D8.2 Project Quality Plan

WP8 Project Management

FDEUSTO

REPORT

Public

Reviewers: BCN, NTUA, ARS

Version	Date	Description of main changes	Author
V1	07/12/2016	1st version	FDEUSTO/ZABALA
V2	09/12/2016	Comments from reviewers included, AIA, IPR procedures, revision of meetings, reporting	FDEUSTO/ZABALA
V3	31/01/2017	Comments from PO included Update of the Technical Reporting template Correction of typos	FDEUSTO/ZABALA

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LIST OF FIGURES

ABBREVIATIONS AND ACRONYMS

CA	Consortium Agreement
EC	European Commission
EC-GA	Grant Agreement
WASTE4THINK	Moving towards Life Cycle Thinking by integrating Advanced Waste Management Systems
DoA	Description of the Action
PC	Project Coordinator
PO	Project Office
PMB	Project Management Board
QAC	Quality Assurance Committee
AB	Advisory Board
TC	Project Technical Committee
EB	Exploitation Board
EH	Ethics Helpdesk
WP	Work Package
WPL	Work Package Leader
PMP	Project Management Plan
PQP	Project Quality Plan
FSIGN	Financial Signatory
PFSIGN	Project Financial Signatory

1. INTRODUCTION.

1.1 PURPOSE

This Project Quality Plan (PQP) defines, in accordance with the definitions and regulations in the Annex I of the Grant Agreement and the Consortium Agreement, the proper implementation of the general working mechanisms and information flow of the project.

The aim of this document is to provide guidelines and principles that ensure a high technical and managerial quality of the WASTE4THINK project throughout its lifetime.

The present document is to be considered as an applicable document up to the final acceptance of all deliverables and reports. Any changes will be agreed by the Project Management Board, and included in a revised version of the present document. This document is also complemented by Deliverable D8.1 - Project Management Plan.

Finally, it is worth mentioning that this document has been based on some sections in DESCA 2020 Model Consortium Agreement, a comprehensive Model Consortium Agreement which offers a reliable frame of reference for project consortia (http://www.desca-2020.eu/about-desca/).

1.2 QUALITY OBJECTIVES

The PQP intends to set out the quality assurance procedures for the project. The objective of this document is to assure a high-quality standard for management processes, risk management as well as the production of the deliverables and other project outputs and results. This includes the mechanisms for the submission of deliverables and reports, its internal review process and the correct utilization of templates. It further defines the decision-taking process, meetings organization, risks managerial procedures and how to deal with confidential information.

More precisely, the Project Quality Plan aims at depicting the following aspects:

- Roles and responsibilities for achieving quality.
- Monitoring and control procedures.
- Time management.
- Financial management.
- Deliverable management.
- Communication procedures.
- Reporting procedures.
- Risks management.
- IPR management. Conflict resolution.

2. DECISION TAKING MECHANISMS

Decisions have to be taken always at the right decision level. In this sense, the roles and responsibilities of each management body and each project management figure are clearly defined in the Project Management Plan.

2.1 VOTING RULES AND QUORUM

Each Consortium Body shall not deliberate and decide validly unless two-thirds (2/3) of its Members are present or represented (quorum).

If the quorum is not reached, the chairperson of the Consortium Body shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of Members are present or represented. In case of draw the chairman of each government body will vote double.

When decisions have to be taken and there is no possibility (or is not cost/time effective) to celebrate a meeting, Doodle tool will be used. The chairperson of the consortium body taking the decision will send a Doodle poll to the corresponding partners with a deadline for issuing the votes. Once the decision is taken, minutes of it will be sent to partners along with the final result. These minutes will also be uploaded to Redbooth.

2.2 VETO RIGHTS

A Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of a Consortium Body may exercise a veto with respect to the corresponding decision or relevant part of the decision.

When the decision is foreseen on the original agenda, a Member may veto such a decision during the meeting only.

When a decision has been taken on a new item added to the agenda before or during the meeting, a Member may veto such decision during the meeting and within fifteen (15) calendar days after the draft minutes of the meeting are sent.

In case of exercise of veto, the members of the related Consortium Body shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all its Members.

2.3 CONFLICT RESOLUTION

As stated in the GA, in case of conflicts arising within the consortium about the implementation of the project or other matters related to the project itself, the following steps will be taken:

- The Partners will try to resolve the conflict issue between them in a friendly and informal way.
- If this attempt fails the question will be discussed during the first scheduled meeting of the PMB, or if the issue is urgent, an ad hoc meeting (face to face or by videoconference means) of the PMB will be convened at the request of at least two Partners.
- The issue will be examined within the PMB who will try to resolve it by consensus; if consensus cannot be reached, decisions will be taken according to Section 2.1 of the document.

3. COMMUNICATION AMONG PARTNERS

3.1 MEETINGS

This section presents the official meetings planned for the duration of the project as well as the procedures for noticing it, issuing the agenda and the corresponding minutes.

3.1.1 TYPE OF MEETINGS

Project official meetings

According to the GA, the official project meetings will be held on a 6-monthly basis. Each of the four pilots will hold two project meetings as follows:

ESTIMATED DATE	HOSTING PILOT
Kick off meeting 06/16	ZAMUDIO
12/16	CASCAIS
06/17	SEVESO
01/18	HALANDRI
06/18	CASCAIS
12/18	SEVESO
05/19	HALANDRI
11/19	ZAMUDIO

Table 1 SCHEDULED MEETINGS FOR THE PMB

Meetings will be scheduled up to 30 days (for PMB) or 14 days (for TC) in advance so as to allow appropriate preparation at the intended location. A preliminary poll to check the available dates of all Partners inside one or two weeks close to the forecasted meeting date shall be sent no later than 60 days prior to the tentative meeting date. It is expected that the meeting will have 2-days duration. The Project Coordinator is responsible for the meeting agenda. The plenary meeting scheduling may include some parallel meetings per WP in order to increase the efficiency of the meeting.

Work package meetings and conference calls

Each Wok Package leader may organise conference calls when it is required to allow technical progress and with respect to the deliverable drafting process. These conference calls are organised by the WPL or by the Task Leader, inviting the WPL. He/she is responsible for taking notes and publishing the minutes. The WPL may also organise face-to-face meetings dedicated to the work package in addition to the plenary ones. These meetings should only be scheduled when specific WP technical issues must be discussed/agreed in order to obtain a significant WP progress.

Tasks leaders can also propose calls to the WP coordinator.

Other meetings

Each partner is entitled to celebrate, at any time, the necessary meetings for the development of the project with other member(s) of the consortium or with its own personnel. When the meeting involves more than one institution from the consortium (or any member of the Advisory Board), the procedure to be followed is the same as for WP meetings and the responsible for organizing it is also in charge of producing the minutes of the meeting. In the case of internal meetings (involving people only from one partner), internal rules of the institution can be applied. However, it is strongly recommended to issue minutes of each meeting.

