

## Project Risk Register –Peer Civic

	WP	Description of Risk	Mitigating Action
1	ALL	Staff departures or changes to key staff at partner organisations	Partners asked to ensure that at least two people, with the expertise and capacity to deliver the work, are engaged/aware of the project. Contact details to be passed to ANDCTR
2	ALL	Difficulties in communication and cooperation between partners	Right from the beginning of the project, we will create a Project Management Handbook with specifications regarding collaboration and communication, the set of tools used, indicators to be achieved and tasks scheduled in time with related management procedures. We will create project management archiving in an online platform such as trello.com where partners will have constant access to project management aspects. The centralization of the results of the project evaluations will be decisive for the measures to be adopted at the level of the Steering committee
3	ALL	Partners lacking expertise to complete their work involvement	Allocation of work to Partners has taken into consideration the Partner(s) that held the greatest capacity and expertise to deliver on any particular task. Partner leads should review staff expertise as the project is implemented to ensure relevant expertise is in place to deliver quality work
4	ALL	Work pressures resulting in delays to partners completing their activities	Each Partner have been involved in the application of the project and will commit, in the partnership agreement, to delivering the activities of the project. Each partner will need to reflect on upcoming project activities in relation to their own work schedule and alert the lead partner to any potential slippage in delivery so that workarounds can be put in place to minimise impact of any delays

## Project Risk Register –Peer Civic

	WP	Description of Risk	Mitigating Action
5	ALL	Lack of leadership from Work Package	Regular communication between the lead partner and each Work Package lead will ensure that activities are properly coordinated. Where there are concerns regarding WP leadership and impact on the activities/outputs, regular virtual meetings will be held between the Co-ordinator and the WP Lead to keep the project work on track
6	ALL	Partner conflict	All partners will sign the Partnership Agreement outlining their role and responsibilities, and including the process for formal conflict resolution as follows: <ul style="list-style-type: none"> <li><input type="checkbox"/> decision-making to take place through the generation of consensus;</li> <li><input type="checkbox"/> where consensus cannot be obtained, voting based on a majority to be used;</li> <li><input type="checkbox"/> where a vote is tied, the Chair of the Project Steering Group (ANDCTR) to hold the deciding vote;</li> <li><input type="checkbox"/> Project Steering Committee to be the forum through which any conflict resolution will take place;</li> <li><input type="checkbox"/> if required, conflict resolution to be escalated to the External Evaluator for final decision</li> </ul>
7	WP2	Issues in development of the platform	Use of physical materials for the resource banking and informational materials of the platform and paper data collection to enable the creation of the Resolution to proceed as necessary. Increased and regular contact between Coordinator, Partners, and lead partner developer to resolve issues and progress platform development
8	WP2	The development of the Incubator Educators community	The partners will have a backup plan developed to appeal to local collaborators who work with youth workers in the sphere of developing the civic skills of young people. The partners will be supported in finding alternatives by sharing ideas and solutions in the communities of the other partners. This risk will be discussed and addressed individually with each partner and ANDCTR

## Project Risk Register –Peer Civic

	WP	Description of Risk	Mitigating Action
9	WP2	Young people find difficult to get involved and share their perceptions about the experience in the peer led initiative community	Use of clear and culturally sensitive language when formulating questions and creation of appropriate conditions for the young person to feel able to share his/her perceptions, ideas, and feelings about the experience with the project methodology. The IE will apply supportive methods and personnalized orientation for young people. The risk is mittigated by the pyramidal structure in which 1 IE will support 10 young people from the community
10	WP2	Difficulties in organizing the Online election event	Early planning of the event to be entered in the personal schedule of the young participants and stakeholders, sending a reminder before the event. The application, together with the group of facilitators of the project, of some interactive methods that arouse the interest and attention of young people, captivating them. The mitigating measure is given by the paradigm of the activity with the previous realization of the profiles of "candidates" who feel belonging to the peer led initiative community and to the event alike. Another mitigating measure is the existence of a backup list with young people who are part of the extended community, although they are not inserted in the online event activity (being observers), but who can be activated as a major force. Another mitigating measure is given by the pyramidal structure in which IEs will maintain permanent contact with the 10 young people, thus favoring their motivation for participation
11	WP3	Abandoning participation in a transnational activity (TC/SV)	This risk will be reduced by the existence of backup plans with youth workers to be replaced (and who have gone through the same selection process being on the reserve lists) as for the participants in the SV, following the criteria applied in the vote in the online event , to activate the next position in the list of voters

## Project Risk Register –Peer Civic

	WP	Description of Risk	Mitigating Action
12	WP3	Inadequate engagement levels	Partners to work with their existing contacts to ensure access to the target beneficiaries of the project
13	WP3	Lack of political willingness in partner countries, and/or national, regional and local policy priorities to address cooperation with young people	Partners to be encouraged to develop a register of key stakeholders who have responsibility for national, regional and local policy priorities with a view to early engagement in the project and the issues raised. Partners who struggle to develop this list to be supported to contact relevant stakeholders. Engagement with key stakeholders to be discussed at each meeting under WP1
14	ALL	Data protection risk	In this sense, the project coordinator and the peer led initiative community coordinator of ANDCTR followed a course on GDPR procedures, drawing up a Plan of GDPR Procedures of the association, being responsible as operators with personal data in the association. Thus, they will create the plan of the GDPR procedures associated with the project that will be sent to the partners, being evaluated according to the implementation curve
15	WP4	Low achievements in dissemination activities	Designation of a person with the role of an expert in public communication with the role of drawing progressive tasks in the implementation of the DEOR plan and monitoring the achievements as need
16	ALL	Situational or unforeseen risks	Force majeure will be activated at the partner level and unanimously accepted decisions will be made at the steering committee level. For the situations that structurally affect the implementation of the project, the EACEA project officer will be informed and the solutions will be communicated within the team