



### ***TANDEM***

*Research and Innovation Action (RIA)*

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### **Project Quality Plan**

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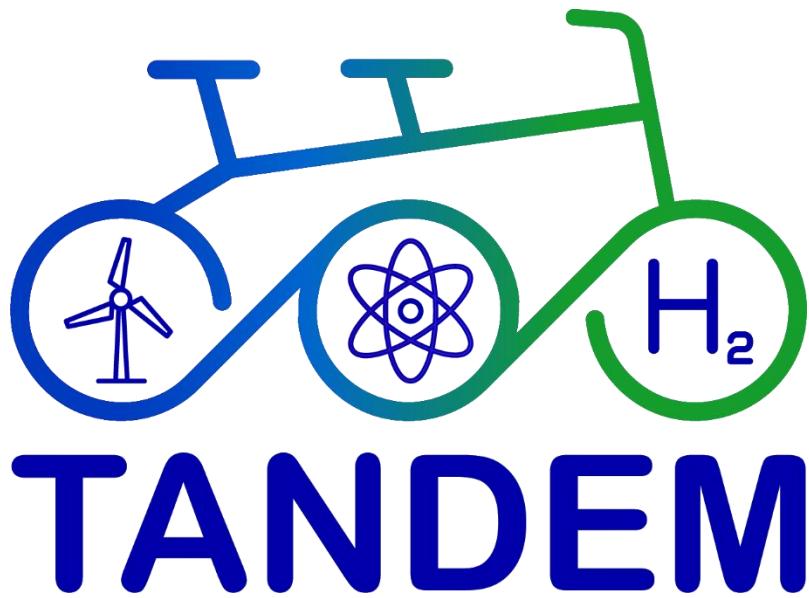
## Summary

Project Quality Plan

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## Approval

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## D7.2 – Project Quality Plan

### WP7 - Task 7.2

November 31<sup>st</sup> 2022 [M3]

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## Abbreviations and Acronyms

Acronym	Description
CA	Consortium Agreement
FAIR	Findable, Accessible, Interoperable, Reusable
PMO	Project Management Office
PQP	Project Quality Plan
QA	Quality Assurance
WP	Work Package



## Executive Summary

This deliverable is the Project Quality Plan (PQP) for the TANDEM 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 TANDEM, regarding information management, document publication, quality assurance, project organisation, and contact information.

## Keywords

Project Quality Plan, information management, publication, quality insurance, project organisation



## 1. Introduction

### 1.1 Purpose

The PQP of TANDEM will describe how quality will be managed throughout the project.

### 1.2 Application and validity

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

### 1.3 Administration

The coordinator is responsible for the administration of the project quality plan. Proposals for modifications or additions must be submitted to the coordinator 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. The coordinator is supported by the Project Management Office (PMO), LGI, in all the administrative tasks.

### 1.4 Dissemination

The PQP and its annexes are public documents and as such will be available on the project website. It is also available on the project web platform FLEXX.



## 2. Decision-making process: Project bodies and actors

There are several project bodies in the project, comprised of different actors, as summarized in Figure 1.