3.1.2 MEETING ORGANIZATION

Notice of a Meeting

The chairperson of a Consortium Body shall give notice in writing of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below. Depending on weather the meeting is ordinary or extraordinary, the number of preceding days vary. It is considered an ordinary meeting that foreseen in the GA. On the contrary, an extraordinary meeting is considered when it has not been foreseen in the GA, but it is considered absolutely necessary for the correct execution of the project for different reasons: management of critical risks (technical, financial, managerial, etc.), to take important decisions, etc.

Type of Meeting	Ordinary meeting	Extraordinary meeting (non scheduled)
Project Management Board	30 calendar days	15 calendar days
Technical Committee	14 calendar days	7 calendar days
Exploitation Board	14 calendar days	7 calendar days

Sending the agenda and adding agenda items

The chairperson of a Consortium Body shall prepare and send each Member of that Consortium Body a written (original) agenda no later than the minimum number of days preceding the meeting as indicated below.

Project Management Board	15 calendar days, 10 calendar days for an extraordinary meeting
Technical Committee	7 calendar days
Exploitation Board	7 calendar days

Any agenda item requiring a decision by the Members of a Consortium Body must be identified as such on the agenda.

Any Member of a Consortium Body may add an item to the original agenda by written notification to all of the other Members of that Consortium Body up to the minimum number of days preceding the meeting as indicated below.

Project Management Board	10 calendar days, 7 calendar days for an extraordinary meeting
Technical Committee	2 calendar days
Exploitation Board	2 calendar days

A template for the agenda is available in Section 10

Minutes of meeting

The chairperson of a Consortium Body shall produce written minutes of each meeting which shall be the formal record of all decisions taken.

The chairperson shall send the draft minutes (according to the template offered in Annex I) to all the Representatives within 10 calendar days of the meeting and shall be considered as accepted if, within 15 calendar days from reception, no Representative has objected.

Action and Decision List Management

The objective is to guarantee that all the important open actions and decisions in the project are documented and followed up in a timely and structured way.

This responsibility is shared by both the Project Coordinator and the Project Technical Director.

The decisions in the project are taken at the PMB and the Technical Committee. This is why the action and decision list follow up will be performed within these bodies.

The action and decision lists will be generated together with the minutes of the meetings, being part of them. These lists will include information about the open issue, the responsible for each solution and the deadline for the open action. This will be recorded in a table as shown in Section 10. During each meeting of these boards, the list will be reviewed and updated, in order to make the follow up of the open issues in each moment.

3.2 E-MAILING

The Partners are requested to keep a log of any e-mail that is relevant for technical or management decisions or issues that may require later documentation.

When communications are made by email, partners should identify in the subject of the message with the ID [WASTE4THINK] followed by the content of the email to ease the track of project communications.

Furthermore, **distribution lists** have been created to facilitate the communication flows within the different bodies of the consortium and within the work packages and pilot leaders. These distribution lists are available in Redbooth.

Partners are responsible to inform about any modification of their representatives contact details to the Project Office, who will be responsible for keeping the distribution lists and informing the rest of members.

4. PROJECT REPORTING

The project reporting, along with deliverables, is the procedure used by the EC to assess and follow up the funded projects. Therefore **it is of utmost importance, as it conditions in a very direct way the good image and good assessment of the project by the EC.**

It is important to remark **that project reporting is a responsibility of the whole Consortium and every partner has to be involved in it.**

There are two types of reporting documents including technical and financial information: Periodic and and Progress reports. The former ones include those official reports that must be submitted to the EC. The latter ones refer to those internal documents that will be used as control measures to ensure adequate technical and economic progress and to monitoring WASTE4THINK project. These progress reports will also feed official ones. Details of the reporting flow are explained below, see also Figure 1.

4.1 TECHNICAL REPORTING

Progress Reporting

Each 6 months partners will be requested to describe tasks developed during the corresponding period. The steps to be followed are explained below:

- At the end of each reporting period, the Technical Director will send the WP leaders an email with instructions and templates to be filled in (See Section 10).
- The WP leaders will ask the Task Leaders for contributions to elaborate the report.
- The WP leaders will send the consolidated report on the activities carried out during the period to the Technical Director during the next 15 days after the end of the corresponding period.
- The Technical Director will check the technical information, will send it in the next 15 days to the Coordinator and inform about any deviation.In the next 15 days the PC will send this information to the Project Officer by e-mail.

It is possible, that the Project Coordinator and/or the Technical Director requests partners for further information to clarify or explain certain tasks.

Official Periodic Reporting to the EC

For each official period the technical progress of the project must be communicated to the EC by preparing Periodic Technical Reports, in order to claim for the interim payment. Technical Director will be in charge of preparing them based on the information provided during progress reports. PC will be in charge of its submission to the EC. The deadline for submitting official reports is 60 days after the end of the period (M18, M30 and M42, respectively).

4.2 FINANCIAL REPORTS

Progress Reporting

The financial reporting process has been designed to follow up budget execution and detect possible deviations.

Each partner (and linked third parties) has been granted resources for each work package as specified in the EC-GA. They will report, in the cost reporting template (See Section 10), the corresponding hours per person per Task allocated during the reporting period. This information will be used by the PO to monitor the progress and the associated human resources declared by the partners. For this purpose, a Microsoft Project or similar will be created (See Section 10)

and will be updated each six months (according to internal reporting periods). The procedure is the following:

- At the end of each reporting period, the Coordinator will send partners an email with instructions and templates to be filled in.
- During the next 15 days after the end of each reporting period, each partner, and its linked third party, will send to the Project Office its financial cost report using the template included in Section 10.
- During the next 15 days the project office will check the financial report and ask partners for possible corrections.
- Once information has been validated, PO will update the MS Project (Section 10) and send the PC financial reports and inform about any deviation.
- In the next 15 days the PC will send this information to the Project Officer by e-mail.

It is possible, that the Project Coordinator and/or Project Office requests partners for further information to clarify or explain certain costs.

Information on cost eligibility is available in section 6.3 of the Project Management Plan.

Official Periodic Reporting to the EC

For each official period (M18, 30, 42) the financial status of the project and the costs incurred during the period must be communicated to the EC by preparing Financial Statements (FS) in order to claim for the interim payment. Each partner (and linked third parties) will upload its corresponding financial information to the research participant portal based on cumulative information obtained from progress cost reporting document. The following procedure will be applied:

- Once the partner has sent the PO internal cost report and has approval for it, PO will ask the partner to generate its Financial Statement in the Research Participant Portal. It is a formulary in which each partner officially declares the costs incurred for a concrete period.
- Each partner will complete the financial statements with the costs incurred during the period. Also, a pop-up window will open to give a brief explanation on each cost.
- Each partner will submit and digitally sign the Financial Statement. This signature will be done by the Project Financial Signatory appointed. For instructions on how to appoint FSIGN please contact PO
- The Coordinator will submit the financial report to the EC.

