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# ***Pan European Technology Energy Research Approach***

Work Package 1

## **Project Coordination and Management**

Deliverable D1.4

### **Quality Assurance Plan**

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**Abbreviations**

BIM	Business and Innovation Manager
DER	Distributed Energy Resource
GenA	General Assembly
PC	Project Coordinator
PMR	Periodical management reports
PWR	Periodical work package reports
SCN	Subversion
SFR	Semestral financial report
STR	Semestral technical report
QAP	Quality Assurance Plan
QCB	Quality Control Board
QCM	Quality Control Manager
QP	Quality Plan
TL	Task Leaders
WPL	Work package Leaders

## **Executive Summary**

This document describes the quality approach for the PANTERA project. The Quality Assurance Plan (QAP) defines the overall policies, the participant roles and responsibilities, the quality procedures and the means of ensuring that all the activities (R&D activities, deliverable writing, etc) are in conformance with the contract provisions and specifications.

## **1 Introduction**

This document describes the quality approach for the PANTERA project. The Quality Assurance Plan (QAP) defines the overall policies, the participant roles and responsibilities, the quality procedures and the means of ensuring that all the activities (R&D activities, deliverable writing, etc) are in conformance with the contract provisions and specifications.

### **1.1 Purpose of the Document**

The purpose of a Quality Assurance Plan (QAP) is to establish the prerequisites of quality, to help monitoring and controlling the quality of all processes and deliverables and finally to ensure that all activities are in conformance with the contract drawings and specifications. The main goal of a QAP is the success of the project with high quality results and delivered on time.

### **1.2 Scope of the Document**

The Quality Plan covers activities of the project and defines the participant roles and responsibilities, the quality procedures concerning managerial, scientific and administrative aspects of the project (R&D activities, scientific report, work package deliverables, etc.). The partners will follow the procedures described in this document throughout the project lifecycle to ensure the overall quality of the on-going project and its outcomes.

The QAP also provides guidelines in order to meet easily the highest quality requirements at the lowest effort. For example, deliverable templates or review processes of the deliverables are given to make sure that quality standards are fulfilled.

The use of QAP guidelines facilitates the collaboration among the consortium partners. All the consortium partners are responsible for and engaged within the PANTERA project.

### **1.3 Structure of the Document**

This document is structured to cover all aspects of quality processes within PANTERA in a comprehensive way: Section 2 covers the Project Quality Control Procedures such as the partners' responsibilities, the communication among them and the periodic progress reports that need to be circulated internally. Section 3 covers the Quality control Mechanism such as the deliverables processing and reviewing before they submitted and the meetings quality control procedures. Within this section Quality control of the delivered platform and workshops as well is also tackled. Section 4 concludes the QAP document.

## 2 Project Quality Control Procedures

### 2.1 Quality control and partner responsibilities

The Quality Control Board (QCB) is in fact a delegate group of the General Assembly (GenA) oriented to align the technical course of the project with the agreed quality procedures. Its role is, thus, to:

- Be responsible for the co-ordination and supervision, regarding the implementation of the measures for the GeNa.
- In accordance with the contractual agreements, the project's Quality Management Plan will be prepared, defining organizational structure, flow of quality system and quality management procedures.
- Monitor the technical work from all work-packages (WP), both individually and as a whole project.
- Take the appropriate actions and implement the quality related agreement.
- Propose enhancements and/or updates for each WP work plan if needed.
- Ensure the perfect match between WP outcomes and the project approved technical directions and objectives.
- Ensure cooperation among WPs.
- Review, request any needed changes and provide approval for all PANTERA documents prior to any submission to the EC.

The Project Coordinator (PC) chairs the QCB together with the Quality Control Manager (QCM). All Work package Leaders (WPL) are automatically appointed as members of the QCB. QCB meetings will be organized jointly with GenA meetings when possible and, if not, will be organized as remote / virtual meetings, in an attempt to reduce costs and resources spending.

The PANTERA consortium will decide in the next which Advisory Committee member could have a role as a member of QCB. Table 1 shows the QCB population and their roles.

