




DCitizens

 **Empowering Citizens**
+ with and  through
 Digital Technologies 

Progress Report

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1. Explanation of the Work Carried Out and Overview of Progress

The mid-term progress report focuses on the activities carried out in the first 16 months of DCitizens and how they contributed to the project's progress. In the following sections, we provide:

- (1) An executive summary highlighting DCitizen's objectives, main activities, and how they contributed to project objectives.
- (2) Progress in each Work Package (WP), namely each partner's contribution to each WP's task, status of deliverables and milestones.
- (3) Description of progress towards delivering the expected impacts.

1.1. Executive Summary

DCitizens aims to enhance the competencies in Digital Civics at IST-ID, particularly in its research unit: the Interactive Technologies Institute (ITI/LARSyS). Furthermore, DCitizens intends to have a structural impact on the training of the next generation of computer scientists by extending its impact to Técnico-Lisboa/Universidade de Lisboa (IST/ULisboa), which is the Engineering school inside ULisboa.

The main Objectives (O1-5) of DCitizens are:

- O1) Enhance IST-ID research profile and innovation competence in Digital Civics.
- O2) Provide training to Staff and Early-Stage Researchers to build critical mass at the interface of research, local government, and the private and third sectors.
- O3) Establish a leading pole of excellence in Digital Civics in Europe.
- O4) Strengthen and expand the collaborative network between the Twinning partners.
- O5) Establish a Digital Civics Research and Innovation Agenda in line with the Smart Specialisation Strategy for Lisbon.

DCitizens is organised in seven WPs: (1) Short-term staff exchanges, (2) Organisation of joint events, (3) Enhancing the scientific profile of ESR, (4) Joint research: commissioning digital civics research in Lisbon, (5) Strengthening the research management capacity, (6) Dissemination, communication, and outreach, and (7) Project management.

Below, we summarise the main actions taken by the consortium and across WPs to achieve the five objectives.

ACTION 1: STRENGTHEN RESEARCH CAPACITY

This action concerns the training and continuous development of (young) researchers by supporting training, promoting knowledge exchange, and extending research networks on Digital Civics to achieve objectives O1, O2, and O4. The action cuts across all WPs.

We had a series of activities to provide **training to students on Digital Civics (O2)**. For instance, the project organised the *2023 Summer School* in Lisbon (Figure 1) with 28 participants, and an *Invited Lectures Series* with nine speakers with an average of 50

participants per lecture. In November 2023 (D2.2), we leveraged USi's expertise in Participatory Research and offered students six *Short Training Sessions* in Siegen with 11 ESR participants (nine from Lisbon). Most participants were PhD students. At the master's level, members of the Lisbon team offered *two curricular units* (Interaction Design Studio and User-Centred Design), which covered topics of Digital Civics to 900+ students. We currently have *two new MSc and five PhD students* in Lisbon doing their research in Digital Civics and working with local communities.

We aimed to **increase the research profile of IST-ID (O1 and O2)** by supporting a total of *40 exchanges (16 ESR exchanges)* between twinning partners and funded *19 participations of ESRs in premier scientific events and one internship* (more details in D3.2).



Figure 1. 2023 Summer school in Lisbon.

All the previous activities enabled **deepening the collaborations (O4)** between the Twinning partners, which resulted in the organisation of a joint *Citizen-centric special track at GoodIT'23 conference*. In turn, this effort originated the newly funded *Citizen-Centred AI Doctoral Center at UNN*, which has IST-ID as an international academic partner.

The consortium also submitted a proposal for creating a *Special Interest Group* at the premier international conference on Human-Computer Interaction research (ACM CHI conference on Human Factors in Computing Systems 2024). The proposal was accepted in February 2024. Moreover, the consortium had *four scientific workshops* accepted at three venues related to Digital Civics (D2.2): ACM Designing Interactive Systems, Participatory Design Conference, and ACM Interaction Design and Children. In 2024, *DCitizens is co-organising a "Digital Civics Exchange"* at Northumbria University by leveraging an existing student internship program between Purdue and Indiana Universities with UNN. IST-ID will support four ESR internships to have hands-on experience crafting citizen-centric digital technologies. Finally, in 2025 DCitizens members are organising the ACM Designing Interactive Systems conference in Portugal. All these joint initiatives contribute to make DCitizens a **leading international consortium in the field of Digital Civics (O3)**.

Finally, the consortium is **conducting joint research (O1 and O5)** using Lisbon's Case Study commissioned projects as a collaboration platform (D4.2). Currently, we are supporting *two local case studies*: 1 - Empowering Marginalised Communities through a Network of Neighbourhood Walk-in Services; and 2 - Supporting a Community Sponsorship Program for Refugees in Portugal. These collaborations have already resulted in a *joint publication* between IST-ID and UNN on a Digital Civics Ethical

Framework (D4.1). In 2024, the consortium plans to submit at least three new papers based on existing research results.

Finally, since the start of the project, the consortium has started **collaborating in two PhD co-supervisions (O4)** between IST-ID and UNN.

ACTION 2: CONSOLIDATE THE SUPPORT INFRASTRUCTURE TO INCREASE PARTICIPATION IN HORIZON EUROPE

This action relates to implementing institutional change at the IST-ID research institution (i.e., ITI/LARSyS research unit) regarding the support infrastructure that will enable **conducting competitive research (O2 and O4)**.

We conducted a **strategic analysis of ITI/LARSyS support infrastructure (O2)** and defined a clear roadmap, outlining priorities, goals, and **action plan**. The Deliverable 5.1. describes in detail the strategic plan, including a timeline for implementation and metrics to monitor and evaluate progress towards our goals. The plan was built in close collaboration with the governance bodies of ITI/LARSyS (i.e., administration and scientific committee) and the IIT partner, which offered significant expertise on scientific management. The plan was later presented to the external advisory board of ITI/LARSyS for further comments and refinement.

The strategic plan set clear goals for the first year of the project, mainly (1) hire a professional management/support team (herein called Research Management Unit – RMU), (2) defines roles and responsibilities of the team, (3) develop and implement a training program for the RMU, and (4) implement a performance monitoring technical infrastructure for ongoing EU projects.

We **established a new professional RMU (O2)** composed of five people (four new hires): one executive director responsible for implementing the strategic plan, three project managers responsible for providing pre- and post-award support to researchers, and a communication manager responsible for outreach and communication activities.

Regarding **RMU training (O2)**, the management team and other staff participated in eight research management courses offered by IIT (four courses), Instituto Superior Técnico (two courses), the European Commission (one course), and external institutions (one course). These ranged from grant writing and how to leverage research results to boost societal impact to financial procedures, open science, and data management. A detailed description of the RMU training plan is available in Deliverable 5.2, and the mid-term progress report in Deliverable 5.3.

Since the start of DCitizens, ITI/LARSyS has had a **two-fold increase in funding (O4)**, mostly due to success in Horizon Europe (from ~€1.5M to ~€3M funded projects). The institution started coordinating two large European projects (Bauhaus of the Seas Sails - GA 101079995, and LoGaCulture - GA 101094036) and one Recovery and Resilience Plan agenda (eGames Lab - C645022399-00000057). Moreover, ITI/LARSyS started 13 new projects as partners, e.g., Shift2DC (GA 101136131), Blockchain.PT (C644918095-00000033), and DCLGP (2022.06596.PTDC). Overall, ITI/LARSyS achieved a 28% success rate of project proposals in 2023 (8% increase).

Regarding project proposals by month 16, ITI/LARSyS participated in the submission of **three EU proposals and three bilateral national proposals directly related to**

Digital Civics (O4): one COST proposal on Sociotechnical Design and Evaluation of Digital Platforms for Democratic Participants (under review), two RIA proposals on the ‘Past, present and future of democracies’ call (under review), two research proposals to the Portuguese Science Foundation (under review), and one proposal to the Citizen-Centred AI Doctoral Center at UNN (funded). From the six proposals presented by ITI/LARSyS, five proposals included at least one of the DCitizens partners or partners that emerged from the project’s network.

ACTION 3: INCREASE VISIBILITY AND NETWORK OF IST-ID

This action focuses on strengthening collaborations with non-academic stakeholders (e.g., local government, industry, NGOs, and citizen groups), high-impact scientific dissemination, and outreach activities (O3 and O5).

In the sixth month of the project, the consortium submitted the **Communication, Dissemination, and Exploitation plan (O3)** (D7.3), which describes its main activities in detail alongside a timeline and key performance indicators. Moreover, we created a **DCitizens identity and brand book** to be used across all communication activities (D6.1). A fully detailed progress report is available in Deliverable 6.2.

One of the first activities was establishing **digital communication channels (O3)** through the website, Instagram, Facebook, Twitter (or X), public mailing list, and Discord server, which serve different audiences. Overall, we published 22 social media updates (reached 750 users per post), 22 website updates (total of 2396 visits), and one online newsletter (107 subscribers). We expect the participant reach to increase over the next 1.5 years as we keep engaging with expert networks through the lecture series, summer schools, and conference workshops, and build special interest groups in the academic venues.

We also organised two in-person **civic events in Lisbon (O5)**. We invited participants from academia, industry, local government, NGOs, and self-advocacy groups. We conducted round-table discussions around citizen-driven needs and goals (Figure 2), which were the basis for the case-study submissions in the yearly commissioning call of DCitizens. In the first event (in 2023), we achieved a total of 36 participants and 14 institutions. In the second year of the project, we had 50 participants and 23 institutions participating in the round-table discussions.



Figure 2. DCitizens' 2023 civic event

Following both civic events, DCitizens disseminated open calls for community-led case study projects. The consortium is currently **working on two case studies (O5)** from the first year’s call with high potential for societal impact. The second year’s commissioned projects are currently under review. A full description of the Case Study

Commissioning Framework is available in D4.2. Our vision is that the civic events and case studies will inform the creation of a Digital Civics Research & Innovation Agenda for Lisbon. We aim to influence policy and real-world change by leveraging the relationships built with local government during the civic events and projects.

We also engaged in **other communication events (O3)**, such as four press releases, which resulted in 25 articles (e.g., article in a National [newspaper](#)), two open-day events, and participation in the 2023 European Researchers' Night in Lisbon. Overall, we reached more than 4500+ people through these in-person public events.

We have also been **building connections with Industry (O3)** partners to leverage project results and support citizen-centric research, namely in citizen-centric AI. We expect to start new activities in close collaboration with these partners in the second semester of 2024.

1.2. Explanation of the Work Carried Out per Work Package

This section describes the activities conducted in each task of the seven WPs (sections 3.1.1 – 3.1.7) and the research component (section 3.1.0) of DCitizens.

1.2.0. Research Component

The research component of DCitizens is fully allocated to the coordinator in Lisbon (IST-ID). All research activities are encapsulated in WP4 – Commissioning Digital Civics Research in Lisbon. Twinning partners provide knowledge, expertise, and digital tools to implement the new commissioning model and support ongoing case studies. The research budget for 36 months is about €200k (~20% of the total budget), which is well below the 30% limit for the work programme. The budget is primarily to support human resources. IST-ID is currently supporting two PhD students who work on Digital Civics. Ana Henriques started in June 2023, and Katharina Buckmayer began in September 2023. We also hired a part-time research engineer to support the development of civic technologies in January 2024.