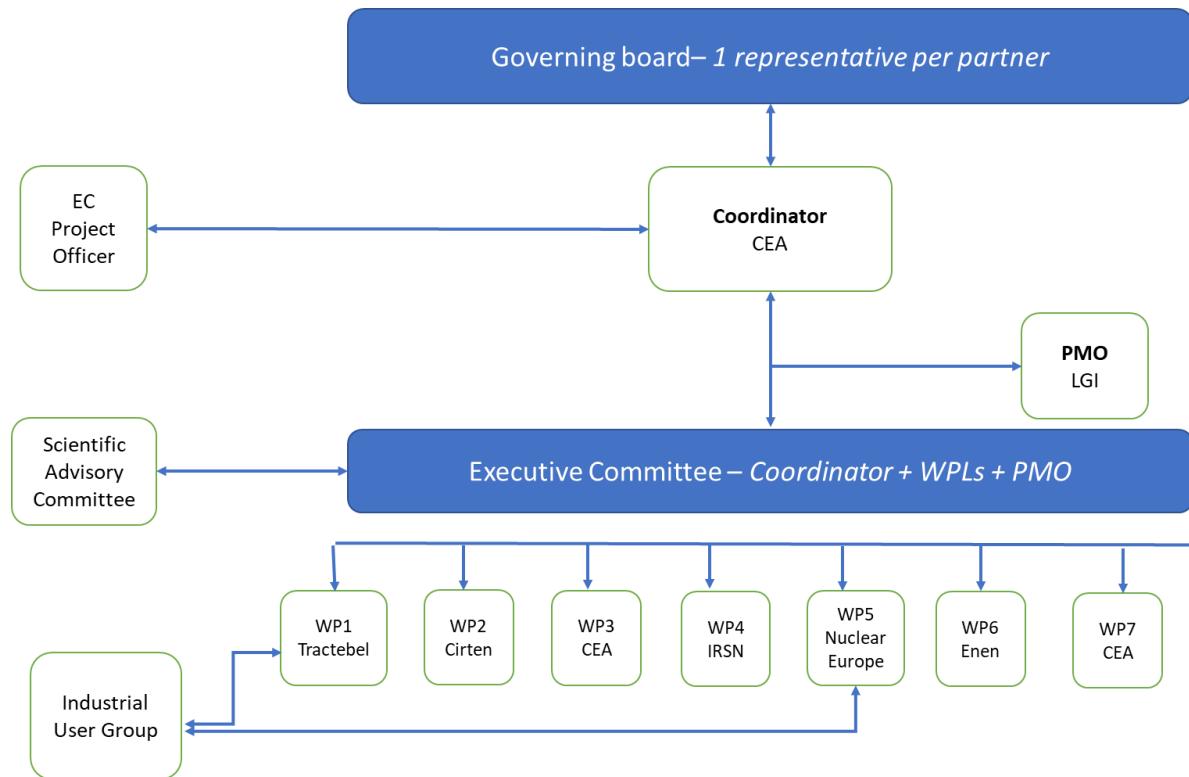


Figure 1: Decision-making process

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

For TANDEM, the project bodies are the following:

- Coordinator
- Governing Board
- Executive Committee
- Work Package leaders
- Scientific Advisory Committee
- Industrial User Group



Further details on decision-making processes and procedural regulations are provided in the Consortium Agreement (CA) signed by all beneficiaries of TANDEM.

In addition, every partner shall appoint a Main Contact whose role is to ensure that all relevant information about the project is available to all contributors in the given organisation, and this person shall make sure that the contact list of his/her organisation is up to date. The Main Contact will be solicited for all inquiries where no other contact is provided for the task in question.

### 3. Management web platform of the project (FLEXX)

The TANDEM management platform will be used for internal exchanges and publication of reports and deliverables – these documents shall be uploaded and updated at: <https://app.flexx.camp/tandem>

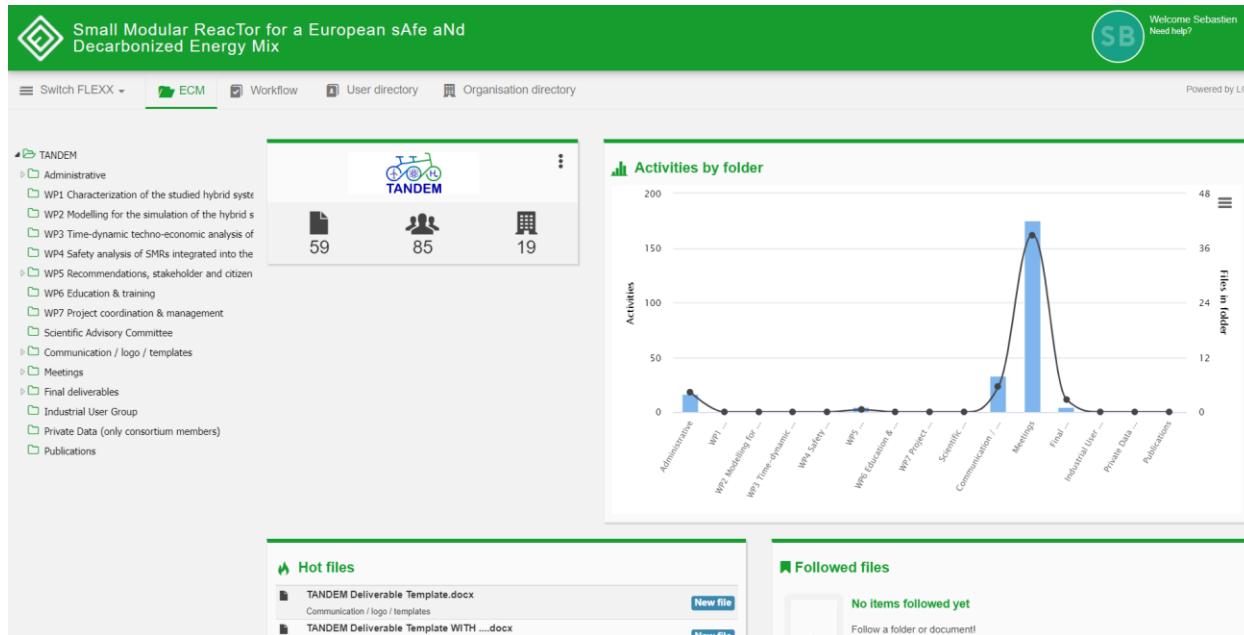
The platform is maintained by LGI as Project Management Office (PMO). LGI is responsible for account creation and management of user permissions. All related requests shall be addressed to LGI at: [fanny.david@lgi.earth](mailto:fanny.david@lgi.earth) and [sebastien.balech@lgi.earth](mailto:sebastien.balech@lgi.earth)