Contact	Organization	Role
George Georghiou	FOSS	Project Coordinator. WP 1 lead
Mattia Cabiati	RSE	WP 2 lead
Shafi Khadem	UCC-IERC	WP 3 lead
Andrei Morch	SINTEF	WP 4 lead
Mohamed Shalaby	DERLab	WP 5 lead
Anna Mutule	IPE	WP 6 lead
Tasos Tsitsanis	Suite5	WP 7 lead
Melissa Setakhr	DERlab	WP 8 lead
Venizelos Efthymiou	FOSS	QCM

Table 1 QCB members and roles.

It is important to note that the QCB has its decision right restricted to the quality of the technical plan of PANTERA WPs. Whenever a decision involves or impacts the overall strategy of the project, it must be validated at the GenA. In addition, if a decision affects not only one specific WP but several, consensus must be reached prior to implement the decision.

Those are the Work Package Leader (WPL) and the Task Leader (TL) duties. The WPL coordinates



both technical and administrative issues of a single WP. The TL reports directly to the WPL and is technically in charge of a single task inside the WP. Their duties are listed in **Error! Reference source not found.**

Area	WPL	TL
Management	Design an appropriate and consistent work plan to ensure efficient follow-up and monitoring within his/her own WP	Design an appropriate and consistent work plan to ensure efficient follow-up and monitoring within his/her own task
	Coordinate the technical work within the WP according to the agreed work plan.	Coordinate the technical work within the task according to the agreed work plan
	Refine and update work plan following QCB proposals and decisions	Refine and update the work plan following WPL requests
Quality	Plan, coordinate and harmonise the content of the deliverables within his/her own WP	Contribute to deliverables content
	Organize WP meetings	
Reporting	Contribute to the Final Report	Give full technical support to WPL through in-depth understanding of technologies developed within his/her task and be the official communication interface with other tasks

Table 2 WPL and TL duties within the QCB.

## 2.2 General communication between partners

Communication and collaboration between partners have been described in section 4 & 5 of deliverable D1.1. In this section some good practices, securing quality regarding meetings and the workshop events of PANTERA, are presented.

Partner organizing conference calls	Partners participating in the conference calls
Inform participants well in advance about the date and time of the conference call, access numbers and access codes, and PIN numbers if applicable	Notify in case of unavailability
Inform participants about the agenda of the conference call	Raise any extra spots of discussion in time and before the call
Ensure that all participants receive any related documents for the conference in good time	Be punctual to the allocated time
Whenever possible, use web share tools for sharing documents	Provide comments and revise the circulated minutes within the time frame and in the form indicated by the organiser.
Name a date for the next conference call - if applicable. Or propose using a voting facility (such as doodle poll) afterwards	

Ensure that all participants receive a copy of the minutes. Use the template created for such purpose in the onlyoffice	
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*Table 3 Organizing conference calls*

Hosting Organisation	PANTERA Organizers
Arrange workshop rooms, equipment and catering	Identify the title and scope of the workshop, the preferred dates on which the workshop runs well in advance (at least 6 month)and the region to the PC and GenA
Make available a document summarising most important logistic information (location of meeting room, suggested hotels nearby, how to get to the building, etc.)in the corresponding event folder in the project repository of Onlyoffice.	Define the optimum number and identification of stakeholders and participants, prepare the agenda and making sure that meeting venue, time and agenda are distributed in advance (minimum 2 months). Use the corresponding template for the agenda
Liaise with session participants and making sure that advance registration for the session is complete	Present an overview of the PANTERA project and platform in the beginning of the meeting and prepare a final wrap up at the end summarizing conclusions and points agreed during the meeting in all sessions.
Make sure that workshop material (e.g. flyers, Sheets etc) are adequately present	Preside over all session presentations and discussions, and drawing session conclusions
Make sure time schedule is respected during the sessions/presentations	Ensuring the taking of minutes and put the final version of minutes in the corresponding event folder in the OnlyOffice Repository using the corresponding template

*Table 4 Organizing workshops*

## 2.3 Progress reports (Internal Form)

The progress reports consists of:

**Semestral technical report (STR) by partner** is a partner summary structured by work packages and shall be available for PC/BIM not later than 2 working days after the end of each quarter.