The research activities are described in further detail in section 1.2.4. They include implementing the new commissioning model, building an ethical framework/toolkit, and working with local communities in co-creating civic technologies. We are currently engaging with two case studies on community development and immigration.

1.2.1. WP1: Short-term Staff Exchanges

Summary of work package performance		Lead	Status
WP	Short-term staff exchanges	IST-ID	<i>On track</i>
Tasks	T1.1 – Staff exchange with IIT	IIT	<i>On track</i>
	T1.2 – Staff exchange with USi	USi	<i>On track</i>
	T1.3 – Staff exchange with UNN	UNN	<i>On track</i>
	T1.4 – Joint lab retreats	IST-ID	<i>On track</i>
Deliverables	D1.1 – Exchange plan	IST-ID	<i>SUBMITTED</i>
	D1.2 – Midterm report on staff exchanges	IST-ID	<i>SUBMITTED</i>

Milestones	M4 – Staff exchanges until M17	IST-ID	<i>ACHIEVED</i>
	M5 – Staff exchanges until M36	IST-ID	<i>On track</i>
Objectives	Foster the interchange of scientific knowledge between Twinning partners in line with the identified Strategic Areas and the DCitizens objectives, particularly O1, O2, and O4. The planned visits also include the exchange of administrative staff to improve project management skills at ITI.		
	<p>Risk 1 – Agenda restrictions for staff exchanges</p> <ul style="list-style-type: none"> - Likelihood: medium - Severity: low - Status: not observed <p>Risk 6 – No funding opportunities for joint project submission</p> <ul style="list-style-type: none"> - Likelihood: high - Severity: medium - Status: not observed <p>Risk 8 – Not being able to obtain funding</p> <ul style="list-style-type: none"> - Likelihood: high - Severity: medium - Status: not observed <p>New risk – Significant increase in travel costs</p> <ul style="list-style-type: none"> - Likelihood: Low - Severity: medium - Status: observed - Mitigation strategy: regularly review the exchange plan and adjust the number of weeks spent at each partner location; organise online informal meetings to build rapport and networking opportunities 		
Risks & Mitigation			

T1.1 Staff Exchanges with IIT (lead: IIT)

Between the 15th and 18th of May 2023, IST-ID (Portugal) visited IIT (Italy) – Figure 3. The IST-ID team included Hugo Nicolau (DCitizens coordinator, Professor, Vice-President of ITI/LARSyS), Nuno Nunes (Professor, President of ITI/LARSyS), Valentina Nisi (Professor, Head of the Scientific Committee of ITI/LARSyS), Susana Nobrega (Project Manager), Dina Dionisio (Project Manager), and Vanessa Batista (former executive director of ITI/LARSyS).

We intended to leverage IIT’s expertise in project management; thus, the main goal of the exchange was trifold: (1) hands-on training for the research management unit, (2) finish D7.2 – Data Management Plan, and (3) discuss a draft of the research management unit action plan (D5.1).

The first day was spent at the Center for Convergent Technologies with discussions about IIT’s scientific structure (F. Cagnoni) and Technology Transfer practices (L. De Michieli). The afternoon was dedicated to a hands-on session with Francesco

Piacentini on pre-award processes, tools, and practices. We finished selecting and discussing European calls for the DCitizens consortium.

On the second day, the IST-ID team had a personalised training session on Research Data Management by Valentina Pasquale, followed by a working session on D7.2. The afternoon was dedicated to working on the research management unit training plan for the remainder of the project (D5.2). Finally, IST-ID presented the draft of D5.1 with a clear strategic and action plan for the new research management unit. The day ended with a visit to the Center for Robotics and Intelligent Systems.

The third day was spent at the Center for Human Technologies and started with a presentation of the PAVIS research line (Alessio Del Bue and Stuart James). IIT staff shared common practices when selecting EU calls and engaging in the creation of a new consortium. We then worked towards an RIA mock-up proposal writing with Alessio Del Bue, Stuart James, and Francesco Piacentini (pre-award project manager). In the afternoon, Isabel Santori shared IIT's practices, tools, and processes for post-award project management. The day ended with visits and demos from multiple research lines.

On the final day, the IIT team showcased one of their digital infrastructures that resulted from the EU project MEMEX.

Overall, the exchange was highly productive in finalising three deliverables (D5.1, D5.2, and D7.2). IIT contributions and guidance were key. Insights from working sessions had a clear influence on the proposed management and scientific structure of ITI/LARSyS.

In November 2024, IST-ID plans to visit IIT for the joint lab retreat with three researchers, four research management staff, and five ESRs. We expect IIT to visit IST-ID in 2024 during the summer school with one researcher, one project manager, and one ESR. In 2025, DCitizens will support a total of eight staff exchanges.



Figure 3. IST-ID's 2023 visit to IIT.

T1.2 Staff Exchanges with USi (lead: USi)

Between the 21st and 23rd of November 2023, all DCitizens' partners visited USi (Germany). This exchange was co-located with the yearly project meeting (Figure 4).

The IST-ID team included Hugo Nicolau (DCitizens coordinator, Professor), Ana Pires (postdoctoral researcher), and nine Early-Stage Researchers (Inês Silva, Isabel Neto, Filipa Rocha, Soraia Paulo, Patricia Piedade, Marta Ferreira, João Nogueira, Ana Henriques, and Katharina Buckmayer). The UNN team was composed of Kyle Montague (Professor), Reem Talhouk (Professor), Shaun Lawson (Professor), Anna Carter (postdoctoral researcher), Lauren Scott (ESR), and Tanya Vlasova (project manager). The IIT team included Alessio Del Bue (Professor) and Mahtab Dahaghin (ESR). The hosting team included Markus Rohde (Professor), Volker Wulf (Professor), Clara Cardoso (ESR), and Konstantin Aal (ESR).

The main goal of the exchange was to provide hands-on training to ESRs regarding Participatory Research. The meeting had two parallel tracks: (1) an internal project meeting and (2) ESR training. The internal project meeting is described in T1.4. Regarding the ESR training, students were exposed to and discussed multiple topics related to Participatory Research, Citizen-centric Technologies and Community Infrastructures, such as trust, resilience, bias, ethics, and power relationships. We also discussed career planning avenues in academia and industry.

The first day took place at the University of Siegen, and Rita Grinko presented and moderated a discussion on “Trust in Participatory Research”. Following, Philip Engelbutzeder covered the topic of “Resilience in Participatory Research”. The afternoon was dedicated to a round-table discussion on “Citizens: Collaborators, Clients or Victims?”, moderated by Markus Rohde.

The second day started with a presentation from Max Krüger on the ethical implications of conducting participatory research with vulnerable groups. Following, there were two presentations, one from an academic speaker and another from a start-up founder, that discussed career opportunities after a PhD. In the afternoon, ESR participants visited the Siegen Fablab, a communal co-design and making space. The tour was organised by Marios Mouratidis. Finally, Dennis Kirschsieper presented multiple projects of the Neighbourhood PraxLabs.

The last day of the exchange was dedicated to getting everyone together and sharing experiences from the ESR training and the internal project meeting. Markus Rohde moderated a discussion on major learning outcomes and insights. Moreover, we

commissioned future ESR training sessions for 2024, and Hugo Nicolau presented the 2024 major activities of DCitizens.

The IST-ID team will visit USi in the second week of June with three researchers and 4 ESRs while an ESR from USi will attend Lisbon’s Summer School. In 2025, DCitizens will support nine staff exchanges.



Figure 4. IST-ID 2023 visit to USi (lab retreat).

T1.3 Staff Exchanges with UNN (lead: UNN)

Between the 25th and 27th of July 2023, the IST-ID team visited UNN (UK) – Figure 5. The IST-ID team included Hugo Nicolau (DCitizens coordinator, Professor of Computer Science), Patricia Gouveia (Professor of Fine Arts & Design), Ana Pires (postdoctoral researcher in Psychology), Paulo Bala (postdoctoral research in Computer Science), and João Nogueira (ESR in Computer Science). The hosting team consisted of Kyle Montague (Professor of Computer Science), Shaun Lawson (Professor of Computer Science), Reem Talhouk (Professor of Design and Art), Pam Briggs (Professor of Psychology), and Tanya Vlasova (Project Manager).

The main goal of the exchange was twofold: (1) foster knowledge exchange in conducting interdisciplinary research as UNN’s Digital Civics program is supported by several departments and IST-ID is composed of people from multiple disciplines, and (2) explore future joint research efforts on civics-related research. The DCitizens team engaged in a series of talks and round table discussions.

The first day was held in the Department of Computer and Information Sciences and started with presentations from the IST-ID team to about 20 faculty members from UNN. The presentations showcased ongoing projects, research highlights, and achievements. Then UNN’s NorthLab group presented some of their research projects. Martin King spoke about democratic innovations and the role of civic tech in supporting deliberative and participatory citizen engagement. Knowledge exchange continued in the afternoon with Martyn Amos presenting the new Urban Futures interdisciplinary initiative from UNN and Kay Rogage presenting his research on Digital Health. The team then discussed the Not-Equal network with its coordinator –

Clara Crivellaro, originating new insights for the commissioning model that is being applied in Lisbon. The day ended with a reflection on all the discussions.

The second day started at the Design and Art department with a round table discussion between the DCitizens team and five faculty members from the Design and Art department. The discussion focused on how interdisciplinary research, mainly design and art, can originate new forms of knowledge that are highly complementary to traditional scientific methods. In the afternoon, we visited the Psychology department, namely the PACT lab led by Pam Briggs. Richard Brown presented his work on chatbots to encourage people with stigmatizing conditions to seek medical advice. Then, Claire Murphy-Morgan presented the RHED-C project, which aims to provide remote healthcare for citizens with eating disorders.



Figure 5. IST-ID 2023 visit to UNN.

The day was dedicated to planning the 2024 staff exchange, opportunities to co-supervise PhD students, ongoing collaborations on the Citizen-centric Doctoral Centre, and the 2024 ESR Digital Civics exchange (in partnership with Purdue and Indiana University).

In May 2024, the IST-ID team will participate in the Digital Civics exchange with two researchers and three ESRs. On the other hand, UNN plans to participate in the 2024 Summer School with three research staff and one ESR. In 2025, DCitizens will support seven exchanges between IST and UNN.

T1.4 Joint lab retreats (lead: IST-ID)

The first lab retreat was a [three-day event in Lisbon](#), corresponding to the DCitizens kick-off. The project had a successful kick-off in January 2023, which enabled the consortium to review the project's main objectives, activities, deliverables, milestones, responsibilities, and foreseen challenges. It also allowed us to establish working and communication practices. These were documented and shared through D7.1 (Project Handbook), which was submitted in January 2023. The consortium kicked off all WPs by establishing concrete goals and responsibilities based on the first-year tasks and deliverables.

The second lab retreat was held in November 2023 in Siegen, and it was co-located with the ESR training initiative (see T1.2). USi hosted the yearly project/consortium meeting (Figure 6).

The meeting started with an opening presentation from Hugo Nicolau with an introduction of the DCitizens project to all participants (including ESRs) and a

progress report. Then, Ana Pires provided further details about the joint research project in DCitizens and its ongoing activities. Following this, Ana Henriques presented the Ethics Framework (D4.1) to the consortium, which needed to be submitted by the end of the month.