Administrative information

By administrative information it is understood any information related to the administrative procedures of the project, including financial issues. Information related to the companies participating in the project is also part of the administrative information of the project and any changes in this information (legal information, change of name of the company, change of authorized representatives of each company, etc.) has to be transmitted as soon as possible to the Project Coordinator in order to take the necessary measures.

4.3 ANNUAL INTERNAL ASSESSMENT

The QAC (Quality Assurance Committee) will perform an annual internal assessment regarding the proper execution and implementation of the Quality Plan. For that purpose, some indicators have been defined in order to assess the compliance with this Plan.

An evaluation questionnaire (Annual Implementation Assessment questionnaire) has been defined in order to evaluate annually the degree of fulfillment of the Quality Plan. The periods of the project that will be subjected to this Annual Assessment will be:

Period for assessment	Release of the Annual Assessment Report
M1-M12	M14
M13-M24	M26
M25-M36	M38
M37-M40	M42

The last period has been taken up in order to have time enough to prepare the final deliverable on time. The Annual Implementation Assessment questionnaire is based upon the criteria used for the mid-term reviews used by EU and external evaluators.

The questionnaire provides a set of questions related to:
- Management.
- Scientific and technological excellence.
- Dissemination/Exploitation
- Overall assessment.

The information requested will allow the Quality Manager to evaluate the proper compliance with established procedures that is focused on ensuring the technical, economic and project management quality.
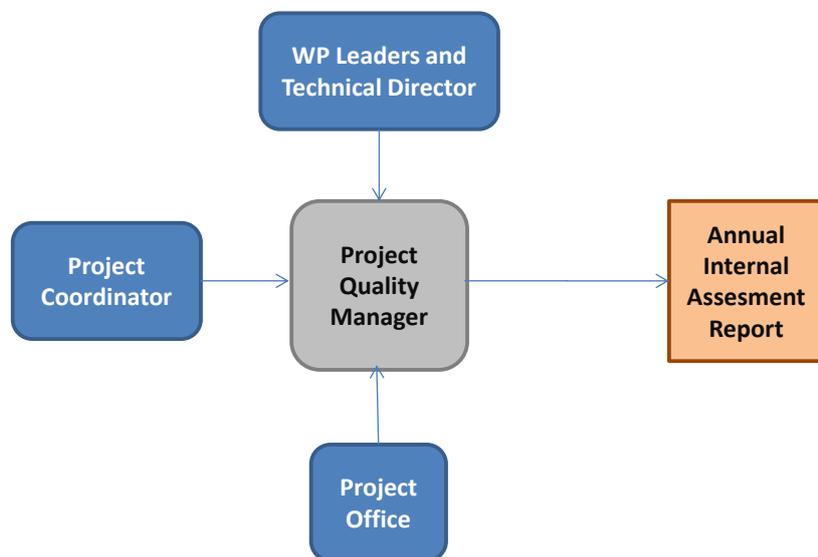
Figure 1 Procedure for reporting the Annual Assessment Report.

An online tool will be used to support the preparation of the yearly questionnaire. It shall be constantly updated as soon as possible after any event (deliverable submissions, meetings, voting, deviations and actions taken, etc.) related to the issues covered by the yearly questionnaire by the responsible of that issue/event.

In Figure 1 is detailed the established communication flowchart in order to generate, evaluate and consolidate the final Annual Internal Assessment Report.

- At the end of each natural year of the project (M12, M24, M36 and M40), the Project Quality Manager Director will send each WP leaders, Technical Director, the Project Office and the Project Coordinator an email asking them for information in order he/she can complete the questionnaire. The type of information will consists of:
  - Work Package Leaders and Technical Director: Scientific and Technical information regarding the elaboration of reports and deliverables mainly (fulfilment of procedures related to the elaboration of technical documentation). It must be noticed that Leaders of Exploitation and Dissemination Work-Packages will be asked to provide information regarding the procedures associated to the exploitation of results and communication activities.
  - Project Office: information regarding the management of the project (fulfilment of procedures related to meetings, voting process, risks and elaboration of financial reports).
  - Project Coordinator: information regarding the Project Officer feedback and comments.
- Once completed the questionnaire, the Project Quality Manager will release the Annual Internal Assessment Report that provides an overall assessment of the grade of fulfillment of the Quality Plan.
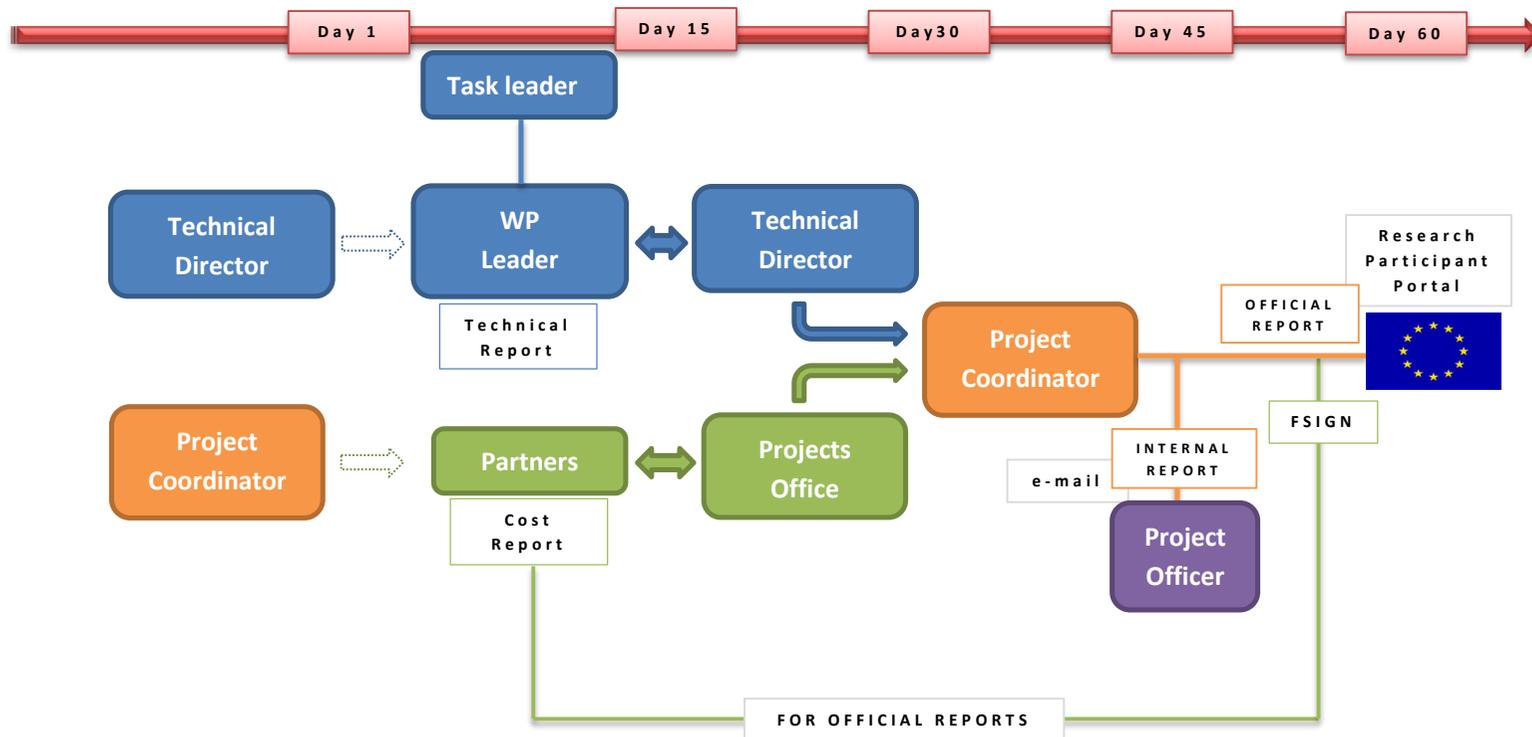
Figure 2 Reporting procedure

