Horizon 2020
Programme

TRANSAT

Research and Innovation Action (RIA)

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 754586.

Start date : 2017-09-01 Duration : 48 Months

TRANSAT
TRANSversal Actions for Tritium

Project Quality Plan

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TRANSAT - Contract Number: 754586
TRANSversal Actions for Tritium Angelgiorgio Iorizzo

Document title	Project Quality Plan
Author(s)	Mr. Gabor SZENDRO
Number of pages	14
Document type	Deliverable
Work Package	WP06
Document number	D6.1
Issued by	LGI
Date of completion	2017-12-15 15:01:15
Dissemination level	Restricted to other programme participants (including the Commission Services).

Summary

The Project Quality Plan for TRANSAT.

Approval

Date	By
2017-12-21 10:57:10	Mr. Christian GRISOLIA (CEA)
2017-12-21 10:58:27	Mr. Christian GRISOLIA (CEA)

Table of contents

This project has received funding from the Euratom research and training programme 2014-2018 under the grant agreement no. 754316

Abbreviations

DoA	Description of Action
EC DG RTD	European Commission – Directorate General for Research and Innovation
ECCP	Electronic Collaborative Content Platform
ExCom	Executive Committee
GB	Governing Board
LGI	LaGrange Innovation (Project Management Office)
PMO	Project Management Office
PQP	Project Quality Plan
PR	Periodic Report
QA	Quality Assurance
SAC	Scientific Advisory Committee
SG	Stakeholder Group
SME	Small and Medium Enterprise
WP	Work Package
WPL	Work Package Leader

1 Introduction

Purpose

The present document is the Project Quality Plan (PQP) for the TRANSAT project. It describes requirements and procedural regulations as far as these are needed for a common uniform approach to completion of the project. It is to be used as an instruction guide for participants in TRANSAT, as regard information management, document publication, quality assurance issues, project organisation and contact information.

Technical rules, e.g. rules for design, licensing procedures are not included in the present document.

Application and validity

The requirements contained in this Project Quality Plan apply to all personnel engaged in TRANSAT. Revisions of the contents of the PQP become valid from the date of issue.

Administration

LGI is responsible for the administration of the Project Quality Plan. Proposals for modifications or additions must be submitted to LGI, which updates and issues the revisions of the PQP. All revisions need an approval by the coordinator. Each new issue will be indicated in the revised document by means of a revision number.

Dissemination

The PQP and its annexes are confidential to the beneficiaries and may be circulated outside the beneficiaries only with the approval of the ExCom.

Copies of this plan are distributed to each participant of the project at the issue date via email. It will also be available on the project collaborative web platform, TRANSAT ECCP, https://app.lgi-consulting.org/ecm/TRANSAT-ecm.

2 TRANSAT project organisation

2.1 *Overall organisation*

The work planned in the project is broken down into 6 Work Packages (WP) which are divided into tasks. The technical WPs consist of WP1 to WP4, while WP5 deals with Dissemination, Communication & Stakeholders Engagement, WP6 with Project management. These WPs are thoroughly described in the project Description of Action (Annex I to the grant agreement).

The main governing structure of the project is the Governing Board (GB), which is responsible for all strategic decision-making. Each partner will be equally represented. In order to ensure the day-to-day management of the project, an operational management structure gathering the WP leaders around the Coordinator and the Project Management Office (PMO) compose the TRANSAT Executive Committee (ExCom). The structure of the project is shown below.