For more information on the FLEXX platform (see FLEXX log in page in Figure 2), please consult the Deliverable D7.1 – Project Management Toolbox and the FLEXX User guide.

Figure 2: FLEXX log in page



The folder tree of the project is shown in Figure 3 (updates to this initial folder structure will be made in the course of project implementation as necessary).



**Figure 3: Main page (ECM) structure of FLEXX**

### 3.1 Mailing List

The “User Directory” on the FLEXX makes it easier to:

- Find information about the project consortium (“who is who”)
- Write emails to members or groups of members, e.g., legal (for all legal aspects of the project, especially regarding the reporting) WP contributors (for all technical discussions within the related WP), Excom members (for all discussions related to Excom), etc.

Using the mailing list on FLEXX replaces contact lists in Excel, which may exist in multiple versions on multiple computers locally. Since every project partner is invited on the FLEXX platform, they all have a User Directory profile created, allowing them to send emails directly from the FLEXX platform (to proceed, the user must go to the User Directory page, and select a distribution list or an individual contact). Each project body shall have its own diffusion list, and any number of lists can be created on demand.



### 3.2 Meetings

During the project, two types of meetings will take place: technical meetings and official consortium meetings.

#### Technical meetings

Both the coordinator, WP Leaders and Task Leaders can organise periodic or ad-hoc technical progress meetings. 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 organiser must write minutes and make them available on the management web platform, TEAMS, in their technical WP folder.

A specific tab has been created on each TEAMS channel related to the WPs. This tab provides, for each WP, the agenda date and minutes of each technical meeting hold. This tab must be filled in by each WP leader and Task leader.

#### Official consortium meetings

Official consortium meetings are organised regularly throughout the project. They are organised in collaboration between the project coordinator and the PMO.

For these meetings, partners are notified in advance and the agenda is made available to all. Minutes are reported by the PMO, reviewed and completed by the coordinator. Then they are sent to partners for a final review and their final version of the minutes and the agenda are stored on the platform FLeXX in this folder: <https://app.flexx.camp/mso/ecm/tandem-ecm-folder-12055>

#### Excom meetings

The Executive Committee (Excom, composed of the Project coordinator, WP leaders and PMO) meets virtually once per month on a regular basis to discuss the progress of the project and to track potential delays. Excom agendas and minutes are available on the Flexx platform following this link: <https://app.flexx.camp/mso/ecm/tandem-ecm-folder-12055>

#### Governing Board meetings

The Governing Board (composed of one representative per organisation and chaired by the project coordinator) meetings are organised along with the consortium meetings when necessary. The Governing Board meetings support the strategic decisions of the project.



## 4. Information management

The information used or generated by the project may take many forms. This section 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.

Templates to be used for project documents are available on the FLEXX at:  
<https://app.flexx.camp/mso/ecm/tandem-ecm-folder-12052>

Official deliverables length should be limited to maximum 50 pages, annexes excluded, unless contradictory instructions.

To ensure that contractual documents are of the highest quality, the validation process is to be implemented using FLEXX, as described in Section 4.

### 4.2 Preparation of contractual technical document

Before processing the document under the process workflow, it is important to note that the document should be prepared on TEAMS following this process:

- As soon as possible and at the latest 2 months before the official deadline, the author must prepare the deliverable on the TEAMS platform. Please create the document in the corresponding WP folder,
- Notify the different contributors and the project coordinator that the initial draft is available in this folder,
- This is the working document for the deliverable. All contributors can work collaboratively on this draft and no versioning is necessary.



Once the deliverable is ready for the review, the author must notify the related WP leader and the project coordinator that the deliverable is ready for a technical review.

Once the deliverable reviewed and validated and that the formatting is ready, the deliverable is ready to be processed under the workflow.

### Formal process of deliverables validation

The workflow tool on FLEXX, developed by LGI, 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 more streamlined process for the publication and approval of deliverables while enforcing appropriate QA processes.