The second session of the consortium meeting was dedicated to the senior members of the consortium: Hugo Nicolau, Ana Pires, Alessio Del Bue, Markus Rohde, Volker



Figure 6. USi 2023 lab retreat.

Wulf, Kyle Montague, Reem Talhouk, Shaun Lawson, and Anna Carter. Each WP leader presented a detailed progress report, including the status of deliverables and Key Performance Indicators. We then discussed the joint research project and avenues for future collaborations (e.g., workshop proposals and joint EU proposals). The afternoon of the first day was dedicated to planning the following year (e.g., mid-term review) and discussing foreseen challenges and mitigation strategies.

On the second day, the partners reviewed the materials for the Scientific Advisory Board (SAB) meeting that was held that afternoon. Three members of the SAB join remotely: John Vines (University of Edinburgh), John Richards (IBM T.J. Watson Research Center), and Lizzie Coles-Kemp (Royal Holloway University of London). We sent the SAB a report of DCitizens activities prior to the meeting. In the meeting, Hugo Nicolau presented the DCitizens project, a progress report, and a plan for 2024. The afternoon was dedicated to Q&A and discussion with the SAB, which provided new insights and recommendations on the project's activities. Major discussion points were the joint research project (i.e., the commissioning research model applied in Lisbon) and efforts to ensure the knowledge and training provided within DCitizens would impact IST-ID and live beyond current ESRs and Professors.

The 2024 lab retreat will be hosted by IIT in November and include the yearly project meeting, scientific review board, ESR training sessions, and research management training sessions. The final lab retreat in 2025 will take place at the UNN and follow a similar schedule.

1.2.2. WP2: Organisation of Joint Events

Summary of work package performance		Lead	Status
WP	Organisation of joint events	UNN	<i>On track</i>
Tasks	T2.1 – Summer schools	UNN	<i>On track</i>
	T2.2 – Invited lectures series	UNN	<i>On track</i>
	T2.3 – Scientific workshops	UNN	<i>On track</i>
Deliverables	D2.1 – Invited lectures programme	UNN	<i>SUBMITTED</i>
	D2.2 – Submission of 1 st workshop	UNN	To submit M21
	D2.3 – Submission 2 nd workshop	UNN	To submit M33
	D2.4 – Midterm report on join events	UNN	<i>SUBMITTED</i>
Milestones	M4 – Organisation of joint events until M17	IST-ID	<i>On track</i>
	M5 – Organisation of joint events until M36	IST-ID	<i>On track</i>
Objectives	Organize scientific events such as summer schools and international scientific workshops in line with the objectives O1, O3, and O4.		
Risks & Mitigation	Risk 2 – Poor registration rates in the organised events		
	<ul style="list-style-type: none"> - Likelihood: medium - Severity: medium - Status: not observed 		

T2.1 Summer Schools (lead: UNN)

DCitizens held its first summer school in Lisbon from the 11th to the 13th of July at Instituto Superior Técnico (Figure 7). The event brought together 18 students interested in Digital Civics, and eight experts in the field to engage with two community-led projects (Portuguese Refugee Council, Intercultural European Club & Aga Khan Foundation).

The summer school addressed one of the Strategic Areas of DCitizens under the theme: “From User-Centred to Community-Led Design). Students explored strategies and techniques for engaging and collaborating with communities to co-create, deploy, and evaluate digital technologies that empower citizens to address meaningful challenges. Attendees had the chance to learn from experts, tackle real-world challenges, and work alongside members of local communities through hands-on activities. The goal was to equip students with skills to develop community-led processes and activities for designing technology.

John Hook, Reem Talhouk, Vasilis Vlachokyriakos, Pamela Briggs, Kyle Montague, and Hugo Nicolau composed the group of experts who shared their knowledge and facilitated the hands-on activities. Bárbara Oliveira (Portuguese Refugee Council) and Patricia Luís (Aga Khan Foundation) also joined the discussion. These community partners represented the two commissioned case studies that DCitizens is currently supporting. All outcomes from the summer school were then used to inform and refine

the research work of WP4 (i.e., Joint Research). The [full agenda](#) is publicly available on the project website.

The [2024 Summer School](#) will take place in the second week of July in Lisbon. The theme of the school will focus on the second strategic area: “Potential and Limitations of Emerging Technologies” in the context of Digital Civics. Due to the overwhelming positive feedback of the first year’s attendees, we will follow a similar approach to organise the second edition. We will invite a series of international speakers for the morning sessions while afternoon sessions will be dedicated to hands-on prototyping



Figure 7. 2023 Summer school in Lisbon.

activities (related to the commissioned case studies).

In the final year of the project, we will organise a longer summer school (i.e., a full week) that will encompass two themes: “Exploring the relationship between Design, Technology, and Social Justice” and “The Next Generation of Civic Technologies”

T2.2 Invited Lecture Series (lead: UNN)

DCitizens is organising a series of lectures (the target is three lectures per year) by leveraging expert visits to Lisbon and webinars (see D2.1 for plan and D2.2 for progress report). These are made [available as educational materials](#) for future use on Youtube. The first two lectures took place at the 2023 Summer School: Jonathan Hook and Vasilis Vlachokyriakos.

Jonathan Hook presented different projects on the design and development of new forms of responsive and immersive media content, with a particular interest in how they are applied to address societal challenges (e.g., environmental sustainability, mental & physical health, and public engagement with data). Jonathan is a Senior Lecturer (Associate Professor) in Interactive Media at the School of Arts and Creative Technologies at the University of York.

Vasilis Vlachokyriakos explored novel socio-technical infrastructures for civic participation through place-based, participatory and action-led research, aiming at the development of systems for cooperative decision-making and service provision (i.e., CSCW and PD research and practice). He is a Reader of Human-Computer Interaction and Digital Civics at Open Lab, Newcastle University, and the founder of Open Lab Athens.

In November 2023, DCitizens held the first webinar with Firaz Peer, who presented his work on making civic datasets accessible to communities. He explored issues of accountability, justice, care, and equity that manifest when building, using and maintaining algorithmic and data infrastructures for marginalized communities – by combining participatory and design-based research methods with scholarship from Human-Computer Interaction and Science & Technology Studies. Firaz Peer is an

Assistant Professor of Information Communication Technology at University of Kentucky’s School of Information Science. There were 23 online participants.

In 2024, we hosted six seminars exploring various topics related to Digital Civics – from AI, social justice, and governance to participatory design and designing for challenging environments. Speakers included Faheem Hussain (Arizona State University), Alan Dix (Swansea University), Miriam Sturdee (University of St. Andrews), Eleonore Fournier Tombs (United Nations University), Dilrukshi Gamage (University of Colombo), and Katta Spiel (Vienna University of Technology). Overall, the seminar series has been very successful with an average attendance of 50 participants (45% women).

For the remainder of the project, the consortium intends to extend the invited lecture series to ESRs, aligning it with the ESR training programme on public speaking as well as exposing them to an international audience and contributing to enhancing their research profile.

T2.3 Scientific Workshops (lead: IST-ID)

The consortium had planned to submit two workshop proposals to international scientific conferences in the last two years of the project (2024 and 2025).

Nevertheless, in 2023 we submitted and organised a special track on Citizen-Centric AI at the ACM Conference on Information Technology for Social Good. The effort was led by Pam Briggs (UNN), Shaun Lawson (UNN), and Hugo Nicolau (IST-ID), with 10 others on the programme committee (e.g., UK, Portugal, Finland, USA). Four out of eight papers were presented at the conference. It is worthwhile mentioning this joint event was the seed for the newly funded *Citizen-Centred AI Doctoral Center at UNN (£9M)*, which has IST-ID as a partner.

In 2024, the consortium is organising a Special Interest Group for the international premier venue on Human-Computer Interaction (CHI’24). Moreover, we are organising four scientific workshops at three academic venues. These strategic efforts allow us

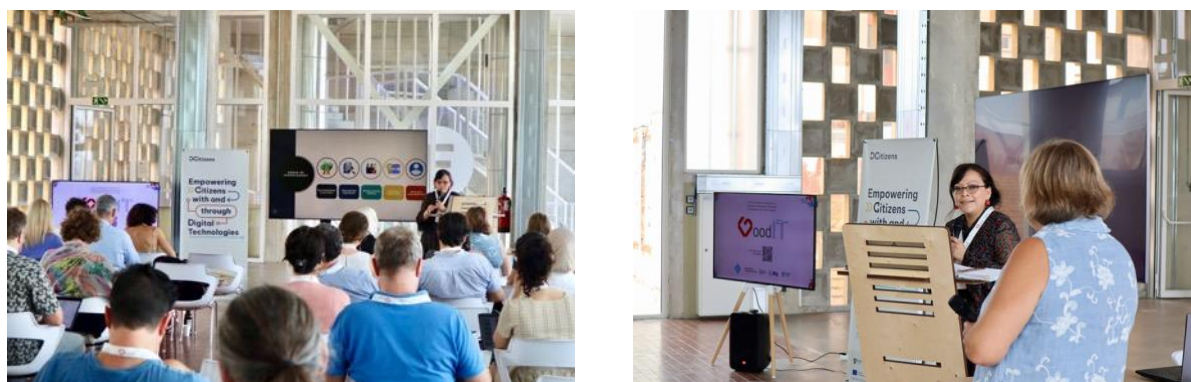


Figure 8. Citizen-Centric AI special-track at ACM GoodIT'23.

to expand DCitizens’s reach and network while establishing new partnerships with other institutions working in Digital Civics. It is noteworthy that some of these events are jointly organised with individuals invited for the invited lecture series. A full description of all joint events is available in Deliverable 2.2.

1.2.3. WP3: Enhancing the Scientific Profile of ESRs

Summary of work package performance		Lead	Status
WP	Enhancing the scientific profile of ESRs	USi	<i>On track</i>
Tasks	T3.1 – Scientific internships and exchanges	USi	<i>On track</i>
	T3.2 – Participation in conferences and events	IST-ID	<i>On track</i>
	T3.3 – Training courses for ESR	USi	<i>On track</i>
Deliverables	D3.1 – ESR training programme	USi	<i>SUBMITTED</i>
	D3.2 – Midterm report on ESR activities	USi	<i>SUBMITTED</i>
Milestones	M4 – Activities for ESR until M17	IST-ID	<i>ACHIEVED</i>
	M5 – Activities for ESR until M36	IST-ID	<i>On track</i>
Objectives	The main goal of WP3 is to enhance the ESR careers by promoting the research potential of PhD students and final-year MSc students. DCitizens will support participation in international conferences, networking activities, and training to create opportunities for external mentoring/co-supervising activities and international collaborations (O2 and O4).		
Risks & Mitigation	New risk – Significant increase in travel costs <ul style="list-style-type: none"> - Likelihood: Low - Severity: medium - Status: not observed 		

T3.1 Internships and exchanges (lead: USi)

In 2023, DCitizen supported a total of 16 ESR exchanges and internships (15 exchanges and one internship). Exchanges are planned as one-week stays mostly for knowledge exchange while internships are up to three-week stays focused on project-based work. ESR exchanges were aligned with the staff exchange programme, lab retreats, and ESR training. We also supported an ESR internship from IST-ID at Umeå University in Sweden. Prof. Teresa Almeida invited Ana Henriques to present her work and discuss topics highly relevant to DCitizens’s goals, such as participatory research and ethics (Figure 9). Ana Henriques delivered an open lecture, conducted a participatory workshop, and participated in a research seminar. These sessions allowed them to disseminate their research on creating community-led ethical frameworks for Digital Civics. Additionally, the trip to Sweden provided an opportunity to promote the progress of the DCitizens project to new audiences.