5. DELIVERABLES

The different technical objectives set for the project have their correspondence with the work-packages and defined tasks. Compliance with these technical objectives is evident by release of the corresponding Deliverables. Each deliverable is assigned to a partner who will be responsible of its elaboration in due date.

The deliverables shall be submitted to the EC in English, by electronic means (in pdf format) or in any other format only if required by EC. The appropriate deliverable template can be found in Section 10 and is also available in Redbooth.

All the deliverables must be finalized and submitted to the EC within the deadlines defined in Annex I of the Contract with the EC.

To summarize, the process for the submission of project deliverables to the EC is as follows:

1. The Technical Director will nominate 3 reviewers for each deliverable from the QAC members at the beginning of the project (see Section 10).
2. 40 days before the due submission date of the deliverables Technical Director will send a reminder to the Deliverable leader and the WP leader responsible for the generation of the deliverable.
3. The Deliverable leader will produce the deliverable (encouraged to request contributions from task participants) with the supervision of the WP leader and will send it to the reviewers 30 days before the due delivery date. Technical Director must be in CC in these communications.
4. During the next 5 days the reviewers will check and give the needed suggestions to improve the document if necessary, basically sending specific comments to be able to identify additional information needed and always using track changes when a direct editing is needed to better clarify comments. They will send it to the Deliverable leader (always keeping WP leader and Technical Director in CC) 25 days before submission deadline.
5. In turn, during the next 10 days the Deliverable leader will check the quality and consistency of the received reviews and elaborate a consolidated version.
6. 15 days before the submission deadline, the partner responsible for the deliverable will send a 2nd draft of the deliverable to the Technical Director. The Technical Director will validate this version or ask for further information.
7. 5 days before the submission, the Technical Director will send the validated document to the Project Coordinator.
8. The Project Coordinator will ask for further information if necessary. Otherwise the PC will submit it to the EC.
9. PC will upload the Deliverable to Redbooth and also, if it is a public document, to the project website.

In any time the Project Officer can request information about the deliverable status and its content. In this case the PC will contact the TD to prepare the requested information.

The Quality Assurance Manager has to be in CC in all communications to verify the quality process and the quality of the document.

The reviewers will follow a review procedure based on the following aspects:

Completeness:
- Is it according to the original proposal?
- Does it contain all required chapters?

Correctness:
- Does it contain correct information?
- Language check.
- Lay-out / template check.

Consistency:
- Are the chapters consistent with each other?
- Is it consistent with other deliverables?
- Is it according to the requirements of other WP's?

Generally speaking, reviewers are expected to interact and give comments to the author to improve the quality or direct editing the deliverable with track changes In case of expected delay, the Technical Director will agree with the lead partner in charge of the deliverable and the corresponding WP leader on how to address the problem and on a new date for submission of the deliverable as soon as possible. If this happens, the Technical Director will immediately inform the Project Coordinator and he will be in charge of informing the EC project officer as soon as possible.
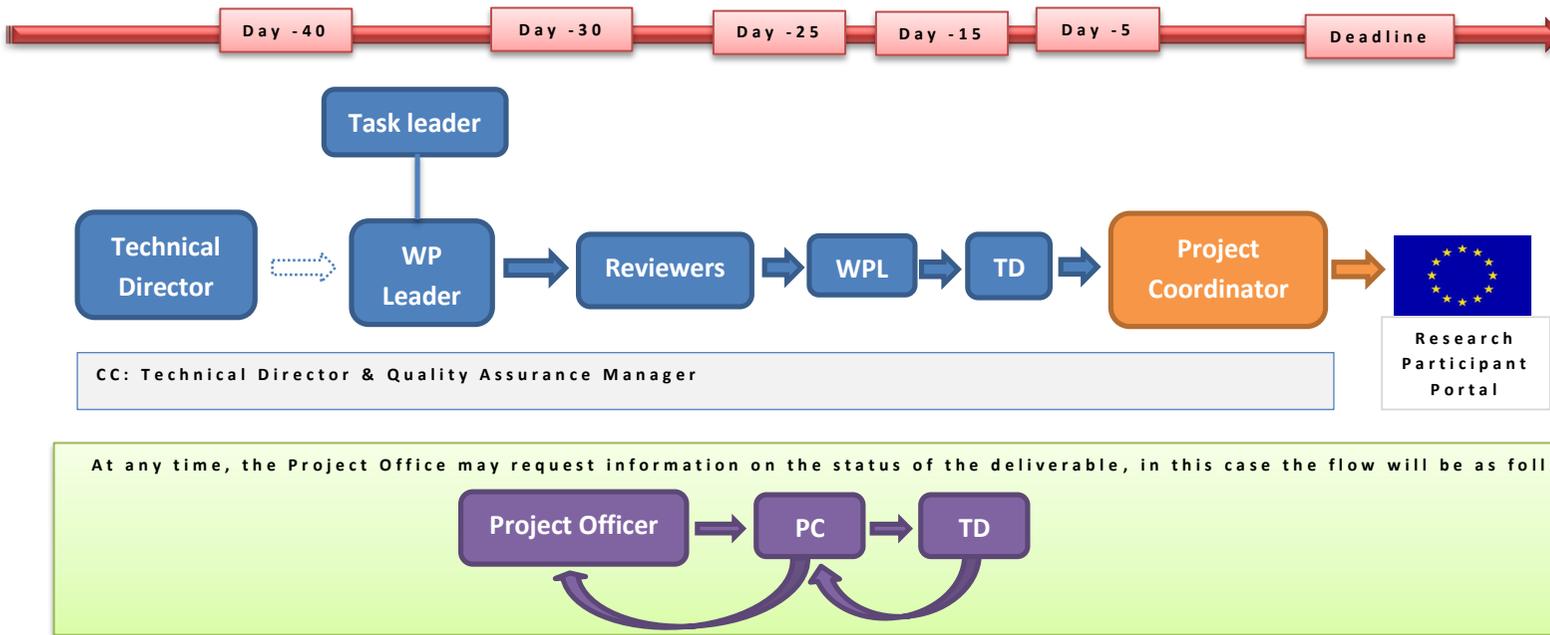
Figure 3 Procedure for deliverables submission