**Semestral financial report (SFR)** by partner is a summary of the financial resources consumed by each partner allowing for relevant budget justification.

**Periodical work package reports (PWR)** shall be delivered by each work package leader to the PC/BIM not later than 9 working days after the last semester prior to the periodical report date. The report shall reflect the achievements of the WP, compiling all semestral technical reports from partners during the period of review.

**Periodical management reports (PMR)** shall be delivered by the project coordinator to the European Commission no later than 14 working days after the end of each quarter.

**Periodical Report** and **Final Report** will be produced by the QCB, and will be submitted to the EC.

The details of the above reports are given in the D1.1 Project Guidelines. Here the common template of both the periodical technical and financial reports are given:

Each partner can type their info and select from a drop down menu the quarter of the periodic report. They can fill in both financial and technical information before submit it to the PC.

## H2020 Quarterly Progress Report (QCR)

<b>Organization</b>	
<b>Report author</b>	
<b>Quarter</b>	Q1_2019(Jan 2019- March 2019)

Figure 1 Preliminary info for the partners

1,1	<b>Dissemination Activities</b>			
	Planned Date	Actual Date	Description	Comments
1,2	<b>Publications</b>			
	Article name	Conference / Journal	Authors	

*Figure 2 Info update regarding dissemination and outreach*

1,3	Travel & Equipment				
	Travel:				
	Staff Member	Destination	Date	Reasons for trip	Cost*(Euros)
	Equipment or other cost:				
	Description	Purchase price* (Euros)			
* Estimated costs, for details, see official reports					

*Figure 3 Info update regarding financial issues*

<b>1,4</b>	<b>Quarterly effort reporting</b>			
	<i>In the previous quarter we utilized:</i>			
	<b>WP</b>	<b>Task / Deliverable</b>	<b>PMs</b>	<b>Brief Description of Work Performed</b>
	WP1	T1.1, T1.2, T1.3, T1.4	0,07	Overall Management, reporting and internal communication, monitoring and quality management
	WP2	-	0,00	-
	WP3	-	0,00	-
	WP4		0,00	
	WP5		0,00	
	WP6		0,00	
	WP7		0,00	
	WP8	-	0,00	-
	Total		0,00	
<b>1,5</b>	<b>% of work done, cumulative to date</b>			
	Please estimate the project completion percentage for your organization from project start until now.	45%		

1,6	Milestones progress				
MS #	Milestone Title	WP #	Lead Beneficiary	Due Date	Comments
MSX	Title	WPX	Partner Name	MXX	.....

Figure 4 Effort reporting per package

<b>2</b>	<b>Risks &amp; general comments</b>		

Figure 5 General comments

The full template is uploaded in Only Office Repository for all partners to use it.

### 3 Quality control Mechanisms

The quality assurance in a project as large as PANTERA relies on ensuring that all outputs are delivered on time and with the expected content, both in terms of items covered and pertinence and quality of the results presented.

PANTERA's outputs are twofold. Written deliverables and the outreach of platform and workshops. The goal would be, thus, monitoring the quality of such outputs.

As already said, QCB is set up in PANTERA so as to cope with all quality assurance related topics. Namely, the goals of this group and, thus, the quality assurance objectives of PANTERA are monitoring:

- Requirements of the project,
- Organizational structure of the project,
- Co-ordination between the members of the consortium,
- General measures and actions taken,
- Planning and control,
- Control of the quality of the deliverables,
- Quality control of the project,
- Quality control of the workshops
- Quality control of the platform
- Files and archives and
- List of quality forms to be used.

A Quality Plan (QP) will be provided so as to cope with all these topics. Its goal is to describe the actions and measures that will be taken by the Consortium, to ensure the quality of the project and its full conformance with its contractual requirements. The main goals of the QP are to:

- provide all concerned partners with a guide for the actions required by everyone involved,
- exhibit the performance of the project's quality plan in accordance with the contractual requirements and
- decide which internal members of the QCB will review which deliverables.