For 2024, we will improve the internship programme by establishing stronger links to WP1 (staff exchanges) and supporting longer ESR stays. Four ESRs from IST-ID will stay for two full weeks at UNN during May’s Digital Civics Exchange with UNN, Purdue University, and Indiana University. A cohort of nearly 30 students will engage with community-based design briefs and craft digital technologies to empower communities. Moreover, ESRs will have the opportunity to showcase their work beyond the partner network and establish new collaborations with experts in Digital Civics.



Figure 9. Ana Henriques presenting at Umeå University.

T3.2 Participation in conferences and events (lead: IST-ID)

In 2023, DCitizens supported 15 participations from IST-ID (100% women) in *international conferences and workshops*. We adopted a hybrid strategy of supporting in-person and online events to optimise participation and financial resources. Moreover, we leveraged conference attendance to support participation in co-located workshops. We supported:

- In-person attendance of Soraia Paulo at the ACM CHI Conference on Human Factors in Computing Systems.
- In-person attendance of Patricia Piedade at the INTERACT IFIP TC13 International Conference and co-located workshop on Designing Technology for Neurodivergent Self-Determination: Challenges and Opportunities.
- Remote attendance of Ana Henriques at the ACM Conference on Computer-Supported Cooperative Work and workshop on A Toolbox for Feminist Wonder: Theories and Methods that can Make a Difference.
- In-person attendance of Katharina Buckmayer, Patricia Piedade, Ana Henriques, and Filipa Rocha at the ACM SIGACCESS Conference on Computers and Accessibility. Patricia Piedade, Ana Henriques, and Filipa Rocha also participated in the co-located workshop on tackling the Lack of a Practical Guide in Disability-Centered Research.

In 2024, DCitizens already supported the participation of Katharina Buckmayer and Filipa Rocha at the ACM Interaction Design and Children conference (IDC'24) and the workshop on Participatory Design with Young Children: Failures, Challenges and Successes. We expect to support 10 ESR participations yearly in scientific conferences and workshops.

T3.3 Training courses for ESR (lead: USi)

During the exchange programme (WP1) and lab retreats, DCitizens aims to offer a wide range of short courses for ESRs, spanning from scientific to non-scientific topics, that are critical to their careers. The training programme was submitted in D3.1. The progress report is available in D3.2.

In 2023, the training courses were delivered during the staff exchange and annual lab retreat in Siegen, described in T1.2. Overall, 12 ESRs (11 women, nine from IST-ID)

participated in six training sessions on Participatory Research and Career Opportunities in and outside academia.

For 2024 and 2025, we will continue to leverage the lab retreats to provide training opportunities for ESRs but have a stronger focus on soft skills and career development (e.g., scientific writing and communication).

1.2.4. WP4: Commissioning Digital Civics Research in Lisbon

Summary of work package performance		Lead	Status
WP	Commissioning digital civics research in Lisbon	IST-ID	<i>On track</i>
Tasks	T4.1 – Establish digital civics ethics framework	IST-ID	<i>COMPLETED</i>
	T4.2 – Civic engagement events	IST-ID	<i>On track</i>
	T4.3 – Case study commissioning	IST-ID	<i>On track</i>
	T4.4 – Reporting & showcasing of case studies	IST-ID	<i>On track</i>
Deliverables	D4.1 – Ethics framework	IST-ID	<i>SUBMITTED</i>
	D4.2 – Case-study portfolio	IST-ID	<i>SUBMITTED</i>
	D4.3 – Research & Innovation agenda	IST-ID	To submit M36
Milestones	-		
Objectives	All joint research activities of DCitizens are encapsulated inside WP4. The goal of WP4 is to apply the knowledge, expertise, and supporting technologies of the Twinning partners through short-term Digital Civics Research Case Studies. The work cuts across DCitizens' objectives: O3 – O5. Furthermore, the approach can strengthen staff exchanges and knowledge transfer through applied research, creating seed opportunities for future collaboration. The research efforts and the entirety of the research budget is located at IST-ID, which will support two ESRs and a Postdoctoral researcher.		
Risks & Mitigation	Risk 4 – Limited interest and involvement from local stakeholders <ul style="list-style-type: none"> - Likelihood: low - Severity: high - Status: not observed 		

T4.1 Ethics Framework (lead: IST-ID)

This task's goal was to co-create a project-wide Digital Civics Ethics Framework (D4.1) to guide the ethical practices of our joint research when engaging in multi-disciplinary collaborations with government, industry, and third sector organisations. T4.1 was completed in M12 with the submission of D4.1.

In addition to the conceptual framework, we provided a printable toolkit that instantiates the framework on a practicable and actionable set of activities for community-led projects (Figure 10).

We continue refining the toolkit through participatory approaches, application in existing and future commissioned case studies, joint events with Twinning partners, and broadening its accessibility. Furthermore, we plan to develop a digital version of the toolkit for remote collaboration. The toolkit is available on the [DCitizens website](#). Results from this task will be submitted for publication in 2024 in a collaborative effort between the consortium.



Figure 10. Digital civics ethics toolkit.

T4.2 Civic Events (lead: IST-ID)

DCitizens organises yearly civic events aiming to build relationships with Lisbon’s local communities and bring industry, local government, and NGOs to work with researchers. These events are organised as round-table discussions around citizen-driven needs and goals. Each roundtable works on a tentative project proposal to tackle a specific community-based challenge that can serve as the foundation for a submission in DCitizens’s annual commissioning call (see T4.3).

The [2023 civic event](#) took place on the 25th of January and included 14 institutions and 36 participants. The [2024 civic event](#) took place on the 27th of February. We had a total of 50 participants and 23 institutions from local government, NGOs, academia, and self-advocacy groups. These events have been key in building relationships and facilitating submissions to the commissioning case study call.

T4.3 Case Study Commissioning (lead: IST-ID)

DCitizens is establishing a new commissioning model to change the power structures between universities and local communities. We aim to promote a paradigm shift where citizens are empowered to set research agendas and priorities on the development of civic technologies.

Following the civic event in March 2023, DCitizens disseminated an [open call](#) for community-led case study projects. Two of the institutions that participated in the civic event submitted applications. Following the submissions, applications were reviewed by the DCitizens consortium and community-based organisations that participated in the call as a matter of full transparency and agency to communities. In the end, the Lisbon academic team analysed existing resources and projects' requirements and [decided to support both projects](#) due to their potential for high societal impact (Figure 11): (1) *Balcão do Bairro*, and (2) *ComPartilhar*.

Balcão do Bairro is an existing network of in-person walk-in services managed and targeted at vulnerable communities in Lisbon. It provides citizens with personalised, empathetic, and trustworthy support in solving everyday issues with and through digital technologies. Aga Khan Foundation and the Intercultural European Club are leading this effort. DCitizens is [crafting a socio-technical infrastructure](#) to support a decentralised community of walk-in services. We are following a participatory and action-led research process to support the growth, sustainability, resilience, and impact of *Balcão do Bairro*. We are involving two ESRs and a postdoctoral researcher in this case study. Current research challenges involve gathering civic data, decentralised coordination, knowledge authoring and sharing, and data-driven advocacy.

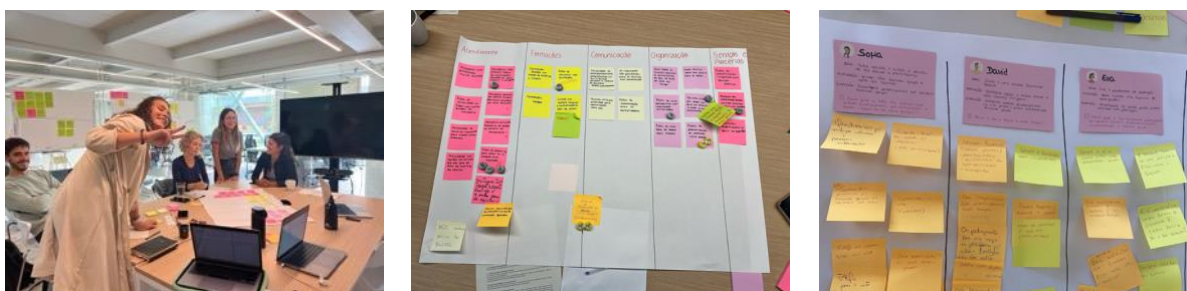


Figure 11. Workshop with community partners.

ComPartilhar is led by the Portuguese Refugee Council. The case study aims to address the increasingly severe global humanitarian crisis of refugees by ensuring their inclusion in communities as active citizens. The project is built on an existing community sponsorship programme launched in 2021 that allows citizens and civil society to be directly involved in refugee resettlement efforts, giving everyone the opportunity to help. The goal is for this new resettlement effort to have positive impacts for both refugees and local communities. However, to be eligible to sponsor a refugee family, citizens need to complete an extensive online course. Current research challenges include the recruitment of new sponsorship groups. DCitizens is exploring new technology-mediated strategies for recruitment, community building, and collective action. We are involving two ESRs and a postdoctoral researcher in this case study.

The 2024 submitted proposals are currently under review. We received four proposals, which doubles the number of 2023 submissions. All leading institutions participated in the civic event. We will follow a participative and transparent selection process, enabling community partners to peer-review and rank each other's proposals. The DCitizens team will then select the winning proposal based on these reviews.

T4.4 Reporting and Showcasing Events (lead: IST-ID)

The main goal of T4.4 is to produce a Digital Civics Research and Innovation Agenda in the final year, informed by the analysis and synthesis of the commissioned case studies. We showcase the case studies' outcomes in our yearly civic event (see T4.2). D4.2 describes in more detail both commissioned case studies.

1.2.5. WP5: Strengthening the Research Management Capacity

Summary of work package performance		Lead	Status
WP	Strengthening the research management capacity	IIT	<i>On track</i>
Tasks	T5.1 – Strategy of the Research Management Unit (RMU)	IST-ID	<i>COMPLETED</i>
	T5.2 – Implementation of the RMU	IST-ID	<i>COMPLETED</i>
	T5.3 – Management training for IST-ID team	IIT	<i>On track</i>
Deliverables	D5.1 – RMU action plan	IIT	<i>SUBMITTED</i>
	D5.2 – Management training plan	IIT	<i>SUBMITTED</i>
	D5.3 – Midterm report on management training	IIT	<i>SUBMITTED</i>
Milestones	-		
Objectives	Increase the research management skills at ITI and create a new research management unit – O2.		
Risks & Mitigation	-		

T5.1 Strategy of the Research Management Unit (lead: IST-ID)

T5.1 was completed with the submission of D5.1 – RMU action plan – in M6. We conducted an internal analysis of the research management structure at the Interactive Technologies Institute (ITI), which is an autonomous research unit at IST-ID where DCitizens is hosted¹. The plan was built in close collaboration with ITI's governance bodies, i.e. the Board through its President, Nuno Nunes, and the Scientific Committee through its Vice-President for Scientific Affairs, Valentina Nisi. The input from IIT partners during May's staff exchange was key to finalising the deliverable.

