SNETPFORWARD

D5.1 Project Quality Plan

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Document information

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Project Acronym	SNETPFORWARD
Project Coordinator	Abderrahim Al-Mazouzi (EDF)
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2022-10-28	V0	Candice BOUDET (LGI)	Abderrahim AL-MAZOUZI (EDF)	

Summary

The present document is the Project Quality Plan (PQP) for the project SNETPFORWARD of the EURATOM Programme. It describes requirements and procedural regulations intended to establish a uniform approach to the completion of the project. It is to be used as a guide for participants in SNETPFORWARD, concerning information management, document publication, quality assurance, project organisation and contact information.

Abbreviations and acronyms

Acronym	Description
DoA	Description of Action
EC DG RTD	European Commission – Directorate General for Research and Technological Development
SC	Steering Committee
PMO	Project Management Office
PQP	Project Quality Plan
PR	Periodic Report
QA	Quality Assurance
WP	Work Package
WPL	Work Package Leader

Introduction

Purpose

The Project Quality Plan of SNETPFORWARD describes how quality will be managed throughout the project.

Application and validity

The requirements contained in the present document apply to all personnel engaged in SNETPFORWARD. Revisions are valid from the date of issue.

Contractual obligations to the Funding Authority and details are set by the:

•   Grant Agreement-101060646-SNETPFORWARD.pdf

•   Consortium Agreement_SNETPFORWARD_Final_signed.pdf

(location: TEAMS/SNETPFORWARD -> 1. Grant and Consortium Agreement (final))

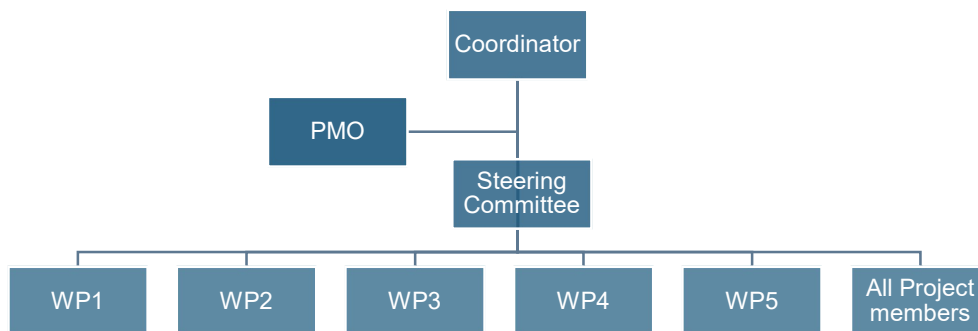# 1. Project governance: Project bodies and actors

Figure 1: Project governance

This governance structure guarantees that each member is represented throughout the project implementation and also facilitates project progress. The roles and responsibilities of the different bodies and actors are detailed in the Grant agreement and its annexes.

Essentially, the coordinator and WP leaders are responsible for structuring a collaborative and shared work approach, involving relevant partners, and cooperating across WPs, in order to reach project objectives and goals in the end.

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For SNETPFORWARD, the project bodies are the following:

- Coordinator
- Steering Committee, which includes WPLs and all project members
- WP Leaders

Further details on decision-making processes and procedural regulations are provided in the consortium agreement..

Main project contacts are:

- SNETPFORWARD Coordinator: Abderrahim AL-MAZOUZI abderrahim.al-mazouzi@edf.fr
- SNETPFORWARD PMO: Candice BOUDET candice.boudet@lgi.earth
- WP Leaders (Steering Committee):
    - WP1: Reinforcing SNETP GB committees' operation – EDF: Abderrahim AL-MAZOUZI abderrahim.al-mazouzi@edf.fr
    - WP2: Strengthening interactions with European & international stakeholders - EDF: Abderrahim AL-MAZOUZI abderrahim.al-mazouzi@edf.fr
    - WP3: Launching specific studies – NRG: Ferry ROELOFS roelofs@nrg.eu
    - WP4: Boosting innovation within SNETP – ORANO SUPPORT: Elisabeth GUILLAUT elisabeth.guillaut@orano.group
    - WP5: Project Management & Communication - EDF: Abderrahim AL-MAZOUZI abderrahim.al-mazouzi@edf.fr

2. Collaborative web platform of the project (TEAMS)

A LGI Teams workspace (LINK) was set up using the LGI's Microsoft account. All partners were invited, and WP channels created.

SNETPFORWARD Teams is dedicated (1) to collaborative work between partners (e.g., collaboration on deliverables, storage of documents, follow-up of actions and tasks/to dos etc.) and (2) as a communication platform, incl. messages relevant to all partners (e.g. from the coordinator), for discussions on the respective WP channels, chat etc.

Project meetings' agendas, minutes, templates, documents, recordings etc. are available through the SNETPFORWARD channel and folders. WP channels are facilitated and organised by WP leaders; General files and tabs by the Coordinator – Abderrahim Al-Mazouzi (abderrahim.al-mazouzi@edf.fr) and SNETPFORWARD PMO - Gilles Quénéhervé (gilles.queneherve@lgi.earth) and Candice Boudet (candice.boudet@lgi.earth).