#### 3.1 Deliverable editing

The process of writing a deliverable starts quite in advance with respect to the contractual deadline. Usually, it starts when a task is launched within the project. The task leader, assisted by the WPL and the BIM ultimately, is in charge of monitoring all work being done on each task.

These duties include organizing technical meetings, either via telephone conference or Face to Face meetings, on which each partner presents the achievements since the previous meeting (or the objectives and scope in case it is the task kick-off meeting). The TL and WPL (and all other contributors if needed) will provide feedback on the results presented, in an attempt to align all partners' work with the guidelines outlined on the DoW.

Face to Face meetings are especially interesting for sharing results. Apart from these meetings, which will always have a slot assigned to the presentation of partners' results, additional offline remote meetings will be scheduled to assure that work is always on good track.

This way, the TL and the WPL will always be able to control all contributions, monitor their evolution and, if necessary, implement corrective actions on time. This guarantees a proper flow of coherent

outputs for all deliverables.

Talking about the deliverable creation itself, the process also starts several weeks ahead of the deadline. It is important to plan it in advance, set up all sections and contributors properly and agree on the common line for all contributions. Clear responsibilities shall be assigned in order to avoid misunderstandings. On each deliverable, the following roles are always present:

- **Deliverable editor.** It is the ultimate person responsible of the deliverable. The deliverable editor is in charge of providing the first ToC and section editor allocation, issuing reminders at all deliverable stages, calling for contributions and performing a complete review. Common sections such as the Executive Summary, Introduction and Conclusions are also handled by the document editor (aided by technical contributors if needed). He / she must ensure the coherence of references, tables, figures and all editorial aspects. On deliverable finalization, the editor must inform the PC and the BIM for the final approval.

Deliverable editors are usually the TL of the task the deliverable is coming from. This assures that they have the proper view of what is needed.

- **Section editor.** On ToC creation, deliverable editors assign to a responsible person the editing responsibility for each section. Section editors are in charge of technical parts of a deliverable, on which they should coordinate and merge several individual inputs from partners. The role of a section editor is contacting all contributors, asking for the needed contribution and, upon receiving it, integrating it on the main body of that section. The goal is having someone in charge to play the role of a coherent merger of all pieces of information, so that they can be homogeneous and be aligned. When done, the section is delivered to the Deliverable editor for its integration on the main document.
- **Deliverable reviewers.** They are in charge of reading the whole document (or a part of it if the document is extensive), providing feedback on both editorial and technical aspects. This feedback is directed back to the deliverable editor (and then to section editors and contributors) so that he can address the requested changes. Whenever all changes are performed, a clean version of the new document is provided to deliverable reviewers so that they can approve the changes.
- **Contributors.** All partners working on a task producing a deliverable are asked to contribute to the deliverable. The deliverable editor will allocate all requested contributions on separate sections, and section editors will ask for individual contributions. These contributions shall reflect the results obtained due to the work of each partner on the task that is associated to the deliverable.

All aforementioned roles are assigned having in mind the specific relevance of partners on each task and WP. In this way, partners with higher effort on a task are prone to be nominated as deliverable editors, section editors and/or reviewers. It is a task of the PC and the BIM to ensure a proper balance of roles at project level, so as to avoid overloading specific partners with too many responsibilities.

**Error! Reference source not found.** presents the proposed retro-planning for all PANTERA documents. As this is just a guideline, WPL and Deliverable editors shall agree on each document basis the concrete dates to be considered as milestones, including external impacts such as holiday periods.