The various steps necessary to issue contractual technical documents are presented in Figure 4.

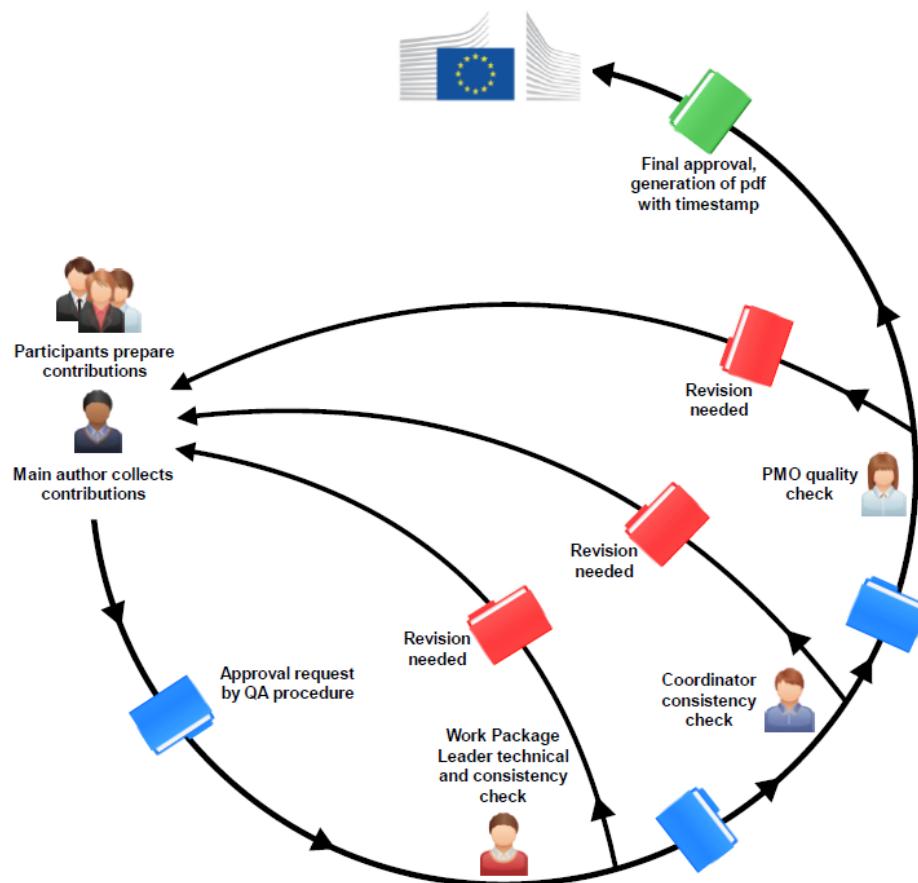


Figure 4: Workflow validation process for the deliverable submission

The validation process is summarized below:

- The main author, who is responsible for the elaboration of the document, asks all the involved participants to write their contribution to the document;
- 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 FLEXX Workflow tool, also providing the abstract and the names of contributors.
- The WP leader receives an automated email 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 returns the document back to its main author and provides comments. The FLEXX automatically notifies the main author that the deliverable needs to be improved. Once the updates are implemented, the main author uploads the revised deliverable on the Workflow, and the process begins again until the WP leader validates the document.
- If/when the WP leader validates the deliverable, the FLEXX automatically notifies the Coordinator (next in line for review) 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 notified that the document can be finalized following a final check. Once this is done, the FLEXX will generate the cover pages (with logos, timestamps, etc.), and the document is ready for submission to the EC by the coordinator.

### Review of technical deliverables by experts

Selected technical deliverables may be reviewed by competent experts chosen among the members of the Scientific Advisory Committee or any other expert before validation by the WP leader. The WP leader and the project coordinator assign the expert(s) for revision of the selected technical deliverables. Such process is not mandatory and is to be decided by the WP leader.

### 4.3 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 TANDEM documents. Alternatively, TANDEM templates can be used without any reference to the internal QA of the beneficiaries involved;



- The validation and the corresponding timestamp of the WP leader 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 WP leaders shall approve the minutes. The templates for meeting minutes and for other technical documents are included in the TANDEM FLEXX platform.