3. Meetings

Several types of meetings may be organised during the project (periodic or ad hoc technical progress meetings, etc.) by either the coordinator or by the WP leaders. After a consultation between the participants involved, an item containing at least: meeting date, meeting location and preliminary agenda is made available as soon as possible in the TEAMS Channel. For each meeting, the organiser must write the minutes, make them available on the collaborative project platform and notify the necessary consortium members electronically.

4. Information management

Information used or generated by the project may take many forms. This chapter will describe the internal procedures for document preparation in a quality-oriented approach. Documents produced in the project fall into several categories:

- **Contractual technical documents** including technical deliverables and milestones. These are either public or restricted to project participants and the EC
- **Other technical documents** including non-contractual reports, support documents and progress meeting minutes restricted to project participant and the EC
- **Contractual reporting** documents including administrative & financial documents restricted to project participants and the EC

4.1.   General information

The main principle regarding document preparation and internal dissemination is that each beneficiary applies their own Quality Assurance (QA) procedures for the preparation of their contributions to project documents. If such procedures are not normally applied by the beneficiary, the project templates should be used and further guidelines can be provided by the project management office upon request.

Templates to be used for project documents are available in the Teams at:

<p align="center">SNETPFORWARD deliverable template.dotx</p>

All SNETPFORWARD documents should be named as follows:

<p align="center">SNETPFORWARD – Tn.ii– vj Short Title</p>

Where:

- **T** is the document type: "D" for deliverables, "MS" for milestones, "Min" for minutes, "R" for reports and "O" for other documents
- **n** is the work package number
- **ii** is an incremental number for this WP and this type of document, which is delivered by the WPL (2 digits, except for deliverables, for which there is only 1 digit, as defined in Part B of Annex 1 to the GA)
- **j** is an incremental number for the version of the document (starting at 1.0).

4.2. Preparation of contractual technical document (deliverables, milestones)

4.2.1. Formal process of validation of deliverables

The workflow will be managed through Teams, it enables:

- The internal review of contractual technical documents (e.g. deliverables) as soon as they are available on the platform
- Monitoring project progress in terms of milestones and deliverables
- A streamlined process for the publication and approval of deliverables while enforcing **appropriate quality assurance processes**

The various steps necessary to issue contractual technical documents are presented in the image below:
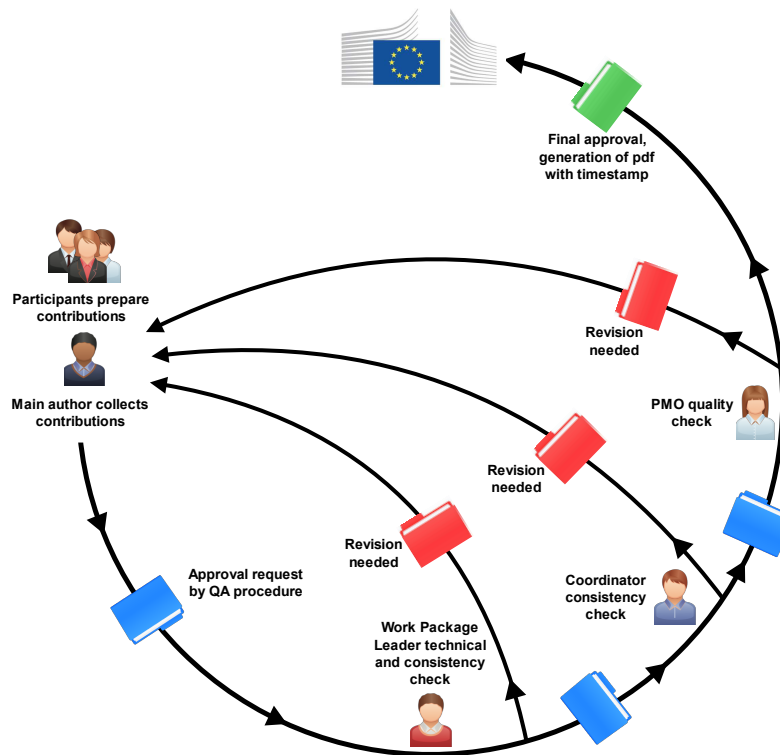

Figure 2: Workflow validation process for the deliverable submission

This deliverable preparation and validation process is as follows:

1. The main author, who is responsible for the elaboration of the document, asks all the involved participants to write their contribution to the document (c.a. 1 or 2 months before the delivery date).

2. After gathering and consolidating all contributions, the main author issues the draft version of the report with his/her own procedures. He/She then uploads the draft deliverable on the Workflow tool, also providing the abstract and the names of contributors.

3. The WP leader will receive an email, sent by the deliverable responsible, stating that the deliverable is available for review. The WP leader then reviews the technical content of the document. If modifications are needed, the WP leader provides comments and informed the responsible of the deliverable. Once the updates are implemented, the main author uploads the revised deliverable on the Workflow, and the process begins anew until the WP leader validates the document.