The plan first outlines the strengths, weaknesses, opportunities, and threats at ITI; then, it identifies five priority areas: (1) capacity building, (2) pre-award support, (3) post-award support, (4) interface with researchers, and (5) interface with the host institution.

For each priority area, we defined SMART (specific, measurable, achievable, relevant, and time-bound) goals and an action plan to achieve them. It also includes a timeline

¹ For a detailed description of the governance structure and relationship between IST-ID, ITI, and IST, see D5.1.

for implementation and key performance indicators for monitoring and evaluation progress (see section 1.3).

T5.2 Implementation of the Unit (IST-ID)

T5.1 consists in implementing the action plan of D5.1. The plan was approved by ITI's board and Scientific Committee and presented in October 2023 to ITI's Advisory Board (Michaela Magas – Member of President von der Leyen's High-Level Round Table for the New European Bauhaus; Norbert Streitz – Scientific Director, Smart Future Initiative; and Vicki Hanson – CEO of ACM). Overall, the plan was well received with a caveat on one of the SMART goals: "increase the ratio of PhD holders applying for funding to 90% in three years". The Advisory Board felt this goal needed to be pursued sustainably through collaborative efforts inside ITI to avoid the danger of increasing the range of research themes pursued by more individuals without a coherent vision/mission.

Currently, the RMU comprises five people (Figure 12): one Executive Director, three Project Managers, and one Communication Manager. The Executive Director's main responsibilities are to manage the team and execute the strategic plan while interfacing with ITI's board. The remaining team interfaces with researchers (19 tenure-track researchers) and provides pre- and post-award support for their projects.

Furthermore, the RMU liaises with the relevant units at IST-ID, such as the pre-award office, which supports researchers in funding applications, and the department of international projects, which validates budget proposals. It also collates and provides relevant information for the researchers to find new calls for project proposals. Also, the RMU works in collaboration with the financial department at IST-ID to purchase goods and services, as well as to submit financial reports to the European Commission.

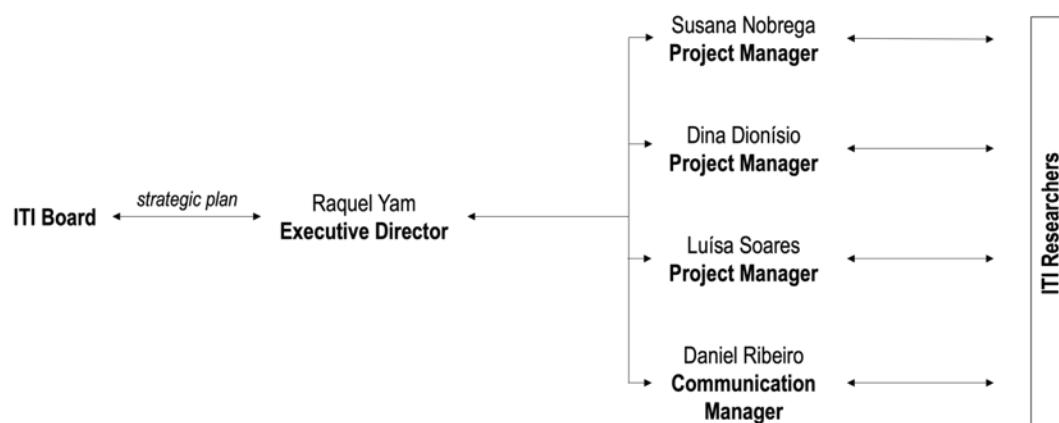


Figure 12. RMU structure.

We will continue implementing the strategic plan (D5.1) and monitoring its progress in the remainder of the project. Major achievements in the first 16 months include hiring the RMU team, defining the roles and responsibilities of each team member, defining a training plan for the RMU (D5.2), documenting pre- and post-award procedures, establishing standardised tools and practices to manage EU projects, and reduce the administrative load of project managers. A detailed description of the RMU's KPIs is in section 1.3.

T5.3 Management Training for IST-ID Team (IIT)

In this task, IIT and IST-ID collaborated to define a training plan for the RMU (D5.2), aligned with the priority areas in D5.1. The training plan includes courses that span the multiple skills required for project preparation and management. The courses are grouped into different macro areas: open science and research management, publication and communication skills, ethics, project and proposal management, intellectual property rights and entrepreneurship, and career development and diversity.

We devised a training plan for the RMU that accounts for the courses offered by IIT and Instituto Superior Técnico (the Engineering school where most ITI researchers teach). The RMU will leverage IIT's online courses and hands-on training during staff exchanges. During these hands-on sessions, ITI participants simulate the various steps involved in project writing and data management. They are guided through the process of planning a research project, drafting a proposal, collecting, and managing data, and finalising a report. This practical immersion into the fundamental aspects of research management provides invaluable insights and equips participants with the necessary competencies to handle real-world scenarios. To make the most of these sessions, participants are paired with an expert in the field during their visits to IIT. Experts in IIT include Francesco Piancentini (Pre-award support), Isabel Santori (Post-award support or project management), and Valentina Pasquale (Data management). This mentoring model proved highly successful in the 2023 staff exchange.

Overall, in 2023, the RMU attended eight courses (four from IIT) with high priority, ranging from recruitment and procurement procedures to proposal writing and project management. In the remaining of the project, the RMU is planned to attend seven courses offered by IIT or IST related to pre-award, gender equality, personal data, cyber-security, and post-award procedures.

1.2.6. WP6: Dissemination, Communication, and Outreach

Summary of work package performance		Lead	Status
WP	Dissemination, communication, and outreach	IST-ID	<i>On track</i>
Tasks	T6.1 – Create and maintain project website	IST-ID	<i>On track</i>
	T6.2 – Produce promotional materials	IST-ID	<i>On track</i>
	T6.3 – Presence in (social) media	IST-ID	<i>On track</i>
	T6.4 – Organisation of roundtable discussions	IST-ID	<i>On track</i>
	T6.5 – Open day	IST-ID	<i>On track</i>
Deliverables	D6.1 – Website and promotional materials	IST-ID	<i>SUBMITTED</i>
	D6.2 – Midterm report on dissemination	IST-ID	<i>SUBMITTED</i>
Milestones	M2 – Launch project website and creation of promotion materials	IST-ID	<i>COMPLETED</i>

Objectives	Give visibility to the project through activities targeted at multiple audiences, aligned with objectives O3 and O5. All the tasks involve ESRs, allowing them to strengthen their dissemination skills.
Risks & Mitigation	<p>Risk 4 – Limited interest and involvement from local stakeholders</p> <ul style="list-style-type: none"> - Likelihood: low - Severity: high - Status: not observed

T6.1 Website (lead: IST-ID)

DCitizens’ website was online in M2 at <https://dcitizens.eu/> (Figure 13). It is the main digital repository for information about the project, news, events, resources, and commissioned projects. It also links to major social media platforms.

The website is regularly updated (about once a month) with activities such as new lectures, outreach events, press releases, staff exchanges, scientific events, calls for case studies, and summer schools.



Figure 13. Home page of the DCitizen’s website.

T6.2 Promotional Materials (lead: IST-ID)

DCitizens created a brand book to guide to the development, maintenance, and use of the brand identity. It defines the visual identity of DCitizens, including logo, colour palette, typography, and imagery, as well as guidelines for how the identity should be used in various (print and digital) applications – Figure 14. The brand book provides a

unified and consistent representation of the DCitizens, helping to promote recognition and trust in the project. The complete version of the brand book is available on the website: <https://dcitizens.eu/promotional-materials/>

The promotional materials of DCitizens in 2023 include print and digital materials such as posters, an x-banner, flyers, workshop badges, a presentation video, newsletters, and social media posts. In 2024 and 2025, we will update the flyers to include project outcomes.

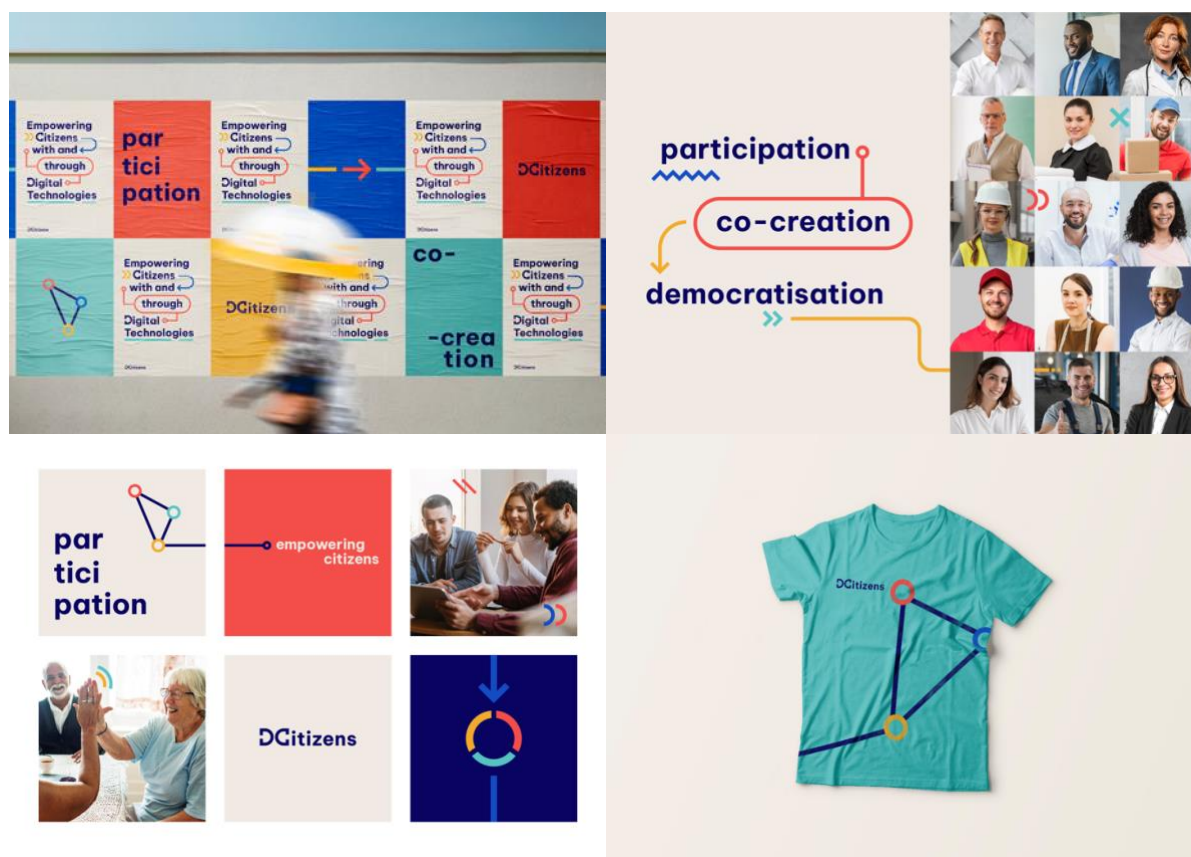


Figure 14. Examples of DCitizen's brand.