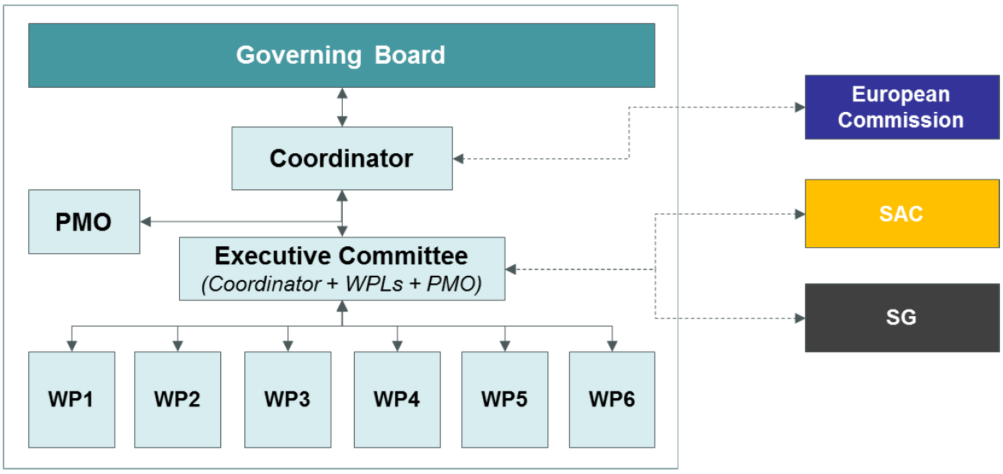

Figure 1: Project structure

The roles and responsibilities of the project management bodies and actors of the project as detailed in the grant agreement and its annexes are recalled below (see section 2.2). Further details on decision processes and procedural regulations are given in the consortium agreement signed by all beneficiaries of TRANSAT.

2.2 Description of project bodies and actors

The main project bodies and actors are listed below. They are described in the section 3.2- *Management structure and procedures* of the Description of Action - Part B.

- Coordinator: Christian Grisolia (CEA)
- Governing Board

Table 1: GB members

N°	Organisation	Governing Board member
1	CEA	Philippe Magaud
2	AMU	Jerôme Rose
3	CIEMAT	Carlos Moreno
4	URN	Arnaud Bultel
5	DH PHE	Rachel Smith
6	ENEA	Silvano Tosti
7	IFIN HH	Christian Postolache
8	IIT	Fabio Di Fonzo
9	INFLPR	Maria Dinescu
10	IRSN	Séverine Le Dizès
11	JSI	Sabina Markelj
12	KIT	Ion Cristescu
13	LGI	Bastien Duplantier
14	RATEN	Raluca Madalina Fako
15	SCK CEN	Kris Dylst
16	UKAEA	Dave Coombs
17	UNIPV	Giorgio Baiocco
18	UOP	Awadhesh Jha

- Executive Committee
    - Coordinator
    - WP leaders
    - PMO

- WP leaders

Table 2: WP leaders

Role	Name of leaders	Organisation
WP1 leader	Ion Cristescu	KIT
WP2 leader	Carlos Moreno	CIEMAT
WP3 leader	Veronique Malard	CEA
WP4 leader	Dave Coombs	UKAEA
WP5 leader	Sabina Markelj	JSI
WP6 leader	Christian Grisolia	CEA

- Project Management Office (PMO): Gabor Szendro (LGI)

2.3 Contact information

Contact information for the Coordinator, Project Management Office, and WPLs are available in the Annex 1 of this document. Updates will be provided according to the needs.

3 Collaborative web platform of the project

The project's web-based document management tool will be used for internal exchanges and publication of reports and deliverables.

Internal distribution between the beneficiaries will be achieved as much as possible by electronic means. The technical documents foreseen in the framework of TRANSAT are requested to be uploaded and updated at the TRANSAT collaborative web platform. The address to access to the TRANSAT online shared workspace is https://app.lgi-consulting.org/ecm/transat-ecm

The collaborative web platform tool is maintained and administrated by LGI (PMO). LGI is in charge of account creation and right access configuration; requests for new account or right access must be addressed to LGI to this address gabor.szendro@lgi-consulting.com.

A screen capture of the login page of TRANSAT ECCP is shown below.