6. RISKS MANAGEMENT

It is likely that deviations from DoA will occur during the execution of the project. These could be minor or major deviations, technical, financial and managerial deviations.

The Technical Annex of the WASTE4THINK consortium identifies the potential risks and associated contingency plans in case of problems during the project execution. This contingency plan was elaborated for the proposal preparation of the project. Moreover, at the start of the project, additional risks have arisen (it can be seen in section 7 of the Project Management Plan).

All major deviations must be recorded in the Risk-Log in order to control its management.

6.1 TECHNICAL DEVIATIONS

The process to manage technical deviations is next explained:

1. The partner who incurs in any technical deviation must communicate it to the corresponding Task Leader.
2. Afterwards, the task leader will communicate it to the WP Leader who will consult with the Technical Committee.
3. In case of minor deviations, the Technical Committee will decide the acceptance or rejection of them through a voting process.
4. In case of major deviations duly justified, the project coordinator will inform the officer about the detected deviations and the latter will decide whether to accept them or not.
5. In case of acceptance, also the Project Officer will decide if it is necessary or not an amendment
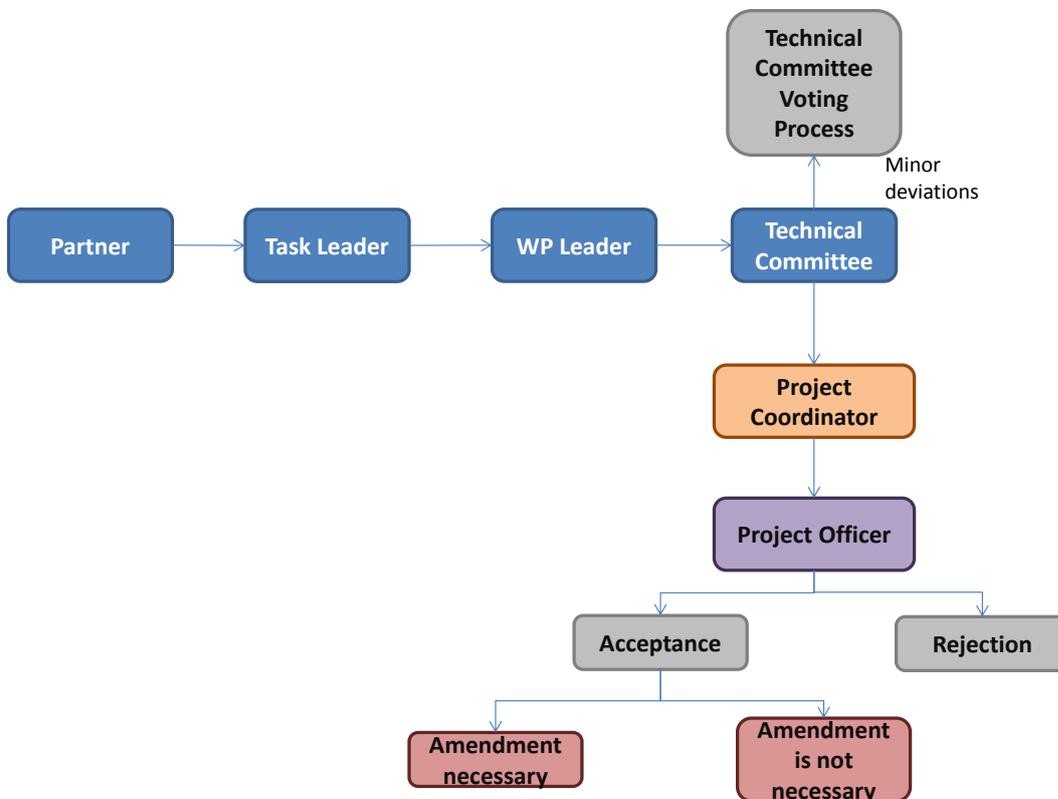

Figure 4 Procedure for managing technical deviations

6.2 FINANCIAL DEVIATIONS

The process to manage financial deviations is next explained:

1. The partner who incurs in any financial deviation must communicate it as soon as possible to the Project Office.
2. If the Project Office considers they are minor deviations, just a detailed explanation will be provided in the official report.
3. Otherwise, if they are considered major deviations, the Project Office will communicate it to the Project Coordinator, who will check with the Project Officer.
4. The project Officer will decide its acceptance or rejection.
5. In case of acceptance, the Project Officer will decide if it is necessary or not an amendment.
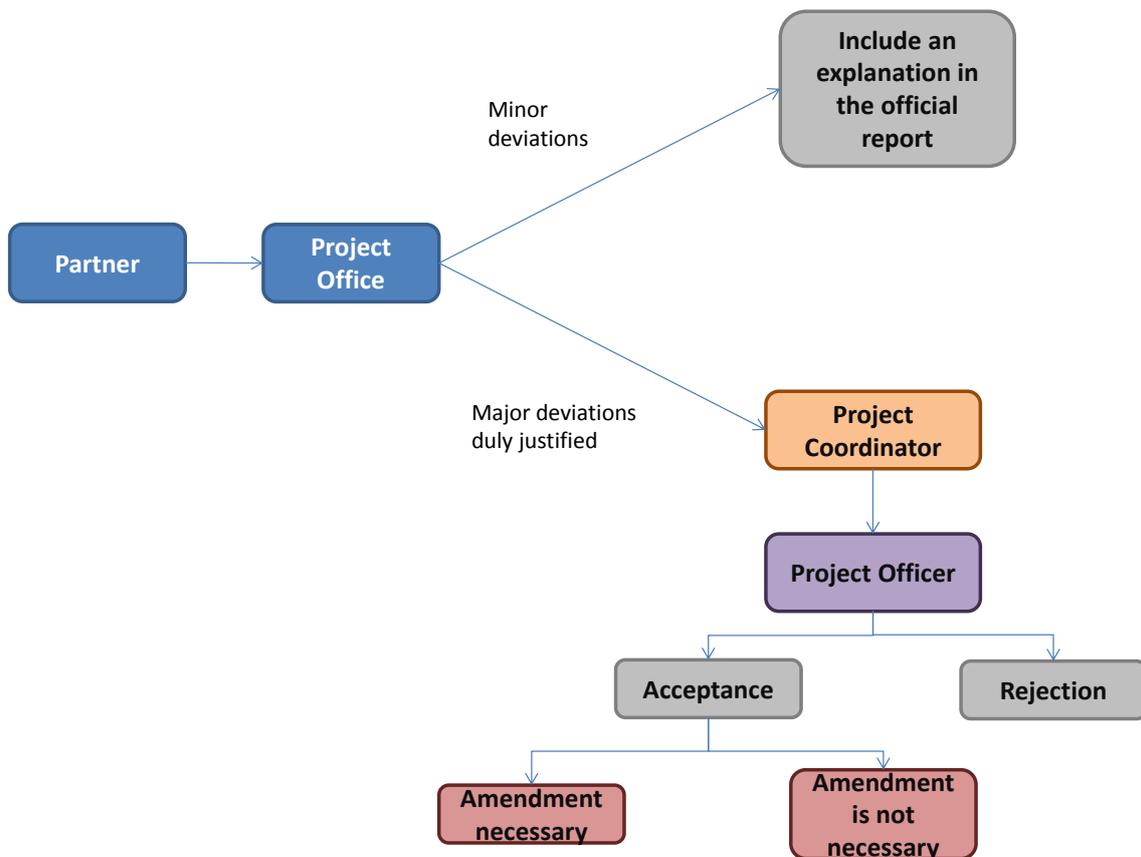
Figure 5 Procedure for managing financial deviations

6.3 MANAGERIAL DEVIATIONS

The process to manage managerial deviations is next explained:

1. The partner who incurs in any managerial deviation must communicate it as soon as possible to the Project Coordinator.
2. If the Project Office considers they are minor deviations, just a detailed explanation will be provided in the official report.
3. Otherwise, if they are considered major deviations, its acceptance or rejection will be decided in a Project Management Board voting process.
4. In case of acceptance, the project Officer will decide its acceptance or rejection.

5. In case of acceptance, the Project Officer will decide if it is necessary or not an amendment.
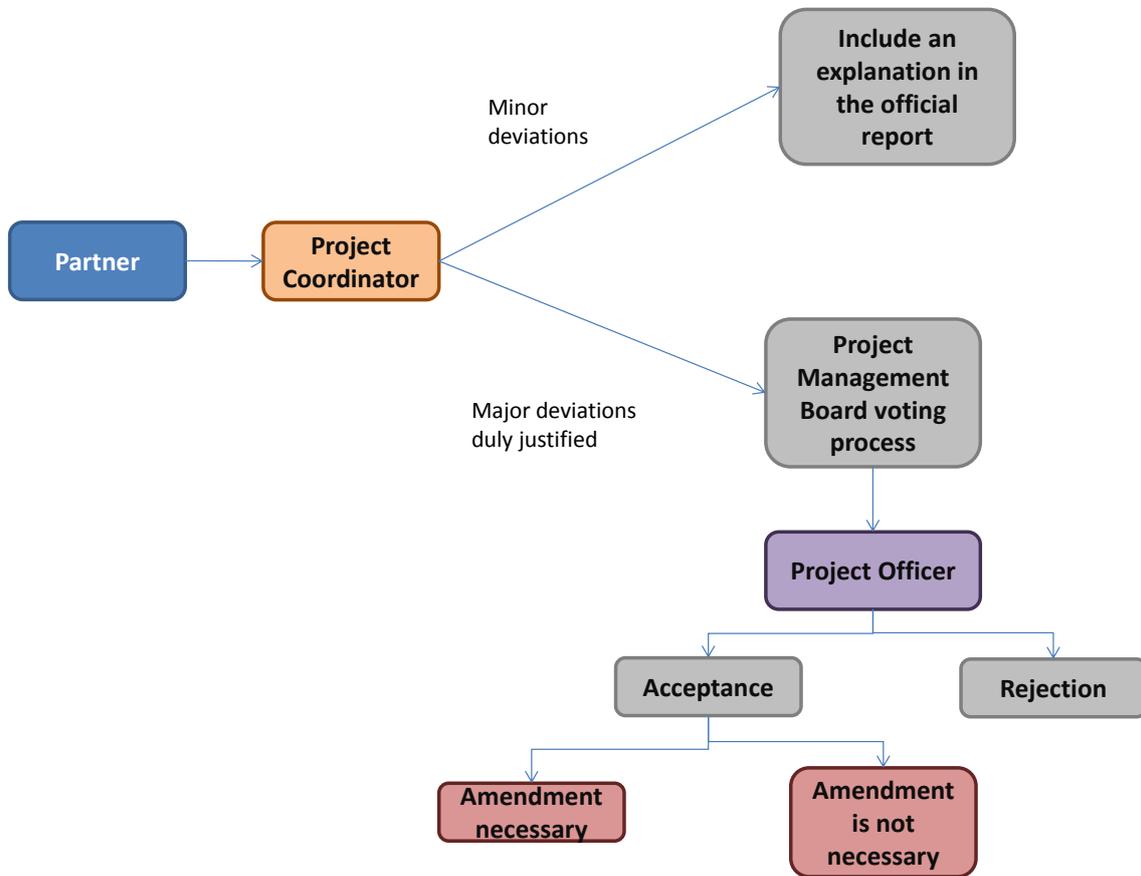

Figure 6 Procedure for dealing with managerial deviations

7. IPR MANAGEMENT

IPR Management will also be a very important issue to be aware of within the project. The Consortium Agreement and further exploitation of the WPs will define exactly the outcomes of the knowledge management and the protection strategy.

When generated new results, jointly or alone, the process for managing within the consortium is given in FIigure 7 and next explained:

1) A partner detects a new result that could be considered subject to Intellectual Property issues. In case of joint ownership, partners should establish a separate joint ownership agreement, defining in concrete terms the allocation and terms of exercising their ownership.

2) The detection of this new result is communicated to the Exploitation Board. The partner/s will communicate the Exploitation Board which management tool is the selected one in order to manage the intellectual property: transfer, protection, dissemination, exploitation or confidentiality.