Task	Description	Who	Deadline
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Definition of Editor	PC and BIM allocate deliverable editors if not done on the DoW	PC/BIM	Project start
Creation of ToC	Allocation of partners to ToC and Reviewers	Deliverable Editor	Deadline – 12 Weeks
ToC Agreement	Feedback on ToC. Final agreement. Call for contributions	All	Deadline – 10 Weeks
1st submission deadline	First feedback of section editors. Re-arrangement of comments	Contributors	Deadline – 8 Weeks
Draft ready for Internal review	First consolidated version of the deliverable to be reviewed internally	Deliverable and section editors	Deadline – 5 Weeks
Internal Review finalization	Feedback provided to contributors. Contributors start to address reviewer comments	Deliverable reviewers	Deadline – 4 Weeks
Draft ready for QCB review	Consolidated version from the WP to be reviewed by the QCB	Deliverable and section editors	Deadline – 3 Weeks
QCB review finalization	Feedback provided to contributors. Contributors start to address reviewer comments	QCB	Deadline – 2 Weeks
Final version for PC/BIM approval	Finalization of the document and delivery to PC and BIM	Deliverable and section editors	Deadline – 1 Weeks
Upload by PC	Delivery	PC	Deadline

Table 5 Deliverable retro-plan.

### 3.2 Deliverable review

In an attempt to ensure the required degree of both technical and editorial quality of PANTERA documents, a two-round review process is defined for all documents outputted from the project:

- **Internal WP review.** Each WP outputting a deliverable is in charge of providing a document reviewed, at least, by one partner actively participating in the WP and not acting as editor of the document. The main purpose of this review is granting the needed proficiency in terms of technical content is provided, avoiding inconsistencies and/or bad reasoning.
- **QCB review.** Apart from the WP review, a second round review is set up to assure that the content is also understandable by potential readers with not deep technical knowledge on the object of the document. This way, external contacts, not involved directly on the WP will be proposed to deliver this review.

As the review process might cause effort overheads on certain partners, a centralized approach for allocating reviewer roles throughout the project is followed. The table under these lines is the first proposal to distribute the reviews of all deliverables among PANTERA partners, using the involvement in terms of effort as a factor to nominate.

In any case, WP are also allowed to internally redistribute the reviews in case they can reach an agreement. Additional volunteer reviews are also welcome and will be integrated in the process, in case any partner is particularly interested in one deliverable's content and is willing to contribute as reviewer.

D#	Name	Editor	Review WP	Review QCB	M
D1.1	Project Guidelines	FOSS	Suite5	Derlab	2



<b>D1.2</b>	Risk Management Report	FOSS	Suite5	Derlab	3
<b>D1.3</b>	ICT tools	Derlab	FOSS	Suite5	3
<b>D1.4</b>	Quality Assurance Plan	FOSS	Derlab	Suite5	3
<b>D1.5</b>	Data Management Plan	FOSS	Suite5	Derlab	2
<b>D1.6</b>	1 <sup>st</sup> Project progress report	FOSS	Derlab	Suite5	18
<b>D1.7</b>	Mid-term project progress report	FOSS	RSE	IPE	36
<b>D1.8</b>	Final project progress report	FOSS	Derlab	SINTEF	48
<b>D2.1</b>	Report on stakeholder's identification and interaction	RSE	IPE	UCC IERC	20
<b>D2.2</b>	Report on Enhanced collaboration opportunities	NUID UCD	IPE	UCC IERC	42
<b>D2.3</b>	1st Report on interactions with European platforms and organizations	RSE	IPE	UCC IERC	24
<b>D2.4</b>	Final Report on interactions with European platforms and organizations	RSE	IPE	UCC IERC	48
<b>D3.1</b>	Report on current status and progress in R&I activities: Technology	UCC-IERC	IPE	RSE	18
<b>D3.2</b>	Report on RCS in EU-28	UCC-IERC	RSE	Suite5	22
<b>D3.3</b>	Report on community energy policy and barriers	UCC-IERC	RSE	IPE	22
<b>D3.4</b>	Initial report on key challenges and bottlenecks	UCC-IERC	RSE	IPE	38
<b>D3.5</b>	Roadmap to 2030	UCC-IERC	Derlab	FOSS	46
<b>D4.1</b>	Content and topics for dissemination and networking activities	SINTEF	TUS-RDS	NUID UCD	9
<b>D4.2</b>	1st report on Identification of gaps and missing subject	SINTEF	TUS RDS	NUID UCD	12
<b>D4.3</b>	Final report on Identification of gaps and missing subjects	SINTEF	TUS RDS	NUID UCD	30
<b>D4.4</b>	Assessment of the defined topics; relevance, driving forces and trends	SINTEF	TUS RDS	NUID UCD	33
<b>D5.1</b>	Workshop format	Derlab	SINTEF	TUS-RDS	3
<b>D5.2</b>	Report on the outcomes of regional Workshops (intermediary)	Derlab	SINTEF	TUS RDS	24
<b>D5.3</b>	Report on the outcomes of regional Workshops (final)	Derlab	SINTEF	TUS RDS	48
<b>D5.4</b>	Report on the outcomes of Pan-European and Global Workshops (intermediary)	Derlab	SINTEF	TUS RDS	24
<b>D5.5</b>	Report on the outcomes of Pan-European and Global Workshops (final)	Derlab	SINTEF	TUS-RDS	48
<b>D6.1</b>	Review of EU strategic priorities and relevant policy developments	IPE	UCC-IERC	RSE	9
<b>D6.2</b>	Stakeholder consultation plans (one for each country/region)	IPE	UCC-IERC	RSE	5
<b>D6.3</b>	Consolidated summary report of desk activities in the target regions	IPE	UCC-IERC	RSE	22 43
<b>D6.4</b>	Catalogue of potential solutions to overcome acceptance barriers for each country	IPE	UCC-IERC	RSE	26
<b>D7.1</b>	Exploitation Strategy and Plan	Suite5	FOSS	SINTEF	42
<b>D7.2</b>	Report on the promotion of Key Midterm R&I Priorities for Smart Grid	TUS RDS	Suite5	SINTEF	48
<b>D7.3</b>	Report on Appropriate Funding Instruments to ensure Project Sustainability	Suite5	FOSS	Suite5	42
<b>D7.4</b>	Sustainability and Business Development Plan	Suite5	FOSS	SINTEF	42