T6.3 Presence in (Social) Media (lead: IST-ID)

DCitizens has a strong presence in multiple social media channels to maximize scientific dissemination and engagement with Lisbon's local communities. We have been successfully using [Facebook](#), [Instagram](#), and [Twitter](#) mostly to engage and acknowledge local NGOs and public sector partners. Twitter is also being used to reach the academic community interested in Digital Civics and HCI research more broadly.

In addition, IST-ID has been engaging with traditional media outlets, namely online newspapers, with four press releases (e.g., an opinion article at [iOnline about Civics, Disability, and Technology movements](#)), which resulted in 25 articles (see D6.2).

T6.4 Round-table Discussions (lead: IST-ID)

Round-table discussions are co-located with the yearly civic event of T4.2. We have organised two full-day roundtable events with a total of 86 participants and 37 institutions.

Roundtables are composed by academics, practitioners, local government, and NGOs. We plan round-table discussions around citizen-driven needs and goals. We provide all materials and scaffold the activities around brainstorming methods, consolidation techniques, prioritisation methods, and theory of change planning. The main goal is that these proposals could serve as the foundation for a case study submission in the commissioning call of DCitizens and inform the research and innovation agenda for the city of Lisbon.

T6.5 Open Days (lead: IST-ID)

Overall, we participated in and organised a series of outreach and engagement events: full-day civic events (audience: community partners, see T4.2), European Researchers’ Night (audience: wider public), participation in the ITI open day (audience: local government and Mayor of the city of Lisbon, and other academics), and participation in the IST open day (audience: wider public and other academics).

DCitizens participated in two open days in Lisbon, reaching two distinct audiences. The first was the open day at ITI (Figure 15), which was intended to showcase the research done at this institution to the local government, governing bodies of the University, funding institutions and other academics. The event took place on October 17th 2023. It counted more than 100 participants, including the Mayor of Lisbon, Carlos Moedas, joined by other academic personalities such as Rogério Colaço, President of Instituto Superior Técnico, António de Sousa Dias de Macedo, President of the Faculty of Fine Arts of the University of Lisbon, Carlos Francisco Lucas Dias Coelho, President of the Faculty of Architecture of the University of Lisbon, and Inês Oom de Sousa, President of the Santander Portugal Foundation.



Figure 15. 2023 ITI's open day.

The second open day was held at IST on November 11th, 2023, and targeted a broader audience and families (Figure 16). The event counted more than 400 participants. DCitizens was represented by the community-led case studies, i.e., Balcão do Bairro e ComPartilhar, and other ESR research work on digital technologies for accessibility and wellbeing.



Figure 16. 2023 IST open day.

1.2.7. WP7: Project Management

Summary of work package performance		Lead	Status
WP	Project management	IST-ID	<i>On track</i>
Tasks	T7.1 – Project administration and coordination	IST-ID	<i>On track</i>
	T7.2 – Project meeting organisation	IST-ID	<i>On track</i>
	T7.3 – Data management plan		<i>COMPLETED</i>
	T7.4 – Communication, dissemination, and exploitation plan	IST-ID	<i>COMPLETED</i>
Deliverables	D7.1 – Handbook	IST-ID	<i>SUBMITTED</i>
	D7.2 – Data management plan	IST-ID	<i>SUBMITTED</i>
	D7.3 – Communication, dissemination, and exploitation plan	IST-ID	<i>SUBMITTED</i>
	D7.4 – Midterm progress report	IST-ID	<i>SUBMITTED</i>
Milestones	M1 – Kick-off meeting	IST-ID	<i>COMPLETED</i>
Objectives	Execution of a sound project through planning and monitoring activities, financial management, and reporting to the European Commission (EC).		
Risks & Mitigation	Risk 5 – Impossibility to achieve KPIs <ul style="list-style-type: none"> - Likelihood: medium - Severity: medium - Status: not observed 		
	Risk 7 – Pandemic restrictions to travel and research activities <ul style="list-style-type: none"> - Likelihood: medium - Severity: medium - Status: not observed 		
	Risk 9 – The departure of key people <ul style="list-style-type: none"> - Likelihood: low - Severity: medium - Status: not observed 		
	Risk 10 – Collaboration issues between partners <ul style="list-style-type: none"> - Likelihood: low - Severity: high - Status: not observed 		

T7.1 Administration and Coordination (lead: IST-ID)

The Coordinator has maintained control of the project by monitoring and evaluating progress while supporting all project tasks. Over the last 16 months, we have ensured

the project management by organising, planning, monitoring, and coordinating several activities such as:

- Budget control
- Procurement processes – purchase of goods and services.
- HR procedures – open and recruit two PhD scholarships (Ana Henriques and Katharina Buckmayer) and one research engineer (João Nogueira).
- Supporting the project team in all activities.
- Set the strategy for the effective delivery of the project.
- Collate KPIs and other results.
- The organisation of events.
- Coordinate exchanges.
- Monitor, coordinate, write, and submit deliverables to the European Commission.

We have worked on and submitted 17 deliverables: D1.1 Exchange plan, D6.1 Website and promotional materials, D7.1 Handbook, D2.1 Invited lectures programme, D3.1 ESR training programme, D5.1 Research management unit action plan, D5.2, Management training plan, D7.2 Data management plan, D7.3 Communication, dissemination, and exploitation plan, and D4.1 Ethics framework, D1.1 Midterm Staff Exchange Report, D2.4 Midterm Joint Events Report, D3.2 Midterm Report on ESR Activities, D4.2 Case Study Portfolio, D5.3 Midterm Report on Management Training, D6.2 Midterm Report on Dissemination, and D7.4 Progress Report.

It is worthwhile mentioning the D7.1 Project Handbook submitted in the second month of the project, which offers guidelines for the members of DCitizens. It covers important aspects of the project, including general project information, management structure, responsibilities, working and communication practices, information about deliverables and milestones, project reporting and infrastructure for file storage, and management of intellectual property.

The DCitizens management structure consists of two bodies, assisted by a scientific advisory board. The latter body is not a management body of DCitizens but provides input on the research strategy and overall progress and impact (Figure 17). The three bodies are the Coordinator – an intermediary between partners and the EC (Hugo Nicolau); the General Assembly – the decision-making body in the consortium composed of the WP leaders (Hugo Nicolau, Alessio Del Bue, Kyle Montague, and Markus Rohde); and the Scientific Advisory Board (Lizzie Coles-Kemp, Paulo Ferrão, John Richards, John Zimmerman, John Vines, Anne Light). A full description of each body's responsibilities and management practices is available in D7.1.

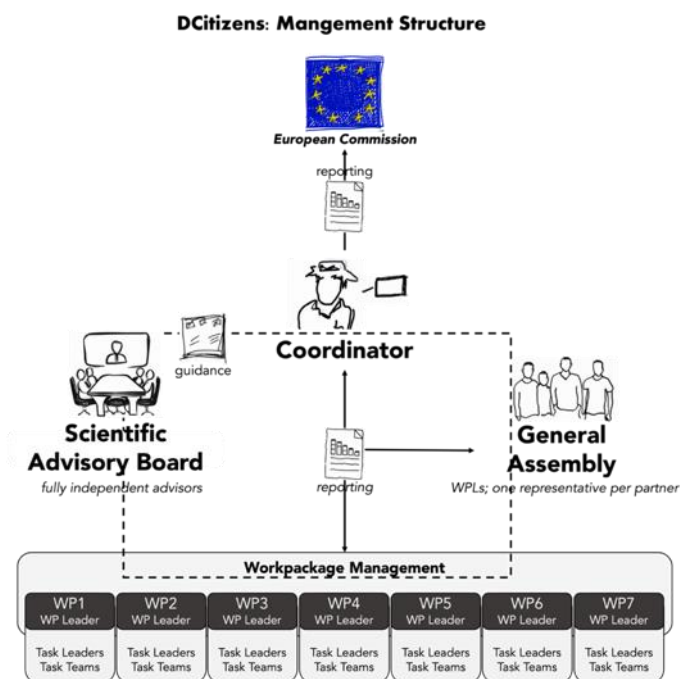


Figure 17. DCitizens management structure.

T7.2 Meeting Organisation (lead: IST-ID)

DCitizens organised two lab retreats in the first year: Lisbon (January 2023) and Siegen (November 2023). The lab retreat includes the consortium project meeting, SAB meeting, and ESR training.

The General Assembly met four times, i.e., at least every six months, to fine-tune the progress in the work packages and tasks and to agree on strategic actions needed to reach milestones and deliverables. WP and task leaders meet whenever necessary. For example, the IST-ID team meets at least once a week.

Generally, meetings are organised by a representative from the hosting organisation. The meeting appointments are sent by the meeting organiser via email, both for in-person meetings and videoconferences. The agenda is sent prior to the meeting with the necessary notice time. If any change arises in the agenda previously shared, the participants of the meeting are promptly notified, and the new version is shared. The meeting organiser is responsible for taking minutes.

Future meeting plans are as follows: General Assembly in May 2024 (online), 3rd lab retreat in November 2024 (Genova, Italy), General Assembly in May 2025 (online), and 4th lab retreat in November 2025 (Newcastle, UK).

T7.3 Data Management Plan (lead: IST-ID)

The consortium submitted the D7.2 Data Management Plan (DMP) on M6. The deliverable describes the data management policy applied by the partners to datasets generated within DCitizens. In particular, the DMP identifies the main datasets and describes research data management during the project, as well as how and what parts of the datasets will be openly shared, will be made accessible for verification and re-use, will be curated, and preserved. This DMP aims to facilitate effective internal data management and make data FAIR (Findable, Accessible,

Interoperable, and Reusable). This document guides project partners on data management, and it is a useful tool to agree on data processing and facilitate the creation of a shared understanding and, where possible, common practices.

The first version of the DCitizens DMP is based on the description of two datasets. The first is related to the data collected in WP4 in the commissioned case studies. The second dataset was previously generated by IIT within the scope of the MEMEX project, which can be of use for DCitizens.

The final datasets will be publicly shared through Zenodo or another institutional repository (e.g., IIT Dataverse for datasets generated at IIT), which provides DOIs to all publicly available uploads and complies with FAIR data policies.

T7.4 Dissemination and Exploitation Plan (lead: IST-ID)

The consortium submitted the Communication, Dissemination, and Exploitation plan in M6. It guides project partners in promoting and making concrete use of research activities and results.

Regarding communication, the DCitizens website received more than 2300 visits by M16. Regarding social media, DCitizens has a Facebook (13 followers), Instagram (110 followers) and Twitter (91 followers) profiles. We chose Facebook and Instagram as these two social media platforms are the most popular social networks when engaging with a wider non-technical audience. On the other hand, Twitter is an excellent resource for promoting our research to other academics.

DCitizens social media posts have reached more than 16000 users. In the first year of the project, the newsletters reached 60 people via mailing list (107 current subscriptions). Finally, DCitizens participation in public events (open days and civic events) has reached more than 4000 people.