4. If/when the WP leader validates the deliverable, he notifies the Coordinator (next in line for review) via Teams that the deliverable can be reviewed. At this point the process above repeats until the coordinator validates the document as well. Once this happens, the PMO (LGI) is informed by the Coordinator that the document can be finalized following a final check. Once this is done, LGI will generate the cover pages (with logos, timestamps, etc.), and the document is ready for submission to the EC

4.2.2. Preparation of other technical documents

This section provides guidance on the preparation of other technical documents, 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.

- The partners can use their own Quality Assurance (QA) procedures for the preparation of SNETPFORWARD documents. Alternatively, SNETPFORWARD templates can be used without any reference to the internal QA of the beneficiaries involved.

- The validation and the corresponding timestamp of the WPL and Project coordinator appear on the second page of the document.

In the 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 SNETPFORWARD collaborative platform.

4.2.3. Preparation of contractual reporting document

According to the grant agreement, the coordinator is responsible for issuing the periodic reports (financial report and activity report) to the EC. The procedure to prepare these reports starts from the top level of the project and goes down through the various management levels. The reporting is divided into a financial part and a technical part. To ensure high quality and timely reporting, the PMO will use the approach outlined below. Being responsible for the execution of the entire reporting process, the PMO will provide support to the coordinator to ensure the quality of this reporting.

For the financial part of the reporting, the illustration below describes the process:
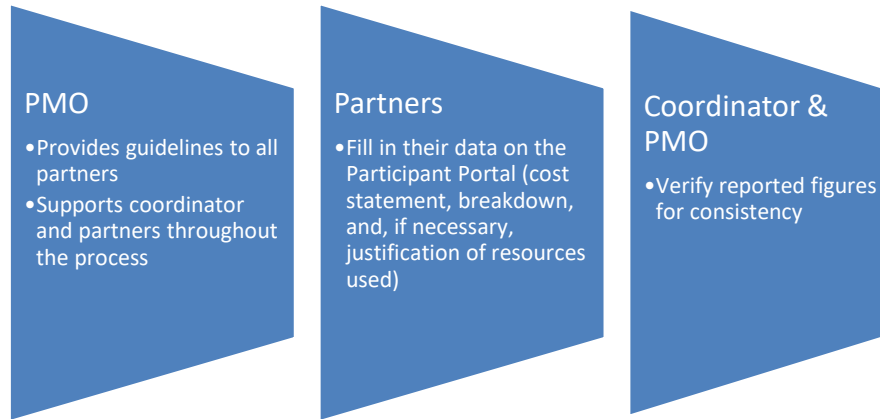

PMO
- Provides guidelines to all partners
- Supports coordinator and partners throughout the process

Partners
- Fill in their data on the Participant Portal (cost statement, breakdown, and, if necessary, justification of resources used)

Coordinator & PMO
- Verify reported figures for consistency

Figure 3: The financial reporting process

On the other hand, for the reporting of the activities (project progress) the process is as follows:

PMO
- Provides template to WP leaders and coordinator
- Supports coordinator and partners throughout the process

WP leaders
- Collect information from partners in their WP
- Send their part of the report to the Coordinator

Coordinator & PMO
- Verify report
- Suggests modifications if necessary

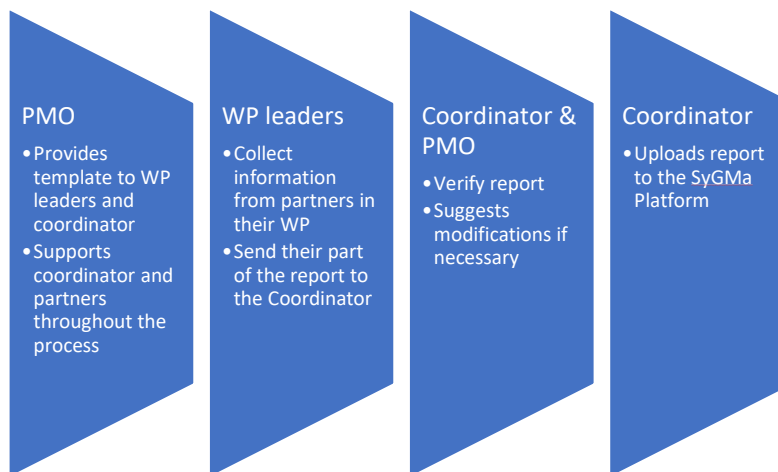**Coordinator**
- Uploads report to the SyGMa Platform

Figure 4: The technical reporting process

5. Publications

The beneficiaries can submit articles to peer-reviewed journals or present communications at conferences on the studies performed in **SNETPFORWARD**.

For articles, an acknowledgement of the Commission's support has to be included: "The research leading to these results has received funding from the Euratom research and training programme 2022 under grant agreement No 101060646".

For presentations to conferences, it is strongly recommended to use the SNETPFORWARD Power Point presentation template (available on the web collaborative platform). The minimum requirement is to use

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the project logo. Moreover, the EU logo should be added for acknowledgement of the EURATOM support. The following acknowledgement of the Commission's support shall be included: *"This project has received funding from the European Commission under grant agreement No 101060646".*

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 should 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.

Figure 5: European emblem

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