<b>D7.5</b>	Report on Preliminary Business Development Activities	Suite5	FOSS	Derlab	48
<b>D8.1</b>	Dissemination, communication and cooperation plan	Derlab	NUID UCD	FOSS	3
<b>D8.2</b>	Promotion and marketing material	Derlab	NUID UCD	FOSS	4
<b>D8.3</b>	PANTERA Collaboration Platform: European Hub for Smart Grids	Derlab	NUID UCD	FOSS	48
<b>D8.4</b>	Report on Dissemination and communication Activities	Derlab	NUID UCD	FOSS	48

*Table 6 List of deliverables and reviewers.*

### 3.3 Other quality assurance tasks

The purpose of quality assurance is not limited to deliverables. All other outcomes like publications and the platform shall also feature a high quality. The following bodies being responsible to assure high quality outcomes are:

- Overall quality control: QM, BIM, PC
- Dissemination/Publications: QCB and WP8 leader
- Platform: BIM, respective WP/Task leader, PC and subcontractor manager

Regarding the **platform of PANTERA**, the following procedure will secure the desired quality:

- The blueprint of the platform will be circulated by QCB internally and will be reviewed by all partners.
- The technical specifications of the platform will be defined by the end of the 4th month and both QCB members and external contractor will perform roundtables and optimization cycles to ensure that all parties accept unanimously that the specifications serve the platform's objective.
- After launching, metrics and statistics regarding the operational and structural performance of the platform will be gathered and analysed
- User evaluation questionnaire will be circulated to various stakeholders regarding the effectiveness and the user friendly features of the platform
- All KPIs regarding the platform as set in the impact section will be monitored through out the project and optimization cycles will be performed.

It has to be noted that the platform will be evaluated against a number of critical quality attributes, such as availability, performance, security and modifiability.

Regarding the **workshops of PANTERA** the following will secure their quality of organisation and the quality of their results:

- We start at least 6 months before the event following the workshop format deliverable D5.1.
- Organize the main team ( each partner organizes one workshop while Derlab organises 8) of each event.