In terms of dissemination, DCitizens ESRs have participated in five international conferences: ACM CHI Conference on Human Factors in Computing Systems, INTERACT IFIP TC13 International Conference, the ACM Conference on Computer-Supported Cooperative Work, ACM SIGACCESS Conference on Computers and Accessibility, and ACM Interaction Design and Children.

The project has supported six peer-reviewed publications in the first year:

- Patricia Piedade, Isabel Neto, Ana Cristina Pires, Rui Prada, and Hugo Nicolau. 2023. **PartiPlay: A Participatory Game Design Kit for Neurodiverse Classrooms.** *Proceedings of the 25th International ACM SIGACCESS Conference on Computers and Accessibility*, Association for Computing Machinery. <https://arxiv.org/abs/2404.11234>
- Patricia Piedade, Ana Henriques, Filipa Rocha, Isabel Neto, and Hugo Nicolau. 2023. **Ethical Concerns when Working with Mixed-Ability Groups of Children.** *In Proceedings of ASSETS 2023 Workshop - Tackling the Lack of a Practical Guide in Disability-Centered Research.* <https://arxiv.org/abs/2404.11248>
- Ana Henriques, Hugo Nicolau, and Kyle Montague. 2023. **Frameworking for a Community-led Feminist Ethics.** *In Proceedings of CSCW 2023 Workshop - A Toolbox for Feminist Wonder - Theories and Methods that can Make a Difference.* <https://arxiv.org/abs/2404.11514>
- Patricia Piedade, Isabel Neto, Ana Pires, Rui Prada, and Hugo Nicolau. 2023. **That's our game!: Reflections on Co-designing a Robotic Game with**

Neurodiverse Children. In *Proceedings of INTERACT 2023 Workshop - Designing Technology for Neurodivergent Self-Determination: Challenges and Opportunities*, <https://arxiv.org/abs/2404.11252>

- Filipa Correia, Isabel Neto, Soraia Paulo, Patricia Piedade, Hadas Erel, Ana Paiva, and Hugo Nicolau. 2024. **The Effects of Observing Robotic Ostracism on Children's Prosociality and Basic Needs.** In *Proceedings of the 2024 ACM/IEEE International Conference on Human-Robot Interaction (HRI '24)*. ACM, 157–166. <https://doi.org/10.1145/3610977.3634997>
- Isabel Neto, Yuhan Hu, Filipa Correia, Filipa Rocha, João Nogueira, Katharina Buckmayer, Guy Hoffman, Hugo Nicolau, and Ana Paiva. 2024. **"I'm Not Touching You. It's The Robot!": Inclusion Through a Touch-Based Robot Among Mixed-Visual Ability Children.** In *Proceedings of the 2024 ACM/IEEE International Conference on Human-Robot Interaction (HRI '24)*. Association for Computing Machinery, 511–521. <https://doi.org/10.1145/3610977.3634992>

The IST-ID team also engaged in teaching activities, building capacity at IST to work on Digital Civics through the following course units:

- **Human-Computer Interaction 22-23**, 340 students, undergraduate level – Hugo Nicolau (co-responsible), Nuno Nunes (co-responsible), Patricia Piedade (ESR, teaching assistant), Soraia Paulo (ESR, teaching assistant), Filipa Rocha (ESR, teaching assistant)
- **Interaction Design Studio 23-24**, 130 students, graduate level – Hugo Nicolau (responsible), Patricia Piedade (ESR, teaching assistant), and Soraia Paulo (ESR, teaching assistant)
- **Human-Centred Design 23-24**, 130 students, graduate level – Nuno Nunes (co-responsible), Valentina Nisi (co-responsible), and Ana Henriques (ESR, teaching assistant), and Filipa Rocha (ESR, teaching assistant)
- **Human-Computer Interaction 23-24**, 393 students, undergraduate level – Hugo Nicolau (co-responsible), Nuno Nunes (co-responsible), Patricia Piedade (ESR, teaching assistant), Soraia Paulo (ESR, teaching assistant), Filipa Rocha (ESR, teaching assistant), Ana Henriques (ESR, teaching assistant)

1.3. Impact

The project is organised in seven WPs to fulfil the Work Programme's expected outcomes (EO):

- **EO1) Improved excellence capacity and resources in widening countries.** DCitizens is fostering knowledge exchange in a cross-disciplinary field (WP1-5). We are also conducting a joint research project to capacitate IST-ID for future Digital Civics projects (WP4).
- **EO2) Enhanced strategic networking activities between the research institutions of the Widening countries and at least two internationally-leading counterparts at EU level.** DCitizens is linking IST-ID with three leading international research institutions in the field of Digital Civics. The project is organising several networking activities, such as a) staff exchanges programme (WP1), including 50+ visits, 90+ weeks stay; b) organisation of 4 lab retreats and meetings (WP7); c) joint organisation of 4 summer schools (WP2); and d) enhancing the scientific profile of ESR careers via exchanges, internships, participation in conferences and training activities (WP3).

- **EO3) Raised reputation, research profile and attractiveness of the coordinating institution from the Widening country and the research profile of its staff.** The activities described in the WPs 1-5 enhance the scientific profile of IST-ID through, for instance, the implementation of staff exchanges (WP1) in the consortium (40 in the first year). Moreover, the participation and organisation of international activities (WP2) also improve the staff's research profile (e.g., the organisation of scientific workshops at premier conferences). We are working towards enhancing the international visibility of IST-ID through dissemination activities (WP6). We plan to continue submitting joint grant proposals to Horizon Europe during the project (WP1), which will also contribute to the sustainable growth of scientific outcomes.
- **EO4) Strengthened research management capacities and administrative skills of the staff working in institutions from the Widening country.** To strengthen the IST-ID's research management skills, we created a new Research Management Unit and crafted a strategic action plan. The goal is to upskill the staff to improve proposal preparation, success rate, and project management (WP5).
- **EO5) Improved creativity supported by development of new approaches in R&I collaboration, increased mobility (inwards and outwards) of qualified scientists.** The knowledge exchange activities (WP1-3) provide the staff and ESRs with a better understanding of the social, political, and economic contexts of citizenship, community membership, and local service provision; and the ability to apply new and emerging digital technologies to them.

It is worth highlighting that the EOs are intended to last beyond the duration of the project, providing a structural positive impact at IST-ID and ITI. The expected impacts of DCitizens (EI) include:

- **EI1) Enhance the scientific and organisational capacity of IST-ID and its scientific profile.** Implementing DCitizens's work plan contributes to an enhanced scientific capacity of IST-ID and increases the profile of its researchers and staff. All the DCitizen's WPs are associated with Impact 1 and directly contribute to Objectives O1, O2, and O3. We are (a) creating a sustainable pole of excellence in Digital Civics by implementing a community-led research paradigm that will outlast DCitizens's lifecycle; (b) increasing the scientific activity of IST-ID by publishing academic papers and deepen collaborations with local government, NGOs, and industry; (c) improving competitiveness in project proposals by leveraging the Twinning partners' network, training activities, and the establishment of a professional Research Management Unit; (d) creating a critical mass of researchers with adequate skills in Digital Civics, and structural changes to the computer science (under)grad curriculum by exposing students to cross-disciplinary research fields.
- **EI2) Reinforce the international collaborative networks, visibility, and attractiveness of IST-ID.** DCitizens contributes to strengthening the research network of IST-ID as a means to increase its visibility and attractiveness. The joint training and research activities contribute to such goals through joint publications, novel project proposals, and joint academic events.
- **EI3) Contribute to the Smart Specialization Strategy for the region of Lisbon.** DCitizens is increasing IST-ID capacity to address priority topics in the Smart

Specialisation Strategy (S³) for the city of Lisbon in areas such as education and climate action and cross-cutting topics such as higher education and digital transition. We are building connections with local stakeholders to co-create a Digital Civics agenda. This effort is tightly related to the joint research project taking place in Lisbon, which leverages a community-led commissioning model of service provision to promote positive social transformation.

DCitizens's path towards the expected outcomes and impacts are monitored through Key Performance Indicators (KPIs), which are organised by WP. The following table outlines the relationship between KPIs, WPs, expected outcomes, and impact. Furthermore, it shows the project's progress towards expected results in the first and second years. The second year's performance should correspond to 30% of the proposed KPIs – M13 to M16. Yellow cells correspond to deviations from planned KPIs.

WP	Key Performance Indicators	Impact	Expected Outcomes	Target Year 1	Result Year 1	Target Year 2	Result M13-M16
WP1	- Staff exchanges with IIT (weeks)	EI1	EO1, EO2, EO3, EO5	15	8	13	-
	- Staff exchanges with U. of Siegen (weeks)	EI1	EO1, EO2, EO3, EO5	13	13	15	-
	- Staff exchanges with U. of Northumbria (weeks)	EI1	EO1, EO2, EO3, EO5	13	11	13	-
	- Joint lab retreats	EI1	EO1, EO2, EO3, EO5	2	2	1	-
	- Joint research papers in international journals	EI1	EO1, EO3, EO5	-	-	1	-
	- Joint research papers in conference communications	EI1	EO1, EO3, EO5	1	1	2	-
	- Joint co-supervision of PhD students	EI1	EO1, EO2, EO3, EO5	1	1	1	1
WP2	- Organization of summer schools	EI1	EO1, EO2, EO3, EO5	1	1	1	-
	- Expected number of attendees per event	EI1	EO1, EO2, EO3, EO5	>25	26	>25	43
	- Organization of international scientific workshop	EI2	EO1, EO2, EO3, EO5	0	1	1	5
	- DCitizens Invited Lectures series	EI2	EO1, EO2, EO3, EO5	3	3	3	6
WP3	- Internships and exchanges	EI1	EO1, EO2, EO3, EO5	2	16	2	4
	- Conference and workshop participation	EI2	EO1, EO2, EO3, EO5	10	15	10	4
	- Short courses (number / participants)	EI1	EO1, EO2, EO5	1/10	6 / 72	1 / 10	-
	- New MSc from Técnico working on Digital Civics	EI1	EO1, EO3	2	2	4	-
	- New PhD from Técnico working on Digital Civics	EI1	EO1, EO3	-	1	1	2

WP4	- Ethics Framework for Digital Civics Research	EI1	EO1	1	1	-	-
	- Digital Civics Case Study in Lisbon	EI2	EO1, EO3	1	2	1	-
	- Digital Civics Research & Innovation Agenda	EI3	EO1, EO3	-	-	-	-
WP5	- Research Management Unit	EI1	EO1, EO3	0	1	1	1
	- Courses on management (number / participants)	EI1	EO1, EO4	1 / 4	8 / 36	2 / 8	-
	- EU projects submitted related to Digital Civics	EI2	EO1, EO3, EO4	1	1	2	1
	- Bilateral projects submitted related to Digital Civics	EI2	EO1, EO3, EO4	1	1	1	2
	- Funded projects related to Digital Civics	EI2	EO1, EO3, EO4	2	3	2	2
WP6	- DCitizens project website	EI2	EO3	1	1	-	-
	- Updates on the website and social media	EI2	EO3	10	14	10	8
	- Promotional material (video, leaflet, poster, newsletter)	EI2	EO3	4	4	1	-
	- Round-table discussions with local stakeholders	EI3	EO3	1	1	1	1
	- Press releases	EI2	EO3	1	2	1	2
	- TV and/or radio interviews	EI2	EO3	1	0	1	1
	- Open Day at ITI	EI2	EO3	1	2	1	-
WP7	- Project handbook	EI2	EO1	1	1	-	-
	- Project meeting	EI2	EO1, EO2, EO4, EO5	2	2	1	-
	- Data management plan	EI1	EO1, EO4	1	1	-	-
	- Plan for dissemination and exploitation	EI2	EO1, EO2, EO3, EO4	1	1	-	-
	- Annual project report	EI1	EO1	1	1	1	-
	- Peer reviews by the Scientific Advisory Board	EI1	EO1, EO3	1	1	1	-

In summary, the project's activities contributed to the achievement of the foreseen expected impacts by M16 as follows:

- **EI1) Enhance the scientific and organisational capacity of IST-ID and its scientific profile.** DCitizens supported 40 weeks of staff exchanges, 15 ESR exchanges, five ESR internships, two PhD co-supervisions between partners, one conference communication, and two joint lab retreats. We also organised a summer school in Lisbon that counted with 26 participants and six short courses for ESRs. IST-ID is hosting two new MSc and three PhD students. We designed a novel ethics framework and tools to guide future Digital Civics projects. Finally, we established a new professional research management unit that engaged in eight research management courses.