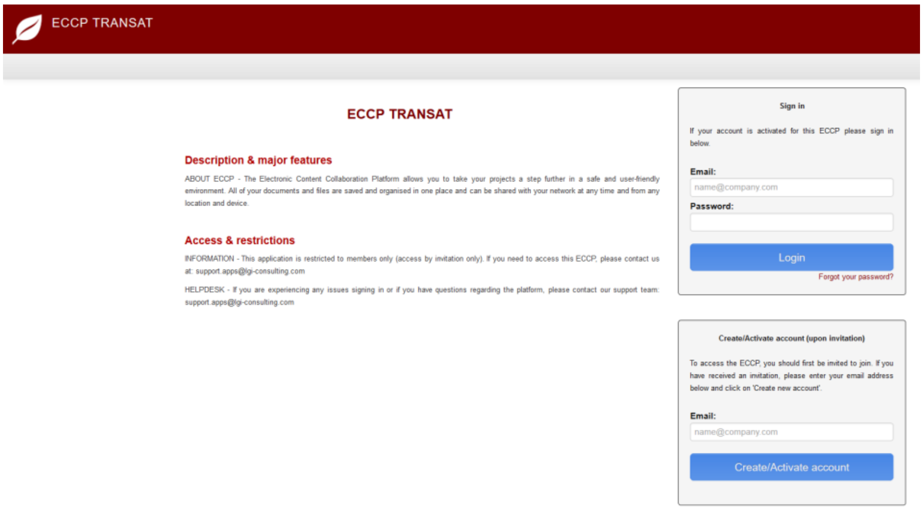

Figure 2: ECCP login page

The content of the TRANSAT ECCP is shown as follows and can be updated whenever necessary, according to the member's needs.

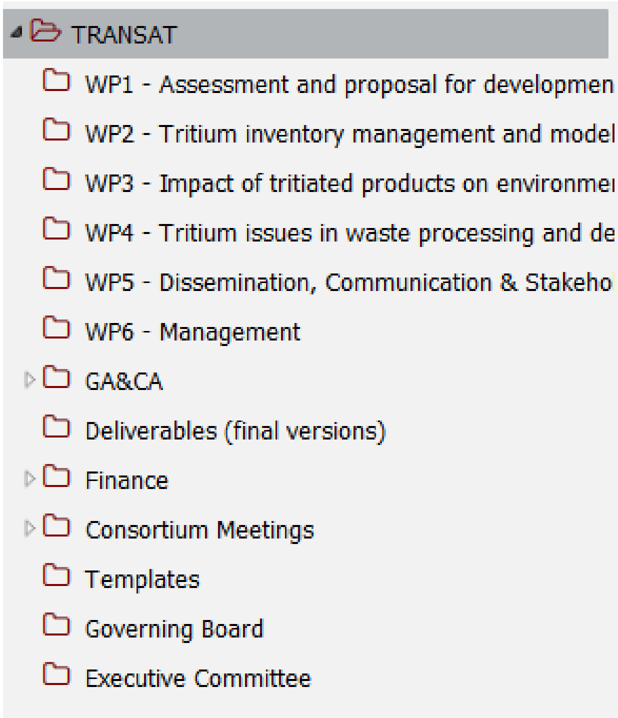

Figure 3: ECCP folder tree

4 Meetings

Periodic or ad-hoc technical progress meetings can be organised by the coordinator, and the WP leaders, throughout the project. It has been decided that monthly ExCom conference calls will be organized. After consultation of the involved participants, an item containing at least the meeting date, place and preliminary agenda should be created as soon as possible in the "Consortium meetings" folder on the TRANSAT ECCP. All technical participants, as well as the coordinator and the PMO shall then be notified electronically. Other participants will be notified on a case by case basis.

After the meeting, the PMO must write minutes and make them available on the collaborative web platform, TRANSAT ECCP.

5 Information management

Given the number of TRANSAT beneficiaries and the importance of the information and documentation management tasks, rules for the management in the TRANSAT project are necessary.

The documents produced in TRANSAT fall into several categories:

- Contractual technical documents, which include technical deliverables and milestones. Their validation process starts from the beneficiaries involved, and goes up through the various management levels of the project. These documents are either public or restricted to TRANSAT participants and the European Commission (EC).

- Other technical documents, which include in particular non-contractual reports, support documents and progress meeting minutes. Their validation process corresponds to the various management levels of the project. These documents are restricted to TRANSAT participants and the EC.

- Non-technical documents, which include administrative & financial documents, general communication, etc. are restricted to TRANSAT participants and the EC.