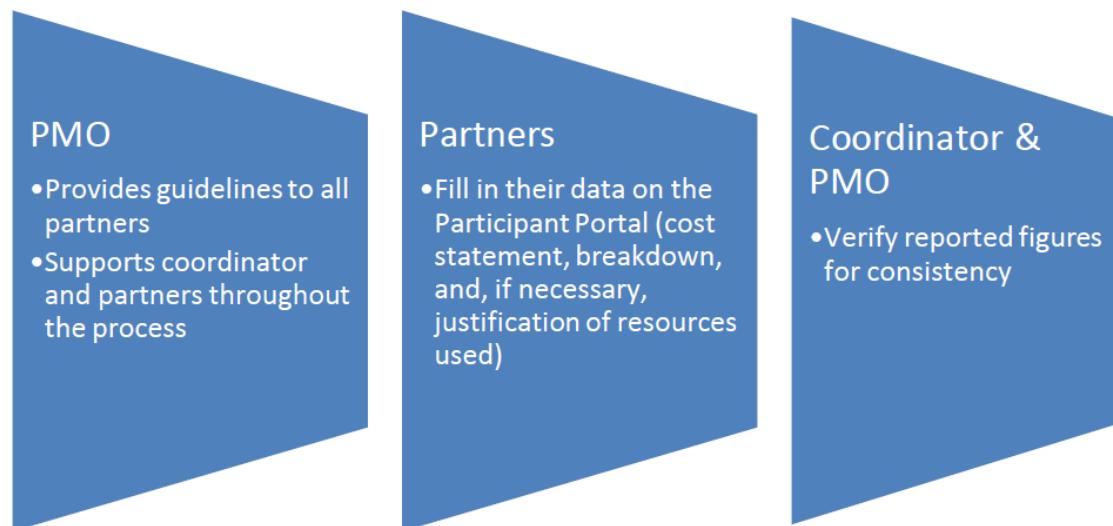
This procedure is not mandatory for ad hoc technical meetings that partners may informally organize to discuss details of the project activities.

### 4.4 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 timing of the official reporting is defined in the Grant Agreement. To prepare more efficiently this reporting, the consortium will prepare intermediate reporting at M9 and M28.

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:



**Figure 5: Financial reporting process**



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



**Figure 6: Technical reporting process**

## 5. Publications

The beneficiaries can submit articles to peer-reviewed journals or present communications at conferences on the studies performed in TANDEM. As a reference to the TANDEM Consortium Agreement, prior notice of any planned publication shall be given to the other partners and to the coordinator before the publication, via an email sent to all participants at least fifteen calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement by written notice to the coordinator and to the Party or Parties proposing the dissemination after receipt of the notice. If no justified objection is made within the time limit stated by the Consortium Agreement (within 30 calendar days after receipt of the notice), the publication is permitted.

For articles, the following acknowledgement of the Commission's support has to be included: "Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Atomic



Energy Community. Neither the European Union nor the granting authority can be held responsible for them.”

For presentations to conferences, it is strongly recommended to use the TANDEM Power Point presentation template (LGI will make it available here <https://app.flexx.camp/mso/ecm/tandem-ecm-folder-12052>). The minimum requirement is to use 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: “Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Atomic Energy Community. Neither the European Union nor the granting authority can be held responsible for them.”

The submitted and final versions of the articles and communications must be uploaded on the FLEXX 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.

In addition, publications are an important element of the dissemination strategy, so partners will be encouraged to publish the results of their work under the open access principles. The Deliverable D7.3 - Data Management Plan will outline the conditions for data preservation, adherence to FAIR principles, publication, and clearly make a distinction between potentially sensitive or confidential information and open access data. Indeed, TANDEM will fully embrace the open access policy of Horizon Europe. Public scientific deliverables and associated supplementary data will be available on an EU-endorsed trusted repository (e.g. OpenAIRE on Zenodo) under the latest available version of the Creative Commons Attribution International Public Licence (CC BY) or a licence with equivalent rights in addition to the project website.

Publications of TANDEM results in scientific journals will use the highest level of open access, whenever possible. Similarly, publications in conference proceedings will be gold open access whenever possible. Beneficiaries (or authors) shall retain sufficient intellectual property rights to comply with the open access requirements. The selection of journals and conferences as part of dissemination activities will prefer such that enable open access.



## 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.

### Coordination team

Function	Name	Org.
Coordinator	Claire Vaglio-Gaudard	CEA
PMO	Sébastien Balech	LGI
PMO	Fanny David	LGI

### WP Leaders

WP n°	Name	Org.	E-mail
1	Christophe Schneidesch	TRACTEBEL	<a href="mailto:christophe.schneidesch@tractebel.Engie.com">christophe.schneidesch@tractebel.Engie.com</a>
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7	Claire Vaglio-Gaudard	CEA	<a href="mailto:claire.vaglio-gaudard@cea.fr">claire.vaglio-gaudard@cea.fr</a>
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## Beneficiaries main scientific contacts

Org	Name	E-mail
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