- **EI2) Reinforce the international collaborative networks, visibility, and attractiveness of IST-ID.** The consortium organised a special track at the 2024 ACM GoodIT conference, one special interest group at the CHI conference, four workshops at three different conferences, an invited lecture series (nine speakers), and the 2025 ACM DIS conference. DCitizens supported 19 participations of ESR in international conferences and/or workshops. Furthermore, it started two new community-led case studies in Lisbon. Regarding project proposals, the consortium collaborated on one EU and three bilateral national proposals. Since the start of DCitizens, ITI has been coordinating two new EU projects related to Digital Civics – BoSS (GA 101079995) and LoGaCulture (GA 101094036) – and participating in two others – Shift2DC (GA 101136131) and TidalArts (GA 101157796). Finally, all communication and dissemination, including social media posts and public events, have contributed to reinforcing the visibility of ITI at local, national, and international levels.
- **EI3) Contribute to the Smart Specialization Strategy for the region of Lisbon.** The project hosted two civic events with local communities and government to promote discussion about innovation needs in Lisbon. Furthermore, the joint research work through community-led case studies shed light on the challenges and opportunities of deploying civic technologies in the field. We will continue applying this engagement methodology to contribute with an Innovation and Research agenda in the last year of DCitizens.

In terms of deviations from the planned KPIs:

- A smaller number of staff exchanges due to increased travel costs worldwide in the last 16 months. The consortium had to adjust the staff exchange plan and reduce the number of exchanges to be within the estimated travel budget. As a mitigation strategy, we have been promoting informal online meetings to build and establish rapport, namely between ESRs within the consortium. We will plan trips far in advance for the following years to reduce costs.
- Missing a TV/radio interview; although DCitizens surpassed all other communication KPIs, we failed to fulfil the TV/radio interview in the first year. Missing this KPI is due mainly to the early stage of the project, i.e., without any research results, which we will mitigate in the following years.

In addition to the KPIs in the Grant Agreement, we developed novel KPIs to maximise monitoring and impact of Communication as well as Research Management efforts. The new KPIs are fully described in D5.1 – Research Management Unit action plan, and D7.3 – Communication, Dissemination, and Exploitation plan. These KPIs are particularly relevant for EI1 and EI2.

Communication KPIs					
Communication tool	Indicator	Target Year 1	Result Year 1	Target Year 2	Result M13-16
Social media	Reach	1000	9050	1000	7690
	Updates	10	14	20	8
Website	Visitors	200	1700	500	696
	Updates	10	16	20	6
Press	Press releases sent	1	2	1	2
	Published articles or podcast episodes	5	12	10	13
Public events	Number of events	1	4	2	1
	Audience reached	300	4000+	600	50
Newsletter	Receiving contacts	50	57	60	107
Promotional materials	Number of materials	4	4	1	0

In summary, we surpassed all communication KPIs proposed in D7.2 (M6).

Regarding the RMU-related KPIs, the table below illustrates the years one and two goals grouped by the priority areas identified in the strategic analysis (see D5.1). These KPIs significantly contribute to I1 and the sustainability of a professional research management team.

Priority Area	Key Performance Indicator	Baseline	Target Year 1	Result Year 1	Target Year 2	Result M13-16
Capacity Building	Report describing roles and responsibilities of RMU members	-	1	1	-	-
	Training program for RMU	-	1	1	-	-
	Training sessions offered by the RMU	-	1	1	1	-
Pre-award Support	Funding diversification plan	-	-	-	1	-
	Documentation of pre-award procedures	-	1	1	-	-
	Pre-award training sessions offered by the RMU	-	1	0	1	1
	Ratio of grant applicants in ITI	60%	60%	50%	75%	-
	Success rate of grant applications	20%	20%	28%	20%	-
Post-award Support	Documentation of project management procedures	-	1	1	-	-
	Tools and procedures in place to	-	1	1	-	-

	monitor EU projects					
Interface with Researchers	Yearly presentations by the RMU	-	1	1	1	1
Interface with Host Institution	Number of admin procedures documented	-	5	5	10	-
	Administrative workload	80%	70%	70%	60%	-

Capacity Building (priority area 1) was particularly relevant for the project's first year, as the RMU was newly formed. KPIs mainly focus on defining management structure, roles, responsibilities, and training. All KPIs were achieved.

Pre-award Support (priority area 2) related to supporting researchers in pre-award stages (e.g., call identification, consortium building, proposal writing, budgeting). We achieved most KPIs except for the following:

- Pre-award training sessions offered by the RMU. The training session was held in January 2024 (M14) in collaboration with the pre-award office of the host institution, i.e. IST-ID. This KPI was not achieved in 2023 due to the unavailability of IST-ID personnel.
- Ratio of grant applicants in ITI: the goal was to increase the ratio of grant applicants (tenure-track academics who submit proposals) to 60% in 2023. This KPI did not consider the success rate of previous project proposals and new funded projects at ITI since DCitizens started. Continuously increasing the number of projects can become unsustainable in the mid- and long-term. This concern was raised by ITI's Advisory Board in October 2023. Thus, the KPI needs to be viewed with this caveat.

Post-award Support (priority area 3) consists of aiding researchers in making sure that the project and its tasks are completed within the allotted timeframe and budget while meeting the desired goals. All KPIs were met and involved developing the practices and tools to monitor and assess the project's progress. The team uses Notion as a centralised dashboard for all projects (Figure 18) and various spreadsheet templates to monitor budgets and time allocation.

Interface with Researchers (priority area 4) is a cross-cutting priority area to ensure effective and efficient communication with researchers. RMU delivered a training session and created a guidebook for researchers on standard requests such as purchases, missions, and refunds.

Finally, Interface with the Host Institution (priority area 5) relates to understanding the host institution's practices, procedures, and information systems. Many administrative tasks related to financial (e.g., budget approval), procurement (e.g., services and equipment acquisitions), and human resources (e.g., hiring) are supported by the host institution (IST-ID). Training on those administrative tasks enabled the RMU to reduce its workload. It also allowed the RMU to document best practices to ease future staff training.

Project Tasks

- D4.1 Ethics Framework 30/11/2023 Deliverable
- 2023 Newsletter 30/11/2023 Event
- USi Retreat 30/11/2023 Event
- 2023 USi Exchange 30/11/2023 Event
- 2024 Civic Engagement Event 31/01/2024 Event
- 2024 Call for Collaborative Pr... 01/02/2024 → 31/03/2... Ev...
- D7.4 Midterm Progress Report 30/04/2024 Deliverable
- D6.2 Midterm Report on Dissemina... 30/04/20... Delivera...
- D5.3 Midterm Report on Managemen... 30/04/2... Deliver...
- D4.2 Case-study Portfolio 30/04/2024 Deliverable

+ New

2023 Objectives

- [DCitizens] WP1: Staff Exchanges 2023 76.752
- [DCitizens] WP2 Joint Events 2023 100
- [DCitizens] WP3 Enhancing Profile ESR 2023 90
- [DCitizens] WP4 Joint Research 2023 100
- [DCitizens] WP5 Strengthening Research Management 2023 100
- [DCitizens] WP6 Dissemination 2023 83.333
- [DCitizens] WP7 Project Management 2023 66.667

+ New

Project Management

Project Meetings

Meetings

Created time Attendees Type Created by

- DCitizens @Last Friday
- DCitizens @December 15, 2023
- DCitizens @November 17, 2023

Project Documents

All Filter Sort Q Tags Team P

Last edited time Created by Tags Team P

- Balcão do Bairro Roadmap
- Civic Event 2024
- 2023 USi Project Meeting

Figure 18. Notion's project template and example of DCitizens.

2. Open Science

The project complies with the Open Science and Research Data Management requirements about openness and accessibility of research data, metadata, and other outputs resulting from HE grants, as detailed in the DCitizens Grant Agreement (art. 17), and described in the HE Annotated Model Grant Agreement (Annex 5), and HE Programme Guide. Therefore, research data generated during the project, including raw and processed data, will be deposited in trusted repositories, and made open. The exceptions are datasets that support unfinished peer-reviewed publications, patent applications, or information that cannot legally be made openly accessible (e.g., personal, or sensitive data, following “as open as possible as closed as necessary”).

In the case of DCitizens, we described two datasets in the D7.2 – Data Management Plan, which are both Open Access. The Community-led Design Dataset will be made open at the time of academic publication.

New datasets that support peer-reviewed publications may go through an embargo of a maximum 6 months after the end of the project to ensure the possibility of including data in scientific publications.

During the project’s duration, whenever possible, the project’s documents and research data will be shared within the consortium through an institutional shared OneDrive folder, requiring user authentication to keep confidentiality of data until required.

Appropriate and comprehensive documentation (e.g., extensive, and complete *readme.txt* files), together with relevant metadata, will be prepared and attached to the data before sharing.

DCitizens is currently developing two digital platforms in the context of WP4 (joint research project), which will be made openly accessible through dedicated GitHub / GitLab repositories to provide open access and long-term storage of source codes.

Noteworthy, GitHub repositories can be linked in Zenodo or Dataverse (IIT’s repository), and code releases can be assigned DOIs for findability and greater reproducibility.

All metadata in Zenodo is licensed under [Creative Commons Zero](#), while the data files may be either open access or subject to a license described in the metadata. Zenodo metadata will contain references to related materials and tools (e.g., codes) by citing and linking DOIs. All data stored in Zenodo will remain accessible for the lifetime of the repository, which is currently warranted for a minimum of 20 years. Metadata will remain available also after data is no longer available.

By default, data and metadata in Dataverse are also licensed under [Creative Commons Zero](#). Specific licenses for data will be clearly specified in the metadata (e.g., CC-BY instead of CC0). Dataverse metadata will contain references to related materials and tools (e.g., codes) by citing and linking DOIs. Research data stored in IIT Dataverse will remain accessible online after the end of the project with no specific deadline and until it is required. Metadata will remain available also after data is no longer available or transferred to an offline storage location.