In order to simplify the document preparation, an automatic document validation tool has been implemented and presented to participants during the Kick Off Meeting. It ensures e.g. the compliance with EC expectations and with the TRANSAT template document requirements, and manage the validation procedure via electronic signature.

This chapter defines the project's internal procedures for elaboration and dissemination of documents.

5.1 Preparation of contractual technical documents

5.1.1 General principle

The main principle regarding document preparation and internal dissemination is that each beneficiary applies rules and standards. In particular, they should use TRANSAT Quality Assurance (QA) procedures for the preparation of their contribution to TRANSAT documents.

Additionally, some specific rules are required for information management at the project level, in order to ensure conformity of view, consistency of administration, and traceability of documentation. The object of this chapter is to define these rules.

5.1.2 Contractual technical document issuing process

The various steps necessary to issue contractual technical documents, i.e. deliverables and milestones, are presented below. The intermediate and final versions of the documents will necessarily be put in the folder of the WP concerned on the TRANSAT ECCP.

In order to ease the validation of project deliverables to be submitted to the EC, an online platform and process has been set up, thus enabling internal deliverable evaluators to review the document as soon as the report is available.

The TRANSAT Workflow is an online tool designed by LGI to follow-up the project deliverable progress and to facilitate publication and approval of deliverables while ensuring appropriate Quality Assurance process.

The TRANSAT Workflow has been released in October 2017.

Once the members' account will be created by the administrator (LGI), secured access to the TRANSAT Workflow will be provided using login/password (the same as for the collaborative platform).

This deliverable preparation and validation process can be described as follows:

1. The main author responsible for the elaboration of the document asks all involved participants to write their contribution to the document (c.a. one month before the delivery date). It is mandatory to use the TRANSAT template for all contributions to facilitate the synthesis step.
2. After gathering and consolidating all participants' contributions, the main deliverable author issues the final version of the report with his/her own procedures. He/She then uploads the finalised pdf version of the deliverable on the Workflow tool. The main responsible person for the deliverable also has to provide the abstract, and the names of the deliverable contributors into the Workflow tool.
3. The WP leader will receive an automated email to inform that the deliverable is available for review. Thus, the WP leader reviews the technical content of the document.
   - If the report does not require any modifications, the WP leader will validate the deliverable. Thus, the next person in charge of the validation will be informed via an automated email that he/she has to verify the deliverable.
   - If modifications are needed, the WP leader will reject and comment the document and the author will be immediately informed. Once the updates are implemented, the main author can upload the revised deliverable on the Workflow. At this point the process will go on until the validation.
4. The next responsible person for the deliverable evaluation is the coordinator, who will receive an automated email to inform that the deliverable is available for review. The coordinator will check the deliverable's coherence, following the same way: either modifications are required and the report will be revised, or there are no modifications needed and the report is validated.
5. The final inclusion of the review validation page into the deliverable will be incumbent upon LGI. This final step will allow having the validated deliverable ready for publication in the collaborative online platform (Final deliverables folder), and for delivery to the EC.

Note: The size of the pdf document is limited to 20 MB.

It is mandatory to use the TRANSAT template for all contributions at the very beginning to facilitate the synthesis step.

This workflow process can be illustrated as shown in Figure 1:

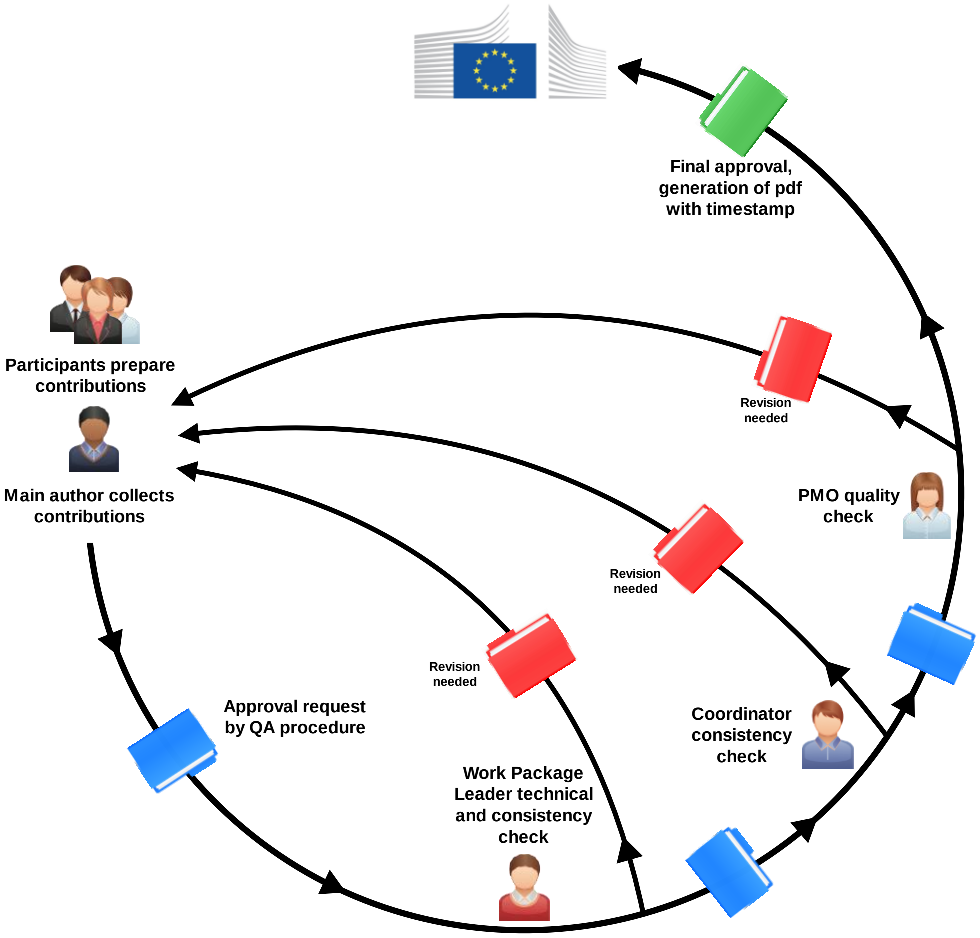

Figure 4: Workflow validation process for the deliverable submission

The TRANSAT templates for contractual technical document are available in the TRANSAT collaborative platform at https://app.lgi-consulting.org/ecm/transat-ecm-folder-4275.

5.2 Specific case of periodic reporting for the EC

Reporting to the EC is done through the submission of Periodic Reports (PR), which contain a Technical Part, (showcasing the technical progress per WP, this is also referred to as Part B, as well as other aspects to be filled in on the Participant Portal), and a Financial Part (summarizing the financial aspects). Progress Reports are requested by the EC at M18, M36 and M48. For the Part B, the process is as follows:

- The PMO prepares and sends the Part B template to the coordinator and all WP leaders
- WP leaders contact the partners involved to gather information and provide their part of the report. WP reports are then consolidated by the Coordinator
- The Coordinator and the PMO verify the integrated report and suggest modifications to the partners if necessary
- The coordinator uploads the finished report to the SyGMa platform on the Participant Portal (only at M18, M36 and M48)

The procedure is shown in Figure 2.