3) Depending on the chosen IPR managing tool, the Exploitation Board will give advice regarding the different options, possibilities, procedures and methodologies in order to provide the optimum treatment of the result for IPR purposes.
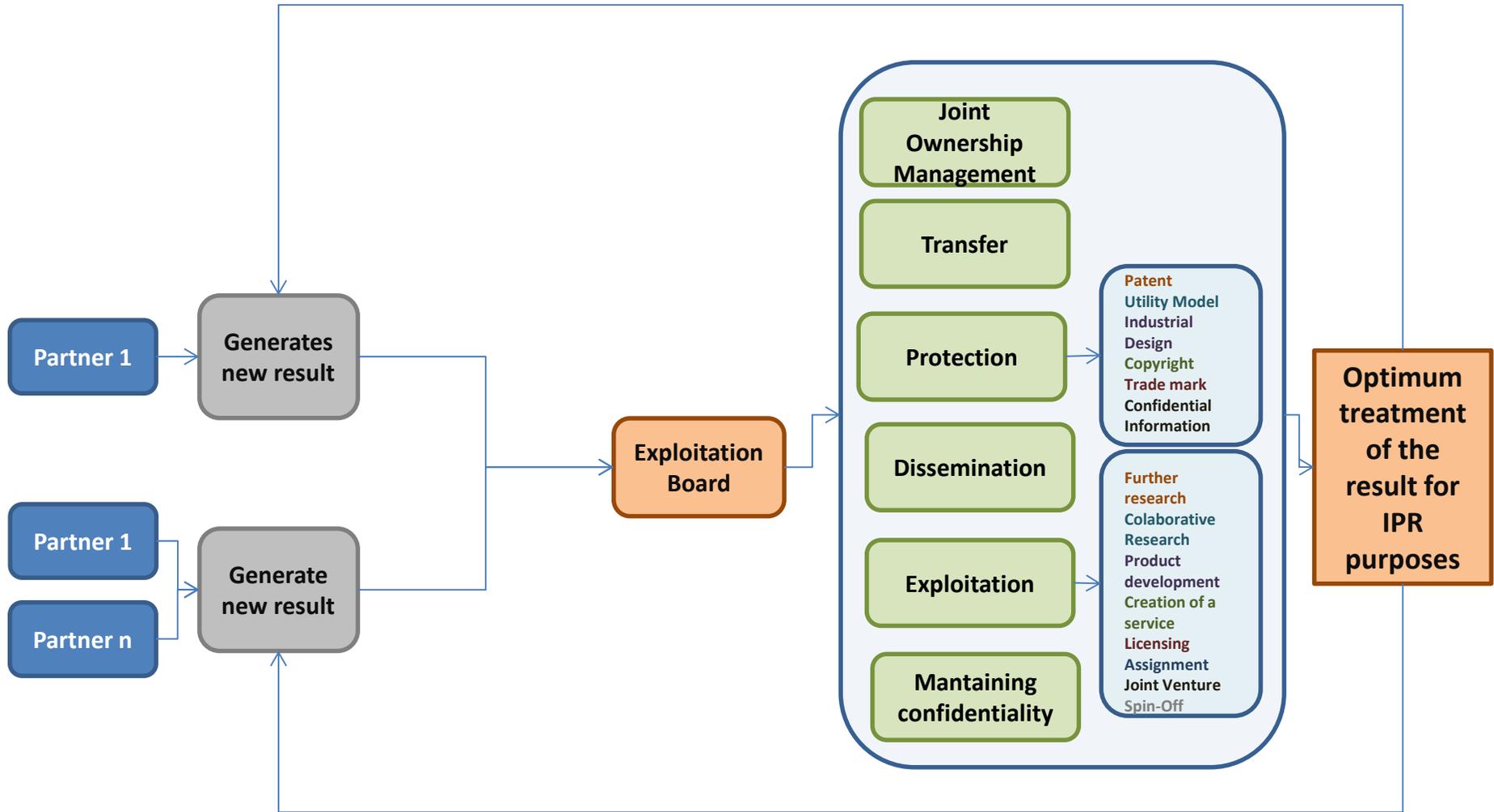
Fligure 7: IPR Management process

8. INFORMATION IDENTIFICATION AND STORAGE

The Project Coordinator is responsible for the document management in the whole project. It must be set out that all the documents generated within the scope of WASTE4THINK project will be based on the document templates (available in Redbooth) and will be written in English.

This section is intended to provide a set of rules and practices that facilitate the identification of the documents issued during the life of the project and also the place where the documents must be deposited depending on their dissemination level.

8.1 DOCUMENTS IDENTIFICATION

Different types of documents will be generated within the scope of WASTE4THINK project (scheduled Deliverables, Non-Scheduled Deliverables (non-official working documents for being used between partners that are necessary for the execution of the activity), Progress Report, Periodic Reports Minutes of Meetings/conference calls, presentations, etc.). Each document must be identified by a unique document identifier, called ID. This ID will start with the identification of the project (W4T), followed by the identifications character(s) defined in the table below, depending on the type of the document and will also include the work package identifier (such as WP1, WP2, etc.) or the pilot identifier (P1, P2, etc.), the acronym of the organization and finally the number of the version. When such documents are under revision by partners of the consortium, and then add DRAFT_name of the reviewer in the identification code of the document.

IDENTIFIER	DOCUMENT	DESCRIPTION
TPR	Technical progress report	Interim Technical Reports to be delivered each 6 months.
FPR	Financial progress report	Interim Financial Reports to be delivered each 6 months.
TS	Timesheet	Template to control the hours allocated to WASTE4THINK and other European actions.
MSP	Microsoft project	Template to follow up the completition of tasks
D	Scheduled Deliverables	Deliverables described in DoA and produced in the course of the project
ND	Non-scheduled deliverables	Technical, managerial and administrative outputs produced in the course of the project that contribute to the execution of it.
MM	Minutes of meeting (including Actions and Decisions List)	Internal document that summarize the decisions and internal communications of Meetings and generate an Action List to be complied before next Meeting.
RLOG	Risks log	A document that register

		every new risks not foreseen previously in the GA that could have any kind of effect in the course of the project.
PPT	Presentations	Documents regarding the presentations offered in any kind of meetings: WP meeting, conferences, PM meeting, etc.
DISS	Dissemination	Dissemination material such as papers, articles, etc
	FAQ Ethics	Questions about Ethics issues and the corresponding answer
AIA	Annual Internal Assessment	Internal Assessment on an annual basis performed by the Quality Board

Examples:

W4T_D8_1_FDEUSTO_DRAFT_V1

W4T_TPR2_WP6_ZABALA / W4T_TPR2_WP6_DRAFT_V3 / W4T_TPR2_DRAFT_V1

W4T_ND_WP6_Form 1.2_ZABALA_V3

8.2 REPOSITORIES

Information regarding WASTE4THINK will be available in two different platforms: the official WASTE4THINK webpage (www.waste4think.eu) and the Redbooth platform. Official website will be used to share public documents (i.e. public deliverables) as well as to disseminate information to the general audience and Redbooth platform will be used for sharing confidential documents among consortium members. Partners will be able to access to Redbooth also through private area of official website. The next table offers what kind of document can be found in the repositories and also the nature of these documents (public or confidential).

