

### Appendix: Risk Assessment Plan - MOBILWEAT

This initial Risk Assessment Plan records the potential risks and covers all the aspects related to which risks are important to deal with and what strategies should be implemented to deal with those risks. It will serve as a reference for the project partners and the team members during the execution of the project. Further analysis will be implemented and illustrated in the different progress reports.

The table below presents the value scale of the probability of occurrence, the severity of damage and the impact for the potential risk's identification:

<b>Probability of risk occurrence (P)</b>	<b>Severity of risk damage (S)</b>	<b>Risk impact (I)</b>
3- Probable: Will occur several times 2- Occasional: Likely to occur sometime 1-Improbable: So unlikely, it can be assumed an occurrence may not be experienced	3-Critical: Operating conditions may cause damage thereby requiring immediate corrective action 2-Marginal: Operational conditions may cause minor damage which can be counteracted or controlled. 1-Negligible: Operating conditions may cause errors or deficiencies which result in no or less than incident level	H: High-Risk: potential to greatly impact project schedule or performance M: Medium Risk: potential to slightly impact project schedule or performance L: Low-Risk: relatively little impact on schedule or performance

Risk Identification will be done throughout the life-cycle of the **MOBILWEAT** project, with an emphasis on identifying risks as early as possible so that effective response planning and subsequent monitoring can take place. The risk ID will be performed within the five work packages. During the risk planning, the risk mitigation measures are developed to reduce the probability and/or impact of a risk to an acceptable level in order to minimize the effects of the risk to a point where it can be controlled and managed.

<b>Risk No</b>	<b>Risk ID</b>	<b>M/D</b>	<b>WPs</b>	<b>P</b>	<b>S</b>	<b>I</b>	<b>Risk mitigation measure</b>
R1	Failure to meet some Key Performance Indicators (KPIs)		WP1-5	2	2	M	A regular monitoring of the KPIs will be continually reinforced by an dynamic plan in regard to the KPIs.
R2	Loss of critical competencies of key people in the project	D1.2	WP1	1	2	L	It will be possible to involve new participants from the different networks of INGSCI asbl and sponsor partners
R3	Non-performance of WP team or delay in deliverables	M1.2/D 1.2	WP1	1	2	L	The project coordinator will closely monitor the progress in all areas of the project in accordance the project plan, goals, objectives, requirements, and quality standards of deliverables. Regular checks and WP team meetings will be held to ensure working groups are clear on the progress and targets.

Risk No	Risk ID	M/D	WPs	P	S	I	Risk mitigation measure
R4	Interferences in the execution of a WP plan	D1.2	WP1	1	2	L	The Project Coordinator together with the working groups will reschedule the work plan and request corrective actions in order to ensure that project objectives are reached.
R5	Social health pandemic may cause delays in the work plan	M1.1	WP1	2	3	H	If this situation arises and remains for a long time, the project implementation may be jeopardized. The project coordinator will instantly communicate it to the financial support partners and the steering committee.
R6	Project runs out of budget line due to over-expenditure, etc.	D1.2	WP1	1	2	L	The project management will review their expenditure/budgeted amounts on a yearly base to identify potential deviations.
R7	Equipment needed for kick-of cost unacceptably higher than expected	D1.2	WP1	2	2	M	The project coordinator will call for an emergency meeting with the financial support partners and the Steering Committee in order to deal with the specific problem and, if needed, submit the request to delay or suspend project kick-off date.
R8	Delivery of the needed kick-off equipment delayed due to an overall material shortage	M1.4	WP1-2	2	2	M	The project planning takes account of this item so that the order can be placed immediately after the project is confirmed.
R9	Limited access to schools. The dimensions of the mobile workshop may not fit some school playgrounds.	D1.2	WP1-2	2	1	L	Identify accessibility to school playgrounds with the help of local authorities. Staying in contact with MNHN <sup>1</sup> as they already have a lot of experience with their " Natur-Mobil".
R10	Truck operating cost too high due to raising fuel prizes.	D1.2	WP1-2	3	2	H	Truck should be used for a longer time period (1 week) in one place. In addition, scheduling of MOBILWEAT should be done in a way to avoid long distances for each location change.

<sup>1</sup> MNHN : Musée national d'histoire naturelle

Risk No	Risk ID	M/D	WPs	P	S	I	Risk mitigation measure
R11	Initial hiring period too long because of a shortage of qualified personnel.	M1.3	WP1-3	3	2	H	Members of our organisation must be implicated to overcome this period. The project coordinator will call for an emergency meeting with the financial support partners and the Steering Committee in order to deal with the specific problem, and if needed submit the request to delay project kick-off date
R12	Shortage of qualified scientific personnel.	M1.3/M3.2/M3.3	WP1-3	3	2	H	Members of our organisation must be implicated to temporarily take over until qualified scientific personnel can be found.
R13	Low participation rate in our hands-on activities in educational hubs	M2.1	WP2-3	2	1	L	Regular monitoring will detect weak points and opportunities and to review the entire current programme. The project coordinator will launch corrective measures to cope with this problem.
R14	Participants do not correctly complete evaluation forms and/ or quality of data is low	D1.4/D4.3	WP2-4	2	2	M	The evaluation forms will be structured in close collaboration with the teachers and participants in order to fit the purpose.
R15	Failure of the integration of different scientific subjects in portfolio	M2.5/M3.2/M3.3	WP3	2	2	M	The project coordinator will call for an emergency meeting with the financial support partners and the Steering Committee in order to deal with the specific problem
R16	Training courses to not give enough satisfaction to our clients		WP4	2	2	M	A satisfaction survey must be carried out regularly and the suggestions of the participants must be followed up in order to detect weak points and opportunities to review the entire current programme.
R17	Low participation rate in our training courses	D4.2	WP4-5	2	2	M	Regular monitoring to detect weak points and opportunities to review the entire current programme. Consulting services could, if needed, provide support.
R18	Negative feedback received from the partner institutions (Schools, child care facilities...)	D5.2/D5.3	WP5	2	1	L	The project team members will take the feedback into consideration in order to maximise the attractiveness of the hands-on activities.
R19	Lack of public awareness of project activities	D5.2	WP5	1	1	L	Dissemination activities will be intensified to counteract the situation. External communication experts could provide support
R20	Lack of stakeholder's awareness of the Wëssens-atelier activities	D5.2	WP5	2	2	M	Dissemination activities will be intensified to counteract the situation.