUND

GENDER BIAS

Often unintentional and implicit differentiation between men and women by placing one gender in a hierarchical position relative to the other in a certain context, as a result of stereotypical images of masculinity and femininity

GENDER MAINSTREAMING

A gender equality strategy, which means that project objectives and results are defined in such a way that wishes and needs of men and women are equally valued and favored through the project activities.

GENDER SENSITIVITY

A gender sensitive policy, activity or project that ensures a balanced gender relationship through equal distribution and sharing of power between women and men in the project.

GENDER EQUALITY

Equal rights, responsibilities and opportunities of women and men and girls and boys as crucial prerequisite for society sustainable development, concerns both men and women and can be achieved only with the engagement of both -> importance of considering needs, rights and interests of men and women in any aspect of professional and private life. Same possibilities should be available to any person regardless of the gender and any other personal characteristics.

WHAT WE PROMISED

1. **Gender Action Plan** in the Project Handbook (M4)

2. Two **Dissemination Activities** promoting Gender Equality in industry/science/business

3. **Equal representation** in communication and dissemination activities, e.g. videos, interviews, event visits

4. **OBJ8:** ensure **public acceptance** for implementation in local communities and allow **inclusive participation** and **increased own capabilities** for all people **equally**
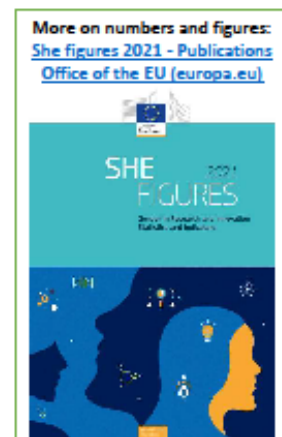
More on numbers and figures:
She figures 2021 - Publications Office of the EU (europa.eu)

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HOW TO DO IT? (I)

First Step: In line with EU's Gender Action Plan

1) **Equal participation & leadership:** Inclusion of women and men equally in the project work on research, administrative, work package/task lead levels

2) **Empowerment of girls and women:** by having women in H2GLASS in leading roles, the project will be a role model for young women and girls to pursue career paths in the technical fields, strengthening economic and social rights.

Second Step: create H2GLASS Gender Action Plan. It should be a

(1) **public document**, have (2) **dedicated resources**, (3) regularly **collect, monitor and evaluate data** on gender disparities, (4) **train** participants about gender biases, and (5) include communication activities
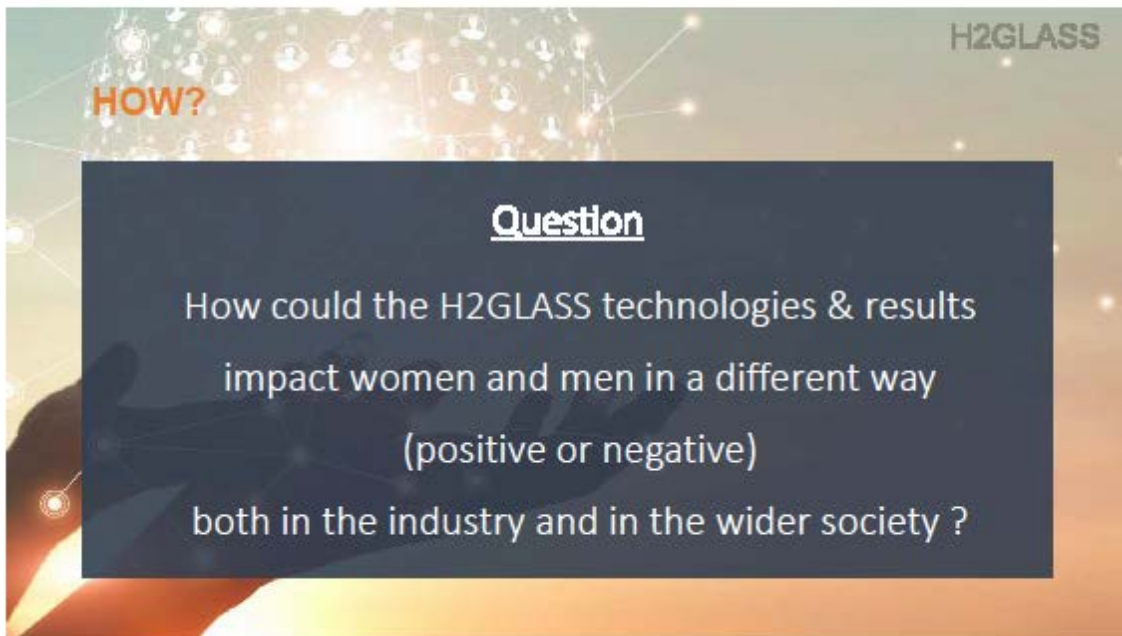
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HOW? H2GLASS GENDER ACTION PLAN

1. Analyse data (e.g., from proposal and reporting) for gender distribution and inform partners → 13 of 23 organisations have a GEP

2. Carry out communication/dissemination activities equally, e.g.

   ➢ Women 4 Wares H2 webinar (with other H2 projects)

   ➢ Women for Green Hydrogen webinar on h2 for the glass industry

3. Include a section about "H2GLASS Equality" on the project website

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THANK YOU!

Find out more
European Commission, Directorate-General for Research and Innovation, *Gendered innovations 2 : how inclusive analysis contributes to research and innovation: policy review*, Publications Office, 2020,

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