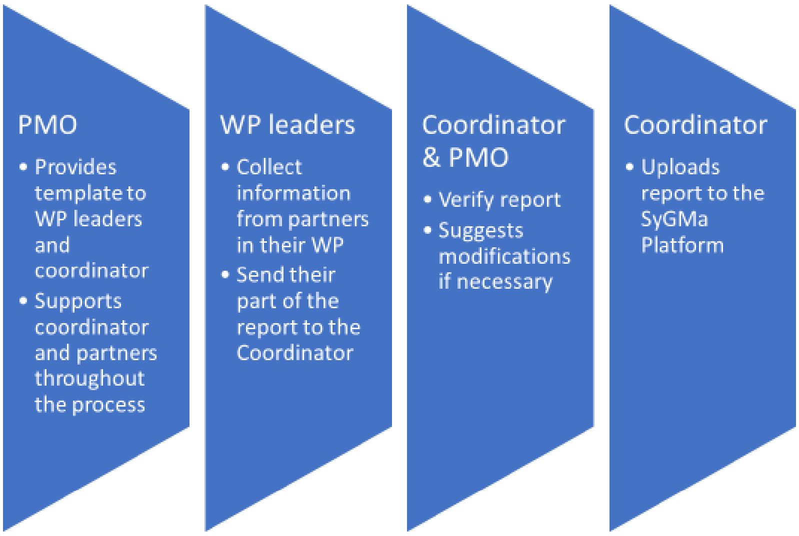

Figure 2: Procedure for the project periodic reporting of activities

For the other aspects of the technical part (e.g. Risks, Gender, SMEs, etc.), the PMO requests information from partners as necessary.

For the Financial Part, the process is as follows:

- The PMO sends guidelines to all partners
- Partners fill in their data on the Participant Portal themselves (which includes filling in their cost statement, breakdown and, if needed, justification of resources used), with support from the PMO if necessary

The process is shown on Figure 3.

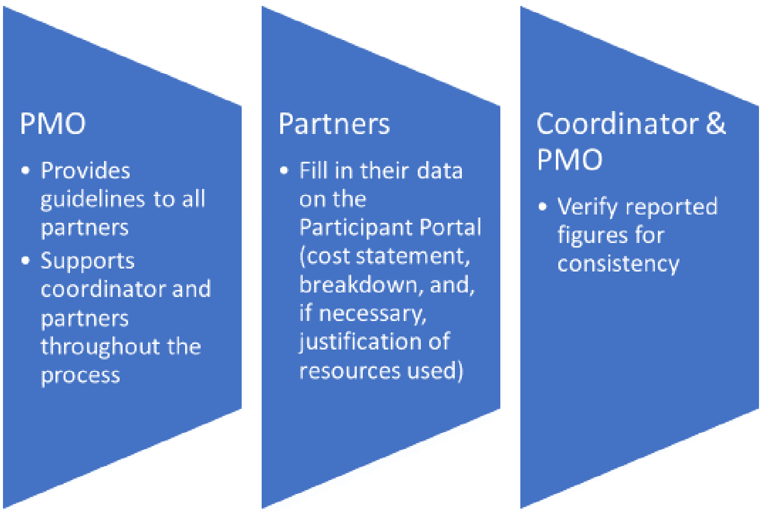

Figure 3: Procedure for the cost reporting

In addition, the WPLs are responsible for verifying and confirming the consistency between the funding needs and the resources as defined in the Grant Agreement. If adaptations appear to be necessary, the WPLs must inform the Coordinator, who may propose to the ExCom some adaptations of the distribution of tasks and funding between the WPs, and if necessary between beneficiaries. The Governing Board can then approve these changes officially.

5.3 Preparation of other technical documents

This section concerns the preparation of other technical documents, in particular non-contractual reports, support documents and progress meeting minutes.

For these documents, the steps are similar to those described in the previous section but the procedure is simplified. In particular:

- TRANSAT templates are used without any reference to the internal QA of the beneficiaries involved.
- No document approval form is used. Only the validation of the WPL and Project coordinator appear on the second page of the document.

In the particular case of joint meetings concerning more than one work package, all concerned WPLs shall approve the minutes.

The templates for meeting minutes and for other technical documents are included in the TRANSAT collaborative platform.

5.3.1 TRANSAT document templates

Mandatory templates to be used for TRANSAT documents are provided in the TRANSAT shared workspace at https://app.lgi-consulting.org/ecm/transat-ecm-folder-4275 For any questions regarding the use of these templates, the PMO, LGI, can be contacted (see contact information in Annex 1).

The templates available to all partners are as follows:

– Template for TRANSAT deliverables

– Template for TRANSAT meeting minutes

– Template for TRANSAT PowerPoint presentations

The format for the final documents should be a PDF file.

5.4 Distribution

When approved, the coordinator is responsible for distributing the contractual documents to the European Commission following procedures established between the two parties.

The dissemination of the deliverables, milestones and other reports within the consortium is made via the TRANSAT collaborative platform. The publication rules are defined in the Consortium Agreement.