The main points to consider to get the process started:

- The objective of the workshop
- Target audience
- Agenda population
- Venue and date
- Overall theme
- Conference structure

- Promotional materials

-Expenses will vary depending on the workshop. Some common items are meals, refreshments, entertainment, venue hire, equipment hire, stationery, accommodation, and transport.

#### -Manage Logistics

Once the mentioned above are clear, the following will be addressed:

- Venue: do we need facilities with accommodation and catering?
- Transport: do participants need to travel?
- Conference rooms: number and size of rooms, seating arrangements
- Equipment: whiteboards, flip charts, Wi-Fi, audiovisual or sound equipment
- Contracts: have everything in writing for services such as catering or equipment rentals
- Registration: how will participants register?
- Registration deadline: decide on a date
- Photographs: will the event be photographed? How can participants buy copies? how this will be connected with press?
- Stationery: notebooks, pens, and identification tags
- Entertainment: will there be social dinners with guest speakers, award ceremonies, or social occasions?
- Safety and security: first aid kits?
- Volunteers: direct entry or welcome people on the day

-The announcement of the workshop should include a description of the event, its aims, key speaker information, sessions, their starting times and titles of presentations.

#### -Plan Promotions

-In order to publicize the workshop to alert stakeholders, the following channels will be used

- Website
- Social media
- Press releases
- Journalists—invite them to attend

#### -At the time of the event

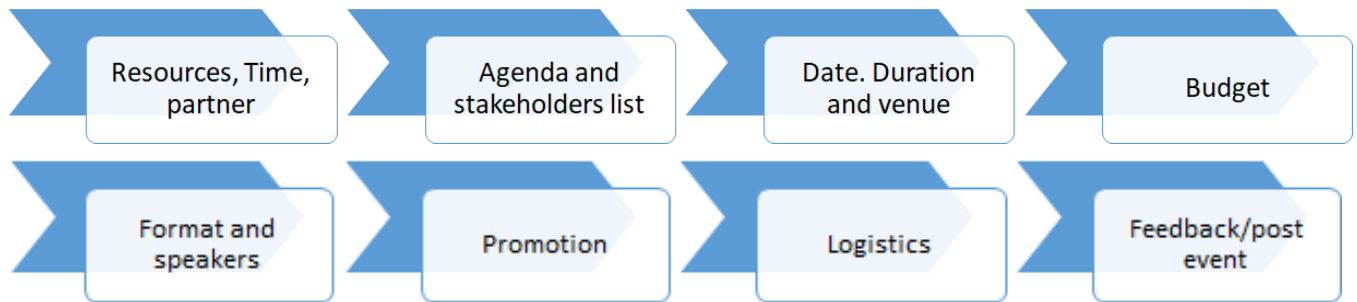
- Manage timing of the sessions.
- Arrange backup speakers in case your keynote speakers cannot attend.
- Plan for unforeseen problems: someone available to help with issues on the conference day.

#### -Execute Post-Event Activities

-Email participants an online survey to collect feedback.

-Finally, all KPIs regarding the workshops as set in the impact section will be monitored through out the workshop series and optimization cycles will be performed.

Next figure summarizes the main procedures for setting up a PANTERA workshop series with high quality secured.



*Figure 6 Procedures for setting up a PANTERA workshop*

### 3.4 Exchange Rules

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Communication must be exchanged according to the following lines:

- Individual project partners report to their WP and TL
- Task Leaders report to the WP Leaders.
- WP Leaders report to the PC about scientific and technical management of their
- PC reports to the GeNa about the overall management process.
- Project Coordinator reports the GenA about communications by the Commission relevant to all the parties.

Files among partners should be exchanged following the procedures and using the appropriate tools as described in the D.1.3 ICT tools deliverable.

#### **4 Discussion and Conclusions**

This document describes in detail the procedures that need to be followed throughout the project in order that quality assurance is succeed.

Quality needs to be secured at all stages of PANTERA and all levels. So, this document provides the required Project Quality Control Procedures such as the partners' responsibilities, the communication among them and the periodic progress reports that need to be circulated internally.

Quality control Mechanism such as the deliverables processing and reviewing are also given whereas the delivered platform and workshops quality control are tackled explicitly.

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