IDENTIFIER	DOCUMENT	REPOSITORIES		
		WEBSITE	REDBOOTH	NATURE
GA	Grant Agreement		X	CO
CA	Consortium Agreement		X	CO
PR_Part A	Periodic report (Part A)		X	CO
PR_PartB	Periodic report (Part B)		X	CO
	Publishable summary of the official report	X	X	PU
FS	Financial statements		X	CO
TPR	Technical progress report		X	CO
FPR	Financial progress report		X	CO
MSP	Microsoft Project		X	CO
D	Scheduled Deliverables	X	X	PU/ CO

ND	Non-scheduled deliverables		X	CO
MM	Minutes and Actions and Decisions List		X	CO
RLOG	Risks log		X	CO
PPT	Presentations	X	X	PU/ CO
DISS	Dissemination	X	X	PU
EHR	Exception and Highlight Report		X	CO
	FAQ Ethics		X	CO

Table 2 STORAGE OF PROJECT DOCUMENTS

All the documentation generated as a result of project implementation and without Economic confidential character will be available in the Redbooth tool. Both Project Office and the Project Coordinator will be in possession of a copy of such documentation.

Regarding the confidentiality of the information handled, it is an issue that involves mainly the Project Office and the Project Coordinator. The Project Office works at all times with confidential information. For this reason, in the Consortium Agreement signed with partners a confidentiality clause is collected to establish guidelines to preserve that confidential information (Section 10 of Consortium Agreement and Article 36 of Grant Agreement). Furthermore, if any partner wants to share confidential information with other organizations outside the project must have the authorization of all the partners involved in the project and sign the corresponding NDA.

It is important to point out that, when a member of the consortium intends to share confidential information concerning the project or any other partner with a third party from outside the consortium (stakeholders, schools participating in the pilots, etc.) a Non-Disclosure Agreement must be signed. The partner must communicate this to the PC and to other members of the consortium that may be affected. Also, a Non-Disclosure Agreement (template available in Redbooth) will be signed with each member of the Advisory Board in order to guarantee the confidentiality of the information exchange.

9. DISSEMINATION AND COMMUNICATION

This section establishes the procedures for partners wishing to disseminate the Project results or to carry out any kind of communication action.

All the initiatives connected to the communication and dissemination of WASTE4THINK will be addressed within WP7. Corresponding WP Leader will be the point of decision for the communication and dissemination activities of the project WASTE4THINK. In the framework of this work package a communication plan for the entire duration of the whole project will be provided and it will be available both in the website of the project and in Redbooth.

9.1 NOTIFICATION TO THIRD PARTIES

As stated in Article 8 of CA, prior notice of any planned publication shall be given to the other Parties at least 30 calendar days before the publication, unless already public and/or earlier agreed. If no objection is made during next 15 calendar days, it is understood that information to be disclosed is allowed.

9.2 TEMPLATES AND ACKNOWLEDGEMENT OF EU FUNDING

Templates provided for dissemination actions (available in Redbooth) should be used. However, researchers on the project are also encouraged to disseminate their findings through publication in peer-reviewed journals and through presentations at professional meetings with specific templates. So, in these cases there is no need to use the templates.

Unless the Commission requests or agrees otherwise or it is impossible, any dissemination of results (in any form, including electronic) must display EU emblem, include a disclaimer excluding the Commissions responsibility and the acknowledgement of EU funding (Art. 29.4 GA). The following text can be used:

> *This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 688995.*
> *The dissemination of results herein reflects only the author's view and the European Commission is not responsible for any use that may be made of the information it contains.*

Applications for **protection of results** (including patent applications) filed by or on behalf of a partner must – unless the Commission requests or agrees otherwise or unless it is impossible – include the following text(Art. 27.3 GA):

> *The project leading to this application has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 688995.*

If the **results are incorporated in a standard**, the partner concerned must – unless the Commission requests or agrees otherwise or unless it is impossible – ask the standardisation body to include the following statement in the standard(Art. 28.2 GA):

> *Results incorporated in this standard received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 6889951.*

When a publication is deposited in **an Open Access Repository** the bibliographic **metadata** that identifies the publication must be in a standard format and include all of the following (Art. 29.2 of GA):

> - *the terms ["European Union (EU)" and "Horizon 2020"]*
> - *the name of the action, acronym and grant number;*
> - *the publication date, and length of embargo period if applicable, and*
> - *a persistent identifier.*

<u>Copyright</u>

For public documents, the following text must be included regarding the copyright of the information contained in them:

> *Copyright and Reprint Permissions. You may freely reproduce all or part of this paper for non-commercial purposes, provided that the following conditions are fulfilled: (i) to cite the authors, as the copyright owners (ii) to cite the WASTE4THINK Project and mention that the European Commission co-finances it, by means of including this statement "WASTE4THINK. Project No 688995 Funded by EC" and (iii) not to alter the information.*

9.3 EXTERNAL COMMUNICATION

For queries from outside the consortium, there is a public email address (info@waste4think.eu) that will be periodically attended by the website manager (Aclima) and the PC, who will forward the query to the corresponding partner (if particular).

On the other hand, the communications with the EC will be exclusively done through the Project Coordinator.

It is important to point out that, when a member of the consortium intends to share confidential information concerning the project or any other partner with a third party from outside the consortium (stakeholders, schools participating in the pilots, etc.) a Non-Disclosure Agreement must be signed. The partner must communicate this to the PC and to other members of the consortium that may be affected. Also, a Non-Disclosure Agreement (template available in Redbooth) will be signed with each member of the Advisory Board in order to guarantee the confidentiality of the information exchange.

10. TEMPLATES

Editable templates are also available for partners in Redbooth.

ACRONYM	DOCUMENT	TEMPLATE
TPR	Technical progress reports	W4T_Technical Report.xlsx
FPR	Financial progress report	WASTE4THINK_Costs report_M1_M6_tem
PR-FS	Periodic Report Financial Statement	
AIA	Annual Internal Assessment	WASTE4THINK_AIA_ template.docx
TS	Timesheet	WASTE4THINK_TS_t emplate.xlsx
D	Scheduled Deliverables	WASTE4THINK_D_te mplate.docx
MMAL	Minutes and Actions and Decisions List	WASTE4THINK_MMA L_template.docx
RLOG	Risks log	WASTE4THINK_RLO G_template.xlsx
PPT	Presentations	WASTE4THINK_PPT_ template.pptx
MP	Microsoft Project	
LoR	List of Reviewers	WASTE4THINK_LoR_ template.xlsx
MA	Meeting Agenda	WASTE4THINK_MA_t emplate.docx