6 Publications

The beneficiaries can submit articles to peer-reviewed journals or present communications at conferences on the studies performed in TRANSAT. The rules as follows apply for submission (for more details on ownership of results and conflict resolution, please consult the Consortium Agreement).

- Under no circumstances can a beneficiary publish the contribution of another beneficiary without its approval.
- Validation of the WPL and Coordinator should be obtained. Each should check at his/her level that the document is appropriate for submission. To obtain this validation, the main author must upload the document on the collaborative online platform work folder of the relevant WP and send an e-mail simultaneously to the WPL and the Coordinator. No response within 45 days means acceptation of the submission.
- All accepted publications related to TRANSAT shall be uploaded in the dedicated "Publications" folder of the collaborative platform.
- Cases where a severe external deadline must be respected (e.g. Ph.D. thesis manuscript submission) can be excluded from this procedure. In this case an advanced version should be sent to the WPL, and Coordinator for formal validation. When available, the final version is to be sent for information.

For articles, the following sentence must be used for acknowledgement of the commission's support:

The research leading to these results has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 754586. The information and views set out herein are those of the author(s) and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf may be held responsible for the use which may be made of the information.

For presentations to conferences, it is strongly recommended to use the TRANSAT Power Point presentation template (available on the shared workspace). The minimum requirement is to use at least the TRANSAT logo. Moreover, the EU logo should be added for acknowledgement of the EU support. The following sentence must be indicated for acknowledgement of the Commission support:

"*This project has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 754586".*

The submitted and final versions of the articles and communications must be uploaded in the collaborative web platform work folder of the relevant WP and then published in the "Publications" folder. All partners are requested to use the following format for the document name:

- Year of publication-authors-journal/conference

Examples of publications are provided below:

- 2015-Chauvet-Lemoine-Brun-Turini-Planturo-NURETH16.pdf
- 2016-Virban-Duplantier-NED.pdf

All partners shall take appropriate measures to engage with the public and the media about the project and to highlight the Community financial support.

Any publicity, including at a conference or seminar or any type of information or promotional material, must specify that the project has received Community research funding and display the European emblem with appropriate prominence.

7 Annexes

7.1 Annex 1 – Contact information

Contact information for the coordinator, project management office, WP leaders, and beneficiaries' main scientific correspondents are included below.

This information will necessarily evolve; future versions will be placed on the collaborative web-based document management tool.

Function	Name	Org.	E-mail
Coordinator	Christian Grisolia	CEA	christian.grisolia@cea.fr
PMO	Gabor Szendro	LGI	gabor.szendro@lgi-consulting.com

WP leaders

WP n°	Name	Org.	E-mail
1	Ion Cristescu	KIT	ion.cristescu@kit.edu
2	Carlos Moreno	CIEMAT	carlos.moreno@ciemat-fusion.es
3	Veronique Malard	CEA	veronique.malard@cea.fr
4	Dave Coombs	UKAEA	dave.coombs@ukaea.uk
5	Sabina Markelj	JSI	sabina.markelj@ijs.si
6	Christian Grisolia	CEA	christian.grisolia@cea.fr

Beneficiaries' main scientific contacts

Org.	Contact Person	Email
CEA	Christian Grisolia	christian.grisolia@cea.fr
	Karine Liger	karine.liger@cea.fr
	Thierry Gilardi	thierry.gilardi@cea.fr
	Véronique Malard	veronique.malard@cea.fr
	PIETERS Grégory	Gregory.PIETERS@cea.fr
	Laure Piqueret-Stephan	Laure.piqueret-Stephan@cea.fr
	Pascal Fichet	pascal.fichet@cea.fr
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	Jerome Rose	rose@cerege.fr
CIEMAT	Carlos Moreno	carlos.moreno@ciemat-fusion.es
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LGI	Martin Pecanka	martin.pecanka@lgi-consulting.com
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SCK CEN	Kris Dylst	kdylst@SCKCEN.BE; kris.dylst@sckcen.be;
UKAEA	Dave Coombs	Dave.Coombs@ukaea.uk
	Robert Vale	Robert.Vale@ukaea.uk
UoP	Awadhesh Jha	A.Jha@plymouth.ac.uk